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## TITLE: PARKING ENFORCEMENT

POLICY NO: 4-39

EFFECTIVE DATE: 05/23/06

VCCS POLICY NO: N/A

REVISED DATE: 06/28/11

### I. Purpose:

To provide policy and procedures regarding parking enforcement that are applicable to all individuals who operate motor vehicles on any campus or center of J. Sargeant Reynolds Community College, to include college roads and grounds, that are in the best interest of public safety and security and in compliance with the rules and regulations mandated by the Commonwealth of Virginia, the Virginia Community College System, and the President's Executive Cabinet of J. Sargeant Reynolds Community College.

### II. Definitions:

Compact vehicles: for the purpose and enforcement of this policy, a car having dimensions within the vehicles specifications as no wider than 71" and no longer than 185".

Motor vehicle: any self-propelled vehicle, which may or may not require a state license.

### III. Policy:

The operation of motor vehicles on the campuses of J. Sargeant Reynolds Community College is a privilege granted by the college. This privilege is extended to faculty, staff, students, and authorized visitors to any campus or center. Failure to adhere to these regulations as well as the laws of the Commonwealth of Virginia may result in a citation and may result in the loss of parking privileges on the campuses of J. Sargeant Reynolds Community College.

The parking enforcement policy of J. Sargeant Reynolds Community College as set forth in this document, supplements but does not supersede, the regulations established by the Division of Motor Vehicles of the Commonwealth of Virginia.

This policy and procedures compliments, and may therefore refer to, other published college documents. Additional parking information is available to JSRCC students in the *Student Handbook*, issued by the Office of Student Affairs.

#### A. General information

JSRCC makes every effort to provide safe and convenient parking for all who attend the college. Since JSRCC does not receive state funding to support the parking program, auxiliary fees are necessary to build and maintain parking lots and garages, paint lots, install signage, provide lighting and safety equipment, and install other parking devices. JSRCC continues to make every effort to keep parking fees as low as possible and still maintain a service that provides a safe and convenient parking experience.

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Requests for special parking needs, which are not discussed herein, should be directed to the chief of police and/or his designees for assessment based on merit and space availability.

The college is not responsible for damage to vehicles while parked on college property.

**B. Compact vehicles**

Parking privileges at JSRCC entitle the driver to use only one parking space between painted lines. Parking on or over the lines is a violation subject to a fine. Space is not always available for oversized vehicles. Therefore, vehicles must fit between lines and not extend into an aisle. The college recognizes the vagueness in parking laws and ordinances for compact spaces. See the Definitions section for what constitutes a compact vehicle on college owned or leased property.

**C. Parking decals**

**1. Display regulations**

All vehicles parked on campus must display a valid college parking decal or permit. Decals are designed with an adhesive backing to be attached to the outside of the vehicle either on the glass or on the bumper. The driver must ensure that the decal is visible and displayed on the vehicle's left rear bumper or on the left rear window. Motorcycles must have the decal attached to the flat surface on the left side of the vehicle. Transfer of a decal from one vehicle to another is a violation and will result in the issuance of a parking citation. It is the driver's responsibility to ensure the decal is placed in a visible location.

**2. Student decals**

All full-time and part-time students must display a decal on vehicles parked on campus. Decals are required during every semester, including the summer, and are valid for a school year only. Students may park in any approved space excluding those designated for staff and in reserved parking spaces. Access to the Downtown Parking Deck with a student ID is restricted to students who meet for classes at the Downtown Campus and the Ginter Park Center. Other students who park in the deck must pull a ticket and obtain a validation sticker at the Department of Police by showing their student ID prior to exiting the deck.

**3. Faculty/staff decals**

All full-time and part-time faculty and staff must display a decal on vehicles parked on campus. Faculty and staff may park in any approved space excluding reserved parking spaces and the Downtown Parking Deck. The Downtown Parking Deck is primarily for students and may be open to faculty and staff periodically. Notification on the availability of the deck will be provided by e-mail by the parking deck manager. Access to the Navy Hill Parking Deck requires an employee ID as well as a decal. Employees are responsible for providing and maintaining correct

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information on their parking record. All changes, including license tag numbers, must be reported immediately to the Department of Police by completing the JSRCC Form No. 70-0047, Parking Decal Request form. This form is available in each campus Police Department or at any campus ID card location during scheduled operating hours. Employees may not obtain new or replacement permits without having paid for all parking citations on their records.

4. Obtaining a parking decal

Decals are issued in the fall semester of a calendar year beginning August 1st and are valid until August 31st of the following year. The JSRCC Form No. 70-0047, Parking Decal Request form, must be completed in order to obtain a decal. Acceptance of the decal constitutes acceptance of the Parking Enforcement Policy. No decal(s) will be issued unless that individual agrees to the terms and conditions section of the registration form, including acknowledgement that they have been informed of the Parking Enforcement Policy along with where the policy may be obtained.

The Parking Decal Request form must be submitted to the campus Police Department's headquarters located in Burnette Hall, room 100 at the Parham Road Campus between 8:00 a.m. and 5:00 p.m. or at any campus ID card location during scheduled operating hours. Individuals registering their vehicle must provide evidence of association with the college as a student or employee in the form of college ID, current class schedule, or an empl ID.

No more than a total of three (3) decals may be issued to any employee and no more than two (2) decals may be issued to a student at no cost. Individuals seeking to obtain decals exceeding these limits must request approval to do so from the chief of police and pay the additional decal fee.

All questions concerning the issuance of parking decals should be directed to the Department of Police.

5. Parking decal fees

	<u>Decal Type</u>	<u>Registration Fee</u>
Student (full-time & part-time)	Student	No charge
Student decal replacement fee	Student	\$10.00
Third vehicle fee	Student	\$20.00
Adjunct faculty	Faculty/Staff	No charge
Faculty (full-time)	Faculty/Staff	No charge
Staff (full-time & part-time)	Faculty/Staff	No charge
Faculty/Staff decal replacement fee	Faculty/Staff	\$10.00
Faculty/Staff fourth vehicle fee	Faculty/Staff	\$20.00

D. Parking passes/permits

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1. Handicapped permit

Handicapped permits issued by the Department of Motor Vehicles (DMV) in any state or the District of Columbia will be honored on campuses. Handicapped permits must be valid, displayed properly, and used only by the person(s) to whom they were issued. It is a violation of Virginia state law to misuse a handicapped permit. Vehicles with a handicapped permit should park in spaces provided throughout the campus specifically marked for the handicapped. All lots have at least one handicapped space. A handicapped parking permit must also display a JSRCC decal.

2. Temporary parking pass

College officials may request temporary parking passes for parking lots for visitors and/or non-traditional employees (consultants, contractors, vendors, and temporary employees, such as employees from temporary agencies) of the college who will be visiting or working on campus for thirty (30) days or less to perform college-related duties. Holders of a parking pass may park in all JSRCC parking spaces with the exception of those designated for visitors, reserved parking, or the Downtown Campus Parking Deck.

A request for a Temporary Parking Pass, [JSRCC Form No. 70-0049](#), must be submitted along with a letter from the affected department specifying the length of the assignment/contract. The pass is not valid unless signed by the chief of police and/or his designees.

3. Special and invited guests pass

A guest pass will be issued only to special and invited guests of the academic schools or the major administrative units of the college. This pass would typically be issued to persons who participate in conferences or workshops, 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 events.

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. It is the responsibility of the host faculty/staff member to ensure that the guest 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.

4. Contractor/vendor pass

A contractor and/or vendor pass will be issued for temporary services in excess of five (5) days but to not exceed thirty (30) days. Contractor vehicles parked on campus must display a pass and/or the vehicle itself must identify the name of

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their company. Vendors and/or contractors driving their personal vehicles to the job site must display a valid pass. The pass must stipulate the name of the company and indicate the name and telephone number of the college office where they can be reached. Requests for these passes should be faxed or delivered to the chief of police for approval five (5) business days prior to the date services are to begin. Prior notice on the issuance of this pass should be given to the Department of Police by the affected college department or office. The contractor/vendor pass will be faxed or delivered to the requesting employee.

5. Special events

Special events are those occasions which require one-time parking privileges. These occasions include, but are not limited to Fall/Spring Convocation, college-sponsored cultural events, and athletic events. Parking for these occasions will be open and free to the public.

6. Other

Faculty and/or staff requiring temporary parking privileges should report to the campus Department of Police for registration and issuance of a temporary parking pass. Any and all vehicles left overnight on college premises should be coordinated through the campus Department of Police.

7. Visitor or daily parking

Daily parking is available for visitors only in designated areas. These lots are designated for guests and short-term visitors of the college between the hours of 7:00 a.m. – 7:00 p.m. A temporary parking pass is not required.

E. Loss or destruction of decals, or change of registered vehicle

1. If a decal is stolen or damaged, it should be reported immediately to the Department of Police headquarters in Burnette Hall, room 100 at Parham Road Campus or by calling 523-5219. The college will not be held responsible for lost or stolen decals.
2. A replacement decal will be provided if a vehicle is sold, traded, or is no longer 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 Department of Police and a new decal will be issued. Failure to present an identifiable portion of the decal may result in the assessment of a replacement decal fee.

F. Parking areas

Vehicles may park in any space not designated as reserved parking space for handicapped or marked as a fire lane. Parking is not allowed in these areas:

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- driveways, crosswalks, exits or entrances (15 feet from corners), alleys or grassy areas on any college parking lots
- fire lanes
- within 15 feet of a fire hydrant
- reserved parking spaces or lots
- the loading dock area except for loading or unloading
- yellow painted area or areas not marked with a line to indicate parking

Additionally, vehicles parked against the flow of traffic and/or parked on the left side of one-way streets will be ticketed or towed.

Vehicles parked in unauthorized locations will be ticketed and towed. Reserved parking awarded as recognition for employees cannot be shared or given to another employee. Employees choosing not to use their reserved parking space must notify the president's executive assistant, and any unused space will be released for general use.

1. Downtown Campus

- a. Employee parking is available in the Navy Hill Parking Deck. An employee ID is required to gain access to the deck. Students and visitors may park in valid parking spaces in the Downtown Campus Parking Deck on 8th Street as well as in Lots A and B located on 7th Street north of the college. A valid college ID may be used to gain entry and exit the Downtown Campus Parking Deck.
- b. Students without a college ID or visitors, must have their parking ticket validated at the Department of Police at each campus. Students without an ID may either print their course schedule as proof of attendance or pay as they exit the parking deck.
- c. All vehicles operated and parked on college property by faculty, staff, and students must be registered and display a valid parking permit issued by the college. The registration of a vehicle does not guarantee a parking space, but affords the registrant an opportunity to park in authorized parking areas when space is available. Parking is limited to individuals who are actively conducting business on the college property.
- d. Student ID card access

Access to the Downtown Campus Parking Deck is obtained through the use of a valid JSRCC ID Card. The card is encrypted with the student's information when it is issued and is downloaded into the PARCS system at the end of each business day.

To enter the Downtown Campus Parking Deck students must pull into one of the entrance bays and swipe their card through the magnetic card reader. Once the information is read the gate will automatically open and record the student's entrance in the deck. Once students have

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successfully entered the deck, they may park in an authorized space. When they are ready to leave the parking deck, they will need to swipe their card again to record their exit from the facility.

Failure to swipe out of the deck will result in the individual not being able to enter at a later date. The system must show an entrance and exit each time the card is used. If there are problems with the ID card allowing access into/from the Downtown Campus Parking Deck, students should contact the parking manager located on the first level of the parking garage adjacent to the cashier booth or by telephone at (804) 523-5471.

e. Validation process

Upon entering the parking deck, an individual pulling into an entrance lane will be required to either swipe their ID card or pull a ticket from the ticket dispensing machine. Individuals parking in the Downtown Campus Parking Deck who do not have a valid student ID and pull a ticket from the ticket dispenser to gain entry will be required to have their parking ticket validated or they will be provided three (3) additional options (noted below) to exit the parking deck. All students with the exception of those enrolled in at least one (1) class scheduled to meet regularly on the Downtown Campus are permitted to utilize the validation system. Students who have misplaced their student ID or are unable to locate it should park in Lots A or B located on the other side of Interstate 95 (I-95) just off 7th Street.

The campus Department of Police office is the primary location with authority to validate parking tickets. The office is located on the first floor in room 122. If no one is available in the office, individuals should contact Police Dispatch at 523-5219, and an officer will be dispatched to assist them. Individuals are required to provide a valid picture ID and sign the log book for the officer to validate their ticket as well as indicate the nature of their business on campus. Once a ticket is validated, individuals should present it to the cashier when exiting the parking deck. There may be specific times at the beginning of each semester and during special events that other departments may be provided the ability to validate parking tickets. However, these instances are infrequent and handled on a case-by-case basis by the parking services manager.

Upon exiting the parking deck, any individual who does not present the cashier with a validated parking ticket will be provided three (3) options:

Option 1: The individual will be charged the appropriate parking fee based on the posted parking rates in conjunction with their duration of visit.

Option 2: In the event the individual does not have sufficient funds to pay for parking, the individual will be required to complete a

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Customer Shortage Form. The cashier will verify the accuracy of the Customer Shortage Form with the individual's drivers' license. The individual is provided five (5) calendar days in which to pay the shortage or the data is placed in the collection database system.

Option 3: In the event exiting traffic from the parking deck is at a minimum, the individual may be permitted to back-up and park their vehicle in order to have their parking ticket validated by campus Department of Police.

In the event of an emergency, the parking deck has emergency police call stations located on each level at both ends of the deck.

There are handicapped assistance call stations located at each stairwell which will ring to the cashiers booth on the main level. Handicapped individuals are able to communicate with the cashier and advise them of their need for assistance.

Any questions or concerns may be directed to the parking facilities manager (523-5471) or the cashier (523-5465).

2. Ginter Park Center

Parking is available for students and employees at 1300 Westwood Avenue.

3. Parham Road Campus

Vehicles may park in any of the valid parking spaces and lots on campus grounds.

4. Goochland Campus

Vehicles may park in any of the valid parking spaces and lots on campus grounds.

5. Central Administration Building (CAB)

Vehicles may park in any of the valid parking spaces.

G. Parking violations and sanctions

1. Tickets/citations

The Department of Police is authorized to issue citations for violations of college parking policy. The college reserves the right to issue tickets for violations in addition to those shown on the actual ticket.

2. Wheel locks (or boots)

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The Department of Police may use wheel locks on vehicles that are in violation of three (3) or more unpaid parking citations. Removal of the wheel locks requires the payment of the designated fine and wheel lock removal fee. Removal of the wheel lock by unauthorized personnel is subject to a \$100 fine in addition to the \$35 removal fee to be paid to the college. *Note: This is a criminal offense and may also be subject to criminal prosecution.*

In certain circumstances and at the owner's expense, vehicles may be towed in lieu of being wheel locked.

Failure to pay all fines within twenty-four (24) hours of having wheel locks applied will result in the towing of the vehicle.

**3. Towing**

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

- when a vehicle is illegally parked
- when three or more unpaid tickets have accumulated
- when a vehicle is violating DMV Motor Vehicle Operational Codes

If a tow truck is already in route, 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 to arrange recovery of the vehicle. Payment for multiple violations must be paid to the college first before authorization to release the vehicle is granted. The towing cost must also be paid to the towing company.

**4. Revocation of parking decal**

The issuance of five (5) parking citations in an academic year will result in the revocation of a parking decal. Parking a vehicle for which the decal has been revoked on college grounds shall result in the implementation of a wheel lock or the vehicle towed.

**5. Violations**

<u>Description</u>	<u>Initial Fee</u>	<u>After 15 Business Days</u>
Parking in handicapped space	\$50	\$65
Parking in reserved space	\$20	\$35
Parking an unregistered/unauthorized vehicle on college property	\$20	\$35
Parking in fire lane/within 15 ft. of fire hydrant	\$20	\$35
Parking on sidewalk, crosswalk, driveways or grass	\$20	\$35
Official removal of wheel lock devices	\$35	\$50

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Parking in faculty/staff lot	\$20	\$35
Parking in a restricted space	\$20	\$35
Improper/double parking	\$20	\$35
Blocking normal flow of traffic	\$20	\$35
Parking against flow of traffic	\$20	\$35
Blocking another vehicle	\$20	\$35
Parking in a loading zone	\$20	\$35
Illegal removal of wheel lock	\$100	\$115

6. DMV violations

Virginia Uniform Traffic Summons issued by the Department of Police for parking violations must be adjudicated in the General District Court in the appropriate jurisdiction of the occurrence of the offense based on the campus location below:

- Downtown Campus and Ginter Park Center – City of Richmond
- Parham Road Campus – Henrico County
- Goochland Campus – Goochland County

7. Payment of fines

a. Parking fines must be paid within fifteen calendar (15) days of receipt of the citation at any campus Business Office. The Business Office hours are:

- Parham Road Campus  
Monday, Tuesday, Thursday – 8:30 a.m. – 5:00 p.m.  
Wednesday – 8:30 a.m. – 7:00 p.m.  
Friday – 8:30 a.m. – 3:00 p.m.  
Closed each day from 1:00 p.m. – 2:00 p.m. for lunch
- Downtown Campus  
Monday, Tuesday, Thursday – 8:30 a.m. – 5:00 p.m.  
Wednesday – 8:30 a.m. – 7:00 p.m.  
Friday – 8:30 a.m. – 3:00 p.m.
- Western Campus  
Monday through Friday – 8:30 a.m. – 5:00 p.m.  
Closed each day from 1:00 p.m. – 2:00 p.m. for lunch

Hours are extended during regular registration periods

Failure to pay within fifteen (15) days will result in a late payment penalty of \$15 per violation unless the citation is appealed within the fifteen (15) calendar day payment period. Payments for three (3) or more citations must be made either in cash, money order, or by certified cashier/bank check. Personal checks will not be accepted.

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- b. Failure to file an appeal within fifteen (15) calendar days from the date of the citation constitutes a waiver of the right of appeal. No appeal may be filed after the fifteen (15) calendar day period.
- c. Parking privileges will be suspended and vehicles will be towed for failure to pay outstanding citations within a thirty (30) calendar 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. Students with unpaid parking fines cannot register for subsequent terms nor receive services from the college, to include issuance of transcripts.
- d. Upon termination of employment with the college, all faculty and/or staff, to include hourly employees and contractual or temporary staff, must gain clearance signatures from the Business 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. Personal checks will not be accepted.

**8. Appeal procedures**

Individuals issued citations for J. Sargeant Reynolds Community College parking violations shall be afforded the right of appeal to the chief of police and/or the college parking appeals officer, provided that no more than fifteen (15) calendar days have elapsed since the issuance of the ticket, inclusive of the date on which the citation was written. The chief of police may waive this requirement for extenuating circumstances.

The appeals process involves an investigation into the circumstances surrounding the alleged violation and whether mitigating circumstances warrant an excuse of the fine. The billing process will be on hold pending a decision.

- a. [JSRCC Form No. 70-0045](#), Right of Appeal Application, must be completely filled out and submitted to the Department of Police within fifteen (15) calendar days from the date of the ticket.
- b. The form may be submitted online or at the Department of Police.
- c. The appeals process is an administrative process and not subject to a hearing.
- d. Appellants will be notified by e-mail or in writing of the disposition of the appeal within two weeks of the request.
- e. If the appeal request is denied, appellants will have fifteen (15) calendar days from the issuance of the denial letter to pay the fine. A second appeal

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can be made to the college's appeals officer within fifteen (15) calendar days of receiving the denied appeal. Documentation should be submitted to the college appeals officer in a sealed envelope and delivered to the Department of Police.

- f. The decision of the college's appeals officer is final and binding.
- g. Parking citations not paid within fifteen (15) calendar days of issuance of a denial letter will become past due and a late fee will be assessed.
- h. Parking citations not paid within sixty (60) calendar days of issuance of a denial letter will be submitted to a collection agency.

A request for reinstatement of revoked parking privileges within a decal period is subject to approval of the college's parking appeals officer.

9. Collection of past due fines/fees

Parking Services, with the assistance of the Business Office, is charged with the collection of all past due fines and citation fees. In accordance with the Commonwealth of Virginia guidelines, all "reasonable" methods of collection will be used.

Any unpaid debt owed to the college that is 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 program, 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 college. Any debtor to the college will be liable for all costs incurred in the collection of the debt including reasonable attorney's fees.

10. Authorization to void parking tickets

The issuance of parking citations on the JSRCC campus is a civil responsibility of the Department of Police.

Therefore, the chief of police and/or designee 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 vice president of finance and administration and the college's compliance officer. The chief of police shall retain documented records for all authorized voided parking citations to include the justification of the voided citation. Any request to void an issued

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parking citation shall be made in writing to the chief of police, with appropriate justification(s) included therein.

11. Virginia Uniform Summons

JSRCC police officers may issue a summons for violations of various laws pursuant to the *Code of Virginia*. These violations must be adjudicated in the jurisdictional courts of the specified campus. These citations are not subject to the appeals process.

In addition, the Department of Police is authorized to issue Richmond City Parking Citations within the jurisdictional boundaries of the JSRCC Police Department. These citations are adjudicated through the City of Richmond General District Courts and are not subject to the JSRCC Appeals Process.

12. Enforcement

The chief of police, JSRCC police officers, and parking enforcement officers, as designated, are authorized to enforce this policy and procedures in the interest of the safety of individuals and property. The vice president of finance and administration shall be the final authority on matters of parking policy as it relates to parking on the college campus. Parking violations may be appealed directly to the chief of police and/or designee. Final authority on parking violations is the vice president of finance and administration.

13. Questions or concerns

Questions concerning the parking policy of the college may be forwarded to the campus Department of Police and/or the parking services manager via the following website <http://www.reynolds.edu/campuspolice>. The website can be accessed through the JSRCC web page. In addition, general parking inquiries may be made by calling 523-5219. Questions regarding payment of fines/fees should be made to the campus Business Office at the following numbers:

- Downtown Campus                    523-5285
- Parham Road Campus                523-5212
- Goochland Campus                    523-5404

IV. Procedures: NA

V. Other Information:

Questions regarding the application of the policy and the procedures should be directed to the vice president of finance and administration

[JSRCC Form No. 70-0045](#), Right of Appeal Application

JSRCC Form No. 70-0047, Parking Decal Request Form

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[JSRCC Form No. 70-0048](#), Lost/Stolen Decal Form

[JSRCC Form No. 70-0049](#), Temporary Parking Pass