

# PIEDMONT VIRGINIA COMMUNITY COLLEGE

## XII – SAFETY AND SECURITY POLICIES

### XII – 7.0 PARKING TICKET APPEALS POLICY

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<b>Policy #:</b>	<b>XII – 7.0</b>
<b>Effective:</b>	<b>1/30/03</b>
<b>Revised:</b>	<b>8/5/08, 01/16/15</b>
<b>Responsible Dept.:</b>	<b>VPFAS</b>

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#### 1. PURPOSE

The College has established parking regulations for the management of its parking lots. Areas have been designated for student, employee, and visitor parking. Tickets are issued to individuals who violate these regulations. This policy discusses the procedure to be followed when an individual wishes to appeal a ticket.

#### 2. PROCEDURE

Appeals of parking tickets should be submitted in writing to the Vice President for Finance and Administrative Services. A form is available from the Cashier's office, or on the PVCC website at this link: [http://www.pvcc.edu/files/media/form\\_parking\\_appeals.pdf](http://www.pvcc.edu/files/media/form_parking_appeals.pdf)

The Vice President for Finance and Administrative Services will act directly on appeals of tickets issued to visitors.

Appeals from current students, faculty, and staff will be referred to a Parking Appeals Panel consisting of two students, one employee with faculty rank, and one classified employee. The PVCC Chief of Police will serve as a resource person to the committee and may participate in the deliberations, but will not have a vote. The appeals panel will meet weekly or as needed.

In order to void a ticket, three panel members must vote to void. Otherwise, the ticket is upheld and becomes a collectible financial obligation to the College. PVCC is obligated by state regulation to take appropriate action to collect such obligations. These actions may include, but are not limited to, placing a hold on records, denying class registration, and submitting overdue obligations to the Virginia Department of Taxation debt set-off collection program.

Decisions of the appeals panel will be reviewed by the Vice President for Finance and Administrative Services. The Vice President may not reinstate a ticket that has been voided by the Appeals Panel. In unusual circumstances, the Vice President may void a ticket that has been upheld by the Appeals Panel, in which case the Vice President must provide the Appeals Panel with a written explanation as to why the ticket was voided.

During the Summer Term and when the College is not in session, the Vice President for Finance and Administrative Services will act on appeals. To the extent possible, the Vice President will seek the input of available Appeals Panel members during these periods.

#### 3. NOTIFICATION

The Vice President for Finance and Administrative Services will inform persons who appeal parking tickets in writing of the result of the appeal.