

MOTOR VEHICLE PARKING AND PARKING PERMITS

Area: Administrative Services / Police Department

Location: Administrative Services Procedure Manual

Revision Date: March 22, 2011

Purpose

This procedure defines vehicle parking regulations and certain dedicated parking areas necessary for the safe, orderly and efficient parking of motor vehicles at Harper campuses and events.

This procedure designates the Harper Police Department as the responsible unit for enforcement and other issues related to parking on Harper campuses or at Harper College events.

Authority

(110 ILCS 805/3-42.2a) (from Ch. 122, par. 103-42.2)

”To establish parking regulations, to regulate, and control the speed of, travel on all paths, driveways and roadways which are owned and maintained by, and within the property of, the community college district, to prohibit the use of such paths, driveways and roadways for racing or speeding purposes, to exclude there from traffic and vehicles, and to prescribe such fines and penalties for the violation of such traffic regulations as cities and villages are allowed to prescribe for the violation of their traffic ordinances.”

Fines and Penalties

(110 ILCS 805/3-42.2c) (from Ch. 122, par. 103-42.2)

...”Fines and penalties recovered under this Section shall be paid, collected and used in accordance with the policy of the local community college board”...

Fines for violation of designated Handicapped Parking restrictions shall be the current fines designated by the State of Illinois. Fines for all other parking regulation violations shall be the current fines designated by Harper College.

Enforcement

(110 ILCS 805/3-42.2d) (from Ch. 122, par. 103-42.2)

”The local community college board may enforce the provisions of this Section by use of members of the Security Department of the community college or by agreeing in writing with a municipality, county or the State for its law enforcement officers to provide such enforcement”...

Procedure

- A. All motor vehicles entering upon the premises of Harper College or at Harper College events shall be operated in accordance with applicable rules and regulations, ordinances and laws.
- B. All applicable rules and regulations, ordinances and laws are in effect and enforceable at all times on all days.
- C. All parked vehicles must be within a designated parking space. Designated parking spaces are outlined in colored lines on three sides of the space.

Parking Rules and Regulations

Parking is **Prohibited** in the following areas:

- Handicapped Parking
- Loading Zone
- One-Way Road
- Roadway
- Bus Stop
- Crosswalk
- Intersection
- Yellow Curb
- Permit Required
- Striped Area
- Fire Lane
- Fire Hydrant
- Landscaped Area
- Sidewalk or Driveway
- Curb
- Two-Hour Limit
- Improper Use Of Designated Visitor Parking
- Not in a designated parking space
- Outside lined parking space
- No valid registration
- Parking in prohibited lot

- A. All parking permits shall be issued upon proper application by Harper Police or their designee.
- B. Only motor vehicles displaying appropriate permits are permitted to park in dedicated parking spaces/lots.
- C. Dedicated parking is available as follows:
 - 1. Faculty/Staff – white on gray background permit, hang tag
 - 2. Dental Hygiene – black on yellow background with Police insignia permit, dashboard placard (expiration date required to be valid)
 - 3. Contractor “Inner Campus” parking – black on green background permit, dashboard placard (expiration date required to be valid)
 - 4. Special Parking Permit – black on yellow background with Police Insignia permit, dashboard placard (expiration date required to be valid)
 - 5. Stadium Parking Permit – black on yellow with Police Insignia permit, dashboard placard (expiration date required to be valid)
- D. No permit is required for public parking areas
- E. No permit is required for “VISITOR” designated parking spaces. Visitors include persons that are not current students or employees.

Citations

A. Appeal of citation(s)

Citation appeals must be filed within 14 calendar days inclusive of the date of issuance. Citation appeals must be in writing and filed in an authorized manner. Citation appeals are to be completed on-line at www.scapay.com. No other forms of citation appeal, verbal or written will be accepted.

Citation appeals will be adjudicated usually within three (3) business days of receipt. The appellant will be notified via email correspondence or in writing of the appeal decision. Appeal decisions are final.

B. Payment of fines

Payment is due within fourteen calendar days, date of issuance inclusive.

- Payments received on the fifteenth day through the thirtieth day, inclusive of 15th and 30th, will be assessed an additional \$10 late fee.
- Payment received more than thirty days from the citation issuance date will be assessed an additional \$30 late fee.

Payment will be accepted on-line at www.scapay.com and the Harper College Cashier’s Office. www.scapay.com accepts credit card transactions only. The Harper College Cashier’s Office will accept credit card, check or cash.

Only United States currency will be accepted as cash payment. No portion of any cash payment shall contain more than one dollar in coin.

C. Unpaid citations

Any vehicle with an outstanding citation will be subject to the following options:

1. Any vehicle registered to an owner(s) who have any number of unpaid citations will be sent a notification at least 14 days after the due date by first class mail stating the violation and late fees assessed. Payment is requested immediately upon receipt of notification.
 - a. After 30 days have passed from the mailing of the notification, if payment has not been received for all unpaid citations, steps will be made to place a “Hold” on future requests for “student records” until payment is made.
 - b. After 30 days have passed from the mailing of the notification and payment is not received for unpaid citations, and you are an employee at Harper College, correspondence will be sent directly to your division dean/director stating non-payment of citations.
2. Any vehicle registered to an owner(s) who has accumulated 5 or more unpaid citations are subject to vehicle immobilization (The Boot). A wheel restraint (Boot) may be placed on any vehicle registered to the owner when the vehicle is located upon Harper College property (625 ILCS 5/11-208.6 11c).
 - c. A notice of impending immobilization will be mailed to the registered owner(s) by first class mail to the address of record according to the Illinois Secretary of State’s registry (or state other than Illinois as applicable). Any vehicle registered to the owner is subject to immobilization.
 - d. The registered owner(s) has 30 days from the date of the notice to pay all listed citations on the notice in full. Partial payment of the listed citations will not relieve the owner of immobilization eligibility.
 - e. The registered owner(s) also has 14 days from the date of the notice to file a written appeal against immobilization. The written appeal is solely for the purpose of allowing the registered owner(s) to submit evidence that he/she is not liable for the citations listed in the notice for one of the following reasons:
 - The registered owner(s) can provide evidence that he/she was not the owner(s) or lessee(s) of the vehicle on the date or dates that the citations were issued.
 - The registered owner(s) can provide evidence that all citations listed on the notice are paid in full.
 - Partial payment of the unpaid tickets on the notice of impending mobilization listing will not impact the enforcement of the immobilization order on the remaining tickets regardless of the remaining number of tickets unpaid.
 - The registered owner can provide evidence that a number of unpaid tickets were improperly included on the Notice of Impending Immobilization and that number reduced the unpaid citations to the number below 5 unpaid tickets, the vehicle will be removed from eligibility for immobilization.

- f. A Notice of Immobilization will be affixed to the vehicle at the time the restraint device, Boot, is attached to the wheel. This notice will provide information regarding the procedure to have the device removed. The owner will be required to follow the procedures listed within 72 hours of the immobilization. Failure to respond to the 72 hour immobilization may result in the vehicle being towed and impounded.
3. Any vehicle registered to an owner(s) who has accumulated 10 or more unpaid citations are subject to Suspension of Driving Privileges through the Office of the Secretary of State Driver Services Department (625 ILCS 5/6-306.5c).
 - a. A notice of impending suspension will be mailed to the registered owner(s) by first class mail to the address of record according to the Illinois Secretary of State's registry (or state other than Illinois as applicable).
 - The notice shall state that failure to pay the fine or penalty owing within 45 days of the notice's date will result in the Police department notifying the Secretary of State that the person is eligible for initiation of suspensions proceedings under Section 6-305.6 of this Code.
 - The notice will state that copies of the original citation information is available and may be obtained by sending a self address, stamped envelope to Harper Police.
 - Full payment may be made within 45 days of written notification of impending suspension. Once the time lapsed, a **Petition to Set Aside a Determination** will need to be filed with the Secretary of State and further actions will be dictated by their process.