



# Santa Fe College Rules Manual

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Title: **Procedure to Issue Permits and Contest Parking Violation Notices** **Procedure 6.8P**

Based on Rule 6.8

Effective Date: January 13, 2020

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Parking permits and violation notices are issued by Santa Fe College Police Department personnel.

Vehicles found in violation of State of Florida, local ordinance, or SF parking rules may be issued parking violation notices subject to a fine.

Occasionally, employees, students, or visitors contend that they have been wrongfully issued a Parking Violation Notice or that there were special circumstances that justified the violation of parking rules.

Parking access will be evaluated periodically to ensure that there are enough spaces for full and part-time staff along with sufficient student parking.

## I. Parking Permits

### A. Employees

1. All full-time employees may receive a decal parking permit upon submission of appropriate documentation, which includes but is not limited to tag, title, and registration information to be affixed to the lower corner of the vehicle's windshield on the passenger side.
2. Part-time, non-student employees may receive a hanging parking permit that is subject to annual renewal upon submission of appropriate documentation, which includes but is not limited to tag, title, and registration information.
3. A paper permit may be issued to a Full or Part-time employee when using an alternate vehicle on a temporary basis upon submission of appropriate documentation, which includes but is not limited to tag, title, and registration information.

## B. Other

1. Individuals employed by a third party who have consistently been working on campus for at least 20 hours per week, where it is anticipated they will continue to do the same for an extended period of time, may receive a hanging parking permit for up to one year that is subject to annual renewal upon submission of appropriate documentation, which includes but is not limited to tag, title, and registration. These requests must be made in writing by the department head, confirming the business purpose for the request, and confirming that the qualification provisions have been met.
2. Paper parking permits are issued for special circumstances and are generally for limited time frames. Departments may be issued a special parking permit for guests for a specific event or for a period of up to one year for departmental needs. Examples include but are not limited to vendors, contractors and special guests. These requests must be made in writing by the department head confirming the business purpose for the request and the duration of time not to exceed one year that the permit is needed.
3. Car pool permits are issued through Student Life upon submission of appropriate documentation and are for parking in Lot 11B only.

## C. Return of Permits or Decals

All decals or permits remain the property of Santa Fe College and must be returned upon request by a the Santa Fe College Police Department.

## II. Parking Violations

### A. Students

Currently enrolled students who receive a Parking Violation Notice have the following options:

1. Pay the assessed fine. The driver of the vehicle must bring the Parking Violation Notice to the Cashier's Office in the Robertson Administration Building, Room 052, along with payment for the assessed amount no later than five (5) business days after it was issued. If the appeals period has passed and the student fails to meet this deadline, the student's records will be flagged and he/she will be unable to register for classes and/or receive grades (see Rule 7.28 Student Financial Obligations).
2. Submit an online Student Parking Ticket Appeal Form. This online form is available at the Student Parking Ticket Appeals website, <https://www.sfcollege.edu/studentlife/forms/student-parking-appeals>, and must be received within five (5) business days following the issuance of the Parking Violation Notice. Failure to submit the form by the deadline will constitute a waiver of the right to contest the violation. The student parking ticket appeal must clearly state the reason for the appeal and may be supported by additional documentation, including drawings, charts, photographs, and witness statements.

## Appeals Review and Notification Process

In order to evaluate these contested cases, SF has established a Parking Violation Appeals Committee, which consists of up to six individuals. The Student Government President appoints three student members; the President of the College appoints three staff members and designates a chairperson. The committee meets regularly to consider appeals. A meeting schedule is available at the Parking Ticket Appeals website, <https://www.sfcollege.edu/studentlife/forms/student-parking-appeals>. The Parking Violation Appeals Committee will attempt to review all Statement of Appeal Forms received by 12:00 noon on the day prior to its meeting. Students who wish to make verbal statements will be allowed time to do so at the meeting. Each student will receive a notification of the committee's decision via eSantaFe no later than seven (7) business days after the meeting absent extenuating circumstances. The committee reserves the right to postpone the review of any appeal pending receipt of additional facts, including testimony from the officer who issued the notice. The decision of the committee is final.

The Cashier's Office will be notified of the committee's granting or denial of appeals. When an appeal is granted, the student may submit a copy of the notification and their receipt for payment of the fine to the Cashier's Office and request a refund if applicable. Funds collected from parking rule infractions are used for student financial aid purposes.

Any questions regarding these procedures may be addressed to Student Life, building S, room 127, or (352) 395-5912.

### **B. Employees or Visitors**

1. To contest a parking citation, employees and visitors must complete a Parking Citation Dismissal Request which can be submitted online at <https://www.sfcollege.edu/pd/parking-information/dismissal-request>. To obtain a hard copy of the Parking Citation Dismissal Request form, please visit the SF Police Department, Building T.
2. Fines are held in abeyance while the citation is being contested.
3. If the violation occurred on any SF property other than Lots 1 and 1A on the NW campus, final judgment will be rendered by the Police Department Chief of Police or designee.
4. If the violation occurred in Lots 1 or 1A, final judgment will be rendered by the designee established by the President. This is typically the College official to whom the Police Department reports.
5. Notice of final decision will be sent to the person contesting the citation.

### **C. Fines and Penalties**

1. A schedule of fines and fees for parking violations shall be in effect at all campuses and centers of the College and can be found in the “College User Fines and Fees Schedule” published annually.
2. Towing: Any motor vehicle parked in areas where the College has posted tow- away zone signs or constitutes a hazard may be towed at the owner’s expense.
3. Booting: Illegally parked vehicles in prohibited areas or reserved spaces may be booted upon the third unpaid parking violation. Boots will be removed by SF Police Department personnel when all outstanding parking fines are paid.
4. The procedure to contest fines does not create any local, state, or federal due process, or any right to contest a parking citation beyond the final step in this procedure.