Procedure Number: 14	Effective Date: 04/27/09
Title: Parking Enforcement	Revised: 11/17/05
Approval Date: 04/27/09	President's Signature: on file

Purpose
To establish steps governing the issuance of parking citations and immobilization and/or towing of vehicles.

Provisions
I. In accordance with West Virginia Code 18B-4-6, it is the responsibility of Campus Police to issue citations for violations of motor vehicle laws and campus parking and traffic regulations. Each West Liberty University citation shall direct the vehicle owner to appear within ten (10) business days at the Campus Police office in Shaw Hall to answer the citation. Uncontested citations shall be paid directly to the Business Office in Main Hall. State of West Virginia Uniform Citations are handled by the Ohio County Magistrate Court located at 26 15th Street in Wheeling, WV.

1. The vehicle owner may pay the civil penalty (fine) associated with a WLU citation by acknowledging responsibility for the citation or by entering a plea of "no contest". WLU citations must be paid at the Business Office located on the first floor of Main Hall's west wing. State of West Virginia Uniform Citations must be paid at the Ohio County Magistrate Court.

2. A vehicle owner may contest a WLU citation by appealing to the University's traffic committee within the aforementioned ten (10) business-day period. Parking Citation Appeal forms shall be available at the Campus Police office and on the University's website. The traffic committee shall, within five (5) business days of the appeal, review the matter and notify the vehicle owner in writing of its decision. If the committee finds the owner not responsible for the offense charged in the citation, then the citation shall be voided. If the committee denies the appeal, then all civil penalties associated with the citation shall be due within ten (10) business days of the committee's written decision. State of West Virginia Uniform Citations cannot be appealed to the traffic committee. They may be appealed only in Magistrate Court.

3. In the event a WLU citation is not paid within the prescribed period, Campus Police shall send a written notice to the registered owner of the vehicle stating the date of the citation, number of the citation, citation vehicle violation, and the amount of the fine. Such notice shall inform the owner that an administrative fee of twenty-five dollars ($25) has been added to the outstanding citation. It also shall explain that a warrant may be issued by the Magistrate Court, or the University may engage the services of a collection agency in regard to the unpaid citation. In the event the owner or operator of the vehicle is a West Liberty University student, the notice also shall explain that the student will be placed on Financial Restriction which will prevent class registration, issuance of academic transcripts, award of diploma, etc.

II. Campus Police shall install an immobilizer on any vehicle that has accumulated five (5) unpaid citations. The owner of such vehicle must pay all outstanding citations along with a seventy-dollar ($70) immobilizer fee in order for Campus Police to have the immobilizer removed.

III. With respect to immobilized vehicles, if the vehicle owner fails within three (3) business days to remit full payment for outstanding citations and the immobilizer fee, Campus Police shall have the vehicle towed to an impound facility. The vehicle shall not be released until all outstanding citations and towing/storage charges have been paid.

IV. In addition to the provision in paragraph II, Campus Police shall install an immobilizer on any vehicle parked illegally in a Handicapped Parking area, in a fire lane or at a fire hydrant, or in an area cordoned off by barrier tape, traffic cones, etc. In the event citations related to these offenses – as well as any other outstanding citations – are not paid within three (3) business days, Campus Police shall have the vehicle towed as noted above.

V. In addition to the provisions in paragraphs II and IV, Campus Police shall install an immobilizer on any vehicle parked illegally in the Green Zone between Main Hall and Shotwell Hall (upon ascertaining from the Office of the President that no presidential guest has been authorized to park in said lot).If the vehicle operator has not paid citations due and owing on the vehicle (including the immobilizer fee) by the end of normal business hours, then Campus Police shall have the vehicle towed as noted above.

VI. In the following instances, vehicles shall be towed immediately:

1.Any vehicle parked in such manner as to impair or block the flow of traffic; and,

2.Any vehicle determined by Campus Police to represent a safety hazard.

VII. Under no circumstances may University funds – in any form – be used to pay the above penalties (fines) and fees or be used to pay towing charges.