

UNIVERSITY POLICE PROCEDURE

PARKING AND TRAFFIC CONTROL

1. **PURPOSE:** To describe the procedures and regulations governing the control of motor vehicle traffic and parking on the campus of the SUNY Maritime College.
2. **REVISION HISTORY:** None
3. **PERSONS AFFECTED:** University Police personnel, students, faculty, staff and visitors to the College
4. **POLICY:**
 - 7.1 The State University Police are responsible for enforcing traffic and parking regulations on the Maritime College campus.
 - 7.2 The applicable parking and traffic regulations are contained in SUNY Rules and Regulations Part 576.1 through 576.7 Title 8 NYCRR as well as New York State Vehicle and Traffic Law
5. **DEFINITIONS:** None
6. **RESPONSIBILITIES:** The University Police Chief and the officers and other employees of the University police Department are responsible for implementing this procedure
.
7. **PROCEDURES:**

7.1 ISSUANCE OF VIOLATIONS:

- 7.1.1. University Police Officer's on patrol will use discretion in the enforcement of the New York State Vehicle and Traffic Law on campus, with an emphasis on strict enforcement only of violations which present a clear danger to the safety of those who use the campus.
- 7.1.2. Where possible warnings will be issued for minor traffic infractions with summonses reserved for persistent or serious violations.
- 7.1.3. Campus parking regulations will be strictly enforced with Campus Parking Citations issued to violators.
- 7.1.4. Emphasis will be placed on enforcement of parking regulations involving fire hydrants, fire lanes and blocking access of emergency vehicles including parking on the street.

7.2 PROCESSING OF VIOLATIONS

- 7.2.1. V&T summonses (UTT) and Campus Parking Citations issued by University police Officers will be turned in at the end of each shift.
- 7.2.2. A University Police Supervisor will review the UTT's and Campus Parking Citations and forward the UTT's to the New York City Parking Violations Bureau for further processing.
- 7.2.3. The Campus Parking Citations will be reviewed to determine the student or faculty member responsible based on the Campus Parking Decal # on the vehicle and recorded on the Citation.
 - 7.2.3.1. When there is no parking decal # noted on the citation, the vehicle registration information on the Citation will be used to determine the owner and will be crosschecked against students and faculty for a match
 - 7.2.3.2. Where there is no match the Citation will be placed in suspense for 30 days and if payment hasn't been made a follow up letter to the registered owner will be sent.
 - 7.2.3.3. Where a student or faculty/Staff member is identified the Citations will be placed in suspense for 15 days.
 - 7.2.3.3.1 Students: If the citation isn't appealed or paid within 15 days it will be forwarded to the Bursar for inclusion on the student's account with the College.
 - 7.2.3.3.2 Faculty or Staff: If the Citation isn't paid or appealed within 15 days it will be forwarded to Human Resources to have the amount of the fine withheld from the individuals pay and forwarded to the Bursar.

7.3 APPEALS

- 7.3.1 Appeals of Campus Parking Citations will be adjudicated as described in Part 576.7 of SUNY Regulations.

7.4 PERSISTENT VIOLATORS

- 7.4.1 In accordance with SUNY Rules and Regulations Part 576, persistent violators of campus parking regulations may have their parking privileges revoked and may have their vehicles booted or towed from the campus at the owner's expense.

8. RELATED FORMS AND EXHIBITS:

Part 576 SUNY Rules and Regulations dated 8/21/03

New York State Vehicle and Traffic Law

University Police Law Enforcement Policy Statement dated 11/28/03