

St. Mary's College of Maryland
Office of Public Safety Directive

Directive #	Directive Title	Chapter #	Chapter Title
10.1.7	Parking Enforcement	10	Traffic and Parking Enforcement

Original Date	Effective Date	Distribution to:	Rescinds	IACLEA Standard
07/25/2017	09/01/2022	All Personnel	10.1	10.1.7

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10.1.7.1 Purpose

The purpose of this directive is to establish clear guidelines for monitoring and enforcing established parking regulations on the three properties within the department's jurisdiction.

10.1.7.2 Policy

The Office of Public Safety is responsible for the enforcement of the parking regulations listed in this directive on the SMCM campus, Trinity Church property and Historic St. Mary's City property.

The Office of Public Safety reserves the right to reallocate parking or make temporary changes to these regulations on campus as needed.

10.1.7.3 Definitions

Legal Space: Parking spaces bounded by two parallel control lines and do not have specific signs reserving the use of the space.

Immobilization device/boot: An immobilization device or boot is a device that is designed to prevent vehicles from being moved and can only be removed with a unique device.

Habitual Offender: An individual whose vehicle has received four (4) or more tickets in a single academic year.

Abandoned Vehicle: (MD Transportation Code § 25-201) Any motor vehicle, trailer, or semitrailer that is inoperable and left unattended on public property for more than 48 hours; or that has remained illegally on public property for more than 48 hours; or that has remained on private property for more than 48 hours without the consent of the owner or person in control of the property.

Visitor: A person who is not a student, faculty member or staff member at SMCM or a staff member of Bon Appetit or a member of the Michael P O'Brien Athletics and Recreation Center(MPOARC).

State Vehicle: A vehicle registered to the state of Maryland and which displays state government registration plates.

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10.1.7.4 Regulations

A. Parking or Standing is not permitted in the following areas on the College campus:

1. Fire Lanes
2. Designated No Parking Areas
3. On the grass
4. Roadways

B. The following are also considered violations of the College's Parking Regulations:

1. Blocking a fire lane
2. Blocking an Accessibility parking space
3. Parking in an Accessibility parking space without a accessibility permit
4. Parking in a manner that blocks the flow of traffic
5. Blocking a dumpster
6. Parking in a reserved space
7. Parking in a lot other than the one designated by the issued permit

C. Resident Parking

1. Vehicles that display a resident decal may only park in the lot designated on the decal, except:
 - a. After 5pm and before 7am on weekdays and all weekend resident students may park in lot K

D. Commuter Parking

1. Vehicles that display a commuter decal or temporary commuter parking permit may only park in commuter parking area, except:
 - a. After 5 pm and before 7 am on weekdays and all weekend commuter students may park in most Faculty and Staff parking areas. Commuter students may not park in lots D, O, or P at any time.

E. Faculty and Staff Parking

1. Vehicles that display a Faculty/Staff decal or hangtag may only park in designated Faculty/Staff parking areas.

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F. Visitor Parking

1. Vehicles that are registered through the Office of Public Safety for visitor parking may only park in designated visitor parking areas.

G. Loading/Unloading

1. St. Mary's college will permit vehicles to be parked in violation of the above regulations for the purposes of loading or unloading only under the following circumstances:
 - a. A maximum of ten minutes will be allowed for loading and unloading.
 - b. A licensed driver must be available to move the vehicle upon request.
 - c. Accessibility Parking Spaces shall never be used for loading and unloading.
2. Hazard lights should be used when parked in a roadway for loading/ unloading, however the use of hazard light does not permit further violations of the parking regulations.

H. Parking Lot Designations

1. All parking lots on the SMCM campus are clearly marked, designating the type of permit allowed to park within the lot or section of the lot.
2. Trinity Church and Historic St. Mary's City parking lots are clearly marked stating parking regulations.
3. Parking Lot Restriction
 - a. Students driving vehicles with a Faculty/Staff permit must park in Commuter lots or Lot T.

I. Event Parking

1. All parking for events must be coordinated through the Office of Public Safety.
2. Event planners must provide a minimum of a two week notice to the Office of Public Safety must be.

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J. State Vehicle Parking

1. State Vehicles may be temporarily parked for official use in any college owned or controlled parking lot.
2. Long term state vehicle parking may only be done in designated state vehicle parking areas.

10.1.7.5 Registration and Permits

A. All vehicles parked on the campus of St. Mary's College of Maryland must be registered through the Office of Public Safety Parking Portal.

B. Types of permits

1. Annual Residential Students
 - a. Issued by the Office of Public Safety
 - b. Student fee: \$100 per academic year
 - c. Permit term: Valid for one academic year only
 - d. Approved parking areas indicated by number and color coding designating annual residential parking
 - e. Transferability: Permits are not transferrable and must be permanently affixed to the registered vehicle
2. Annual Commuter Students
 - a. Issued by the Office of Public Safety
 - b. Student fee: \$100 per academic year
 - c. Permit term: Valid for one academic year only
 - d. Approved parking areas indicated by number and color-coding designating commuter parking
 - e. Transferability: Permits are not transferable and must be permanently affixed to the registered vehicle

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3. Faculty and Staff

- a. Faculty and Staff must park in designated Faculty and Staff parking areas
- b. Available permit options:
 - i. Numbered sticker on the rear of the vehicle
 - 1. Issued by the Office of Public Safety
 - 2. Fee: There is no fee for faculty/staff parking decals
 - 3. Permit term: Staff and Faculty decals do not expire
 - 4. Transferability: Permits are not transferable and must be registered to one vehicle only and permanently affixed to the registered vehicle
 - ii. Numbered hang tag on the rear view mirror.
 - 1. Issued by the Office of Public Safety
 - 2. Fee: \$5.00
 - 3. Permit term: Staff and Faculty Hangtags do not expire
 - 4. Transferability: Hangtag must be displayed while parked on campus, registered to owner and may be moved to other vehicles as needed

4. Bon Appetit Staff

- a. Bon Appetit staff will be issued a yellow, numbered hang tag by Bon Appetit administration.
- b. Hangtag must be displayed while parked on campus
- c. Bon Appetit staff must park in designated Faculty/Staff parking

5. Historic St. Mary's City (HSMC) Staff

- a. Historic St. Mary's City staff will be issued a red, parking decal by HSMC administration.
- b. HSMC decals are valid for all HSMC parking areas and campus visitor parking areas
- c. Decals must be displayed while parked on campus

6. Trinity Church

- a. Trinity Church administration will issue its members a parking decal that displays the Trinity Church Logo
- b. Trinity Church decals are valid for all Trinity Church parking area and campus visitor parking areas

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- c. Decals must be displayed while parked on campus
7. Michael P O'Brien Athletic & Recreation Center (MPOARC) Members
 - a. Community members who join the MPOARC will be issued a green, numbered hang tag by the Business Office when they purchase a membership.
 - b. Hangtag must be displayed while parked on campus.
 - c. MPOARC members must park in designated visitor parking.

 8. Arts Alliance
 - a. Members of the Arts Alliance may obtain a parking decal from the Office of Events and Conferences.
 - b. Arts Alliance members must park in designated visitor parking.
 - c. Arts Alliance decals are valid while membership is active.

 9. Visitor
 - d. Visitors must apply for a visitor permit through the UPSafety portal.
 - e. Visitors must park in designated visitor parking.
 - f. Visitor parking registration is for 3 days unless and extension is granted by Public Safety.

 10. Temporary
 - a. Faculty/Staff residential and commuter students may register another vehicle for a temporary parking permit on the Public Safety Parking portal.
 - b. Residential students who have a permeant parking decal registered may park in the same lot as the decal. Residents without a permanent decal may only park in lot T.

 11. Temporary Accessibility Parking Permits
 - a. The Office of Accessibility Services (OAS) may issue temporary accessibility permits to students who are experiencing temporary mobility issues.
 - b. Students may request a temporary accessibility parking permit by contacting the OAS via email adasupport@smcm.edu.
 - c. Temporary accessibility permits will be issued by the OAS for a period of 10 days.

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- d. The temporary accessibility parking permit must be displayed on the dashboard of the vehicle while parked in an accessibility parking space.

10.1.7.6 Enforcement

I. Citations

- A. SMCM Public Safety Officers may issue parking citations for violations of established parking regulations.
- B. Vehicles may be issued one citation per violation.
- C. Vehicles in violation of established parking regulations may be cited once in any 24 hour period for each violation.
- D. Fines for parking violations are as follows:

- 1. Blocking Dumpster \$50.00
- 2. Accessibility Parking Only without an MVA hang tag or temporary accessibility permit \$50.00
- 3. Parking in Fire Lane \$50.00
- 4. Parking on Grass \$50.00
- 5. No Valid College Decal Displayed \$25.00
- 6. Parking in Faculty/Staff Only designated area without a College issued Faculty/Staff hang tag or permit \$20.00
- 7. Parking on or Blocking Sidewalk \$20.00
- 8. Vehicle Decal Placement not in compliance with the College's Parking Enforcement Directive \$20.00
- 9. Posted No Parking Area \$20.00
- 10. Blocking Multiple Spaces \$20.00
- 11. Commuter in Non-Commuter lot \$20.00
- 12. Resident in Commuter Lot \$20.00
- 13. Non-Resident in Resident Parking Only \$20.00
- 14. Resident in Wrong Lot \$20.00
- 15. Parked in Roadway \$20.00
- 16. Parking in Loading Area Only \$20.00

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II. Immobilization

A. SMCM Public Safety Officers may immobilize vehicles for the following reasons:

1. Illegally parked unregistered vehicles to determine ownership.
2. Habitual offenders.

B. Removal of Immobilization Devices

1. No parking permit - Immobilization Devices will be removed at no cost to SMCM students, staff and faculty after the vehicle owner or user:
 - a. provides his/her personal information (name, proof of affiliation to St. Mary's College of Maryland) and,
 - b. obtains a SMCM vehicle permit.
2. Habitual Offenders after receiving four or more citations in a single academic year will incur costs as follows:
 - a. Boot removal will cost \$100.00 in addition to the violation fee(s).
3. Boot removal and violation fees shall be paid within 72 hours after the boot has been secured.

III. Towing

A. SMCM Public Safety Officers may tow vehicles at the owner's expense where a vehicle is:

1. Parked in a marked handicap space without authorization;
2. Blocking the roadway or blocking service or emergency vehicle ingress or egress;
3. Creating a road hazard or damage to property or grounds;
4. Deemed to be abandoned on College property;
5. Designated by the College as banned from the campus;

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6. Determined by the Office of Public Safety to have had an immobilization device on it for more than 72 hours; or
7. Parked in a marked Fire Lane.

B. Towing cost and procedures

1. The Office of Public Safety and local towing companies have created a Memorandum of Understanding (MOU) to ensure consistent towing charges and practices.
2. Towing fees to be paid by the vehicle owner to the towing company will be:
 - a. \$100.00 standard tow fee.
 - b. \$25.00 per day for storage to the local towing company after the first 24 hours has passed.
 - c. \$20.00 gate fee for release of vehicle from the local towing company after business hours.
 - d. \$65.00 drop fee if the owner, authorized operator or authorized agent of the owner of the motor vehicle attempts to retrieve the motor vehicle while the local towing company is in the process of removing the vehicle from the property whether the vehicle has been hooked up or not.
 - e. \$30.00 fee if the owner, authorized operator or authorized agent of the owner of the motor vehicle attempts to retrieve the motor vehicle 20 minutes after the tow truck has been requested by the Office of Public Safety.
3. Towing Practices include:
 - a. Towed vehicles will be secured in a locked impound lot.
 - b. Subject to the fees outlined above, all towed/impounded vehicles will be released to the owner upon request and after payment of all fees at any time of day.
 - c. The tow company is responsible for collecting all fees.

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C. Attempt to locate owner / Notification

1. Public Safety shall make a reasonable attempt to contact the owner of a vehicle, prior to towing.

III. Student Conduct Board Referral

A. Students will be referred to Student Conduct Board for the following reasons:

1. Accumulating five or more parking violations in a single academic year;
2. Refusing to register a vehicle and purchase a parking permit from the Office of Public Safety;
3. Damaging or attempting to damage an immobilization device or boot;
4. Altering a college parking permit; and/or
5. Using a College parking permit/decal not issued to the subject vehicle.

B. Sanctions

1. The Student Conduct Board may impose sanctions in accordance with the provisions set forth at: <http://www.smcm.edu/tothepoint/sanctions>
2. In addition to the above options students may lose campus parking privileges at the discretion of the Board.

10.1.7.7 Payments

I. Purchasing Permits

- A. All parking permits will be available via the UPSafety Parking Portal. A service fee may apply.
- B. Students
 1. Students must purchase permits using a credit or debit card.
- C. Faculty/Staff/Visitors
 1. Faculty and Staff who choose a hangtag may pay online (credit or debit card) or at the Public Safety Office (Cash or Check)

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2. Faculty and Staff who choose a parking decal will do so at no charge
3. Visitors will register through the parking portal at no charge.

II. Paying Fines

- A. All fines must be paid in full, no partial payments will be accepted.
- B. All fines for parking violations should be paid through the UPSafety Portal using a credit or debit card.
- C. Fines not paid within 10 days of citation issuance or denial of appeal will be assessed a late fee.
- D. Fines may be paid at the Business Office on a case by case basis.
 1. Students must make a request to pay in person through Public Safety.
 2. Permission will be granted on a case by case basis.

III. Collection of unpaid fines

- A. Faculty/Staff, Students, and visitors will not be able to register for new or additional parking decals or hangtags until all outstanding fines are paid.
- B. Departing students: Each May, Public Safety will send a report to the Business Office that contains the names and unpaid citation information for all departing students. This information will be used to collect unpaid fines.
- C. Departing Employees: Public Safety will supply a weekly report to the Office of Human Resources that contains the names, and unpaid citation for all departing employees. This information will be used to collect unpaid fines.

10.1.7.8 Appeals

- A. All citation appeals must be submitted through the UPSafety Parking Portal
- B. To avoid late fees, appeals must be submitted within 10 days from the date the email notification is received advising of the issued citation.
- C. Appeals will no longer be accepted 30 days after issuance of the citation.

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D. Appeals will be granted or denied within 10 days of submission.

E. The outcome of the appeal will be sent via automated email from UPSafety.