

DIVISION	POLICY NUMBER
XI Campus Police	11.04.00 [1]
CATEGORY	DATE
11.04.00 Parking and Vehicle Codes	Adopted 1980 Edited 1982 Revised 9/92, 3/00, 12/02, 10/13 Reviewed 06/18

11.04.00 PARKING AND VEHICLE CODES

Joliet Junior College adopts the State of Illinois Vehicle Code Chapter (625 ILCS 5/1-100 et seq.) for the governing of traffic movement on College property.

PARKING AND MOTOR VEHICLE POLICY INDEX

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PARKING AND VEHICLE CODE ENFORCEMENT POLICY

Chapter I

General

- 1-100 **PURPOSE:**
This policy establishes a Parking and Vehicle Code Enforcement policy for all Joliet Junior College District 525 (hereinafter referred to as Joliet Junior College) campuses and all Joliet Junior College Foundation owned Property. It is the purpose of this policy to regulate the parking and operation of motor vehicles at all campuses and facilities of Joliet Junior College and on all Joliet Junior College Foundation owned property.

- 1-101 **APPLICABILITY:**
The provisions of this code apply to all persons within the limits of Joliet Junior College campuses and all Joliet Junior College Foundation owned property, whether faculty, staff, student or visitor.

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1-102 **GENERAL POLICY:**
 Non-uniform laws and regulations are a source of inconvenience and hazard to motorists and pedestrians alike. They contribute to traffic snarls, accidents, and congestion. In recognition of these problems and in the interest of safe and efficient campus transportation, implicit in the code are the recommendations of the National Committee on Uniform Traffic Laws and Ordinances that there should be one comprehensive traffic law that does not conflict with State Vehicle Code provision.

1-103 **SEVERABILITY:**
 The invalidity of any provisions of this code shall not affect the validity of the remainder of this code.

Chapter II
Article I
Parking Code

2-100 **SCOPE:**
 This is an adopted policy for the regulation of parking and operation of motor vehicles at all Joliet Junior College facilities and on all Joliet Junior College Foundation owned property.

2-101 **INSTITUTIONAL REGULATION:**
 The enforcement of parking and traffic regulations is the responsibility of the Chief of Campus Police and the Campus Police Department.

2-102 **PARKING CITATION:**
 When a violation of this Code is observed, a Joliet Junior College parking citation may be issued and shall at least contain the description of the parked motor vehicle, including license number, location of violation, date and time of day of violation, violation section number and the signature and identification number of the issuing officer. The parking citation shall be placed under the windshield wiper, driver's side, of the vehicle parked in violation, or presented to the operator of the vehicle.

2-103 **PARKING REGULATIONS and FINES:**
 Parking citations may be issued by the Campus Police Officers for infractions of parking and equipment regulations. Citations issued to any vehicle parked in violation of any of the provisions of any Board Policy or any State statute shall be issued to the registered owner of the vehicle, who shall be responsible for such violation and all related penalties. However, if the

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identity of the person operating the vehicle at the time of the violation can be determined, the citation may be issued to said operator in lieu of the registered owner, and he/she shall be held accountable for the violation and all related penalties.

- A. Roadways: No vehicle is permitted to park on, stand on or obstruct any roadways or drives at any time. In emergencies, vehicles should be moved to the nearest shoulder of the roadway, if possible.
FINE: \$20 AFTER DUE DATE: \$40
- B. Parking Spaces: All vehicles shall be parked in appropriately lined parking spaces. Parking in traffic-lanes, or outside the yellow lines of designated parking spaces, is not permitted.
FINE: \$20 AFTER DUE DATE: \$40
- C. Restricted Parking: It is a violation to park in any special, reserved or restricted parking area without proper authorization. This includes, but is not limited to, handicapped, faculty/staff, Board of Trustee, low emissions, fleet vehicle, short term, loading dock, reserved or any other parking space designated for a specific purpose.
FINE: \$20 AFTER DUE DATE: \$40
- D. Faculty/Staff Parking: All vehicles parked in a restricted faculty/staff parking area on campus shall display a valid Joliet Junior College Parking Permit on the interior rear-view mirror of the vehicle.
FINE: \$20 AFTER DUE DATE: \$40
- E. Off Roadway Parking/Driving: Vehicles are not allowed on walks, grass, or grounds on College property without prior permission from the Campus Police Department.
FINE: \$20 AFTER DUE DATE: \$40
- F. Overnight Parking: Overnight parking of vehicles on campus is prohibited except with prior authorization from Campus Police. Authorization will be limited to mechanical problems, a college-authorized trip or emergency situations as determined by Campus Police. Requests shall be made by calling 815-280-2234.
FINE: \$20 AFTER DUE DATE: \$40
- G. No Parking Zone: Vehicles are not permitted to be parked in any location that is designated by a sign, painted curb, or in any other manner as a No Parking Zone.
FINE: \$20 AFTER DUE DATE: \$40

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H. Fire Lanes or Fire Hydrants: It is a violation to park in any designated fire lane or within fifteen (15) feet of any fire hydrant.
 FINE: \$35 AFTER DUE DATE: \$70

I. Handicapped Parking: It is a violation to park any vehicle in any handicapped parking space without a valid Disabled Parking Placard or license plate(s) issued by the State of Illinois or other valid state agency and properly displayed on said vehicle. The person to whom the placard or plate is issued must be present in the vehicle at the time it is parked and also when it is removed from the parking space.

Temporary handicapped placards for parking on College property may be obtained through Campus Police upon demonstration of need.
 FINE: \$250 AFTER DUE DATE: \$300

J. Unsafe Equipment: It is a violation to operate any vehicle whose equipment does not comply with the requirements for motor vehicle equipment set forth in 625 ILCS 5/12, Articles I through IX. This section includes but is not limited to:

1. Lighting – Headlights, taillights, registration lights, brake lights and turn signals.
2. Obstructed, tinted or defective windshields or windows.
3. Seatbelts – Failure to wear.
4. Audio Video Devices – Includes texting, headsets and video devices.
5. Miscellaneous - Sound Amplification, Improper Use of Horn, Loud/Defective Exhaust, Suspension or Bumpers, License Plate Covers etc.

FINE: \$35 AFTER DUE DATE: \$70

K. Registration: No vehicle shall be parked in a public parking area or on a roadway without current valid registration properly displayed.
 FINE: \$35 AFTER DUE DATE: \$70

2-104 **APPEALS AND FINE COLLECTION PROCESS**

A. In the event that the violator or registered owner who is issued a parking citation does not pay the fine at Student Accounts Center (A1020) within the specified fifteen (15) days after the issuance of the citation, the Police Department will place a hold on the violator’s ability to conduct any College business. A letter shall be sent to the last known address of the violator notifying them of the hold, the increased fine, and advising that the College

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reserves the right to issue a summons to appear in the Will County Court for prosecution, and/or submit the violator’s information to the Secretary of State with a request to suspend the driving privileges, and /or have the vehicle towed and impounded pending payment of all fines and towing expenses.

- B. Individuals wishing to appeal a citation may obtain appeal forms at the Student Accounts Center or the Campus Police station. An appeal must be filed in writing at the Campus Police Department during the initial fifteen (15) day period after date upon which the citation was issued. The filing of an appeal stays the assessed fine until after the appeal is heard by the Appeals Committee.
- C. An Appeals Committee composed of one (1) student, one (1) staff member, one (1) faculty member, one (1) administrator, and the Student Trustee, will be appointed by the Campus Chief of Police. The Campus Chief of Police or his/her designee will also have a seat on the Board as a non-voting member.
- D. If the Appeals Committee rules in favor of the appellant, the Campus Police Department shall issue a letter advising that the appeal was granted and the ticket is no longer active. If the Appeals Committee does not grant the appeal, the Campus Police Department shall issue a letter to the address on the appeal form, advising that the appeal was denied and that the fine must be paid within twenty (20) days of the date of the issuance of the letter or the fine will double and all options listed in Section 2-104 (D) shall also apply.
- E. Fines collected shall be deposited into the Student Parking Fine Account to be utilized for the purchase, repair and maintenance of Law Enforcement related equipment.

2-105 TOWING: Illegally parked or abandoned vehicles on campus may be towed away at the owner’s expense.

- A. When the vehicle:
 1. blocks the efficient flow of traffic or is interfering with snow removal activity;
 2. is parked illegally or in a restricted area; e.g., handicapped reserved, fire lanes, grass areas;
 3. is being towed for unpaid parking citations as permitted in Section 2-104 (A) and (D) above.

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- B. Campus Police Officers are authorized to place notice on abandoned or unattended vehicles left on the campus after posted closing hours stating that failure to remove the vehicle within twenty-four (24) hours, will result in the vehicle being towed. Campus Police shall make a reasonable attempt to notify the owner prior to towing the vehicle, per this section.
- C. The expense for towing vehicles will be incurred by vehicle owners.

Chapter II
Article II
Parking Permit Procedure for Faculty and Staff

- 2-200 SCOPE:
This procedure is provided as a guide for the orderly issuing and control of Joliet Junior College vehicle parking permits.
- 2-201 INSTITUTIONAL REGULATIONS:
The registration of motor vehicles and issuance of Joliet Junior College Parking Permits is the responsibility of the Campus Police Department.
- 2-202 PROCEDURE:
In order to provide ready identification and control of vehicles parked in reserved faculty/staff parking lots/areas all vehicles parked in those areas must display a valid faculty/staff parking tag on the interior rear view mirror.
 - A. All employees utilizing a faculty/staff parking area must have a current Joliet Junior College Parking Permit properly displayed from the rearview mirror no later than five (5) school days after the start of the fall semester of each school year. New tags will be issued each August and will be valid from the date of issue through August 31st of the following year.
 - B. Faculty/staff parking permit applications and permits may be obtained at the Campus Police Department Office. Only one permit will be issued per employee.
 - C. A parking citation will be issued for non-display of the current parking permit resulting in a \$20.00 fine after the grace period of five (5) school days from the start of the Fall Semester.

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- D. Persons using a non-registered vehicle in an emergency or on a temporary basis should notify the Campus Police Department Office

Chapter III
Article I
Traffic
Adoption of Illinois Compiled Statutes Chapter 625 Section 5/1-100 through 55/20

3-100 **ADOPTION:**
 That Chapter 625 of the Illinois Compiled Statutes, Sections 5/1-100-through 55/20, as the same may be amended from time to time, are hereby adopted and incorporated by reference as the traffic policy of Joliet Junior College. Citations issued pursuant to this policy shall be in the name of Joliet Junior College Dist. 525 and shall refer to this policy and to the corresponding numbered sections of the Illinois Compiled Statutes Chapter 625 5/1-100 through 55/20.

Chapter III
Article II
Traffic Administration

- 3-200 **ADMINISTRATION:**
 The Chief of Campus Police is hereby directed to establish a traffic division to administer the provisions of this policy.

- 3-201 **DUTY OF THE TRAFFIC DIVISION:**
 It shall be the duty of the Chief of Campus Police and the Campus Police Department to enforce the traffic regulations of Joliet Junior College, render assistance, and issue citations for traffic violations. It will further be his/her duty to establish liaison with local civil traffic administrators and to cooperate with the Director of Facility Services in developing ways and means to improve traffic conditions.

- 3-202 **SPECIFIC ACTION FOR TRAFFIC VIOLATIONS:**
 The enforcing Campus Police Officer, when observing a violation of these regulations, may:

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- A. Issue an Illinois Citation and Complaint to the violator which will require his/her appearance in the Will County Circuit Court in the event that the fine established for said penalty is not paid in advance thereof.
- B. Issue either a written or verbal warning.

3-203 **ILLINOIS CITATIONS AND COMPLAINT FORMS:**
The Illinois Citation and Complaint form utilized shall be issued by the Will County Circuit Court Clerk or such other agency designated by that office and shall contain at a minimum, the name and address of the driver, description of the vehicle including the license number, driver's license number of the driver, date and time of the violation, violation section number and the signature and identification number of the issuing officer.

3-204 **PENALTIES:**
Persons who are referred to the Will County Circuit Court and found to be in violation shall be fined in accordance with the fine schedule adopted by the court.

Chapter III
Article III
Speed Regulations

3-300 **APPLICABILITY:**
The regulation of the speed of vehicles shall be applicable upon all roadways, parking lots and other property within the Joliet Junior College campuses and Joliet Junior College Foundation owned property. It shall be unlawful for any person to operate a vehicle at a speed in excess of any speed so declared in this policy when signals or traffic devices are in place giving notice thereof and sufficiently visible.

3-301 **TRAFFIC REGULATION:**

- A. **SPEED LIMITS ESTABLISHED:**
It is hereby determined upon the basis of engineering and traffic investigations that speed limits described below are hereby declared to be the speed limits for Joliet Junior College campuses, unless otherwise posted by appropriate signs:
 1. 30 miles per hour on roadways
 2. 15 miles per hour in parking lots
 3. 5 miles per hours in fire lanes

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Chapter III
Article IV
Traffic Control Devices

- 3-400 **AUTHORITY TO INSTALL TRAFFIC CONTROL DEVICES:**
The Director of Facility Services shall place and maintain official traffic control devices pursuant to the direction of the Joliet Junior College Campus Police Department and as necessary to regulate, warn and guide traffic under this code or the State Vehicle Code.

- 3-401 **MANUAL AND SPECIFICATIONS FOR TRAFFIC CONTROL DEVICES:**
All traffic control signs, signals and devices shall conform to the Manual of Uniform Traffic Control Devices for streets and highways, U. S. Department of Transportation, Federal Highway Administration D6-1. All signs and signals required herein for a particular purpose shall so far as practical be uniform as to type and location throughout Joliet Junior College campuses. All traffic control devices so erected and not inconsistent with the provisions of State law or this code shall be official traffic control devices.

- 3-402 **OBEDIENCE TO OFFICIAL TRAFFIC CONTROL DEVICES:**
The driver of any vehicle shall obey the instruction of any official traffic control device, applicable thereto, placed in accordance with the provision of this code, unless otherwise directed by a fireman at or in proximity of a fire or by Campus Police Personnel. No provision of the code for which official traffic control devices are required shall be enforced against an alleged violator, if at the time and place of the alleged violation an official device is not in proper position and sufficiently visible to be seen by reasonably observant person.

Chapter III
Article V
Enforcement

- 3-500 **AUTHORITY OF CAMPUS POLICE PERSONNEL:**
 - A. Campus Police Personnel will enforce all traffic regulations and laws of Joliet Junior College campuses and state vehicle laws, when applicable.

 - B. Campus Police Personnel assigned to the Chief of Campus Police are hereby authorized to direct traffic by voice, hand or signal in conformance with traffic regulations and laws.

BOARD POLICIES

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In the event of fire or other emergencies, or to safeguard pedestrians, Campus Police Personnel may direct traffic as conditions may require notwithstanding the provisions of the traffic regulations and laws.

- 3-501 **REQUIRED OBEDIENCE TO THE VEHICLE CODE:**
It is unlawful for any persons to do any act forbidden or fail to perform any act required in this code.

- 3-502 **REPORT OF ACCIDENT:**
The driver of any vehicle involved in any accident shall report such accident to Campus Police Personnel as required by the Illinois Vehicle Code.