

State Laws and Authority

All state laws and city ordinances are applicable and may be enforced on College District premises, and a referral may be made to the appropriate court of jurisdiction. The TJC Police Department has the authority to regulate parking on College District properties.

Vehicle Registration

All vehicles, as defined by state law, operated on the premises of the College District, must be registered with the TJC Police Department. Faculty and staff may receive serially numbered parking permits at no charge from the TJC Police Department. Faculty and staff must display the appropriate parking permit in order to park in the designated parking spaces.

Parking Fees

All full- and part-time students who operate a motor vehicle on property owned or controlled by the College District are required to register each vehicle with the TJC Police Department and pay any applicable parking fees. A registration permit must be affixed to each vehicle in accordance with the parking rules and regulations of the College District.

Student permits are authorized on a semester basis. Permits are provided to students who show a receipt reflecting payment of current parking fees due. Operation of a vehicle on property owned or controlled by the College District for which current semester parking fees have not been paid may result in a parking ticket from the TJC Police Department. The parking permit sticker will remain on the registered vehicle. The expiration date sticker will be updated each semester and will be affixed to the parking permit.

In order to register a vehicle, a driver's license, a student identification card, and the motor vehicle license number must be presented at the TJC Police Department, along with a receipt that indicates payments on the student account are current and clear. The parking fees will be listed on the website of the TJC Police Department.

State law requires disabled persons to obtain disability permits from county automobile registration departments in order to park in any disability zones. A College District parking permit will be issued for a disabled person's vehicle at no charge.

Temporary parking permits for a limited duration are available at the TJC Police Department.

Traffic and Parking

The following acts constitute a violation of traffic and parking regulations of the College District:

1. Parking in a service only space;
2. Parking in a visitor's space;
3. Parking without a permit;

4. Failing to display permit;
5. Parking improperly;
6. Occupying a faculty space;
7. Occupying more than one space;
8. Parking in a fire lane;
9. Parking on the grass; and
10. Parking in a handicapped space.

Violation Penalties

Faculty, staff, and students will be issued citations for violations. Violations will be assessed a fine. The penalties and fines for violations will be listed on the TJC Police Department's website. As listed on each citation, the fine must be paid or an appeal filed within ten business days.

Students with outstanding and overdue traffic fines will be reported to the registrar's office of the College District. Fines must be paid in full as a condition of reentry into the College District or to register for future semesters.

Faculty and staff with outstanding and overdue traffic fines will be reported to Human Resources. As listed on each citation, the fine must be paid or an appeal filed within ten business days. Fines not paid will result in disciplinary action, up to and including termination.

For any unpaid fine, a hold will be placed on the individual's account. For students, this hold will apply to any future transactions with the College District. For faculty and staff, in addition to the referral to Human Resources, ID badge and parking privileges will be suspended.

[Also see TJC Student Handbook, Parking Regulations]

Appeals

Students

Students may appeal their citations to the Student Conduct Officer. Those decisions are governed by the Student Code of Conduct (Article III Section B-13).

Faculty / Staff

Faculty and staff may appeal citations by filing an appeal at the TJC Police Department. An Appeals Committee will meet monthly and once the decision is made by the Appeals Committee, that decision will be final.

FSAC Members

The Faculty/Staff Appeals Committee (FSAC) will consist of three members. Members will be as follows:

1. Student member selected by the Student Senate President.

2. Faculty members selected by the Provost.

The members' terms will last one year and will expire August 31 of each year.

**Removal of Vehicles
from College District
Property**

The College District may have vehicles removed from College District property, at the owners' expense, for the following reasons:

1. Acquiring four or more parking violations;
2. Parking without a permit;
3. Parking on any sidewalk, lawn, or reserved areas;
4. Violating any of the traffic and parking regulations;
5. Failing to obey the verbal order of any TJC Police Department personnel; and
6. Abandoning a vehicle.

Definitions

The following definitions will apply:

- Parking Permit— The sticker that is placed on the outside lower back driver's side window, with the TJC logo, permit number, and a place for the expiration date sticker.
- Expiration Date Sticker— The colored sticker that has an ending/expiration date for the semester attending the College District.
- Faculty Parking— Parking lots that have a faculty only sign, white in color.
- Student Parking— Parking lots that have a student only sign, gold in color.
- Resident Parking— Parking lots that have a resident only sign, black in color.