

CAMPUS SAFETY AND SECURITY (SEPT.1, 2010)

PURPOSE

To inform administrators, faculty, staff, and students of their responsibilities in regards to Campus Safety and Security.

SCOPE

This policy is a University policy that applies to all administrators, faculty, staff, and students. The Director of Campus Operations will be responsible for the oversight of this policy.

UNIVERSITY ID CARDS

All students must have a University issued photo identification card. Cards and make-up photos are issued in the Campus Security Office. Students must provide their University ID card as requested by University officials for identification and services. Replacement cards are provided at a cost of \$5.00.

LOST AND FOUND- SECURITY GUY GRIGGS

Individuals may check for lost items or turn in found items at the CCAC Information Desk. All items must be identified before pick-up and will be disposed of at the end of each semester if unclaimed. Items such as cellphones, laptops, thumb drives, and other found items will be accessed in an effort to locate the owner

MOTOR VEHICLE REGISTRATION

Each student who operates a motor vehicle on campus is required to register the vehicle and to comply with rules regarding designated parking areas. A student must display a vehicle-parking sticker on the rear bumper or rear window on the left side of the vehicle. Parking permits will be available during registration and in the Security Office to both residential and commuting students. All parking permits from previous years must be removed. These regulations apply to motorcycle operators and mopeds as well as automobiles.

PARKING

- The University reserves the right to revoke or deny renewal of any parking permit to any student, staff or visitor at the University's discretion.
- All faculty, staff, students and volunteers must register any motor vehicle (including motorcycles and mopeds) that they will be using on campus. If you have a rental or other temporary vehicle, you must contact the security office and provide your name and vehicle information.
- Parking permits are available in the security office. The first permit is free. All additional permits will cost \$25.00 each. Students are only allowed to have one vehicle on campus at a time.
- Permits must be placed on the rearview mirror of the vehicle so that they are clearly visible. Your permit cannot be fully or partially hidden.
- Cutting or altering permit will result in a \$25 fine.
- Failure to register or properly display permit will result in a \$50 fine.

- Forging or fraudulently using a permit will result in a \$100 fine.
- Displaying an expired Permit (from previous residence) will result in a \$50 fine.
- A student altering, misusing or deliberately tampering with a parking permit shall be considered to be in violation of the Student Code of Conduct.

All violations not otherwise specified are a \$20 fine.

PARKING APPEALS

All appeals must be sent through Paws Portal within 7 business days. Appeals filed more than 7 calendar days after a ticket was received will not be heard. Please follow these steps to submit appeal:

1. Log into your Schreiner One account
2. Click on the Campus Life tab
3. Click on the Paws Portal link
4. In Paws Portal, click on the Campus Links tab
5. On the dropdown, select Student Ticket Appeal
6. Complete form and submit

Your appeal will be assigned to the next available Judicial Board hearing. You may choose to be present at that hearing or may choose to allow the board to decide the case based on the written appeal. The board meets every Friday at 2:00pm. You will be notified in writing of the board's decision within three business days of the hearing. All parking appeal decisions of the Judicial Board are considered final.

For a complete list of parking rules and regulation please visit the Security web site at www.schreiner.edu/security/index.html.

PARKING DESIGNATIONS

Campus Map

<http://schreiner.edu/campus-info/docs/schreiner-map-4web.pdf>

Blue striped Parking spots

Located in H Lot (Central Lot) and A Lot (South Lot) parking are available to everyone to use.

Residential Student Parking

Pecan Grove and Oaks Residents:

You may park in the spaces around your apartment complex, and in the "Blue Parking" in A and H Lots.

LA Schreiner, and Flato Halls:

You may park in the spaces around your residence hall, Lots K & L, and in the "Blue Parking" in A and H Lots.

Faulkner, Delaney, and Trull Halls:

You may park at in the spaces available at your residence hall, B, I, J and N Lots, and in the "Blue Parking" in A and H Lots.

Commuter Students:

May park in parking lots designated for commuters: Lot C (West Parking), Lot D (North A), Lot E (Hanszen), and Lot F (Edington) as well as the “Blue Parking” in A and H Lots.

Faculty/ Staff:

May park in parking lots designated for employees:

A Lot, C Lot, D Lot, E Lot, F Lot, G Lot, H Lot, M Lot and O Lot.

Handicapped Parking or “Parking by Permit Only” Spaces:

These spaces are for Faculty, Staff, Students and Visitors with handicap license plates issued by state or local government. And/or hanging tags issued by Schreiner University Security. Spaces have been made available for ill/injured students or employees. You may request a permit through the Security Office, located in the Guy Griggs Building.

10 Minute Parking:

These spaces are for students, employees, and visitors as long as the time limit is followed.

Parking Regulations

- A parking permit does not guarantee a designated space. It does authorize parking in any of the designated parking lots authorized by the type of issued permit to each student.
- Drivers will refrain from parking in any manner that may obstruct the normal flow of traffic. It is a violation of these regulations to park in the following places:
- All fines will be charged to the student’s account. Official academic transcripts will not be issued if a student has an unpaid fine.
- Vehicles in violation of these rules may be towed away at the owner’s expense.
- Excessive citations may lead to suspension of parking privileges.
- Owners who are in violation of these rules may have their vehicle towed at the owner’s expense!

Non-Moving violations:

No parking is permitted if it obstructs traffic, such as:

- Blocking any sidewalk or access ramp
- Blocking a loading zone
- Blocking a crosswalk
- Blocking or partially blocking a road/driveway

No parking is permitted if it does not comply with signs, such as:

- Parking in a space marked “NO PARKING”
- Parking next to a red curb or fire hydrant (\$100 fine)
- Parking/blocking a handicapped space or handicapped unloading zone (\$100 fine).
- Parking in a space/lot that is not designated for your permit
- Double parking
- No parking is permitted on campus streets or drives except where parking spaces are clearly marked.

- No parking is permitted in lawns or fields. An exception will be made only if you are directed to do so by a security officer or a member of the administration.

Moving violations:

- Reckless driving
- Excessive noise (moving or not)
- Failure to obey traffic signs
- Speeding
- Driving on lawns or fields
- Exhibition of acceleration
- Failure to stop for a security officer (\$50 fine)
- Texting or electronic messaging while driving (\$25 fine) on or after September 1, 2017

Administrative Oversight: Vice President of Administration and Finance

Responsible for Implementation: Director of Campus Operations

