



Community College of Rhode Island Campus Police Department

**Knight Campus, Warwick - Flanagan Campus, Lincoln – Liston Campus,
Providence - Newport County Campus, Newport, Rhode Island**

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PARKING ENFORCEMENT & TOWING PROCEDURES		OPERATIONS	
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PARKING ENFORCEMENT & TOWING PROCEDURES

I. PURPOSE

The purpose of this policy is to establish procedural guidelines for the enforcement of parking and towing procedures on all CCRI property.

II. POLICY

The policy of the CCRI Campus Police Department is to enforce the college parking regulations, as specified under “Parking Policy” listed on the CCRI web site: https://www.ccri.edu/campuspolice/about/parking_policy.html#general
Campus Police Officers will strive to use reasonableness and impartiality when enforcing parking regulations in all parking areas of college owned property. Enforcement action may consist of:

- A. Verbal warnings
- B. Issuance of parking tags
- C. Towing of vehicles
- D. Suspension or revocation of parking privileges

III. DEFINITIONS

- A. Abandoned Vehicle: A vehicle that has remained on College property without proper authorization for 24 hrs. or more.
- B. Parking Violation: An infraction of a College parking regulation.
- C. Unregistered Vehicle: A vehicle, whether displaying a proper state registration plate or not, whose registration is suspended, cancelled, revoked or proven to be otherwise not registered according to state laws and regulations.

IV. GENERAL PROVISIONS

- A. Parking on campus throughout the year in designated parking spaces, is by permit only between the hours of 7:00 a.m. and 11:00 p.m., including break periods, Monday through Friday. Student parking areas are not usually controlled by permit but may be restricted by Campus Police for events. Visitor parking in the main lot is not normally restricted but may be for certain events and/or certain visitors.
- B. The following regulations have been established for the control of parking on the campuses of the Community College of Rhode Island. These regulations apply to students, faculty, staff, and visitors to the respective campuses.
 - 1. Faculty and Staff should affix Parking Permits to the lower right of the vehicle's rear window and must be clearly visible from the rear of the vehicle. These stickers are free and available at campus police offices.
 - 2. The registration of a vehicle on campus does not guarantee a parking place, but affords the registrant an opportunity to park in authorized parking areas when parking space is available. In order to take advantage of campus parking, students, faculty and staff agree to park in appropriate, designated areas.
 - 3. Conference parking, special events parking, and all temporary parking requirements of the College are to be scheduled in writing and approved through Campus Police by the College sponsor or host.
 - 4. All vehicles must display current motor vehicle registration.

5. Infractions of these parking regulations are the responsibility of the owner who registered the vehicle.
6. Faculty and Staff with a permitted vehicle, who need to operate a different vehicle temporarily, must secure a temporary permit at no charge from the Campus Police.
7. The College is not responsible for losses due to theft or damage to vehicles while on College-owned property.

V. PARKING PERMITS

A. ALLOCATION OF PARKING LOTS

1. Faculty/staff parking permits allow for parking in the designated Faculty/Staff parking lot. All Faculty and Staff will be issued access on their ID card for the Faculty/Staff Parking Lot Control Gates at the Knight Campus.
2. Administrative Parking – Administrators, for the purpose of the parking policy, include positions such as Dean, Associate and Assistant Dean, Director, Assistant Director and other supervisory positions. Administrators will be required to display appropriate vehicle identification as required by the Campus Police Department.
3. Members of the Board of Governors will be issued identification, to be displayed on the vehicle dash, which will permit parking in all areas designated for Official Visitors or Visiting Administrators.
4. Official visitors who plan to be on the campus must obtain a temporary parking permit from the Campus Police, allowing visitors to park in designated areas.

B. PARKING BY CAMPUS

Knight Campus

1. Administrators will park in assigned spaces.
2. Visiting Administrators will park in the spaces designated “Administration” or as directed by the administration and/or Campus Police.
3. Faculty/Staff will park in the designated Faculty/Staff parking lot with Department Chairs/designees parking in the assigned spaces within the same lot.
4. Students and others will park in the large Student Lot.

5. Sixty (60) minute maximum parking is provided for people needing to access the Student Services' area (i.e. Bursar, Enrollment Services, Registration, etc.) in the short-term parking located at the north entrance of the building. No other students, faculty, and staff are *permitted to use this lot at any time*. This lot, however, may be restricted by the Campus Police for officially sanctioned College events with proper notification and reservation with the Campus Police.
6. Visitors will park only in designated areas or the large Student Lot.

Flanagan Campus

1. Administrators will park in the designated Administration parking lot.
2. Faculty/Staff will park in the designated Faculty/Staff parking areas.
3. Students will park in the designated student parking areas.
4. Visitors will park in the designated visitor spaces in the faculty/staff lot adjacent to the Administration parking area.

Liston Campus/ Newport Campus

1. Faculty/Staff spaces are located in a designated area on the campus.
2. Students and visitors will park in the large designated student parking areas.

C. REGULATIONS AND VIOLATIONS

Parking on any campus of CCRI shall be in accordance with the CCRI Campus Police Department traffic and parking policies.

The Campus Police are responsible for the administration and enforcement of these regulations and may impose traffic control restrictions as required.

The following constitute parking violations:

- a. Parking in fire lanes.
- b. Parking in handicapped, reserved, loading, or visitors' spaces without a proper permit.
- c. Parking in a lot without a proper and current permit
- d. Parking on the grass unless authorized by Campus Police.
- e. Parking in violation of a posted sign.
- f. Parking in violation of painted yellow curbing.
- g. Obstructing other vehicles or traffic.
- h. Taking more than one parking space or failure to park within lines and designated spaces.

- i. Other violations as promulgated by the Postsecondary Council.

It is also a violation to fail to display a current parking permit in permit-required areas.

D. PARKING ENFORCEMENT AND PENALTIES

Campus Police Officers enforce all parking and traffic laws as permitted in the General Laws of the State of Rhode Island and by the Post-Secondary Council.

1. Campus Police Officers on all shifts shall enforce the parking regulations, paying particular attention to the problem areas around congested areas.
2. Officers may, when discretion is appropriate and authorized, issue an “E Ticketing” warning to educate the motorist not to commit the violation in the future.
3. Officers will utilize ‘E Ticketing’ always as the first option. Hand written parking tickets shall be written, only when “E Ticketing” is unavailable. Such tickets will be legible using block style printing and shall include the following information, at a minimum:
 - a. Vehicle registration, state, and number.
 - b. Date of issue.
 - c. Location of violation.
 - d. Make and color of vehicle.
 - e. Officer’s badge number.
 - f. Violation number.
4. All tickets will be turned in at the end of each tour of duty.
5. Fines are payable or may be contested according to the instructions as provided by the State of Rhode Island. Failure to remit fines could result in the loss of the vehicle owner’s registration and suspension of driver’s license as mandated in the General Laws of the State of Rhode Island.
6. Students with repeated infractions may be referred to the Dean of Students for disciplinary action according to the Student Handbook. Faculty and staff may be referred to Human Resources for repeated violations. Visitors who repeatedly violate parking regulations or who show blatant disregard for parking rules/laws may be barred from campus.

E. TOWING GUIDELINES

1. Unauthorized vehicles parked on campus, vehicles parked in fire lanes, vehicles illegally parked in handicapped, reserved, loading, short-term parking or visitors' spaces, vehicles that are immobilized, obstruct

traffic, are abandoned, or impede the normal function of the College are subject to towing at the owner's or operator's expense.

2. The College reserves the right to tow vehicles from College property for violations of parking regulations and whenever public safety may be compromised.
3. Before a vehicle is towed, the Shift Supervisor will be informed of the situation and make a final determination. Once the decision to tow has been made and the tow truck has been summoned, the decision to tow cannot be reversed.
4. If the owner/operator does appear and protests the tow, then he/she has the option to settle with the tow truck operator and not be towed. However, the ticket will stand as is and an Offense Report indicating "settled with the driver" will be completed. If, after settling with the tow truck operator, the owner/operator of the vehicle in violation does not correct the violation and park legally, the tow truck will be summoned by a member of the Campus Police Department to return and complete the tow.
5. Officers will remain on scene and supervise the tow truck operator, ensuring the vehicle is not damaged.
6. Officers will complete a department Offense Report that will include date, time, location, reason for tow, towing company, and whether or not notification or attempted notification was made to the owner regarding the tow. When applicable, a copy of the offender's prior violations will be attached to the Incident Report. An inventory of items of value inside a towed vehicle will be recorded in the Offense Report.
 - a. Supervisors shall ensure that a reasonable attempt to contact the owner of a towed vehicle has been made to inform the owner of the tow and the location of the vehicle.
 - b. If the owner / operator of a towed vehicle inquire as to the whereabouts of their vehicle, members of this Department will make every attempt to find out where the vehicle was towed, the reason for the tow, and advise the person making the inquiry of such.

F. PARKING BAN TOWS

In the event of a College announced parking ban, every effort will be made to notify the College community to relocate vehicles to a predetermined location in order for plowing / snow removal to be effective. Vehicles not adhering to this procedure after notification may be towed at the expense of the owner / operator.

G. APPEAL PROCESS

Tickets for parking violations may be appealed by appearing before the Rhode Island Traffic Tribunal where the individual can plead their innocence. Court dates and instructions are provided with the summons.



Sean T. Collins
Chief of Campus Police

Links:

CCRI Traffic Fine Schedule: <https://powerdms.com/docs/799692>

Vehicle Release Form: <https://powerdms.com/docs/776905>