



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

CHC-4 Parking and Traffic Violations, Fines, and Administrative Sanctions

APPROVED: January 12, 1996 **REVISED:** November 20, 2023
Year of last review: 2023
AUTHORIZING BOARD POLICY: CHC

Classification: Institutional

Responsible Vice President or Associate Vice President: Vice President of Student and Enrollment Services

Designated Contact: Chief of Police

OBJECTIVE: To identify parking and traffic violations, fines, and administrative sanctions.

PROCEDURE:

- I. The regulation of traffic enforcement by the El Paso Community College (EPCC) Police Department within the El Paso County Community College District (EPCCCD) consists of the following categories: Parking and Moving Violations.

1. Parking Violations Parking Violation Types – Parking violations include but are not limited to:

- a. Minor Violations
- b. Parking in Red Zone
- c. Parking in a Loading Zone
- d. Parking on a Cross Walk
- e. Parking within 15 feet of Fire Hydrant
- f. Parking in Handicapped Space
- g. Parking in a Visitor Parking
- h. Parking on Sidewalk, Crosswalk, or Driveways
- i. Parking in Yellow or Striped Zone
- j. Parking in a College Vehicles Space
- k. Displaying Expired License Plate
- l. Parking Illegally (not a parking space)
- m. Parking Improperly in two or more spaces
- n. Boot Removal
- o. Parking in a Faculty and Staff Lot
- p. No Parking Permit
- q. Displaying a Current and Expired Permit
- r. Improperly Displaying Parking Permit
- s. Displaying an Expired Temporary Parking Permit
- t. Displaying a Parking Permit on Unregistered Vehicle
- u. Fraudulent Use of Parking Permit
- v. Tampering With Enforcement Device
- w. Littering
- x. Displaying an Expired Parking Permit

2. Parking Violation Fines – See the EPCC Police Department website for appropriate fines.

A. Moving Violations

1. Moving Violation Types – Moving violations include but are not limited to:

- a. Moving Violations/Other
- b. Failed to Stop at Stop Signs
- c. Failure to Yield Right-of-Way
- d. Reckless Driving
- e. Unrestrained-Child 1 - Safety Seat Required-under 4 yrs. 36"
- f. Unrestrained-Child 2 - Safety Belt Required - 4 yrs. - 17 yrs.
- g. Driving on Sidewalk

- h. Failed to Yield at Intersection
- i. Speeding – Unsafe
- j. Striking Unattended Vehicle
- k. Failed to Use Due Care at Pedestrian Zone
- l. Illegal Turn
- m. Driving One Way
- n. Speeding at School Zone
- o. Driving in the Wrong Direction of Arrow
- p. Leaving Child Unattended in Vehicle
- q. Operate Motorcycle Without Head Gear if under 21 years of age

2. Moving Violation Fines – See the EPCC Police Department website for appropriate fines.

- II. Enrolled students, faculty, staff, and employees of vendors who operate and park vehicles on college property must register vehicles and display a valid parking decal. See College Procedure CHC-1, *Vehicle Registration*. EPCC Police Department will provide a grace period of seven (7) calendar days from the first day of the fall, spring, and the 10-week summer semester classes for decal related violations. For all other 5-week semesters and MMII, a grace period of five (5) days will be provided from the first day of classes for decal related violations.
- III. The recipient of a parking or traffic citation has ten (10) business days from the issuance date to protest the citation and request an appeal. Failure to file within the prescribed ten business days shall constitute a waiver of the right to appeal the citation.
 - A. Citation payment can be made at any Campus Cashier's Office or Online. Payment of the citation is not required during the appeal process, and late fees are not accrued.
 - B. Individuals requesting an appeal must complete *The Citation Appeals* form. The form must be returned in person to any Vehicle Registration Office; a hearing date will then be assigned. Please refer to College Procedure CHC-6, *Parking and Traffic Citation Appeals Committee and Parking and Traffic Citation Appeal Process*.
- IV. Failure to pay a citation(s) will result in one or all of the following occurring:
 - A. Students
 - 1. Prohibited to register
 - 2. Official records withheld
 - 3. Tow or immobilize vehicle at owner's expense
 - B. Employees
 - 1. A non-payment notice will be sent to the employee and the employee's supervisor 30 calendar days after the citation has been issued.
 - 2. Administrative actions may include:
 - a. Counseling Record
 - b. Written Reprimand
 - c. Other Disciplinary Actions
 - d. If the employee is also a student, Section IV.A above will also apply.
 - 3. Failure to properly resolve citations can result in suspension or revocation of all campus parking privileges and removal or booting of the employee's vehicle from EPCC property at the owner's expense.
- V. Visitors who receive a citation on any College campus may take the citation to any Vehicle Registration Office to request the citation be dismissed.