

 Prairie State College  
CAMPUS PARKING  
REGULATIONS



Police and Campus Safety Department

## Responsibilities

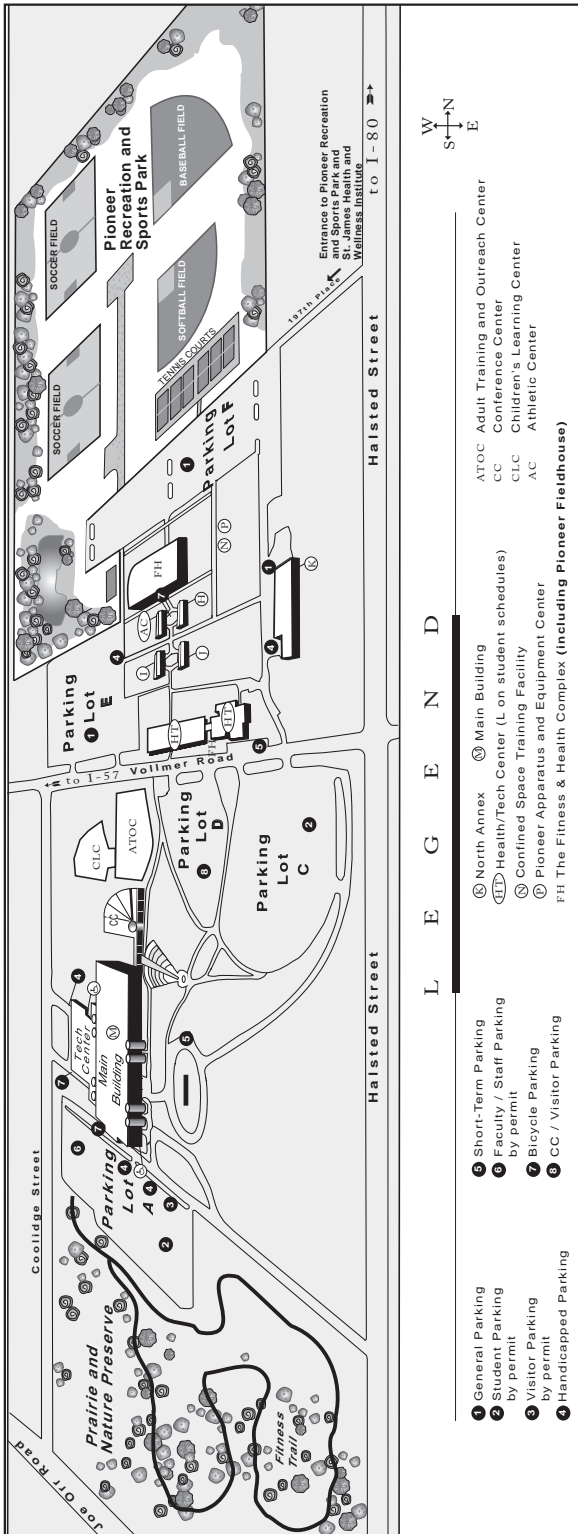
Vehicle code violations, as well as handicapped and fire lane violations, will be enforced by the Prairie State College (PSC) Police and Campus Safety Department (PCSD) and/or the Chicago Heights Police Department (CHPD). Citations issued by CHPD will be handled in accordance with their authority, policies, and procedures. Violations of PSC parking regulations will be processed by the PCSD.

## Parking Registration

All vehicles parked in LOT A, LOT B, and the Children's Learning Center are required to display the proper and valid PSC parking permit/sticker for that lot. Green and Short Term Parking are in the designated spaces of the circle drive east of the main entrance. Several spaces are marked with signs for Green Parking and four spaces are marked for Short Term Parking. Short Term Parking is provided for a maximum of **one hour** in the designated spaces of the circle drive east of the campus main entrance.

Visitor parking is available in LOT A, front row, east and west side. Students are not authorized to park in visitor parking. Permits may be issued to specific individuals and are not transferable. Permit holders are responsible for compliance with all parking regulations and any fines assessed. (See page 6 for parking citations and violations). Parking LOT C, LOT D, and LOT E, north of Vollmer Road, are open lots and parking without a permit is authorized except in designated spaces.





L E G E N D

- 1 General Parking
- 2 Student Parking by permit
- 3 Visitor Parking by permit
- 4 Handicapped Parking
- 5 Short-Term Parking
- 6 Faculty / Staff Parking by permit
- 7 Bicycle Parking
- 8 CC / Visitor Parking
- 9 North Annex
- 10 Main Building
- 11 Health/Tech Center (L on student schedules)
- 12 Confined Space Training Facility
- 13 Pioneer Apparatus and Equipment Center
- 14 The Fitness & Health Complex (including Pioneer Fieldhouse)
- 15 Adult Training and Outreach Center
- 16 Conference Center
- 17 Children's Learning Center
- 18 Athletic Center

## How to Obtain a Permit

Parking permit/stickers do not expire and are good for as long as a student attends PSC. Permits are not transferable. Permits are obtained through the PCSD office in room 1101. There is no fee for the first sticker. Replacement stickers and second vehicle stickers are \$5 each. Fees must first be paid at the Business Office, room 1110. To register your vehicle you must have your vehicle registration or your license plate number. Permits are to be placed on the lower left-hand side of the back windshield. If you have tinted windows, place your parking permit in the front window on the left-hand side.

## Campus ID Cards

A valid campus ID card is needed to obtain a parking permit/sticker. Applications may be obtained in the PCSD office room 1101. To register for a student ID, new students must provide a class schedule **and a driver's license or state ID**. Returning students must provide a class schedule, and a previous PSC ID card to have it validated. All students will receive one free ID card. All replacements and/or duplicates are \$5 each. Fees must be paid at the Business Office first. ID cards are good for 11 consecutive semesters. ID cards must be validated each semester in the PCSD office.

Visitor permits are issued for campus visitors at the Information Center, the Conference Center office, and PCSD.



# Permit Types

## Students

Students are allowed to park in the **yellow-lined** spaces in LOT A. White-lined spaces are for Faculty/Staff only. Students, Faculty/Staff and visitors may park in LOT C, LOT D, and LOT E with or without parking permit/stickers.

## Faculty and Staff

Faculty and staff permits are issued to all full and part-time faculty and staff at no charge. A vehicle displaying this permit is allowed to park in the designated, white-lined Faculty/Staff parking spaces in LOT A. If the designated Faculty/Staff spaces are full, Faculty/Staff are permitted to park anywhere in LOT A. Faculty and staff may **not** park in LOT B (reserved for VIP and executive parking). Parking is allowed for Faculty/Staff in the Children's Learning Center lots with Faculty/Staff parking permit/stickers and/or red staff parking permit/stickers.

## Green Parking

A valid vehicle registration is required for Green Parking. To be eligible for a Green Sticker, your vehicle must be on the Electric Vehicle or Low Emissions Vehicle list. The list is available at [prairiestate.edu/sustainability](http://prairiestate.edu/sustainability) or at [prairiestate.edu](http://prairiestate.edu) under Police and Campus Safety.

## VIP

VIP permits are issued with the approval of the President's Office. A VIP permit is permanent and no renewal is required. A vehicle displaying a VIP permit is authorized to park in designated VIP parking spaces and all reserved places, including Faculty/Staff parking, but excluding places designated as handicapped or fire lanes.

## Handicapped

Handicapped placards/license plates are issued by the Illinois Secretary of State and must be displayed to park in designated handicapped places. PSC does not issue temporary permits for handicapped parking. Visit [cyberdriveillinois.com](http://cyberdriveillinois.com) for more information.

## Electric Vehicle (EV) Charging Stations

EV stations are located in LOT B at the north end of the lot against the main building.

## Parking Citations

PCSD officers are authorized to issue parking citations for the violations listed in the Violation and Fines section below. Officers may issue warnings as appropriate. A three-part citation will be issued. Part 1 will be left on the violator's vehicle, Part 2 goes to the PCSD, and Part 3 to a suspense file.

## Violations and Fines

A monetary fine will be assessed for the following violations:

- Improper permit for lot in which vehicle is parked
- No PSC permit in Lot A
- Blocking driveway/intersection/lane
- Violation of signs
- Parking outside yellow/white lines
- Unauthorized parking in loading service area
- Parking overnight without a permit
- Parking on grass/sidewalks/trails
- Parking in visitor lot without temporary visitor permit
- Parking in a handicapped space not displaying a placard or license plate will result in a **\$250** fine.

MOISTEN AND FOLD OVER TO SEAL  
MAKE CHECK OR MONEY ORDER PAYABLE  
TO PRAIRIE STATE COLLEGE  
DO NOT MAIL CASH.

<b>Prairie State College</b>		<b>PARKING VIOLATION CITATION</b>	
LICENSE NO.	STATE	DATE	TIME
MAKE		/ /	
MODEL		<input type="checkbox"/> AM <input type="checkbox"/> PM	
PSC PERMIT NO.		1701	
LOCATION		VIOLATION CODE NO.	
FINE	\$ <b>\$250.00 for handicapped</b>		
OFFICER NAME	#		
<b>CODE VIOLATION</b> 1 — NO / INCORRECT PSC PERMIT DISPLAYED IN LOTS A, B, CHILD CARE 2 — BLOCKING DRIVEWAY / INTERSECTION / LANE 3 — VIOLATION OF SIGNS 4 — PARKING OUTSIDE OF YELLOW / WHITE LINES 5 — UNAUTHORIZED PARKING IN LOADING SERVICE AREA 6 — PARKING IN HANDICAPPED SPACE WITHOUT HANDICAP PLACARD DISPLAYED 7 — PARKING ON GRASS / SIDEWALKS / TRAILS 8 — OTHER			
DATE PAID	TIME	AMOUNT	REC'D BY
<b>PAYMENT AND APPEAL PROCEDURE</b> PAYMENT MAY BE MADE IN PERSON AT THE BUSINESS SERVICES OFFICE, ROOM 1110, MONDAY-THURSDAY 8 A.M.-7 P.M. AND FRIDAY 8 A.M.-3:30 P.M. RECEIPTS WILL BE ISSUED FOR PAYMENT MADE IN PERSON DURING THESE HOURS ONLY. PAYMENT MAY ALSO BE MAILED TO PRAIRIE STATE COLLEGE, 202 S. HALSTED STREET, CHICAGO HEIGHTS, IL 60411. VIOLATORS WILL HAVE 10 CALENDAR DAYS FROM THE DATE THE VIOLATION IS ISSUED TO PAY THE FINE.  TO APPEAL THIS NOTICE, STATE YOUR REASON IN WRITING AND SUBMIT IT TO THE PRAIRIE STATE COLLEGE PARKING APPEALS BOARD WITHIN 10 CALENDAR DAYS FROM THE DATE OF ISSUE. YOU MUST INCLUDE YOUR NAME, ADDRESS, STUDENT ID NUMBER AND CITATION NUMBER WITH YOUR APPEAL. APPEAL FORMS ARE AVAILABLE AT THE PCSD OFFICE ROOM 1100, THE INFORMATION CENTER AND ON-LINE. DO NOT MAIL THE APPEAL IN THE TICKET ENVELOPE.  FAILURE TO SEND AN APPEAL OR PAYMENT WITHIN 10 CALENDAR DAYS WILL RESULT IN A PENALTY OF \$500 BEING ASSESSED.			

## **Payment of Fines**

Violators will have 10 calendar days from the date the violation is issued to pay the fine at the Business Office, room 1110. A \$5 late penalty will be added for late payments. Failure to pay a fine will result in a hold being placed on student records/registration until the fine is paid. Part 1 of the citation may be mailed by the violator in the envelope provided to the Business Office along with the appropriate payment. The Business Office will mark Part 1 as paid and forward it to PCSD. Violators who lose the original citation may request a copy in writing using the ticket tracking form. Do not mail an appeal form in the payment envelope. Do not mail cash. Unpaid violations for students will be referred to the Business Office to be added to the student's account.

## **Forgiving and Voiding Citations**

A violation may be forgiven by the President or any Vice President by notifying the PCSD Chief in writing. Forgiven citations are considered voided by the person notifying the Chief of Police. The Chief of Police may void a citation only when a clear administrative error has been made on the part of the issuing officer. The issuing officer must return all three parts of the citation with a written explanation of the voiding of the citation. The voiding process will not be used as an appeal process. The Chief of Police is not authorized to void citations not found to be an administrative error. The Chief will refer all other citations to the Appeals Committee. Each citation will be numbered and accounted for by PCSD.

## **Parking Appeals**

A parking violation may be appealed by forwarding a written appeal to the PSC Parking Appeals Committee. Appeal forms are available at the PCSD office, in the Information Center; and online at [prairiestate.edu/Assets/Global/student-life/pdf/ParkTickAppeal.pdf](http://prairiestate.edu/Assets/Global/student-life/pdf/ParkTickAppeal.pdf). The appeal will be reviewed by the Appeals Committee. The committee can either declare no violation or sustain the violation. If the violation is sustained, the violator will have 10 days from the date of notification to pay the fine. The \$5 late penalty will not be assessed if: the appeal is received within 10 days; the violation is sustained and the fine is paid in 10 days; or the violation is dismissed. If the committee declares no violation, the citation is considered dismissed.

## **Parking Appeals Committee**

The Parking Appeals Committee is a five-person board with one member each from: the student body, faculty, support staff, and administrative staff. The PCSD Chief or his/her designee will serve as ex-officio and non-voting chairperson. The Parking Appeals Committee will meet monthly at a regular time to review all appeals. Three members present represent a quorum. A majority vote of the committee members present is needed to declare no violation. Failure to obtain a majority vote of no violation results in the violation being sustained. Tie votes result in the appeal being denied. Only one appeal is permitted per violation. The decision of the committee is final.

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### **For More Information**

Please contact the Police and Campus Safety  
Department at (708) 709-7777.



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