



California State University, Los Angeles
Department of Public Safety

NUMBER: IV-8 APPROVED: _____
Gregory D. King, Chief of Police

EFFECTIVE: May 1, 2007

SUPERSEDES: 1/27/04 Reviewed/Revised: April 15, 2008

SUBJECT: **Parking Enforcement Guidelines**

I. PURPOSE:

- A. The purpose of Parking Enforcement is to ensure the University community conforms to the parking regulations designed to provide organized access to the parking facilities. This purpose is accomplished by a program of public information, issuance of parking warnings, issuance of parking citations, and towing of vehicles as necessary to gain compliance and organized access.
- B. This order prescribes the parking enforcement guidelines to ensure consistency in the enforcement of parking and recognizes that the various aspects of parking are vital to the accomplishment of parking enforcement and Department goals.

II. POLICY:

- A. It is the policy of this Department that parking rules and regulations will be applied fairly and consistently to all members of the public, and that **all** Department members will comply with the parking rules and regulations.
- B. It is the policy of this Department that no Department member will give special parking privileges to any person that they have a familiar relationship with (i.e. friends, family, co-workers, or acquaintances). This includes, but is not limited to granting free parking, voiding citations, or the non-issuance of citations.
- C. This order is for internal Department use only. **This order and the information contained herein shall not be released to the public.**

III. DEFINITIONS:

Due to the changing nature of parking enforcement, each Officer should exercise a certain amount of discretion in the field. As such discretion is recognized, the following words are defined:

- A. “May” is permissive. The Officer may use discretion for the appropriate enforcement.
- B. “Will”. Implies the Officer will do the act unless there are strong circumstances indicating a contrary action is appropriate enforcement.
- C. “Shall”. Implies the act is mandatory. The Officer shall do the act unless there are extreme circumstances to the contrary.

IV. PROCEDURE:

A. HOURS OF ENFORCEMENT

All Parking Regulations shall be enforced 24 hours a day, 7 days a week, including holidays, unless there are contrary written or verbal directives from the Director, Parking Services Manager or the Parking Supervisor.

B. GENERAL ENFORCEMENT

1. Prior to the issuance of a warning or parking citation, the officer is encouraged to attempt contact with the driver of the vehicle when present, to verbally warn of the violation.
 - a. When a citation or written warning is issued, they shall be completed legibly and completely.
 - b. When a citation is voided, the issuing Officer is to complete a Citation Void Request form, write a brief explanation on the citation, sign the form and submit the original to the appropriate Parking Supervisor.
2. Faculty-Staff permits shall be honored in all student Quarter permit lots, but not in Daily Permit Only areas.

C. SPECIFIC ENFORCEMENT

1. **Backed into Stall** or not headed into the parking stall:
 - a. A Warning will be issued of the first violation;
 - b. A Citation will be issued for the second violation.
2. **Disabled Parking**
 - a. Disabled Stalls, No Permit and No DMV Placard or Plate. Vehicles parked in a designated CSLA Disabled stall without a disabled permit, placard or disabled plates shall be issued a Disabled violation parking citation.
 - b. DMV Placard or Disabled License Plate - No CSLA Permit: Vehicles displaying a valid DMV Placard or plates parked in a designated CSLA Disabled stall, the vehicle will be warned to obtain a valid CSLA permit. For the second offense the vehicle will be issued a No Decal/Permit violation.
 - c. Valid CSLA Disabled permit. Vehicles displaying a valid CSLA Disabled Permit may park in any designated Disabled Stall, Faculty/Staff or Student permit parking area.
 - d. DMV Placards and Disabled License plates in Non-disabled stalls. Vehicles Displaying a valid DMV Placard or Disabled Plates will be allowed to park in any stall pursuant to the Calif. Vehicle Code, section 22511.5.
 - e. Misuse of Disabled Placard. Upon reasonable suspicions and circumstances, Officers may ask for identification and documentation of ownership or a DMV Placard pursuant to Calif. Vehicle Code section 22511.56. If the Officer is convinced that the registered owner of the

Placard is not the driver or a passenger, the Placard will be confiscated (upon confirmation of the Dispatcher), a Misuse of DMV Placard violation will be issued to the vehicle, and the Watch Commander will be notified or a log entry made with Dispatch. The Parking Services Office will destroy the DMV placard and the DMV will be notified.

3. Resident Parking

- a. Vehicles must have a current Resident Decal/Permit and park in the fenced Resident parking area in Lot G unless otherwise authorized by the Department of Public Safety.
- b. The Housing Loop will be monitored regularly for the appropriate enforcement of No Parking and Fire Lane Violations.
- c. During move-in and move-out periods consideration will be given for reasonable loading time and the Officers will monitor it closely in an attempt to prevent the loop from becoming an impasse. Residents will be request to leave their hazard lights on and park on one side of the loop only. Citations will be issued only for extreme cases of abuse. Document and notify a Parking Supervisor.
- d. This same degree of care will be exercised by Patrol during periods when Parking Control Officers are not on duty.

4. Daily Permit Expiration Time.

Daily Permit expiration times are to be given an additional 15 minutes before a parking citation is issued.

5. Posted Time Changes for Student Parking

In Faculty-Staff areas where student permits are honored after 1730 hours, vehicles displaying a valid student permit will be extended a grace period of 30 minutes. No citations will be issued after 1700 hours for this situation.

6. Improper Display of Decal or Permit

- a. All vehicles shall be checked inside and out, for a valid permit. If the permit can be seen and authenticated, the vehicle will not be issued a citation.
- b. A warning will be issued for the first violation with information concerning the inappropriate location of the permit i.e. permit left on seat.
- c. For subsequent violations for the same offense the vehicle will be issued a parking citation.

7. Lost/Stolen Permit

Refer to Department Policy IV-6. If the criteria are met, a Lost/Stolen parking citation will be issued to the vehicle.

8. False Permit

Refer to Department Policy IV-6. If the criteria are met, a False Permit parking citation will be issued to the vehicle.

9. Reserved Parking Stalls

Enforcement for all special-parking stalls requires a complaint from the designee for the stall, prior to citation issuance. These stalls include, but are not limited to, President, Vice President, Dean, designated Lot E stalls, and the Anna Bing Arnold-Child Care lot.

10. Drive Away Vehicles

For vehicles parked in Red Zones or Blocking Driveways who drive away while a citation is being entered, a memo indicating the date, time and reason for violation will be mailed to the registered owner of the vehicle along with the citation.

11. Special Plates and Permits

- a. Legislative plates are “A” or “S” followed by one or two digits. No enforcement action.
- b. Other CSU current permits will be honored, as they would be at originating campuses.
- c. Chancellor’s Office permits shall not be cited.
- d. State or County vehicles displaying an “E” series plate will not be cited.
- e. Parking abuses of the special plates and permits are to be reported to the Parking Supervisor for investigation and appropriate action.

12. Inner Campus

All vehicles, other than emergency vehicles, must display a valid inner-campus permit obtained by Public Safety Parking Services. All other vehicles shall be issued a parking citation.

13. Towing for 5 or more Parking Citations

- a. Any vehicle with five or more outstanding notices of parking violations over a period of five or more days will be towed at the owner’s expense.
- b. Vehicles shall be processed in accordance with the California Vehicle Code 22651(i)(l).
- c. Impounded vehicles shall be released upon appropriate payment to the Commuter Services Office, Department of Public Safety, and presentation of receipt memo to Public Safety Dispatch.

14. Weekend Enforcement of Associated Clinics and Carpool Areas

On Saturdays and Sundays vehicles displaying a valid faculty-staff parking permit/decals will not be issued a citation in marked Associated Clinics stalls and Carpool stalls.

V. Appendices:

- 1) Drive Away Memos
- 2) Citation Void Form



CALIFORNIA STATE UNIVERSITY, LOS ANGELES

PARKING SERVICES

Date _____

Dear Registered Owner:

On _____ at _____ am/pm your vehicle (Make _____ Lic.# _____)

was **illegally parked or stopped in a marked Red Zone**. Your vehicle was in violation of the following California Vehicle Codes:

(C.V.C. 21113a) No person shall drive any vehicle or animal, nor shall any person stop, park, or leave standing any vehicle or animal, whether attended or unattended, upon the driveways, paths, parking facilities, or the grounds of any public school, state university, state college...

(C.V.C. 21458) Red curb marking indicate no stopping, standing or parking whether the vehicle is attended or unattended...

(C.V.C. 587) "Stop or stopping" when prohibited shall mean any cessation of movement of a vehicle, whether occupied or not....

If you wish to contest this parking citation, a **Parking Citation Appeal Form** must be completed and the citation must be paid within 21 calendar days from the original citation date. Please note that the response to an appeal may take up to 10 business days. For further information or to request a form to be mailed or faxed to you, contact Parking Services at (323) 343-3700 or visit us at the campus of Cal State L.A. located at:

5151 State University Drive, Bldg. C, Los Angeles, CA 90032

Parking Citation payments may be made in person at the Parking & Transportation Service Center, located across from the Public Safety building, at the drop-box located at the west and north side entrances of the Public Safety building, by credit card at [www. PayMyCite.com](http://www.PayMyCite.com). or by mail with check or money order payable to **CSU Los Angeles** (*write citation # or license plate # on check*):

**c/o Parking Citation Service Center
P.O. Box 11923
Santa Ana, CA 92711-1923**

Failure to pay a parking fine on time may result in a delinquent notice sent to you (which includes fine penalties), DMV hold on your registration and/or withholding of University services.



**CALIFORNIA STATE UNIVERSITY, LOS ANGELES
PARKING SERVICES**

Date _____

Dear Registered Owner:

On _____ at _____ am/pm your vehicle (Make _____ Lic.# _____)

was **illegally blocking a driveway located in parking Lot H**. Your vehicle was in violation of the following California Vehicle Codes:

(C.V.C. 22500e) No person shall stop, park, or leave standing any vehicle whether attended or unattended...

(e) In front of a public or private driveway...

(C.V.C 22507.8b) It is unlawful for any person to obstruct, block, or otherwise bar access to those (Handicap) parking stalls or spaces...

(C.V.C. 587) "Stop or stopping" when prohibited shall mean any cessation of movement of a vehicle, whether occupied or not....

If you wish to contest this parking citation, a ***Parking Citation Appeal Form*** must be completed and the citation must be paid within 21 calendar days from the original citation date. Please note that the response to an appeal may take up to 10 business days. For further information or to request a form to be mailed or faxed to you, contact Parking Services at (323) 343-3700 or visit us at the campus of Cal State L.A. located at:

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**CALIFORNIA STATE UNIVERSITY, LOS ANGELES
PARKING SERVICES**

Date _____

Dear Registered Owner:

On _____ at _____ am/pm your vehicle (Make _____ Lic.# _____)

was **illegally blocking a driveway located in parking Lot K**. Your vehicle was in violation of the following California Vehicle Codes:

(C.V.C. 22500e) No person shall stop, park, or leave standing any vehicle whether attended or unattended...

(e) In front of a public or private driveway...

(C.V.C 22507.8b) It is unlawful for any person to obstruct, block, or otherwise bar access to those (Handicap) parking stalls or spaces...

(C.V.C. 587) "Stop or stopping" when prohibited shall mean any cessation of movement of a vehicle, whether occupied or not....

If you wish to contest this parking citation, a ***Parking Citation Appeal Form*** must be completed and the citation must be paid within 21 calendar days from the original citation date. Please note that the response to an appeal may take up to 10 business days. For further information or to request a form to be mailed or faxed to you, contact Parking Services at (323) 343-3700 or visit us at the campus of Cal State L.A. located at:

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**c/o Parking Citation Service Center
P.O. Box 11923
Santa Ana, CA 92711-1923**

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CITATION VOID REQUEST

CITATION #: _____

DATE ISSUED: _____

TODAYS DATE: _____

OFFICER: _____

REASON FOR VOID:

OFFICER REQUESTING VOID

SIGNATURE

BADGE #

**NO OFFICER SHALL VOID CITATIONS
BELONGING TO DEPARTMENT OR
CAMPUS PERSONNEL WITHOUT A
SUPERVISOR' SIGNATURE.**

SUPERVISOR

VOIDED BY