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## SAFETY CODE

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The *Safety Code* is the parking and safety manual for students, faculty, staff, and guests of The Master's University. The Department of Campus Safety oversees the *Safety Code* and reserves the right to revise, supplement, or rescind any portion as appropriate. The *Safety Code* is intended to supplement the student/employee code of conduct and all other Campus Safety policies.

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## SAFETY CONTACTS

### *Emergencies*

- If needed, dial 911 (call Campus Safety immediately after!)
- Guard Shack (Landline): (661) 362-2500
- Shift Supervisor (Cell): (661) 713-7561

### *Campus Safety Office*

- Located across from the Business department at the North Academic Campus
- Appointments are encouraged

### *Campus Safety Guard Shack*

- Located in the P1 Lot, next to the gate leading to the dorms
- An officer should be present at the Guard Shack at all times

### *Campus Safety Department Leadership*

- Director: Kurt Fillmore, (661) 362-2686, [kfillmore@masters.edu](mailto:kfillmore@masters.edu)
- Lieutenant: Matthew Turner, [mturner@masters.edu](mailto:mturner@masters.edu)
- Administrative Assistant: Priscilla Turner, (661) 362-2682, [pturner@masters.edu](mailto:pturner@masters.edu)

**General Inquiries:** [campusecurity@masters.edu](mailto:campusecurity@masters.edu) (call the shift supervisor for timely issues)

**Permit Questions:** [parkingpermits@masters.edu](mailto:parkingpermits@masters.edu)

**Access Control Help:** [access@masters.edu](mailto:access@masters.edu)

**Official Website:** <http://www.masters.edu/campussafety>

### *Department of Emergency Management*

- Director: Bryan Kortcamp, (661) 362-2687, [bkortcamp@masters.edu](mailto:bkortcamp@masters.edu)
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## OUTSIDE AUTHORITIES

### *Los Angeles County Sheriff's Department (LASD)*

- Emergencies: Dial 911
- Non-Emergencies: Dial (661) 260-4000
- 26201 Golden Valley Road

### *Los Angeles County Fire Department (LACFD)*

- Emergencies: Dial 911
- Non-Emergencies: Dial (661) 259-2111 (fire dispatch)
- 24875 Railroad Avenue.

**Henry Mayo Hospital Emergency Room (ER)**

- If needed, call ahead: (661) 253-8000
  - 23845 McBean Parkway, Valencia, CA 91355
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## MUSTANG ALERT

In the event of a significant emergency or a required Clery Act timely warning, text messages will be sent to all registered users with instructions on how to respond. To receive these alerts, opt in to **Mustang Alert** by adding your mobile number at **Self-Service** → **My Profile** → **Phone Numbers**, and place it at the top of your contact list.

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## GENERAL RESPONSIBILITY

**Driving on Campus**

Please drive with due care for the safety of pedestrians and other motorists. Operation of a motor vehicle on campus driveways and parking lots should be in general accordance with the California Vehicle Code (CVC). Bringing a vehicle to campus is a privilege, not a right.

**Parking on Campus**

Park at your own risk. TMU is not responsible for damages resulting from accidents, criminal acts, sporting events, or natural disasters. You must have adequate insurance to avoid any personal liability.

**Parking Permits**

Permit sales site: <https://portal.permitsales.net/driverportal/TMU>

**Parking Tickets:**

Any violation of the *Safety Code* may result in a fine. Payment and appeal options are available at the links provided at the permit site: <https://portal.permitsales.net/driverportal/TMU>

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## GENERAL SAFETY

**Acts of God:** Campus Safety and other student life staff train annually in emergency response and disaster response and maintain certain emergency supplies for your safety.

- **Earthquakes:** Please review [FEMA's recommendations for preparing for an earthquake](#).
- **Flooding:** Please review [FEMA's recommendations for preparing for a flood](#). Please exercise caution in the canyon during flood conditions.
- **Wildfires:** If you see flames, immediately call 911 first and Campus Safety second. Immediately evacuate to a safe location and distance. Campus Safety will send an electronic alert if an evacuation is necessary. Be in mind, fires in the surrounding areas may cause breathing concerns due to the air quality. For further information, refer to [FEMA's recommendations](#)

**After Hours Building Access**

Outside of general business hours (weekdays between 0800-1700 hours), only employees and/or student workers *with their own assigned key* are permitted to enter or remain inside closed administrative buildings. After hours, unless you have *written* permission from a professor or supervisor, you may be asked by Campus Safety to leave the building. Exception: student EMTs may

access the Health Center after hours to resupply EMT bags. If you need ID/phone access to a building or room, please notify your supervisor or email [Access@masters.edu](mailto:Access@masters.edu)

***Fire Alarms***

Whenever a fire alarm sounds inside a building, Campus Safety expects you to immediately exit the building and gather at a safe distance.

***Burglary Alarms***

If a burglary alarm sounds as you enter a building, please step outside and call Campus Safety (not outside authorities). We receive automatic notifications and will respond to check the area.

***Clery Act***

Campus Safety prepares the annual security and fire safety report in line with the Clery Act requirements. The report is made available each Fall at [www.masters.edu/campussafety](http://www.masters.edu/campussafety).

***Prohibited Weapons***

It is a felony to knowingly possess a firearm, loaded or unloaded, on university premises (Penal Code 626.9). To avoid criminal and/or disciplinary action, students and employees who believe they qualify for a legal exception must schedule an appointment with the Director of Campus Safety before bringing a firearm onto university grounds.

Campus Safety does not prohibit students or employees from carrying a small, legal-sized folding pocketknife or a small canister of pepper spray for personal protection. The student and employee handbook serves as the final guide for authorization, and no permission is given or implied by this policy.

If you have any weapon or replica weapon that is not approved by Campus Safety, you will be cited and may have the item confiscated immediately. You may be subject to any potential disciplinary measures or prosecution. Contact Campus Safety with any questions.

***Golf Cart Safety Program***

No one may operate a golf cart on TMU property as a student or employee without the approval of the administration and/or the department manager. Please see your department manager or contact Campus Safety to schedule your golf cart driving test.

***Guard Shack & Gates***

All students are expected to purchase a parking permit to bring a vehicle to campus, park, and/or access the residence hall lots. Guests are not required to have parking permits, but guests and students without permits will not be able to access the dorm area without permission from Campus Safety. Parking permits have an RFID chip that automatically opens the entry gate. Please approach the entry gate slowly.

***Canyon Speed Limits***

The speed limit within Placerita Canyon is generally 25 MPH. On roads where visibility is hindered or there is poor road quality, speeds are reduced to 15 MPH. Refer to the [TMU Vehicle Policy](#) from Campus Safety.

***Parking Lots Speed and Parking***

All parking lots and the hill leading to the dorms have a speed limit of 10 MPH. Campus Safety will monitor and enforce students' speeds throughout parking lots and Placerita Canyon. During TMU holidays, weekends, and days with no traditional classes scheduled, resident students are allowed to park on the lower campus. Designated parking spots are open as well. Plant Operations/Campus Safety personnel may temporarily park in fire lanes and no-parking areas if needed to accomplish their mission, but this does not apply to other students or faculty/staff.

***Crosswalks***

Where crosswalks are provided, they must be used. Avoid walking over or through the planters. Whenever crossing any street, pedestrians must look both ways to ensure vehicles are slowing to a stop before stepping out in front of them. This is a university campus, and you are expected to take responsibility for your own safety when crossing streets. Campus Safety provides limited traffic control at crosswalks during peak times or events.

***Lost/Found Depository***

Please bring all valuable items to the guard shack (i.e., University IDs, driver's licenses, wallets, cash, debit/visa cards, jewelry, or electronics [computers, phones]). All non-valuables should be placed inside the Bross Gym lobby depository instead.

***Pickleball Courts***

The pickleball courts will be locked from 0000-0500 hours. The courts are only for use by TMU faculty, staff, and current students.

***Ridge Trails/Wash***

The trail leading from the dorms to the cross should not be used by students after sunset and before sunrise. Students should never go down into the lower wash south of all the dorms. Transients frequently visit the washes in Santa Clarita, and safety personnel are unable to regularly patrol them due to their proximity to campus and the challenging terrain. There are plenty of good surface streets to walk on in front of the campus and/or trails in the city.

***Standing (Vehicles)***

Do not "stand" a vehicle in a handicap, designated/named space, faculty/staff/reserved space, fire lane, or in the roadway as to obstruct pedestrians or other vehicles.

Note: Campus Safety does not immediately ticket a student's "standing" vehicle in fire lanes or marked zones by the residence halls, but someone must be inside and available with keys to move them in case of an emergency. Without warning, Campus Safety will immediately ticket any unoccupied vehicle in a fire lane or hashed zone.

***Student/Staff Escort***

Campus Safety cannot guarantee security escorts between points on campus during the night, but call the on-duty officers to check their availability. If we are unable to accommodate you due to minimum staffing, you may text the supervisor's cell phone when you begin and end your walk between points. You may also consider calling a friend who is on campus and letting them know where you are walking from and to. Keep them on the phone and talk to them as you walk.

***Video Monitoring***

CCTV monitoring is used on campus and in public spaces to identify safety concerns affecting employees, students, and customers, maintain quality control, detect theft and other misconduct, and discourage or prevent acts of harassment and workplace violence. While on TMU's private property, all persons may be recorded visually or audibly by Campus Safety officers when deemed necessary, but this will not take place within confidential conversations unless both parties consent.

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## Vehicle Storage

***Storage Policies***

- Proper vehicle storage is required for returning students to wish to leave their vehicle during summer and winter breaks.
- Improperly stored vehicles may incur a fine.
- Guests are not permitted to store vehicles on the property during the breaks without permission.
- Chorale/Go Teams, and IBEX trip members have storage fees waived.

- Summer storage has a \$100 fee for non-exempt students.
- Winter storage is free.
- Employees have storage fees waived.
- Vehicle storage form: [Vehicle Storage Form](#)

**Storage Requirements**

- All vehicles must be stored in the lower/upper Swixon lots. Unless otherwise instructed.
- The vehicle storage form must be completed and submitted to the guard shack.
- A vehicle key must be submitted with the form. Please refrain from attaching any keychains, lanyards, or other items to your key.

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## PARKING PERMITS

All students and employees who bring a vehicle to campus must display a valid parking permit at all times beginning on the first day of classes.

Physical permits are mailed via USPS and typically arrive within 7–10 business days. While waiting, print and display your temporary permit from the email sent by [no-reply@rydin.com](mailto:no-reply@rydin.com)

Parking permits are valid for one academic year and are available in four types: employee, resident, off-campus, and canyon home. If you purchase a permit that does not match your approved housing status, you must email [parkingpermits@masters.edu](mailto:parkingpermits@masters.edu) to resolve the discrepancy. If your housing status changes after purchase, contact [parkingpermits@masters.edu](mailto:parkingpermits@masters.edu) to exchange your permit.

Children of faculty and staff are eligible for a complimentary parking permit. Employees should contact HR for details on obtaining their child's permit. Exception to permit misuse violation: Siblings who share one vehicle may have one sibling purchase the permit and add the vehicle to their profile.

Siblings of faculty and staff who are enrolled as students are eligible for a discounted parking permit. Employees, please contact [parkingpermits@masters.edu](mailto:parkingpermits@masters.edu) to inquire about the discount for your sibling(s).

Faculty/Staff (F/S) permits are issued to full-time and part-time faculty and staff. Student workers and graduate assistants are not considered employees and must purchase a student permit. Faculty and staff may order their complimentary permit through [TMU Permit Sales](#).

The account user who has a permit registered to a vehicle in the system is ultimately responsible for any violation associated with that permit, regardless of whether it is used on their own vehicle or misused by loaning it to another student for their personal use.

**Injury Passes**

Injury passes are free and temporary, issued by the nurse or athletic trainers to resident students, allowing them to park on the lower campus during regular business hours. An injury pass may be used only when riding as a passenger in a vehicle that displays a valid parking permit. Vehicles using an injury pass may not park in handicap, disabled, or staff spaces.

Students with lower-body injuries or disabilities should plan transportation with their friends and roommates to ensure accessibility. Campus Safety cannot provide transportation for students with injuries or disabilities.

**Guests**

Guests should not park in marked faculty/staff spaces during regular business hours, or in designated spaces by name/title 24/7/365. Please instruct guests to park in visitor spaces or the unmarked commuter spaces.

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## VIOLATIONS (LISTED ON TICKETS)

- 01 **UNLOCK SERVICE:** Students who misplace personal items in administrative buildings or classrooms may contact Campus Safety for assistance. Campus Safety may also unlock dorm rooms for students if needed. Both of these calls for service incur a small fee, billable to your student account.
- 02 **RESIDENT PARKING RESTRICTION:** Resident students may not park on the lower campus on weekdays from 8:00 a.m. to 5:00 p.m. No exceptions are granted for gate access issues, employment, appointments, athletics, or other routine obligations; residents are responsible for arranging their schedules accordingly. Rainy days are no exception, unless Campus Safety makes an announcement.
- 03 **FAILURE TO REGISTER VEHICLE/PERMIT:** Students who do not register their vehicle(s) and purchase a permit before bringing a vehicle to campus will be cited. Students who receive this citation will be given a complimentary parking permit. Students will receive an email with instructions on how to receive their permit.
- 04 **PERMIT / FAILURE TO DISPLAY:** Employees and/or students must display their current assigned parking permit whenever parked on campus.
- 05 **PERMIT / IMPROPER DISPLAY:** Employees and/or students must always display their parking permit properly on their vehicle (not backwards, in the rear window, side window, upside down, etc.). If the permit number is not visible to officers, you may be issued a citation.
- 06 **PERMIT MISUSE:** Permit sharing, including loaning, selling, or transferring a permit, is prohibited. Permits are valid only for the vehicle(s) assigned to the permit holder's account.
- 07 **NO PARKING / STREET (PARKING PROHIBITED):** Park in the campus parking lots between two parallel white lines. Students may not park on side streets (other than Meadview Ave along Bross Gym), in the dirt, hashed areas, along painted curbs, on sidewalks, or where parking is not designated with spaces. Parking in front of all the neighbors' homes along the street is prohibited, even with permission. You may park in a neighbor's driveway if they grant you permission. Canyon home students, ask your RA or RD about parking at your specific canyon home.
- 08 **DESIGNATED/STAFF PARKING:** Do not park in spaces designated for faculty/staff on weekdays, 0800-1700 hours.
- 09 **FAILURE TO OBEY:** Obey Campus Safety officers who are providing traffic/pedestrian control, direction, or instructions. When cones, signs, caution tape, or other attempts are made to reserve spaces or bar entry to parking lots, do not move or park in those areas.
- 10 **FIRE LANE:** Do not park in red-curbed fire lanes. Vehicles left in these spaces may be towed without notice.
- 11 **HANDICAP:** A DMV-issued placard or license plate is required to stand or park in designated disabled spaces. Do not use these spaces for temporary drop-off/pick-up as you may be ticketed. Vehicles left in these spaces without properly issued DMV placards/license plates may be cited.
- 12 **MISCELLANEOUS:** Additional violations may be cited as "other" on printed tickets, and include, but are not limited to:
- **Unapproved Vehicle Storage:** Do not "store" a vehicle on campus for extended periods without permission or permit display. Unknown vehicles may be towed.
  - **Athlete Parking:** Student athletes do not have special parking privileges. Resident athletes are expected to walk to classes, chapel, practice, and the cafe. Resident athletes, do not leave your vehicle parked on the lower campus when you leave for an away game. Leave your vehicle parked near the dorms.
  - **Automotive Work / Car Wash:** No major maintenance is permitted on cars on the property. No oil changes or anything requiring your vehicle to be lifted up on jack stands is allowed. Please use a local car wash, not the campus lots, to clean your car.
  - **Bicycle Safety/Rideables:** Refer to the [Rideables Policy](#).
  - **Double Parking / Parking Obstruction:** Do not double park, stop, or obstruct any form of traffic.

- **Drones/Unmanned Aircraft System (UAS):** Recreational and hobbyist use of drones and UAS on the property is prohibited, except when approved and used by the Marketing department for official campus use (under the supervision of trained pilots and in accordance with FAA regulations).
- **Emergency Exits:** Emergency exits are clearly marked and should be used only in an emergency. Alarms may be triggered and/or silent notifications sent to Campus Safety, with potential fines.
- **Failure to Appear:** If you have a scheduled appeal hearing with Campus Safety and Human Resources, you must notify Campus Safety's administrative assistant that you will not be appearing *before your scheduled hearing*. Failure to do so will result in a \$25 fine for "Failure to Appear."
- **Failure to Evacuate (Fire Alarm):** Willfully ignoring a fire alarm will result in a fine. If your dorm or canyon home fire alarm sounds, evacuate immediately to your designated areas.
- **Fire Code:** The state Fire Marshal visits the campus frequently throughout the school year to inspect all areas and ensure compliance with fire code regulations. Campus Safety and Plant Operations may also conduct inspections for fire code violations and issue fines as needed.
- **Habitual Offenders:** The Director of Campus Safety reserves the right to revoke the privilege of bringing a vehicle to campus for individuals who exhibit patterns in citations or egregious violations of the *Safety Code*.
- **Inoperative Vehicles:** Storing inoperative vehicles without the director of Campus Safety's permission is prohibited.
- **Improper Vehicle Storage:** Students are required to store their vehicles properly during summer and winter breaks. Refer to the vehicle storage requirements for instructions on storing your vehicle correctly.
- **Motorcycle Parking Violations:** Motorcycles must follow all driving and parking rules. However, they are allowed to park in hashed areas within parking lots if traffic and other vehicles are not impeded.
- **Obstruction:** Do not park or "stand" in an entry/exit driveway or otherwise block the lawful travel of vehicles. This includes dropping off or picking up passengers on streets and at stop signs.
- **Other Transportation:** Refer to the [Rideables Policy](#) for these citations.
- **Overloading:** Do not allow more people to get into your vehicle than can legally use the seatbelts.
- **Parking Spaces:** Parking spaces are indicated by two parallel white lines; your motor vehicle must park completely between them, or you must find a different space. You will be cited for "no parking" if you park in areas outside of those spaces.
- **Resident Director Spaces:** Resident Directors have designated spaces near the dorm. Do not park there without their explicit permission.
- **RV Parking:** No RV may be parked overnight on the property without advance permission from the Director of Campus Safety. Signed waivers are required in advance, no hook-ups are provided, and there is no guarantee of space availability. There are other places in Santa Clarita that offer free overnight RV parking, such as Walmart.
- **Second Vehicle Restriction:** If you are a student, you may not bring/park more than one (1) motor vehicle on campus.
- **Cones or Safety Devices:** Do not move cones or caution tape. To utilize the Campus Safety cones, contact the Director of Campus Safety for permission.
- **Rideable Policy Violation:** Refer to the [Rideables Policy](#). Students who violate the policy may be cited.
- **Street Parking Prohibited:** The streets around the campus are not for student use. Meadview Avenue, adjacent to Bross Gym, is the only side street where students may park. There will be no signs posted in these locations. You are expected to park in campus parking lots, not on side streets. Love your neighbors.
- **Special Events/Parking Restrictions:** Normal after-hours student parking may be changed or restricted for special events on campus. At such times, we will communicate to the student body and expect cooperation.

- **Speeding/Reckless:** The speed limit on canyon streets surrounding the campus is 25 MPH or 15 MPH. The campus-wide parking lot speed limit is 10 MPH, but it drops to 5 MPH past the guard shack. Campus Safety will use a radar gun to measure students' speeds throughout the canyon and issue citations as needed. Driving the wrong direction through one-way parking lots or roads is prohibited. Driving without seatbelts is also prohibited. For more information, refer to the [Vehicle Policy](#).
- **Tampering with Life and Safety Equipment:** Devices installed on and around campus for fire safety (fire extinguishers, emergency exit alarms, video monitoring) are not to be removed, covered, or tampered with for any purpose other than their intended use. This is a serious fine. Using a fire extinguisher on another person is a criminal offense and will result in fines, criminal prosecution, and campus disciplinary action.
- **Trailers / Trucks:** We do not allow long-term storage of camper shells or trailers. For temporary storage, please contact the Director of Campus Safety, and we may be able to arrange an overnight stay on the North Academic Campus. Although this is not guaranteed for extended periods.
- **Jaywalking:** Crossing main streets around campus outside designated crosswalks is prohibited. Bross Gym, Powell Library, and the North Campus (diagonal) crosswalks are designated by stop signs and/or pedestrian crossing signs. Canyon home students, talk to your RD or RA about where to cross at your specific canyon home.
- **Visitor/Guest Parking:** Spaces designated for visitors or guests may only be used by these persons, Monday through Friday, 0800-1700 hours. Otherwise, they may park in any unmarked spaces during business hours.
- **Wrecked Vehicles:** If you are involved in an accident, please instruct the tow truck operator to bring your vehicle back to their storage lot and then drop you off (or arrange a pickup) at the garage. We cannot accommodate wrecked vehicles on campus. Violations will be promptly addressed.

### 13 MOVING VIOLATIONS:

- **Failure to Yield to Pedestrians:** The driver of a vehicle is required to yield the right-of-way to a pedestrian crossing the roadway within any marked crosswalk, within any unmarked crosswalk at an intersection, and at stop signs. This does not relieve the pedestrian of the responsibility to cross safely.
- **Failure to Stop at Stop Sign:** The driver of any vehicle approaching a stop sign at the entrance to, or within, an intersection shall stop at a limit line, if marked, otherwise before entering the crosswalk on the near side of the intersection.
- **Hands-Free Violation:** Drivers are prohibited from holding or manipulating any cell phone while operating a motor vehicle in motion. If you need to use your phone, pull into a parking space to avoid distractions. Or, use voice commands while in motion.
- **Tailgating:** The driver of a motor vehicle shall not follow another vehicle more closely than is reasonable and prudent. Do not tailgate other vehicles within the canyon.
- **Transport / Riding in Truck Bed:** Do not allow anyone to ride in the bed of your pickup truck while on campus unless on official business with due care. While not on official business, anyone riding in the back of a pickup truck may also be cited.
- **Failure to Wear a Motorcycle Helmet:** Drivers and passengers must wear a Department of Transportation-approved helmet when riding a motorcycle.
- **Failure to Use Turning Signal:** All vehicles must use vehicle turning signals or DMV hand signals to signify the intention of turning left or right in the last 100 feet traveled by the vehicle before turning. Pointing fingers is not a DMV-approved way to signal a turn.
- **Failure to Obey Officer in Crosswalk:** Obey all commands from Campus Safety Officers directing traffic at the crosswalks (North Campus, Powell Library, and Bross Gym). Officers will use large arm signals at shoulder height for vehicles. Officers will use voice commands and, if necessary, small hand signals at hip level for pedestrians.
- **Unsafe Speed Violation:** Unsafe speed is driving faster than is reasonable and prudent for current conditions. Officers will consider speed, weather, traffic conditions, road surface and condition, and potential risk to people and or property. Refer to the [Vehicle Policy](#) for further information.

- **Driving/Riding on Sidewalks:** Motor vehicles, bicycles, and all electric rideables are not allowed on sidewalks or walking areas. Rideables may be operated on the shoulder portion of Main Campus roads. Rideable use is not permitted on the upper campus, dorm, parking lots, including but not limited to the hill roadway leading to and from the Campus Safety Guard Shack.
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## Citations Payment & Appeals

### **Issuing Citations**

Campus Safety is authorized to issue citations for any violation of Campus Safety policies. Under most circumstances, officers will leave your copy of the ticket under the vehicle's windshield wiper. For certain citations, a physical ticket may not be issued, and the student will receive their citation via email. Please note that committing multiple offenses on the same day may result in multiple fines.

### **Citation Payment**

All citations will be billed to the student's account after 30 days. Financial Aid can be used for citations if needed.

### **Ticket Appeals**

Students have five (5) days from the date the citation is issued to submit an appeal. Any appeals submitted after the third day will be denied, and the student will be held financially responsible for all associated fines. Warnings do not carry a financial penalty, so they cannot be appealed.

### **Ways to Appeal Citations**

- Scan the QR code on the paper citation and log in to the permit portal
- Visit <https://portal.permitsales.net/driverportal/TMU> and select "Manage Citations"
- Click the appeal link included in the citation email sent from No-Reply@Rydin.com

### **Citation Hearings**

Once an appeal is submitted, the student will be notified via email of the hearing date, time, and location. Appeal hearings are generally held in Rutherford Hall on Fridays during the semester. However, students should always defer to the details provided in the notification email.

Students are permitted one rescheduling of their citation hearing if they are unable to attend. Campus Safety's administrative assistant, at [pturner@masters.edu](mailto:pturner@masters.edu), must be notified of any scheduling conflicts at least one (1) day prior to the scheduled hearing. Failure to appear for a scheduled hearing will result in an additional \$25 "Failure to Appear" fee.

### **Appeal Review Process**

Appeals are generally reviewed and decided by a member of the Human Resources Department. During the hearing, a Campus Safety officer will explain the reason the citation was issued. The student will then have the opportunity to present any relevant evidence and/or explain why the appeal should be accepted.

### **Final Appeal Decisions:**

- **Void** - The appeal is granted. No fine is required, and the ticket will not count toward 3rd+ offense calculations.
- **Warning** - The appeal is granted. No fine is required, but the ticket will count toward 3rd+ offense calculations.
- **Reduced** - The appeal is denied. A fine is required, but it is reduced. It will be billed to your student account.
- **Upheld** - The appeal is denied. A fine is required, and it must be paid in full.

## PERMIT FEES

| PERMIT TYPE   | PERMIT FEE                  |
|---|-----------------------------|
| TRAD STUDENT (undergrad)  | \$250                       |
| NON-TRAD STUDENT (graduate, online, high school dual enrollment—who regularly bring a vehicle to campus and want residence lot entry) | \$195                       |
| FACULTY / STAFF EMPLOYEE  | Complimentary               |
| EMPLOYEE - Additional Parking Permit  | \$10                        |
| CHILDREN OF FACULTY / STAFF   | Complimentary—must email HR |

## FINE SCHEDULE

| FREQUENT FINES / VIOLATIONS | *3rd+ offense doubled for the same offense/same academic year |
|-----------------------------|---|
| Unlock Service              | \$10  |
| RES Parking/ Lower Campus   | \$50  |
| Failure to Display/Permit   | \$50  |
| Improper Display/Permit     | \$50  |
| Permit Misuse               | \$50  |
| No Parking/Street parking   | \$50  |
| Designated/Staff Parking    | \$50  |
| Fire Lane                   | \$50  |
| Handicap Parking Only       | \$50  |

## MOVING VIOLATIONS

|                                      |       |
|--------------------------------------|-------|
| Failure to Yield to Pedestrians      | \$100 |
| Failure to Stop at Stop Sign         | \$100 |
| Hands-Free Violation                 | \$100 |
| Tailgating                           | \$100 |
| Transport/Riding in Truck Bed        | \$100 |
| Failure to Wear a Motorcycle Helmet  | \$100 |
| Unsafe Speed Violation               | \$100 |
| Failure to Obey Officer in Crosswalk | \$100 |
| Driving/Riding on Sidewalks          | \$100 |

## MISCELLANEOUS

|  |       |
|--|-------|
| Automotive Work/Car Wash                         | \$10  |
| Abandoned Vehicle                                | \$100 |
| Jaywalking                                       | \$50  |
| Obstruction                                      | \$50  |
| Seat Belts Required violation                    | \$100 |
| Rideable Policy Violation                        | \$50  |
| Reckless Driving                                 | \$50  |
| Tampering with life/safety equipment             | \$100 |
| Transport/Riding in the Truck bed                | \$100 |
| Vehicle Storage Fee                              | \$100 |
| Wrecked Vehicle/ Environmental Impact violations | \$100 |
| Standard Fine *Any other published code          | \$50  |
| Improper Vehicle Storage                         | \$50  |