



**TJC**™

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**Traffic, Parking, and Safety  
Regulations**

**2023/2024**

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**ANY AND ALL PREVIOUS PARKING, ID CARD, AND  
LANYARD REGULATIONS ARE SUPERSEDED BY  
THESE REGULATIONS**

October 30, 2023

## SECTION I: GENERAL PROVISIONS

### General:

Pursuant to the authority granted by Sections 51.201 et seq., 54.005, 54.505, 65.31, and 71.04 of Title 3 of the Texas Education Code and Board Policy of Tyler Junior College Board of Trustees, these *Traffic, Parking, and Safety Regulations* are promulgated to regulate and control parking and traffic and the use of parking facilities, to provide for the issuance of parking permits, and to provide for jurisdiction over offenses. These regulations and procedures apply to any person who walks, drives, or parks a vehicle on college property at the Tyler Junior College main campus, the Tyler Junior College - West, the Tyler Junior College - North, Tyler Junior College - Rusk, and Tyler Junior College - Jacksonville (hereafter collectively referred to as TJC). These rules and regulations are supplementary to applicable ordinances of the Cities of Tyler, Lindale, Rusk, Jacksonville, and the statutes of the State of Texas that govern pedestrians and the use of motor vehicles and bicycles.

**TJC is a “Parking by Permit Only” campus.** The operation of a motor vehicle or bicycle on college property is a **PRIVILEGE** granted by the College. It is not an inherent right of any faculty/staff member, student, or visitor. All faculty/staff, students, and visitors who park on college property must have a valid TJC-issued parking permit or temporary parking permit displayed on their vehicle parked on campus. There is a one-week (7) day grace period that begins on the first class day of each semester to obtain **and** properly display a valid TJC parking permit. Permits purchased are valid for all included semesters until the permit expires.

Permits from other Universities, Junior Colleges, or other institutions are not valid for the purposes of parking at the TJC campus and off-campus sites for instruction. TJC parking permits signify that an individual has been granted the privilege of parking a vehicle on college property but does not guarantee a parking place on campus.

The College assumes no liability and/or responsibility for damage to or theft of any vehicle parked or driven on campus. The College assumes no responsibility or any duty to protect any vehicle or its contents at any time the vehicle is operated or parked on the campus. No bailment is created by granting any parking or operating privileges regarding a vehicle on any property owned, leased, or otherwise controlled by the College.

These regulations are in effect at all times on college property. Controlled parking areas include all parking lots on campus. Signs or pavement markings have been placed to designate these parking areas. Handicap parking spaces are reserved 24 hours a day. They may only be used by designated persons displaying the appropriate current license plate or placard according to State law and a valid TJC parking permit.

Spaces for faculty/staff and visitors are reserved from 8:00 a.m. – 5:00 p.m. After 5:00 p.m., these areas are available for open parking with a valid TJC parking permit.

The parking lot in front of Potter Hall is reserved for faculty and staff at all times. The first two rows of the covered lot beneath Pirtle Technology are reserved for faculty and staff at all times. The executive parking area behind the White Administrative Services Center is reserved at all times. As such, these spaces are subject to enforcement 24 hours a day. Violators will be cited and will be subject to booting and/or towing and any fees associated with enforcement.

Areas are available in certain lots for motorcycle parking, and motorcycles should park in these areas. Automobiles are prohibited from parking in designated motorcycle parking areas. Motorcycles may occupy automobile spaces if all motorcycle parking is full.

Visitors are welcome to the campus, and marked parking spaces are provided for them. Guest/Visitor permits should be obtained from the TJC Police Department when visiting campus. Visitor/temporary permits should be placed on the vehicle dashboard or inside the front windshield so that it is completely visible. This permit identifies the person as a visitor on the campus and prevents the inconvenience of a citation being issued for not having a permit. Legitimate visitors who do not have a visitor permit displayed on their vehicle may be issued parking citation(s).

## Identification Cards

Each faculty, staff, and student, whether part-time or full-time at TJC, shall obtain a TJC Identification card. These cards are to be retained throughout the student's attendance at TJC and should be updated during each registration period. Faculty/staff members are to be retained throughout their course of employment and are valid until separated from the College. There is a seven (7) day grace period that begins on the first class day of each semester to obtain a valid TJC Identification card and parking permit.

Student ID cards are considered VALID only if they have a sticker on the front for the CURRENT semester. A broken or cracked card is not considered a valid card and must be replaced—a replacement charge is required for cards less than two years old. Also, a card that is damaged so that the photo, name, or barcode is illegible is no longer considered a valid card. ID cards are made during the final (walk-in) registration process at the beginning of the Fall and Spring semesters and during New Student Orientation registration.

Continuing Education students are not issued an official college ID card. In rare occasions where identification is needed, a receipt for the current Continuing Education course in which they are enrolled will suffice.

Prospective, current, or former students requiring services from TJC must present a valid form of ID with an identifiable photo. Students who do not have their ID/lanyards may pick up a Day Pass at the Campus Police Department or Substation. Employees may obtain a Day Lanyard from their respective Dean's or Director's office. If a Day Pass is needed more than once per semester, students, faculty, and staff should go first to the Cashier's Office in WASC to pay a fee, according to the fee schedule, then take the receipt to Campus Police to pick up the Day Pass.

Students may also obtain ID cards throughout the semester 24/7 at the Campus Police Department or during the Fall and Spring semesters at the Campus Police Substation from 8:00 a.m. to 5:00 p.m. Monday through Friday, located on the second floor of Rogers Student Center.

A student's first ID card is provided at no charge to the student, but a replacement fee [See fee schedule, page 23] is charged for any subsequent ID cards. Per Board Policy, students and employees must have a TJC ID card on their person whenever they are on campus. A TJC ID card is necessary for admission to college activities, computer labs, Apache Recreation Center, use of learning resources, the Testing Center, and other campus facilities and functions. Students must display their ID card whenever present on campus when requested by a TJC official. The TJC Student ID card is the property of TJC and must be surrendered upon demand if requested by a TJC official.

Photographs for ID cards must present a clear, frontal image of the faculty, staff or student, and include the full face from the chin to the top of the head including hair, and be taken without glasses. Unless worn daily for religious purposes, all hats or headgear must be removed for the ID photograph. No item or attire may cover or otherwise obscure any facial feature, including the eyes, nose, and mouth.

## **Administration and Enforcement of these Regulations:**

### **Chief of Police:**

The Chief of Police or designee is responsible for reviewing operational guidelines and making recommendations to the President for the development of and revisions to these regulations as are necessary to ensure the safety and security of the campus as well as an efficient parking and traffic system.

### **Tyler Junior College Police Department:**

The TJC Police Department is authorized to enforce these regulations at any time or under any circumstances deemed necessary by the TJC Police Department. TJC Police Officers may issue college citations or court appearance citations enforceable in municipal court. The Chief of Police may void citations only when convincing evidence or unusual circumstances exist prior to the citation being submitted to the College Parking and Traffic Appeals Committee or municipal court. Failure to discharge a court appearance citation may result in the issuance of an arrest warrant.

### **College Parking and Traffic Appeals Committee:**

The College Parking and Traffic Appeals Committee is composed of six members consisting of three TJC faculty/staff members and three TJC student members. The Appeals Committee's charge is to review submitted appeals from persons receiving a college citation. The committee may uphold the citation, reduce the citation to a lesser included offense, reduce the citation to a warning, or invalidate the citation. The decision of the Appeals Committee is final, and no additional appeals for that citation will be accepted. See TJC Board Policy, CHC (Regulation) for additional information.

### **Authority:**

The Office of Student Conduct, Human Resources, and the TJC Police Department are authorized to enforce these regulations:

- A. Through the issuance of college citations and collection of enforcement fees;
- B. Through the impoundment of vehicles interfering with the movement of vehicular, bicycle, or pedestrian traffic, blocking a sidewalk or space for those with disabilities, occupying a reserved space, loading dock, ramp, crosswalk, entrance, exit, fire lane, or aisle in violation of parking policies;
- C. Through the impoundment or booting of vehicles for unpaid citations, enforcement fees, or display of a lost, altered, or stolen parking permit;
- D. By the suspension, revocation, or denial of campus driving privileges, parking permits, and access privileges to those with overdue charges or who have violated these regulations;
- E. By withholding the degree and official transcript of any student for non-payment of outstanding charges in accordance with college policy;
- F. By disciplinary action against faculty/staff or students who fail to abide by these regulations;
- G. By such other methods commonly employed by city governments or state agencies in control of traffic regulation enforcement.

### **Proof:**

The issuance of a citation reflecting the existence of any parking or traffic control device, sign, signal, or marking at any location on college property shall constitute prima facie evidence that the same was in existence and was official and installed under the authority of applicable law and these regulations. When any person is charged with having stopped, parked, and left standing a motor vehicle on the campus in violation of any provision of these *Traffic, Parking, and Safety Regulations*, proof that said vehicle was, at the date of the offense, bearing a valid college parking permit shall constitute prima facie evidence that said vehicle was then and there stopped, parked, and left standing by the holder of the parking permit.



**Responsibility:**

- A.** The person to whom a college parking permit is issued is responsible for any citation issued with respect to a vehicle displaying that permit or a vehicle registered through the College by that person.
- B.** If the vehicle does not display a valid college parking permit and is not registered through the College to any college permit holder, then the college affiliate (faculty, staff, or student) of the person to whom the vehicle is legally registered at the time of issuance of the citation is responsible for the citation.
- C.** If no affiliate is identified, the registered owner/s of the vehicle, as identified through the Texas Department of Transportation, will be held responsible for payment of any citation and enforcement fees.

**Collection Methods:**

The College may arrange for collection of debts due to the College pursuant to these regulations in the following manner:

- A.** Parking permit payments are made through the application of fees to student accounts.
- B.** A Police hold will be placed against anyone having past due debts, outstanding citations, and/or enforcement fees.
- C.** No parking permit, including a temporary permit, will be issued to any individual who has outstanding debts under these regulations or otherwise in accordance with college policy or standards. Failure to pay outstanding debts and being unable to obtain a permit is not a valid defense to park without a permit.

## SECTION II: DEFINITIONS

The following defined terms are in addition to the definitions and terms of the Texas Motor Vehicle Laws, which apply on college property.

**1. BUSINESS DAY:** Days that TJC is open for normal business. This excludes weekends and TJC Staff Holidays listed by the TJC Office of Human Resources.

**2. BUS STOP:** A no-parking area where buses stop to pick up and drop off passengers, as indicated by signs or curb markings.

**3. CAMPUS or COLLEGE PROPERTY:** The property under the control of the Tyler Junior College District, including the TJC - West, TJC North, TJC - Rusk, and TJC - Jacksonville.

**4. CONTRACT EMPLOYEE:** Any person employed by a business but not affiliated with TJC as faculty, staff, or student who has contracted to operate a business or service function of the College. In order to park on campus, these individuals must have no unpaid college tickets and purchase a parking permit.

**5. COURT APPEARANCE CITATION:** Those issued by TJC Police Officers constituting a summons to appear in either a municipal court or a justice court. Failure to discharge a court appearance citation may result in the issuance of an arrest warrant.

**6. DRIVER or VEHICLE OPERATOR:** Anyone who drives, operates, or is in actual physical control of a vehicle on college property.

**7. FACULTY/STAFF:** Any person employed at the College, regardless of whether the person is employed with or without salary, including adjunct faculty and assistant coaches. This includes contract employees not directly employed by TJC (see above definition of contract employee). Human Resources will advise if a person is considered an employee and eligible to obtain a faculty/staff parking permit if any questions arise. Student workers and teaching assistants are not eligible for a faculty/staff permit.

**8. FLAGRANT VIOLATIONS:** A clear and blatant violation of these rules and regulations including but not limited to possession of a lost, stolen, or altered permit; possession of a permit by someone other than the original purchaser; receipt of four (4) or more citations, or two (2) or more handicap citations within one academic semester; parking in marked RESERVED spaces, or any violations that substantially impact the daily operations of the College or the health and safety of others.

**9. NO PARKING AREAS/ ZONES:** Red or yellow curbs, diagonal stripes (Zebra stripes) including the areas adjacent to handicapped parking spaces to allow handicap access to/from vehicle (will be cited for parking in handicap area); loading zones; "No Parking" painted on surface, curbs, and "No Parking" signs at bus stops.

**10. OFFICIAL VISITOR/GUEST:** An individual who is not eligible for an annual college parking permit and who comes to campus to conduct important business or to render an important service to the College.

**11. PARKING PERMIT:** Permit issued by Tyler Junior College that authorizes parking on college property.

**12. PARKING SPACE:** An area designated for vehicle parking by pavement or curb markings or signs. Any area not so marked is not a valid parking space.

**13. RETIREE:** Persons who have officially retired from TJC and are not currently on TJC payroll.

**14. STUDENT:** Any person who is currently enrolled at the College (including special students, part-time students, auditing individuals, teaching assistant students, graders, online students, research assistants, and continuing education students).

- 15. COLLEGE:** Tyler Junior College District, including TJC Main Campus, TJC - West, TJC - North, TJC - Jacksonville, and TJC - Rusk.
- 16. COLLEGE HOUSING:** Facilities on the college campus that provide housing for students, including Crossroad Hall, Bateman Hall, Claridge Hall, Holley Hall, Hudnall Hall, Ornelas Hall, Sledge Hall, and Vaughn Hall
- 17. COLLEGE PARKING CITATIONS:** Those parking citations are subject to college administrative enforcement charges and a right to appeal within college procedures as outlined in these regulations.
- 18. VEHICLE:** Includes all motorized or non-motorized vehicles, including but not limited to automobiles, buses, trucks, trailers, motorcycles, motor scooters, motorbikes, mopeds, bicycles, golf carts, club cars, and tractors.
- 19. VENDOR:** An individual or company not affiliated with the College that provides goods or services to the College.
- 20. VISITOR:** Any person who does not meet the definition of Faculty/Staff, Contract Employee, or Student.
- 21. IDENTIFICATION CARD:** Identification card issued by Tyler Junior College to eligible current faculty, staff, and students.
- 22. ALTERED PERMIT:** A permit that has been altered from its original state, including but not limited to cutting or removing portions of the permit, changing the color of any part of the permit, or attempting to change identifying markings such as the permit number, date of expiration, or classification of the permit.
- 23. COLLEGE OFFICIAL:** Individuals who are current employees of the College.

## **SECTION III: TRAFFIC REGULATIONS**

### **1. Compliance:**

Every vehicle operator shall comply with these regulations, State law, and all traffic control devices at all times unless otherwise explicitly directed by the Tyler Junior College Police Department. State and local laws pertaining to the operation of motor vehicles, bicycles, and pedestrians on public streets apply on the campus and streets owned and operated by the College.

### **2. Special Instructions:**

No person shall fail to comply with any instruction related to traffic or parking given by a college Police Officer, Guard/Public Safety Officer, or Parking Enforcement Assistant.

### **3. Temporary Restrictions:**

The Tyler Junior College Police Department Chief of Police is authorized to temporarily implement restrictions that govern parking and traffic relating to construction, emergency situations, or special events on campus. Notice of such restrictions may be given by the posting of temporary signs, traffic cones, barriers, or in any other area deemed appropriate.

### **4. Speed Limits:**

10 mph in parking lots and service drives is the maximum speed limit at all times unless otherwise posted.

### **5. Traffic Obstruction:**

No person shall park or bring to a halt on the campus any vehicle in such a manner as to interfere with normal vehicular or pedestrian traffic or jeopardize safety or college property.

### **6. Vehicles in Buildings:**

With the exception of wheelchairs, ADA scooters, or other devices specifically authorized by rule or policy, no person shall place, use, park, or otherwise leave a vehicle within any college building.

### **7. Sidewalks, Grass, or Shrubbery:**

No person shall drive or park a vehicle on a sidewalk, walkway, patio, plaza, grass, shrubbery, or any unmarked or unimproved ground area unless such areas are signed and marked for driving or parking except as specifically authorized or directed by TJC Facilities and Construction or TJC Police Department.

### **8. Passenger Pick-Up and Drop-Off:**

No person shall stop a vehicle on any street, alley, or driveway on the campus for the purpose of picking up or dropping off a pedestrian. Parking is prohibited on all streets and roadways unless marked parking spaces exist or if directed by Tyler Junior College Police Department personnel. For the safety of faculty/staff, students, and visitors, passengers shall be loaded or unloaded in parking areas.

### **9. Pedestrians:**

Pedestrians have the right-of-way at marked crosswalks, in intersections, and on sidewalks extending across a service drive, building entrance, or driveway. Pedestrians crossing a street at any point other than within a marked crosswalk or within an unmarked crosswalk at an intersection shall yield the right-of-way to all vehicles on the street. No pedestrian shall stand on the traveled portion of any street, alley, or driveway in such a manner as to obstruct or prevent the free flow of traffic.

**10. Service Roads/Walkways:**

The service roads/walkways are to be used by authorized vehicles only. Unauthorized personnel wishing to use the service roads/walkways must contact the TJC Police Department for approval.

## **SECTION IV: PARKING REGULATIONS**

### **1. General:**

A vehicle operator shall park only in a parking space as authorized by the parking permit displayed or as otherwise explicitly authorized by the Tyler Junior College Police Department. Faculty or staff members do not have the authority to permit people to park in areas that are not authorized without first obtaining permission from the TJC Police Department.

### **2. Use of Parking Permits:**

No person shall lend, sell, or otherwise allow another person to use their permit except as specifically authorized by these regulations.

### **3. Parking Permit Requirements:**

A parking permit is required at all times on campus.

### **4. Manner of Parking:**

#### **No person shall:**

- A. Park without a current TJC Tyler parking permit except as specifically authorized by the TJC Police Department.
- B. Park a vehicle such that it occupies portions of more than one parking space. Parked vehicles will be positioned so that the whole of the vehicle is located within the boundaries of the parking space. All TJC parking spaces are standard size, and all oversized vehicles must occupy only one space. The fact that other vehicles are parked improperly or a vehicle is oversized shall not constitute a defense for parking with any portion of the vehicle over the line.
- C. Park a vehicle with the left wheels to the curb unless parked on a one-way street.
- D. Park a vehicle against a curb or median regardless of markings unless otherwise directed to do so by a uniformed member of the TJC Police Department.
- E. Double park a vehicle.
- F. Park a vehicle in a manner that obstructs “Disabled” parking spaces/access, walkways, driveways, ramps, loading docks, or marked crosswalks.
- G. Park any vehicle on a sidewalk, walkway, patio, plaza, grass, shrubbery, or any unmarked or unimproved ground area.
- H. Park a vehicle, permit a vehicle to stand in, or block access to any area designated as a fire lane or 15 feet in either direction of a fire hydrant. Fire lanes are designated by posted signs and/or yellow or red-painted curbs. Any emergency authorization for the use of fire lanes must be obtained through the TJC Police Department.
- I. Park a vehicle in a no-parking zone.
- J. Park a vehicle in an area designated as a bus stop.
- K. Park in a space with a barricade, remove or relocate a barricade, except as specifically authorized by the TJC Police Department.

L. Park a trailer, recreational vehicle, or motorhome on college property unless specifically coordinated and approved by the TJC Police Department.

M. Park or store a bicycle except at designated bicycle parking areas.

**5. Loading Zones:**

Vehicle operators may park in a Loading Zone (LZ) for 15 minutes to load/unload a vehicle. Once the loading/unloading process has been completed or the time limit has expired, the space must be vacated.

**6. Disabled/Handicapped Parking spaces:**

In accordance with State law regulating the use of “Disabled” parking spaces, any person using these spaces must be the person with the disability or transporting the person with the disability in order to use these spaces. No person shall park a vehicle in a “Disabled” space without a college permit and a valid State disabled placard or license plate. Placards and license plates are issued at the office of the County Tax Assessor. Persons with disabilities whose vehicles display valid disability license plates, permits, or placards issued by the State of Texas and disability plates, permits, and placards issued by other States are authorized to park in these spaces.

**7. Visitor Parking:**

Official Visitors (individuals not eligible for an annual college parking permit and who visit campus to conduct important business or to render an important service to the College) may be offered no-cost visitor permits, not to exceed three consecutive weeks without the specific permission of the TJC Police Department.

**8. Emergency Vehicle Parking:**

Emergency vehicles are exempt from the provisions of these regulations when being operated in their official duties or in response to an emergency situation.

**9. Abandoned Vehicles:**

The TJC Police Department may deem a vehicle parked on college property for more than 48 hours without a valid TJC permit, or with expired registration, or in a state of extreme state of disrepair to be abandoned and may remove such vehicle as provided in Section 683.001 – 683.078 of The Texas Transportation Code.

**10. Tyler Museum of Art**

TJC faculty, staff, and students may not park in the Tyler Museum of Art parking lot.

**11. Fifth Street Presbyterian Church Parking Lot**

TJC faculty, staff, and students may park in the Fifth Street Presbyterian Church Parking Lot due to a signed lease with the church. Due to the signed lease, the TJC parking rules and regulations apply to vehicles parked in the lot.

1.

## SECTION V: PARKING PERMITS

### 1. Issuance of Permits:

The TJC Police Department may issue a parking permit to any eligible faculty/staff or student of the College and vendors or contractors operating on the campus upon payment of the appropriate fee, if any. A parking permit will be issued upon payment of the parking permit fees due and indicating a zero account balance.

An individual is authorized to purchase additional permits at a discounted cost of the initial permits according to the Permit Fee Schedule. One permit will be issued per permit fee. Sharing of permits is not allowed. Individuals are responsible for any violation(s) issued to a permit registered to them.

Faculty/staff who have vehicles registered to them but driven by a child or spouse to visit campus should advise those individuals to park in student parking. A vehicle displaying a valid TJC permit should not park in visitor areas from 8:00 a.m. to 5:00 p.m. on weekdays. Vehicles registered to a student that displays a faculty/staff parking permit provided by a parent that is parked in faculty/staff areas but not transporting a faculty/staff member are subject to having a citation issued.

### 2. Placement of Permits:

Permits must be placed in the approved manner and area on the vehicle. No taping, gluing, or mounting at any other location is permitted without TJC Police Department approval. Permits must be applied to the outside lower left rear window (driver's side) and clearly visible and cannot be obscured in any way.

Permits for motorcycles must be permanently affixed on the motorcycle in a location readily visible and approved by the College Police.

Permit for vehicles with convertible or removable tops must be permanent affixed to the upper left (passenger side) front windshield.





### 3. Classes of Permits and Eligibility:

#### A. Parking Permit:

- i. Parking permits are obtained online by going to <https://tjc.t2hosted.com>. It is the responsibility of the faculty, staff, or student to verify the address to which the permit will be sent for accuracy. Neither the TJC nor the TJC Police Department is not responsible for permits not being delivered or mailed to the wrong address.
- ii. Outstanding citations must be paid before one can purchase a permit permit.

#### B. Faculty/Staff Permits:

- i. These permits are issued to vendors or contractors operating on the campus and faculty/staff employed by the College, either full-time or part-time. These permits allow parking in areas designated for faculty/staff or students. (Teaching Assistants and Student Workers are not considered Faculty/Staff.)

#### C. General Student Permits:

- i. These permits are issued to persons who are currently enrolled at the College. Students are not to park in areas or spaces designated as faculty/staff or visitors until after 5 p.m.

#### D. Student Resident Permits (Student Housing):

- i. Student Resident permits have a special designation to limit their parking to their resident lots Monday through Friday, 8:00 a.m. to 5:00 p.m. Students with these permits who park in other lots during these restricted times will be cited for **Violation 103- Parking in an area not designated by permit**. During weekdays in summer semesters and all weekends, this restriction is not enforced due to ample parking on campus.

#### E. Retiree Permits:

- i. These permits are issued to persons who have officially retired from TJC and are not currently on TJC payroll. This privilege is reserved for fully retired persons not receiving compensation from the College and is intended for personal use only for occasional visits to campus.
  1. If a retiree resumes employment or becomes a student of the College, the retiree permit must be turned in for the applicable permit based on status with the College, faculty/staff, or student.

#### F. Temporary Permits:

- i. Temporary Permits are issued for specific time periods or special events generally not to exceed three (3) consecutive weeks' duration. These permits may be issued by different representatives of the College with the approval of the TJC Police Department. The permit will expire on the date listed on the permit or when the last day of the special event is held, whichever comes first. The permit is placed inside the vehicle in an approved location. Temporary permits should be obtained from the TJC Police Department when visiting campus. Temporary permits **shall not** be issued to enrolled students who have not purchased a current permit or have outstanding citations.

#### G. Continuing Education Permits:

- i. Permits are issued to students who enroll in continuing education courses at TJC-West.

### 4. Display of Permits:

Permits shall be affixed on the vehicle in the manner and location provided in the *Traffic, Parking, and Safety Regulations* each academic year (September 1 - August 31). A permit holder who fails to display their permit properly will be issued the appropriate citation(s). Failure to display a purchased permit does not constitute a defense and may not be appealed as it is the permit holder's responsibility to ensure display.

## **5. Surrender or Removal of Permits:**

- a. **Termination of Relationship with TJC:** A permit holder should remove their permit when the permit holder's relationship with the College terminates. Permits not removed remain active until the expiration date printed on the permit, and the permit holder is responsible for any citations issued to that permit. A hold may be placed on the permit holder's account for citations issued even after the permit holder has terminated their affiliation with the College.
- b. **Permit holders are required to remove and surrender their permit:**
  - i. When there is a change in ownership of the vehicle
  - ii. When a replacement permit has been issued
  - iii. Upon revocation of the permit holder's parking privileges on campus
  - iv. Status change (student becoming employee, on-campus resident moving off campus, etc.)

## **6. Expiration of Permits:**

Permits expire on the date listed on the face of the permit. Faculty/Staff permits that do not have an expiration date expire on September 3, 2020.

## **7. Payment of Permit Fees:**

When an application is made for a permit, the fee charged will be for the entire current permit period. Summer academic sessions will be prorated according to the Parking Fee Schedule. See the Parking Fee Schedule for specific permit fees.

## **8. Lost/Stolen Permits:**

A permit holder shall immediately report to the TJC Police Department any lost/stolen permit. Any person reporting a permit stolen shall file a Theft report through the TJC Police Department prior to being issued a replacement permit. Lost permits should be reported to the TJC Police Department and may be replaced by paying the permit fee based on the Parking Fee Schedule. Any permit recovered after reporting it lost/stolen must be returned to the TJC Police Department immediately. Use of a permit that has been reported as lost/stolen is subject to fines and penalties as described in these regulations.

## **9. Permit Refunds:**

No refunds will be issued for any permit purchased. Anyone who is no longer affiliated with the College should remove their permit. Permits not removed remain active until the expiration date printed on the permit, and the permit holder is responsible for any citations issued to that permit. A hold may be placed on the permit holder's account for citations issued even after the permit holder has terminated their affiliation with the College.

## **10. Exchange/Replacement of Permits:**

Permits may be exchanged for an alternate permit for which a person is eligible, based on a change in status (student becoming employee, on-campus resident moving off campus, etc.), by presenting official paperwork proving the change of status and exchanging the original valid permit. The current valid permit must be returned in order to receive a replacement permit at no charge.

## **11. Permit Misuse:**

Misuse of any permit shall result in confiscation of the permit, and a permit may not be re-issued to that individual depending on the circumstances regarding the misuse. For these purposes, the resale of permits is considered misuse. If it is discovered that a permit has been or is in the process of being resold, the permit shall be invalidated. The TJC Police Department is authorized to suspend campus parking and driving privileges on college property for any person whose vehicle is cited for displaying a lost, stolen, or altered permit or any TJC parking permit not issued in accordance with these regulations. Students will be referred to the Office of Student Conduct. Faculty/Staff will have the matter forwarded to the appropriate Dean, Director, Department Head, or Human Resources for disciplinary action. Violators who are found in possession of additional permit(s) without paying the appropriate fee, lost, stolen, or altered permit

shall also pay the cost of the permit they fraudulently used. Failure to pay the fee will result in a hold being placed on the person's account.

## SECTION VI: IDENTIFICATION CARDS

### 1. Issuance of Identification Cards:

The TJC Police Department may issue an ID to any eligible faculty/staff or student of the College and vendors or contractors operating on the campus upon payment of the appropriate fee, if any. An ID card will be issued upon payment of the fees due and indicating a zero account balance.

An individual is authorized to purchase additional identification cards at a cost according to the Fee Schedule. One ID card will be issued per ID card fee.

ID cards are made during the final (walk-in) registration process at the beginning of the Fall and Spring semesters and during New Student Orientation registration.

Students may also obtain ID cards throughout the semester during normal business hours in the Campus Police office and from 8:00 a.m. to 5:00 p.m. during the Fall and Spring semesters at the Campus Police Substation, located on the second floor of Rogers Student Center.

### 2. Carrying and Displaying of Identification Cards:

A TJC-issued ID must be carried at all times by faculty, staff, students, vendors, and contractors while on TJC property. In accordance with TJC Board Policy and the Texas Education Code, the TJC-issued ID must be presented when asked by any college official.

### 3. Classes of Cards and Eligibility:

#### A. Faculty/Staff ID Cards:

These ID cards are issued to vendors or contractors operating on the campus and faculty/staff employed by the College, either full-time or part-time. (Teaching Assistants and Student Workers are not considered Faculty/Staff.)

#### B. Student ID Cards:

These ID cards are issued to persons who are currently enrolled at the College.

##### 1. Resident Cards (Student Housing):

Student Resident ID cards have a special designation to signify they are an on-campus resident.

#### C. Day Pass:

Students who do not have their ID/lanyards may pick up a Day Pass at the police department. Employees may obtain a Day Lanyard from their respective Dean's or Director's office.

If a Day Pass is needed more than once per semester, students should go first to the Cashier's Office in WASC to pay an appropriate fee according to the fee schedule, then take the receipt to Campus Police to pick up the Day Pass.

#### D. Retiree ID Cards

These ID cards are issued to persons who have officially retired from TJC and are not currently on TJC payroll. This privilege is reserved for fully retired persons not receiving compensation from the College.

1. If a retiree resumes employment or becomes a student of the College, the retiree ID card must be turned in for the applicable permit based on status with the College, faculty/staff, or student.

If a Day Pass is needed more than once per semester, students should go first to the Cashier's Office in WASC to

pay an appropriate fee according to the fee schedule, then take the receipt to Campus Police to pick up the Day Pass.

#### **4. Surrender of ID cards:**

**A. Termination of Relationship with TJC:** A faculty, staff, or student holder should turn in their identification card when the cardholder's relationship with the College terminates. ID cards do not remain active after the relationship terminates.

#### **B. ID holders are required to surrender their ID cards:**

1. When an employee is no longer employed with the College.
2. When a replacement ID card has been issued
3. Upon revocation of the cardholder's right to be on campus.
4. Status change (student becoming employee, on-campus resident moving off campus, etc.)

#### **5. Expiration of ID Cards:**

Student cards expire at the end of the semester listed on the front of the card. Faculty and Staff cards expire upon separation from the College.

#### **6. Payment of ID Card Fees:**

When an application is made for an ID Card, the fee charged will be for the duration of the cardholder's relationship with the College.

#### **7. Lost/Stolen ID Cards:**

A cardholder shall immediately report to the TJC Police Department any lost/stolen ID card. Any person reporting an ID card stolen shall file a Theft report through the TJC Police Department prior to being issued a replacement card. Lost ID cards should be reported to the TJC Police Department and may be replaced by paying the replacement fee based on the Parking/ID Fee Schedule. Any ID cards recovered after reporting it lost/stolen must be returned to the TJC Police Department immediately.

#### **8. ID Card Refunds:**

No refunds will be issued for any ID card purchased. Anyone who is no longer affiliated with the College should turn in their ID Card. ID cards do not remain active after the relationship terminates.

#### **9. Exchange/Replacement of ID Cards:**

ID cards may be exchanged for an alternate card for which a person is eligible, based on a change in status (student becoming an employee, on-campus resident moving off campus, etc.), by presenting official paperwork proving the change of status and exchanging the original valid card. The current valid card must be returned in order to receive a replacement card at no charge.

#### **10. ID Card Misuse:**

Misuse of any ID card shall result in confiscation of the card and may only be re-issued after the misuse has been discussed with the appropriate department, depending on the type of card used. For these purposes, the resale of ID cards and loaning of one's card to another for the use of its privileges is considered misuse. If it is discovered that a card has been or is in the process of being resold, the card shall be invalidated. Students will be referred to the Office of Student Conduct. Faculty/Staff will have the matter forwarded to the appropriate Dean, Director, Department Head, and Human Resources for disciplinary action. Violators who are found in possession of additional card(s) without paying the appropriate fee for a lost, stolen, or altered card shall also pay the cost of the card they fraudulently possessed. Failure to pay the fee will result in a hold being placed on the person's account.

## SECTION VII: ENFORCEMENT

### 1. Parking, Traffic, and ID/Lanyard Citations:

**A. Issuance:** Any person violating these regulations may receive a citation.

**B. TJC Authority:** TJC Police Officers, Guards/Public Safety Officers, Parking Enforcement Assistants, and other designated TJC individuals are authorized to write college citations.

**C. TJC Police Authority:** TJC Police Officers are authorized to issue college citations and court appearance citations for violation of these regulations. It is the general policy of the College to issue court appearance citations for moving violations and for any violation when the individual's driving or parking privileges have been suspended or a vehicle does not display a valid TJC permit. However, TJC police officers may issue a court appearance citation for any appropriate violation.

### 2. Failure to Discharge Court Appearance Citations:

Failure to discharge a court appearance citation may result in the issuance of an arrest warrant.

### 3. College Citations:

College citations are issued for offenses listed in Section VIII: Citations and Fees. Any person receiving a college citation must remit the amount of the charge to the Enrollment Service Center or pay online at <https://tjc.t2hosted.com> or submit an appeal to the TJC Police Department within fourteen (14) days after issuance of the citation. Any towing, booting, and/or storage fees for removal of an impounded or immobilized vehicle or bicycle must be paid regardless of whether an appeal has been submitted and/or granted.

### 4. Appeals from College Citations:

Any person issued a college citation may appeal the citation to the College's designated Appeals Committee within fourteen (14) days of the citation's issuance date by completing the appropriate online appeal form at <https://tjc.t2hosted.com>. Appeals not filed within this time frame will not be accepted. Boot Administrative citations and towing or storage fees are not eligible for appeal.

### 5. Initial Review of Appeal:

The Chief of Police may review and void citations only when convincing evidence or unusual circumstances exist prior to the citation being submitted to the College Parking and Traffic Appeals Committee.

### 6. Appeals Committee:

If a citation is not voided in the initial review by the Chief of Police, the appeal will be heard by the College Parking and Traffic Appeals Committee and will be "on the record." That is, the appellant will not appear in person. The person's appeal stands on the basis and merit of their written account of the reason(s) or circumstances present when the citation was issued and any comment made by the issuing college representative regarding the citation. Neither the appellant nor the college representative issuing the citation appears at the Appeals Committee. The Appeals Committee is unbiased and renders decisions based on the Traffic, Parking, and Safety Regulations. The decision of the Appeals Committee is final, and no further appeals for that citation will be accepted.

### 7. Failure to Pay Citation Charges:

Failure to pay or appeal the citation within fourteen (14) of citation issuance will result in a \$10 late fee per violation. Unpaid citations can result in financial holds being placed on your account. A hold can cause the loss of parking/driving privileges on the campus or prevent students from receiving grades, refunds, official transcripts, or diplomas.

### 8. Vehicle Immobilization or Impoundment:

The TJC Police Department may immobilize (boot) or impound (tow/relocate to a storage area) the vehicle of any person who accumulates four (4) or more unpaid parking or traffic citations and/or accumulates charges of \$100 and/or

accumulates two (2) or more unpaid handicap violations, or who is in possession of a lost, stolen, or altered parking permit. All police holds, administrative fees, and boot fees must be paid in full at the Enrollment Service Center, first floor, White Administrative Service Center, during regular business hours or at [www.tjc.t2hosted.com](http://www.tjc.t2hosted.com) prior to the release of the vehicle. No payment plans will be issued for outstanding fines. Vehicles may also be booted for other violations of these regulations or State law at the discretion of the TJC Police Department. Any unauthorized removal of a vehicle boot or damage to a vehicle boot, cable, lock, or part will have an additional charge of \$500 added to the fine. The College is not responsible for any damage to the vehicle during booting, towing, relocation, or storage. After notice has been posted on the vehicle, vehicles booted for longer than 48 hours may be impounded (towed to a storage area) or will be charged a boot fee for each day thereafter that the vehicle remains booted. The owner/operator is responsible for any booting, towing, or storage fees to the towing facility in addition to any fines.

#### **9. Suspension of Privileges:**

Driving and parking privileges may be suspended by the TJC Police Department, Student Conduct, or Provost/Vice-President of Academic and Student Affairs if the violator has displayed a lost, stolen, or altered permit or other flagrant violations of these regulations. The loss of the privilege of driving or parking a vehicle on campus shall commence immediately following written notification of suspension. Such notification shall state the terms of the suspension and consequences for violation of the stated terms. The violations of the suspension shall be reported to the Residential Life and Student Conduct if the person is a student or to the appropriate dean, director, or administrative official for possible disciplinary action if the person is a faculty/staff member.

**A.** If a person whose privilege of driving or parking on campus has been suspended receives a college citation by reason of having a vehicle on campus during the period of their suspension, the period of suspension may be extended, and a referral to the appropriate college office may be made for further college disciplinary action.

**B.** Students may appeal suspensions to the Provost/Vice-President of Academic and Student Affairs or designee within ten business days on the grounds that the imposition of such suspension is improper or will create serious and substantial hardship. During the appeals period, the suspension remains in effect. Employees may appeal suspensions to the President of the College or designee within ten (10) business days on the grounds that the imposition of such suspension is improper or will create serious and substantial hardship. During the appeals period, the suspension remains in effect.

**C.** A person receiving notice that their privilege of driving or parking on college property has been suspended shall return the parking permit or the remnants of the permit to the TJC Police Department within ten (10) business days after the date of such notice.

#### **10. No Defense:**

The absence of sufficient parking spaces on the college campus is not justification for violation of these regulations. Failure to enforce any regulation shall not constitute a waiver of the College's authority to enforce these regulations. Other improperly parked vehicles do not constitute a defense for improper parking. Permit holders are responsible for all fees and fines issued to a vehicle displaying a parking permit issued to that permit holder or a vehicle registered to the permit holder or a member of the permit holder's family. Use of the parking permit evidences that the permit holder agrees to abide by these regulations.

## SECTION VIII: CITATIONS AND FEES

<b>Code</b>	<b>Class A Violations</b>	<b>Fine</b>
101	Parking in Reserved Space	\$ 50.00
102	Permit not Properly Displayed	\$ 25.00
103	Parking in Area Not Designated by Permit	\$ 25.00
104	Parking Where Prohibited by Signs or Markings	\$ 25.00
105	Parking in Area Not Designated as Proper Parking Space	\$ 25.00
106	Failure to Park Within Lines of Designated Space	\$ 25.00
107	Parking or Storing Bicycle Inside a Campus Building	\$ 25.00
108	Failure to Wear TJC ID	\$ 25.00
109	Parking Behind Barricades or in Barricaded Area	\$ 45.00

<b>Code</b>	<b>Class B Violations</b>	<b>Fine</b>
201	Parking without a valid Permit displayed	\$ 35.00
202	Displaying Fraudulent or Fictitious Permit	\$ 100.00
203	Altering Parking Permit	\$ 100.00

<b>Code</b>	<b>Class C Violations (Moving Violations)</b>	<b>Fine</b>
301	Driving on Sidewalks, Walkways, Over Curbs, in Grass	\$ 50.00

<b>Code</b>	<b>Class D Violations</b>	<b>Fine</b>
401	Parking In Disabled Space/Access	\$ 500.00
402	Parking in Loading Zone/Inner Campus w/o authorization	\$ 40.00
403	Parking in a Fire Lane	\$ 65.00

**Administrative Wheel Boot/Impoundment fee: \$50.00**

**Wrecker Towing Fee:** In addition to the wheel boot/ impoundment fee, the violator is responsible for payment of all towing and storage fees to the applicable private wrecker company.



## SECTION IX: PARKING/ID FEE SCHEDULE

### Student Permit:

Semester		Fee
Long Term*	Initial Permit Fee (1 permit per fee)	\$30
Short Term (Summer Session)*	Additional Permit Fee (1 permit per fee)	\$15
Long or Short Term*	Replacement cost for lost permit	\$5

\*Permits purchased are valid for all included semesters until the permit expires.

### **Faculty/Staff Permit: No cost. \***

\*Permits are valid for all included semesters until the permit expires.

### Continuing Education \*:

Semester		Fee
All Session*	Initial Permit Fee (1 permit per fee)	\$1

\* Continuing Education permits are included in the cost of the continuing education course.

### TJC Identification Card:

		Fee
Enrollment Term	Initial Identification Card is Included	
Replacement if lost	Additional Fee (1 card per fee)	\$15
Day Pass	First one	Free
Additional	Additional Fee (1 pass per fee)	\$2.50
Lanyard Replacement	Lanyard and Badge Holder	\$5