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# Policies and Procedures

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**TITLE: PARKING ENFORCEMENT**

**POLICY NO: 4-39**

**EFFECTIVE DATE: 05/23/06**

**VCCS POLICY NO: N/A**

**REVISED DATE: 03/26/13**

I. Purpose:

To provide policy and procedures regarding parking enforcement that are applicable to all individuals who operate motor vehicles on any campus or center of J. Sargeant Reynolds Community College (JSRCC), to include college roads and grounds, that are in the best interest of public safety and security and in compliance with the rules and regulations mandated by the

Executive Cabinet of J. Sargeant Reynolds Community College.

II. Definitions

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parking decks, paint lots, install signage, provide lighting and safety equipment, and install other parking devices. JSRCC continues to make every effort to keep parking fees as low as possible and still maintain a service that provides a safe and convenient parking experience.

Requests for special parking needs, temporary parking, and parking after normal business hours (as defined by [JSRCC Policy No. 4-36](#), Employee Access to College Facilities), which are not discussed herein, are to be directed to the chief of police and/or designee for assessment based on merit and space availability.

The college is not responsible for damage to vehicles while parked on college property.

**B. Compact Vehicles**

Parking privileges at JSRCC entitle the driver to use only one parking space between painted lines. Parking on or over the lines is a violation subject to a fine. Space is not always available for oversized vehicles. Ther0 0 1 144.s30n(v)11(eh)-0 g0 G[ )]TJETT1.0488 0 0 1 1

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1. If a decal/hanging tag is stolen or damaged, it should be reported immediately to the Department of Police in Room 100, Burnette Hall, at the Parham Road Campus or by calling 523-5219. The college shall not be held responsible for lost or stolen decals/hanging tags.
2. A replacement decal shall be provided at no charge if a vehicle is sold, traded, or is no longer parked on the campus. An identifiable portion of the decal must be presented to the Department of Police along with a request for a replacement decal. Otherwise there shall be a fee for a replacement decal. Decals should be removed from a vehicle prior to its disposal.

All questions concerning the issuance of parking decals and/or hanging tags should be directed to the Department of Police.

**E. Special Parking**

1. Handicapped permit

Handicapped permits issued by the Department of Motor Vehicles (DMV) in any state or the District of Columbia shall be honored on campuses. Handicapped permits must be valid, displayed properly, and used only by the person(s) to whom they were issued. It is a violation of Virginia state law to misuse a handicapped permit. Vehicles with a handicapped permit should park in spaces provided throughout the campus specifically marked for the handicapped. All lots have at least one handicapped space. A handicapped parking permit must also display a JSRCC decal/hanging tag.

2. Reserved parking

Reserved parking awarded as recognition for employees cannot be shared or given to another employee. Employees choosing not to use their reserved parking space must shall be released for general use.

3. Special events

Special events are those occasions which require one-time parking privileges. These occasions include, but are not limited to Fall/Spring Convocation, college-sponsored cultural events, and athletic events. Parking for these occasions will be free and open to the public/52.89 Tm( )6(f)6(r)7(e)13(e)5.3840.42 143.66 Tl)13( )6(i)15(t)6(e)13(r)7((r)7(a)13(l)15( )



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Parking is available for students and employees in any of the valid parking spaces and lots on campus grounds.

4. Downtown Campus

- a. Navy Hill Parking Deck located on the 5<sup>th</sup> and 6<sup>th</sup> floors at 700 Navy Hill Drive is available for employees.
- b. Downtown Campus Parking Deck on 8<sup>th</sup> Street is available for all students and visitors. Availability of parking in the DTC Parking Deck for faculty and staff is based on student usage and shall be communicated by the parking deck manager.
- c. Lots A and B, located across Interstate 95 (I-95) on 7<sup>th</sup> Street, are available for employees, students, and visitors and do not require an ID to access the lots. Vehicles parked in these lots must display a parking decal or hanging tag.
- d. The hours for the Navy Hill and Downtown Campus Parking Decks can be found at:  
<http://intranet.reynolds.edu/administrative-units/facilities/parkingservices.aspx>.

H. Access to DTC parking locations

1. Navy Hill Parking Deck

A valid employee ID is needed to gain entry to the deck. Entry is by swipe card access at the entrance of the assigned floor.

2. Downtown Campus Parking Deck

- a. Students who are registered for at least one (1) credit at the Downtown Campus or Ginter Park Center have swipe card access to park in the DTC Parking Deck.
- b. Other students must obtain a ticket as they enter the deck. Tickets can be validated at the campus Department of Police on the first floor of DTC if a valid Student ID or course schedule is presented; otherwise payment is required to exit the deck. Additional information can be found in the Parking Ticket Validation Process section. Faculty and staff who have been provided access to the deck have swipe card access to enter and exit.
- c. Failure to swipe the ID card to exit the deck shall result in the individual not being able to enter at a later date. The system must show an entrance and exit each time the card is used.

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- d. Problems with ID card access shall be communicated to the parking manager located on the first level of the parking deck

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tickets. However, these instances are infrequent and handled on a case-by-case basis by the parking services manager.

- 3. A valid picture ID must be presented and the log book signed for the officer to validate a ticket unless it has been authorized and signed by a department.
- 4. Validated tickets must be presented to the parking deck cashier when exiting the parking deck.

**K. Emergency situations**

- 1. Both parking decks have emergency police call stations located on each level at both ends of the deck.
- 2. Handicapped assistance call stations are located at each stairwell. Calls are directed to the cashier booths on the main level. Handicapped individuals may communicate their need for assistance to the cashiers.

3. To request assistance from the parking manager, call the cashier at 523-5465





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calendar days shall result in a late payment penalty of \$15 per violation unless the citation is appealed within the fifteen (15) calendar day payment period.

- b. Employees and students who fail to pay outstanding parking fines within the thirty (30) days of issuance of the ticket, shall be subject to the collection procedures mandated by the Commonwealth of Virginia for past due accounts. Students with unpaid parking fines shall have a hold placed on their student account and shall not be able to register for subsequent terms nor receive services from the college, including the issuance of transcripts.
- c. Upon termination of employment with the college, all full-time and part-time faculty and/or staff must complete the Employee Separation Checklist Form indicating that all financial obligations, including parking violations, to the college have been met. Payments made upon separation must be in the form of cash, money order, credit card, cashier's check, or other certified funds. Personal checks shall not be accepted

**N. Appeal procedures**

Individuals issued citations for J. Sargeant Reynolds Community College parking violations shall be afforded the right of appeal to the chief of police and/or the college parking appeals officer. The appeals process is an administrative process and not subject to a hearing and involves an investigation into the circumstances surrounding the alleged violation and whether mitigating circumstances warrant an excuse of the fine. The billing process shall be on hold pending a decision. The procedures for filing an appeal are:

- 1. Submit [JSRCC Form No. 70-0045](#), Right of Appeal Application, in its entirety



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