



OFFICE OF THE VICE PRESIDENT
FOR ADMINISTRATION AND
FINANCE

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Date: January 27, 2012
To: The Lehman College Community
From: Vincent W. Clark, Vice President for Administration and Finance
Re: College Traffic Summons Enforcement Program

The Peace Officers in the College's Department of Public Safety work to ensure the safety of persons and property at the College. All those using the College's parking facilities are expected to cooperate fully with officers and follow their directions and suggestions. Although the vast majority in our College community complies with our Officers, some individuals have continuously abused traffic violations, especially in our parking lots. Multiple warnings, given without any penalties, have not produced the desired compliance.

Beginning this semester, the College is launching a Traffic Summons Enforcement Program. (Please see attached for specifics on this program.) In accordance with this new policy, Public Safety Officers, as deemed appropriate, will be permitted to place "Illegally Parked" summonses on vehicles, issue fines, and immobilize vehicles. Repeated violators will forfeit their privilege of using the College's parking facilities.

Please note that effective Wednesday, February 1, 2012, warning notices with no monetary penalties will be issued. Monetary violations will be issued effective Thursday, March 1, 2012.

Violators who receive summonses for any listed traffic regulation will need to pay fines and penalties according to the Classification of Violations. Payments will be collected at the Office of Campus Activities Shuster Hall Room 078. Appeals will be reviewed by a four-member Appeals Board consisting of representatives of the Office of Campus Activities, the Department of Public Safety, and the Office of the Vice President of Student Affairs, as well as a Student Representative from the Student Government Association.

Please contact Domenick Laperuta, Director of Public Safety, at domenick.laperuta@lehman.cuny.edu or 718-960-8593 with any questions and/or any clarifications you may need.

Thank you for your cooperation.

TRAFFIC ENFORCEMENT AND PENALTIES

Lehman College employs Campus Peace Officers to ensure the safety of all individuals and property. All individuals using College parking facilities are expected to cooperate fully with officers and accept their directions and suggestions. In accordance with College policy, Public Safety Officers will place "Illegally Parked" summonses on vehicles as appropriate and immobilize vehicles when necessary. Anyone who repeatedly violates College parking and traffic regulations and does not pay the fines imposed will forfeit their privilege of using College parking facilities.

Please note that:

- Owners of illegally parked or operated vehicles are subject to disciplinary action, including, but not limited to, the suspension of campus parking privileges.
- Parked vehicles that pose an imminent threat to public safety are subject to removal from campus at the owner's expense.
- Where applicable, the New York State Vehicle and Traffic Law as well as the New York City Traffic Regulations are in effect. Where applicable, these regulations also apply to cyclists.

Classification of Violations

The TR#'s below (in brackets) correspond to the Traffic Regulations (TR) listed on the pages that follow.

Grade I..... \$40

- Driving in an unsafe manner—endangering pedestrians, property, other vehicles or drivers; speeding. [TR#4, 4a, b]
- Unauthorized use of a disabled parking zone—parking in a handicapped reserved space without appropriate credentials, or using a hang tag/permit belonging to another person. This violation is subject to towing. [TR#2]
- Parked in a fire lane/access road. [TR#3]

Grade II..... \$20

- Improperly parked [TR#12, 12a,b,c,d,e,f,g,h,i]
- Failure to obey traffic signs [TR#6]
- Failure to obey officer's instructions [TR#7]
- Driving on campus grounds without authorization [TR#5]
- Failure to stop fully when entering campus [TR#10]
- Driving around or through a barricade [TR#9]
- Standing on roads when not loading/unloading [TR#8]
- Commercial vehicle (not being used to conduct official College business) parked on campus [TR#11]

Grade III..... \$15

- Failure to properly display decal/permit [TR#1a, 1b]
- Unauthorized use of decal or hang tag [TR#1c]

Note: a \$5.00 late charge will be automatically applied to each fine that is not paid within fourteen days.

Traffic Regulations

1. In order to park on campus, all vehicles must display a faculty/staff or student decal, or a daily visitor's pass.
 - a. Decals must be displayed so they are clearly visible at all times. It is recommended that at all times when parked in a Lehman College lot that the decal is preferably on a hanger and displayed facing the front of the vehicle or face up on the dashboard (Drivers Side).
 - b. Visitor passes must be properly displayed on the vehicle dashboard.
 - c. Each permit is only valid for the authorized person who purchased it and whose name appears on the parking application.
2. Parking is prohibited in spaces designated for people with disabilities. These spaces are designated by blue painted spaces and/or signs. The only exceptions are vehicles bearing official plates for people with disabilities or a permit. In addition to being against College regulations, reserved parking for people with disabilities is a legal requirement and a violation could subject the offender or owner to an additional summons from an outside law enforcement agency such as the NYPD, as per the NYS Vehicle and Traffic Law. It is also a violation to use a permit for people with disabilities which belongs to another individual if that person is not with you at the time.
3. Parking is prohibited in all fire lanes and on all access roads. The NYC Fire Code prohibits the parking of vehicles on access roads where such parking interferes with the movement of emergency vehicles responding to an emergency. All fire lanes are clearly marked.
4. Vehicles must be carefully operated at all times. At all times, unsafe or erratic driving will be cited.
 - a. Vehicle operators must yield to pedestrians.
 - b. The maximum speed limit on all campus roadways is 15 miles per hour.
5. Driving on grass is strictly prohibited.
6. Vehicle operators must adhere to all posted traffic signs.
7. Vehicle operators must follow the instructions of the Public Safety Officers.
8. All vehicles must come to a full stop when entering the campus and proceed only after being directed by the officer at the gate.
9. Vehicle operators are not permitted to drive around or through any barricade erected to restrict or prohibit traffic.
10. Vehicles are prohibited from stopping or standing on campus thoroughfares, except when loading or unloading.

11. Commercial vehicles are prohibited from parking on campus except while conducting official College business.
12. All vehicles must be properly parked. Parking is prohibited in all areas not marked as parking spaces. All vehicles (except for bicycles) may park only in spaces marked by painted white lines. The only exceptions are vehicles bearing official plates for people with disabilities or a permit, these vehicles may park in the spaces marked by painted blue lines.
 - a. Each vehicle must be parked within (not on) the painted lines of one space.
 - b. Parking is prohibited within ten (10) feet of a fire hydrant.
 - c. Parking is prohibited in front of building entrances.
 - d. Parking is prohibited in front of driveways.
 - e. Parking is prohibited in crosswalks.
 - f. Parking is prohibited on the lawn/grass or sidewalk.
 - g. Overnight parking without authorization is prohibited.
 - h. Parking in a marked, designated space is prohibited.
 - i. Unless otherwise authorized, students may park only in areas designated for students and, faculty and staff may only park in areas designated for faculty and staff.

Adjudication Process – Questions and Answers

1. I received a ticket on my car. What should I do?

The ticket must be paid within fourteen (14) days, at the Campus Activities Office (Room #078) or by mail, or appealed in writing within seven (7) days (to appeal see #6 below).

2. I lost the ticket and don't know the ticket number.

In order to accurately credit your account, the ticket number is essential.

Provide the Department of Public Safety (APEX, Room 109) with the vehicle plate number and they will locate the ticket. When remitting payment, always write the ticket number on the face of your check or money order.

3. What happens if I don't pay the ticket within fourteen (14) days?

A late charge of \$5.00 will automatically be added to each ticket.

4. What if I don't pay tickets received?

*Students with one or more outstanding summonses will have a BLOCK placed on their records. This block will prevent the student from registering for classes, receiving a transcript or obtaining a diploma. Faculty and staff with one or more outstanding summonses will have a letter of advisement sent to their Department Chair, Director or Dean and/or are subject to collection proceedings. **All violators are subject to suspension of parking privileges.***

5. What do I do if my vehicle is immobilized?

Repeat violators who have two or more outstanding summonses will have their vehicle booted. A summons is considered outstanding when the fine has not been paid and the adjudication process has taken place pursuant to the College's policies and procedures. The boot is removed when the outstanding indebtedness is satisfied.

6. I want to appeal a ticket. What should I do?

Appeals must be made, in writing, within seven (7) days of receiving a ticket. A letter that clearly states your reason for dispute should be submitted to the Director of Public Safety or his designee at APEX, Room 109. Include a copy of the summons (not the original) along with your address and telephone number. You will receive a response within fourteen (14) days. The Traffic Appeals Board (TAB) consists of three college administrators and one student representative.

GENERAL SAFETY TIPS

The Department of Public Safety counts on the college community to help maintain a safe environment for everyone. It is imperative to immediately report any suspicious person or action by calling **(718) 960-8228 or (718)960-7777**—or extension **7777 or 8228** from a College telephone. **Or** by using the emergency Blue Light Duress phones in and around the campus, including in the parking lots.

1. If there is any concern for personal safety, for any reason, notify Public Safety immediately.
2. When parking off campus, avoid desolate areas that are lightly traveled and, when possible, walk to your vehicle with others.
3. When approaching your vehicle look inside before entering to make sure there are no unwanted occupants. After entering, lock all doors.
4. Never offer car rides to people you do not know.
5. If there is a concern about an illegally parked car, a car with an alarm sounding or a car requiring attention (i.e., lights on, windows open, etc.) please contact Public Safety immediately.