

**VIRGINIA STATE UNIVERSITY
PARKING POLICY
RULES AND REGULATIONS**

I. STATEMENT OF POLICY

The motor vehicle procedures and regulations have been developed by the University Parking Committee and are applicable to all individuals who operate motor vehicles on the campus of Virginia State University (VSU). For the purpose of these regulations, motor vehicles include all self-propelled vehicles, which may or may not require state licenses. All University roads and grounds come under the jurisdiction of the procedures and regulations set forth in this policy. The Director of Police and Public Safety, VSU Police officers, and Parking Security officers, as designated, are authorized to enforce these procedures and regulations in the interest of the safety of individuals and property. The operation of motor vehicles on the campus of Virginia State University is a privilege granted by the University. This privilege is extended to faculty, staff, students and authorized visitors to the campus. Failure to adhere to these regulations as well as the laws of the Commonwealth of Virginia may result in a warning or citation and may result in the loss of parking privileges on the campus of Virginia State University.

The official motor vehicle procedures and regulations of Virginia State University set forth in this document, supplement, but do not supersede, the regulations established by the Division of Motor Vehicles of the Commonwealth of Virginia. These procedures and regulations supersede all previously published University parking procedures and regulations and shall remain in effect until revised or rescinded by the University Parking Committee. These procedures and regulations compliment, and may therefore refer to, other published University documents. All affected parties should carefully read this document and become familiar with its contents. Additional parking information is available to VSU students in the Student Handbook, issued by the Office of Student Affairs. The Committee reserves the right to amend this document, and publish any changes to these regulations which it deems are in the best interest of public safety and security, and in compliance with the rules and regulations mandated by the Commonwealth of Virginia and the Virginia State University Board of Visitors.

The parking program of the University operates as an Auxiliary Enterprise and the fees have been developed to support all costs associated with the program's administration. Requests for special parking needs, which are not discussed herein, should be directed to the Director of Police/Public Safety for assessment based on merit and space availability. The University Parking Committee shall be the final authority on matters of parking policy as it relates to parking on the campus of Virginia State University. However, all parking violations may be appealed directly to the University Parking Appeals Committee (See Section XI, Appeal Procedures, of this document). This document further provides information relevant to guests of faculty, staff, and students.

II. TYPES OF PARKING DECALS

All vehicles, with two exceptions, parked on campus must display a valid University parking decal. The first exception is for vehicles operated by individuals who have been issued a "Handicapped" permit by the Commonwealth of Virginia. These vehicles must be parked in spaces provided throughout the campus specifically marked for the handicapped. All lots have at least one handicapped space, strategically located to ease movement by the individual. However, an automobile with a handicapped permit parked in an otherwise designated space, must have a valid VSU decal. The second exception is for short-term visitors to campus who are parked in the non-Police spaces in the Honor Parking Lot No. 7, located at the corner of Barnes Street and University Avenue.

There are two types of parking decals sold by the University. The first is the annual parking decal, which is sold to faculty, staff, administrators and students, on an academic year basis beginning on September 1st through August 31st of each year. The second type of decal is the monthly decal. Because the University may, from time to time, hire individuals on a short-term contract (less than three months) or temporary agency employees, it sells the monthly parking decal to address those circumstances.

The University issues, but does not sell, a decal reserved for Retired Faculty Emeriti.

A. Annual Parking Decals

Annual parking decals are required on all vehicles parked on a continual basis on the University campus. There are three types of permanent parking decals:(1) Executive, (2) Reserved; Faculty and Staff, Restricted; and (3) Student. The differences among these decals are the cost of registration fees (see Registration Fees) and Parking lot restrictions (see Parking Areas).

B. Monthly Decal

The "monthly decal" may be issued only to non-traditional employees of the University and to vendors, contractors, and auditors who will be staying on campus for thirty (30) days or more to perform University-related duties. Holders of a monthly decal may park in faculty/staff lots. The monthly decal will only be issued when the Motor Vehicle Registration Application is submitted with a letter from the affected Department defining the length of the assignment/contract. In the case of a vendor, the letter should be submitted by the responsible person on the purchase order and it should reference the P.O. number.

In instances where persons have registered one (1) vehicle and find it necessary to use another vehicle for a temporary period of time, they may purchase a monthly decal for this purpose. Vehicles with expired monthly decals will be ticketed, have wheel locks applied and/or towed.

C. Retired Faculty Emeriti

Occasionally the University Administration approves the issuance of this special decal to retired faculty who are bestowed the honorary status of faculty emeriti. This designation allows the honoree to park in any non-restricted parking area on campus.

III. TYPES OF PARKING PASSES

A. Special and Invited Guests Pass

A special pass will be issued only to special and invited guests of the academic schools or the major administrative units of the University. This pass allows the holder to park in reserved guest spaces which are located in several parking lots across campus. This pass would typically be issued to persons who participate in conferences or workshops, or who come to campus for a single occasion or who come infrequently, over a period of time for specific scheduled activities, or services of five (5) or fewer services. This pass is not valid unless signed by a vice-president, dean or an administrative director of the University.

Faculty and staff members who host workshops or conferences, or individual department directors are responsible for obtaining parking passes for guests from the Department of Police and Public Safety. It is the responsibility of the host faculty/staff member to ensure that the pass is issued only to the specific guest(s) for whom it is requested. These passes may be processed and mailed in advance for the convenience of the persons for whom they are issued. Reproduction of these passes is prohibited. If a designated guest space is not available the guest may park in any available space except those restricted for service vehicles, handicapped spaces, or executive reserved spaces, or the Honor Parking Lot #7.

B. Vendor/Contractor Pass

Contractors providing temporary services to the University may park in designated parking spaces. Temporary service for the purpose of this pass means any time period less than thirty (30) days. Contractor vehicles parked on campus must display a pass and/or the vehicle itself must identify the name of their company. The pass must stipulate the name of the company and indicate the name and telephone number of the University office where they can be reached. These passes should normally be coordinated through the appropriate department. Prior notice on the issuance of this pass should be given to the Police Department. If space is not available as designated, the vendor/contractor may park in any available space except those restricted for service vehicles, handicapped spaces, or executive reserved spaces.

C. Handicapped Permit

A person who has been issued a "Handicapped" permit by the Commonwealth of Virginia can park their vehicle in any handicapped designated space, in any parking lot on campus without the purchase of a decal. The Police Department will honor any valid permit, sticker, placard or pass

that is authorized for a handicapped person, so long as it is displayed on the vehicle appropriately. An automobile with a handicapped permit parked in an otherwise designated space, must have a valid VSU decal.

Unauthorized vehicles parked in a handicapped space are subject to being ticketed and/or towed at the owner's expense.

D. Special Events

Special events are those occasions which require one-time parking privileges. These occasions include, but are not limited to: Fall Convocation, Founders Day, Commencement Weekend, intercollegiate athletic events, and University-sponsored cultural events. Parking for these occasions will be open and free to the public. Lot #26 is reserved for special events parking and will be closed to all other parking.

E. Other

(1) HONOR PARKING LOT - Visitors to the campus who are not eligible for a guest pass must park in the lot designated as "Honor Parking" and pay the posted parking fee (\$1.00). A space in the Honor Parking lot has no specific time limit during any given day. An individual who removes a vehicle from the lot forfeits all rights to the space in which the vehicle was parked. No registered or unregistered vehicles belonging to faculty, staff, or students are allowed in this lot. Fees for the Honor Parking lot are required at all times between the hours of 7:00 a.m. and 9:00 p.m. The Honor Parking Lot is located in Lot #7, located at the corner of Barnes Street and University Avenue.

(2) TEMPORARY REPLACEMENT VEHICLE PARKING - Faculty and Staff requiring temporary parking privileges should report to the Department of Police & Public Safety for registration and issuance of a temporary parking pass. This temporary pass will only be honored upon verification of a previously purchased decal.

(3) ROTC RESERVED PARKING - There are several parking spaces in close proximity to the ROTC building, which are designated for ROTC parking only. No other vehicles are allowed in these spaces before 7:00 p.m. on weekdays. ROTC students from Richard Bland College, and John Tyler Community College who have registered vehicles at their respective colleges will be issued decals at no cost. These students must produce evidence that their vehicle is registered at the colleges they attend and also that they are cadets in the VSU ROTC program.

IV. OBTAINING A PARKING DECAL

ALL MOTOR VEHICLES WHICH ARE PARKED ON CAMPUS BY MEMBERS OF THE UNIVERSITY COMMUNITY MUST BE REGISTERED IMMEDIATELY. Registrations are valid September 1st through August 31st for each academic year. Each person who registers a vehicle shall be provided a copy of the Virginia State University Parking, Policy, Rules and Regulations. Every faculty and staff member should obtain a copy of the document in that it also

contains useful information relative to facilitating parking for visitors. The Virginia State University Parking Policy, Rules Regulations and Forms can be viewed and printed in its entirety online at <http://www.vsu.edu/police/ppolicy.htm>.

The appropriate parking decal will be issued by the University Cashier's Office upon receipt of a (1) Motor Vehicle Registration Application, (2) a valid copy of the vehicle registration, and (3) the applicable registration fee. Persons who register vehicles must be in a position to produce evidence of association with the University as faculty or staff, boarding student, day student, part-time student, etc. When more than one car is registered, and valid registration document must be submitted for each additional vehicle.

The Motor Vehicle Registration Application used to register a vehicle, must be obtained from and submitted to the University Cashier's Office (Room #112 Virginia Hall). Any information found to be knowingly false on this application will be investigated by the Department of Police and Public Safety, and referred to the Commonwealths Attorney for prosecution.

No decals may be sold to a faculty, staff, hourly employees, contractual staff, or students unless the individual signs the "Authorization and Certification" section of the registration application to allow delinquent or unpaid traffic violations to be deducted from his/her wages or student account.

No decals may be sold to a faculty, staff, hourly employees, contractual staff, or students when University records indicate that they have unpaid traffic and parking fines.

No more than a total of three decals may be issued to any member of the faculty or staff, and no more than one decal may be issued to a student. Individuals seeking to purchase decals exceeding these limits must request approval to do so from their Dean, or Director, or Vice-President. Once this approval is obtained the request must be submitted to the University Controller for processing by the Cashier's Office. Individuals seeking to park without a decal are required to park their automobile in the free parking lots located at the University's water tower (Lot 31B) or Heating Plant (Lot 3).

No decal may be issued for any additional vehicle unless (1) the registration bears the same name or names as shown for the first vehicle registered, or (2) bears the same surname. Any registration for an automobile that does not bear the full name of the employee or student, (or at least the same surname), can be approved only by the University's Manager of Cash and Investments, (who shall appropriately document on the application the basis of approval).

Children of employees, who are also students of the University, may register and receive a faculty/staff parking decal, if their residence while attending the University is the same as their parent employee.

No decal may be issued to incoming freshmen students unless written authorization is received from the Director of Student Activities.

Students who are hourly employees may only apply for a student decal and may not receive a faculty/staff decal.

Students whose employment with the University is under College Work Study or similar programs, which is are incidental to their main function as a student, may apply only for a student decal, and may not receive a faculty/staff decal.

All faculty and staff, including hourly employees, contractual employees or temporary staff, must obtain clearance signatures from the Cashier's Office for traffic citations in order to receive their final paycheck. Payment made upon separation must be in the form of cash, money order, credit card, cashiers check, or other certified funds. No personal checks will be accepted.

The decal MUST be attached by the adhesive substance on the inside rear window on the driver's side. On motorcycles, the decal must be attached to the flat surface on the left side of the vehicle. Registration of a vehicle is not complete until the decal is affixed consistent with the instructions described above and on the decal. Transfer of a decal from one vehicle to another, which is not registered, is a violation and will result in a citation being issued.

V. DECAL FEES

A. Annual Decals

FEES - ACADEMIC YEAR 2002-2003

All annual decals are valid for the period beginning 9/1/02 through 8/31/03. However, decals sold on the dates shown below will be prorated and sold at the prices indicated in the table.

PRORATED PURCHASE PRICE

DECAL TYPE			
Purchase Date	7/1/02-12/31/02	1/1/03-4/30/03	5/1/03-8/31/03
Executive Reserved	\$120	\$90	\$40
Faculty/Staff Restricted	\$90	\$68	\$30
Student (Full & Part-Time)	\$50	\$38	\$17
Monthly	\$5	\$5	\$5
Visitor (Lot 7)	\$1	\$1	\$1
Decal Replacement Fee	\$3	\$3	\$3
Second Vehicle Fee	\$10	\$10	\$10

DEFINITIONS:

Executive Reserved- These decals will be sold only to the President, Vice-Presidents, and Deans. These spaces will be in the faculty lot closest to their buildings and will include a sign designating the space as being reserved for that person by official title only. Example: "Reserved Parking Dean, School of Business."

Faculty/Staff Restricted- These decals will be sold only to faculty and staff (classified, hourly, and P-14). This decal allows the holder to park in any space, except a "reserved" space, in any lot which is designated "Faculty/Staff" on a first come, first served basis.

Pre-Tax Payroll Deduction for Parking Decals-The purpose of the program is to allow University employees to pay for parking expenses on a pre-tax basis through payroll deduction. The parking fees will be deducted from the employee's paycheck before federal, state, and FICA taxes are computed; thereby resulting in a tax savings. VSU faculty and staff are eligible for this payment arrangement if continuously employed and do not have any outstanding parking fines. Employees must complete "The Pre-Tax Parking Fee Program Salary Reduction Agreement form." The Salary Reduction form, Employee Motor Vehicle Registration Application and copy of the vehicle registration card must be returned to the Cashier's Office starting July 1, 2002. The pre-tax payroll deduction from the employee's paycheck will be processed in four installments based on approval of the salary reduction agreement form by the Payroll Office. VSU employees must elect to participate in the pre-tax parking fee program each year.

Student- These decals will be sold only to students that are validated or officially enrolled. This decal allows the holder to park in any lot designated as "Student Parking."

Monthly- These decals will be sold only to non-traditional employees of the University. This includes consultants, contractors and temporary employees (such as Manpower). This type of group decal allows the holder to park in any space, except a "reserved" space, in any lot which is designated "Faculty/Staff" on a first come, first served basis. This decal is only valid for the month in which it was purchased.

Daily- Daily "Honor Parking" is available in Lot 7 & located between Jackson Place and Barnes Street at University Avenue. No decal is issued for this lot. This lot is designated primarily for guests and short-term visitors of the University between the hours of 7:00 a.m. - 9:00 p.m. Student and employees are not allowed to use the Honor Parking Lot which is designated for visitors ONLY.

VI. LOSS OR DESTRUCTION OF DECALS OR CHANGE OF REGISTERED VEHICLE

If a decal is stolen or damaged, it should be reported immediately to the Department of Police and Public Safety. The University will not be held responsible for lost or stolen decals, and will not issue a refund for any decal once it has been issued. All decal sales are final.

A replacement decal will be provided upon payment of the applicable fee if a vehicle is sold, traded or is no longer being parked on the campus. If an individual disposes of a vehicle, the decal should be removed. If a decal is desired for a replacement vehicle, an identifiable portion of the decal, which was removed, must be taken to the Cashier's Office and a replacement decal will be issued for \$3.00. Failure to present an identifiable portion of the decal or other evidence may result in the registrant being required to pay full cost for a new decal.

VII. RENEWAL OF REGISTRATION

Each year, on or before September 1st, Faculty and Staff members are required to renew the motor vehicle registration which expires on August 31st. It is the registrant's responsibility to ensure that a current year decal is on his/her vehicle. The expiration date of the registration period appears on the decal.

VIII. PARKING AREAS

Vehicles must be parked in lots for which decals are valid. The Parking Lot Locator Map is included in Appendix B and specifies all lots available for faculty, staff, student and visitor parking. The designation of a parking area is subject to change; therefore, information on the sign of a particular lot supersedes the designation in this document.

A. Student Parking

Any vehicle with a University Student decal may park in a lot designated as "Student Parking". The parking lots designated as "Student Parking" are lots 2, 6, 10, 15B, 16*, 17, 18, 21, 23, 25, 27, 28A, 29A, 29B, 30 and 31. Additionally, street parking on Barnes Street and Jackson Place. It is permissible for a vehicle with a faculty/staff decal to park in the student parking lots, if the need arises. *Temporary/Restricted parking in Lot 16 – ten (10) spaces on the front line for Library use.

Lot 3 and 31B is designated as "free lots". No decals are required to park. Parking is limited to space availability.

B. Executive Reserved Parking

Specially designated spaces in some of the Faculty/Staff Restricted lots are reserved for those administrative personnel (Provost, Vice-Presidents and Deans) who have paid the additional fee for a specific reserved space for their vehicle. There are no reserved spaces for faculty or staff. Unauthorized vehicles parked in these spaces will be TICKETED AND TOWED. Authorized vehicles parked in these spaces must have a "Faculty/Staff" decal and must be registered by the President, a Vice-President, or a Dean.

C. Restricted Faculty/Staff

Restricted Faculty/Staff Parking Lots are marked with signs at the entrance to each parking lot. Between 7:00 a.m. and 7:00 p.m. students may not park in a lot designated for faculty/staff. Student vehicles discovered in violation of this policy will be ticketed, have wheel locks applied, and/or towed. All vehicles (including faculty/staff members) without decals parked in these lots will be ticketed, have wheel locks applied and/or towed. Restricted Faculty/Staff lots are designated for faculty and staff parking only and are in effect between the hours of 7:00 a.m. and 7:00 p.m. on Mondays through Fridays. After 7:00 p.m., students with an annual decal may park

in these lots. The following lots are designated as Restricted for Faculty/Staff: 1, 4, 5, 8, 9, 11, 12, 14, 15A, 16, 19, 20, 22, 29, and 32.

D. Special and Invited Guest Pass or Monthly Decal

A vehicle with a "special and invited guest" or "monthly" permit must be parked in a parking lot in a posted space designated on the pass or permit. If a space is not available as designated, any available space may be used except those spaces restricted for service vehicles, handicapped spaces, or executive reserved spaces.

IX. PARKING VIOLATIONS AND SANCTIONS

A Tickets/Citations

The Department of Police and Public Safety is authorized to issue citations for violations of University parking regulations. The University reserves the right to issue tickets for violations in addition to those shown on the actual ticket.

B. Wheel Locks

To facilitate the enforcement of regulations pertaining to parking, the Police Department may use wheel locks on vehicles that are in violation. To have wheel locks removed, the owner or driver of the vehicle must go to the Cashier's Office in Virginia Hall, Room #112 between the hours of 8:30 a.m. and 3:30 p.m. and pay the designated parking fines and wheel lock removal fee. Payments must be in the form of cash, money order, credit card, cashier's check, or other certified funds. (No personal checks). The removal fee is \$60. Payments after this time must be made in the Department of Police and Public Safety at #1 Jackson Place in the form of money order or cashier's check. (Cash will NOT be accepted in the Police Department).

1. Removal of the wheel lock by unauthorized personnel is subject to a \$100.00 fine in addition to the \$60.00 removal fee to be paid to the University. **Note: this is a criminal offense and may also be subject to criminal prosecution.**
2. In certain circumstances and at the owner's expense, vehicles may be towed in lieu of being wheel locked.
3. Failure to pay all fines within 24 hours of having wheel locks applied will result in the towing of the vehicle.

C. Towing

Vehicles may be towed at the owner's expense under the following circumstances:

1. When a vehicle is illegally parked and restricting traffic.
2. When a vehicle is illegally parked in a Handicapped Zone or Fire Lane.

Fire lanes are prohibited parking areas. Yellow curbing and the 15-foot space on corners are prohibited parking areas. Fire hydrants are prohibited parking areas. Vehicles will be ticketed and towed for parking against the flow of traffic and parking on the left side of one-way streets.

3. When three or more unpaid tickets have accumulated.
4. When a vehicle has parked in the Honor Parking Lot without paying the appropriate fee.
5. When a vehicle is violating DMV Motor Vehicle Operational Codes.

If a tow truck is already enroute, the person responsible for the vehicle will still be required to pay towing costs before being permitted to move the vehicle. A ticket for illegal parking will also be issued.

If a vehicle is towed, the owner or person responsible must report to the Department of Police and Public Safety to arrange recovery of the vehicle. All fines must be paid before the towing costs are paid; certified funds include cash, money order, credit card, and cashiers check. No personal checks will be accepted.

D. Revocation of Parking Decal

Upon receipt of a third parking citation at the time of an unresolved citation, the registrant will be informed by the Department of Police and Public Safety that a third citation shall result in the revocation of the parking decal. Upon such revocation, the registrant forfeits the privilege of parking on University grounds and may be subject to a citation/tow sanction. Parking a vehicle for which the decal has been revoked on University grounds shall result in the implementation of a wheel lock, or tow sanctions.

VIOLATIONS

DESCRIPTION	INITIAL FINE	AFTER 5 BUSINESS DAYS
Parking in Handicapped Space	\$50	\$55
Parking in Reserved Space	\$25	\$30
Parking an Unregistered/Unauthorized Vehicle on University Property	\$25	\$30
Parking in Fire Lane/Within 15 Ft. of Fire Hydrant	\$25	\$30
Parking on Sidewalk, Crosswalk, Driveways or grass	\$25	\$30
Removal of Wheel Lock Devices	\$60	\$60
Parking in Faculty/Staff Lot	\$20	\$25
Parking in a Restricted Space	\$15	\$20
Exceeding Posted Time Limit	\$15	\$20
Improper/Double Parking	\$15	\$20
Blocking Normal Flow of Traffic	\$15	\$20
Blocking Another Vehicle	\$15	\$20
Parking in a Loading Zone	\$15	\$20
Improper Display of Registered Decal	\$15	\$20
Illegal Removal of Wheel Lock	\$100	\$100

E. DMV Violations

Virginia Summons issued by the Department of Police and Public Safety for parking violations must be adjudicated in the General District Court in Chesterfield County.

X. PAYMENT OF FINES

Parking fines must be paid within five (5) business days in the Cashier's Office, Monday through Friday, between the hours of 8:30 a.m. and 3:30 p.m. Failure to pay within five (5) business days will result in a late payment penalty of \$5 per violation. Note: Three or more citation payments require the payment be made in certified funds (cash, money order, credit card, cashier's check, etc.)

Parking citations must be paid within five (5) business days of issuance unless the ticket is in the appeal process. Parking privileges will be suspended and vehicles will be towed for failure to pay outstanding citations within thirty (30) day time period. Further, employees, and students who fail to pay outstanding parking fines within the thirty (30) days, will be subject to the collection procedures mandated by the Commonwealth of Virginia for past due accounts. For employees, a payroll deduction will be processed against his/her regular paycheck. Payroll deduction will take place once the approved list from the Student Accounts office is forwarded to the Payroll Office. For a students with unpaid citations, the Office of Student Accounts will charge the student's account and all balances must be paid prior to registration in a subsequent semester, issuance of transcripts, or issuance of a diploma.

Upon the termination of employment with the University, all faculty or staff, to include hourly employees and contractual or temporary staff, must gain clearance signatures from the Cashier's Office for parking violations in order to receive their final paychecks. Payments made upon separation must be in the form of cash, money order, credit card, cashier's check or other certified funds. No personal checks will be accepted.

XI. APPEAL PROCEDURES

Persons issued citations for Virginia State University parking violations shall be afforded the right of appeal to the University Appeals Committee. The "Right of Appeal Application" form must be filed within a period of five (5) business days, inclusive of the date on which the citation was written. The appeal application may be obtained from the lobby of the Department of Police and Public Safety where it is also to be submitted after completion.

The appellant will be notified, in writing, when to appear before the Appeals Committee. Upon conclusion of the hearing, the appellant will be notified, in writing, of the disposition of the appeal by the panel. Decisions made by the Appeal Committee are final as a University process. Appeals Committee decisions relative to parking violations are appealable to the Chesterfield County General District court.

A request for reinstatement of revoked parking privileges within a decal period is subject to approval of the University Parking Committee.

XII. COLLECTION OF PAST DUE FINES/FEES

The VSU Controller's Office, through the Offices of Student Accounts, Payroll, and Cashier, is charged with the collection of all past due fines and citation fees. In accordance with Commonwealth guidelines, they will use all "reasonable" methods of collection. Any unpaid debt owed to the University referred to the Collections Section of Student Accounts is subject to a full range of collection actions. This includes, but is not limited to, the use of: payroll deduction, collection agencies, State Debt Set-Off, processes placing holds on student accounts, withholding the issuance of a student refund, and reporting the debt to a credit reporting agency. A financial hold prevents registration, receipt of grades and transcripts, and receipt of a diploma upon graduation.

These collection procedures will be applied to the owners of the vehicles to which the parking citation was issued and/or to the registrants of those vehicles, to include any employee or student of the University. Any debtor to the University will be liable for ALL costs incurred in the collection of the debt including reasonable attorneys fees.

XIII. AUTHORIZATION TO VOID PARKING TICKETS

The issuance of parking citations on the VSU campus is a civil responsibility of the Department of Police and Public Safety. Therefore, the Chief of Police is the only individual assigned authority to administratively void, or rescind, an issued parking citation. The Chief's discretion in this matter is subject to the review of the Parking Committee, the Chief of Staff, and the University Internal Auditor. The Police Chief shall retain documented records of all "voided" parking citations that he authorizes, and shall make a monthly report available to the Committee and the Auditor. Any request to void an issued parking citation shall be made IN WRITING to the Chief, with appropriate justification(s) included therein.

XIV. QUESTIONS OR CONCERNS

Questions concerning the parking regulations of the University, they may be forwarded to the Parking Committee Chairman via the Campus Police Department's website. The website can be accessed through the VSU web page. In addition, general parking inquiries may be made by calling 524-5360. Questions regarding fines/fees should be made to the Cashier's Office at 524-5150.

The 2002 – 2003 University Parking Committee Members are:

Col. Melvin C. Jones, Sr., Parking Committee Chairman

Dr. Robert Turner, Associate Vice President for Human Resources

Ms. Joanne Curtis Taylor, University Controller

Mr. Wardell Baker, Associate Vice President for Student Affairs

Mr. Cedryc Logan, Director, Facilities and Services

Dr. Joseph Goldenberg, Dept. of History, Chairman

Dr. John Holmes, Co-Chairman, University Council

Ms. Colleen Brown, President Student Government Asso.

*****THIS POLICY HAS BEEN REVISED AND IS ISSUED PURSUANT TO THE
AUTHORITY OF THE UNIVERSITY PARKING COMMITTEE ON JULY 9, 2002.**