

**LANGSTON UNIVERSITY POLICE DEPARTMENT
PARKING RULES AND REGULATIONS GUIDE**





LANGSTON UNIVERSITY POLICE DEPARTMENT

P.O. Box 718 Langston, OK 73050

GENERAL PROVISIONS

The Board of Regents for the Oklahoma A&M Colleges has determined that it is within the best interest of Langston University to establish rules and regulations for purpose of enforcement and to govern the maintenance and operation of motor vehicles by University employees, students, visitors, and other categories of motor vehicle use while on Langston University campus properties.

Accordingly, Langston University has developed and instituted these regulations to facilitate the safe and orderly conduct of business and to allocate the limited parking space available on the Langston University campuses.

Operating a motor vehicle on University property is a privilege which is afforded to the operators of motor vehicles under certain and specified conditions, in part, and in compliance with rules and regulations outlined within this document. The objectives of these Parking Regulations are:

- a) To facilitate the safe and orderly conduct of University business.
- b) To allocate parking space as conveniently as possible for all user groups with the limits of the parking spaces available and the priorities assigned.
- c) To ensure access for emergency equipment and emergency vehicles.
- d) To minimize traffic disturbances during class hours.

These regulations apply to all persons operating a vehicle on the Langston University campus. Langston University defines the campus as the area bounded by the Old Highway 33 roadway on the south boundaries to the Ernest L. Holloway Highway situated to the north of the campus. It must be noted that this boundary also includes The

Commons Apartments, The President's former residence, Langston Lake, and the Langston Retail Plaza. The boundaries also include the Oklahoma City Campus located at 2500 N. Lincoln, in Oklahoma City; and the Tulsa Campus located at 914 N. Greenwood, in Tulsa, OK.

All students/faculty/staff are required to follow these parking regulations as a condition of admittance and employment according to University Policy.

SECTION I GENERAL INFORMATION

- a) It is the responsibility of any vehicle operator to request information from the Langston University Police Department to correct any special circumstances regarding their individual needs in a prompt manner and prior to the receipt of a citation (parking ticket).
- b) The Langston University Police Department will provide a copy of the Parking Regulations to any individual upon request. Parking Regulations are readily available at the Langston University Police facility and online through the LUPD website. **Please be mindful that pleading ignorance of the regulations will not excuse violators of citations.**
- c) Any person who persists in repeated violations of the Langston University parking regulations, who damages property, or commits any act detrimental to the safety of others or to the best interests of the Langston University community, will be subject to cancellation and confiscation of his/her parking permit and revocation of parking privileges.

The Langston University Police Department will refer students to the Vice President for Student Affairs, and will refer faculty members and staff to the Office of the Vice President for Fiscal and Administrative Affairs for an appeal process once parking privileges have been revoked.

A person documented as a repeated violator of the parking rules and regulations may have their parking privileges reinstated by Langston University Police Department upon the receipt of a written recommendation from either the Office of the Vice President for Student Affairs or the Office of the Vice President for Fiscal and Administrative Affairs.

- d) Only parking permits issued or authorized by the Langston University Police Department are valid and will be honored. Any substitute signs or decals issued by any other department, or hand written notes left on the exterior of a vehicle etc., are considered to be unacceptable and will not be honored by

enforcement personnel.

- e) The Langston University Police Department allocates all parking spaces on university property to a specific user group and parking permits are available for each category of users.
 - Σ All parking is on a first come, first serve basis. The responsibility for finding a legal parking space rests with the vehicle operator.
 - Σ Lack of space in a particular lot is not a valid excuse for violating parking regulations.
 - Σ The operator of a vehicle must park only in the assigned parking area allocated and designed for the type of permit displayed on their vehicle.

NOTE: Langston University assumes no liability for damage(s) to or theft of any vehicle or its contents, or for any injury or death of anyone involved in a vehicular accident while on Langston University property. Langston University will not be held liable for any damage to vehicles as a consequence of any natural disaster or act of god, including but not limited to: Falling trees, tree limbs, utility poles or lines, signs, fences, etc.

SECTION II

Langston University Parking Office hours are:

Monday – Friday8:00 a.m. – 5:00 p.m.

Contact Numbers: Extn. 3366 or (405) 466-3366

Langston University Police Department hours of operation 24 hours a day/7 days a week

Contact Number: (405)466-3366 or Extn. 3366, on duty officer mobile: (405)740-0761,

HOT LINE: (405) 466-2900

- a) Langston University restricts all students faculty, and staff to parking within their designated parking area from 7:00 a.m. to 5:00 p.m., Monday through Friday. After 5:00 p.m. and on weekends all lots are multipurpose unless designated for special use such as university event parking, handicap spaces, 24 hours faculty/staff reserved parking spaces, or parking for housing and faculty/staff.

Signs are located at the entrance to each parking area or at each row of parking spaces where split or dual use parking is designated. Unauthorized vehicles parked in a reserved parking space are subject to impoundment at the owner's expense, as well as a parking citation.

- b) Langston University will allow parking only within a valid parking space in the parking areas shown on the map. A valid parking space is defined as parallel

lines on both sides of the vehicle and/or a line, curb, parking block or other type of barrier in front of the vehicle. Parking on striped areas or areas not marked for parking will result in a citation and/or impoundment at the owner's expense (No parking permitted on red or yellow curbs).

- c) Any vehicle double parked or parked in a position that prevents adjacent vehicles from entering or exiting a legal parking space will be subject to impoundment at the owner's expense and/or a written citation.
- d) The owner-on-record or the individual registering a vehicle with Langston University Police Department is responsible for all University issued citations against that vehicle no matter the identity of the driver at the time of the violation.

SECTION III

TYPES OF PERMITS/DECALS

- a) All faculty and staff vehicles parked on Langston University properties must purchase the appropriate parking permit/decal from the Langston University Business Office (Located on the first floor of Page Hall Room 112, Langston Campus). Once the parking permit/decal has been purchased, proof of the purchase must be presented at the Langston University Police facility during registration of your vehicle. The registration process also includes all motorcycles and state issued physical disability permits.
- b) Faculty and staff from the campuses of LU-OKC and LU- Tulsa as well as retired/emeritus employees should report to the Langston University Police Department to be issued a visitors pass for their visit to the Langston campus. Passes need to be returned to the Police Department before leaving the campus or future passes will not be provided to the individual.
- c) Students must register their vehicles with the Langston University Police Department by the first day of classes at the beginning of each semester or class session. Payment for student parking permits are included in their tuition and fees for the Langston Campus. Students utilizing on-campus housing must present a copy of their housing agreement/lease. Students who commute to the Langston Campus must present a copy of their current class schedule.
- d) All faculty/staff and students must present their Langston University I.D. cards at the time of vehicle registration. All faculty/staff and students must also present proof of insurance and provide the tag number of vehicle to be parked on university property.
- e) All faculty/staff and students must pay all existing or past citations before the Langston University Police Department will issue a current parking permit/decal.

- f) Once the parking permit/decal has been obtained, the entire permit must be clearly displayed in the front windshield of the vehicle, specifically in the bottom of the driver's side corner with the parking zone and permit number facing toward the hood of the vehicle. **Please note: Student/faculty/staff member registered to a Langston University parking permit will be held responsible for all citations issued to the permit(s).**
- g) Students not living in on-campus housing must display a commuter permit that allows parking in any area designated for commuter parking or multi-purpose parking. **Please note: Commuter permits are never valid in 24 hour faculty/staff or housing parking areas.**
- h) Housing parking is reserved 24 hours a day for housing residents only. Housing permits are valid in commuter and some faculty/staff parking areas during the hours of 3:00 p.m. – 6:00 a.m. **Housing permits are never valid in 24 hour faculty/staff parking lots.**
- i) Faculty/staff must display a Faculty/Staff permit that allows parking in areas designated for faculty/staff or multi-purpose parking and commuter parking areas during the hours of 8:00 a.m. until 6:00 p.m. M-F.
- j) Students may not use faculty/staff parking permits. Unauthorized users may be subject to a \$100.00 fine if found in violation.
- k) In the event that a faculty/staff member is going through the employee clearance process due to separation from the University, the former employee must return the parking permit to the Langston University Police Department at the time of clearance.
- l) **MOTORCYCLES** must display a valid motorcycle decal to be placed on the front fork of said vehicle. The decal must be placed where it can be clearly seen.

LOST OR STOLEN PARKING PERMITS

Any Langston University parking permit reported lost or stolen will be subject to a replacement fee of one half the original purchase price regardless of the circumstances of the loss or theft. The owner of the permit is responsible for reporting a lost/stolen permit to the Langston University Police Department by the next business day after the loss or theft. If not reported by the next business day the owner may be responsible for payment of any citations accumulated by the permit prior to the report.

Once a permit has been reported stolen, the permit is considered an unauthorized permit and cannot be used again. Unauthorized use or possession of a lost or stolen permit will result in a fine in the amount of \$100.00 if found in violation.

Payment for permits can be made by cash, check, or money order at the Business Office window located on the first floor of Page Hall, room 113.

BICYCLES

Langston University does not require that bicycles be registered with the Langston University Police Department; however operators of bicycles must abide by all applicable state and municipal ordinances concerning movement across campus. Students, faculty and staff who choose to ride bicycles must park bicycles in designated areas.

PHYSICALLY DISABLED PARKING AND LANGSTON UNIVERSITY MEDICAL PERMITS

Students, who are medically impaired, may be issued a temporary **medical permit** by the Langston University Police Department which allow for parking in faculty/staff parking lots for a limited period of time specified by the Langston University Clinic (A written notification from the university physician). The medical permit must be displayed along with a purchased, valid Langston University parking permit.

A physician's statement will be required stating the nature and length of the impairment. **Medical permits will be issued for no longer than six weeks.**

A state issued temporary physical disability permit will be required for impairments longer than six weeks. Applications for Oklahoma Physical Disability permits are available at all authorized tag agencies.

Please note, vehicles displaying a temporary medical permit issued by the Langston University clinic, along with the appropriate Langston University permit, are not allowed to park in physical disability or handicap spaces. They may park in any other legal parking spaces on campus which are not designated/reserved for other vehicles

Vehicles displaying a state-issued physical disability permit, along with a valid Langston University parking permit, may park in any legal parking space or any physical disability space, with the exception of spaces reserved for other uses i.e., service/maintenance, loading zones, delivery docks, etc.

SECTION IV

VISITOR AND GUEST PARKING

- a) A visitor is any person not affiliated with Langston University as an employee, student, vendor, contractor, office occupant, or tenant. If you are a first time visitor to the Langston University campus and receive a citation, please fill out ALL of the information requested on the bottom of the citation and mail to PO Box 718, Langston, OK, 73050 to the attention of the Langston University Police Department Parking Administrator. Langston University defines a visitor as any person visiting the Langston Campus for a limited period of time. This includes employees stationed at the LU – OKC and LU – Tulsa Campuses, University guests, vendors, office occupants unaffiliated with the University, and tenants.
- b) Visiting staff from the urban campuses will also need to come to the Langston University Police Department to get a visitors pass for the duration of their stay on the Langston campus. The issued visitors pass will need to be returned to the Langston University Police Department at the end of their stay on campus.
- c) Certain parking spaces and areas on campus are designed for use by visitors. These areas have been chosen to maximize visitor convenience and are identified by signs at the entry points of the parking areas designated as visitor parking.
- d) Langston University mandates that all visitors abide by operating instructions and properly signed and marked parking.
- e) In the event that a visitor is issued a parking citation, he/she should return the bottom portion of the citation, and payment, with their information to Attention: Parking Administrator, PO Box 718, Langston, OK 73050.
- f) Extended Visitor permits are available at the Langston University Police Department Office at the rate of \$5.00 per week. The permit must be clearly displayed from the rearview mirror and the vehicle must be parked in a marked parking space. Visitor permits are not valid in any space designated for special use such as handicap or reserved parking spaces.
- g) Faculty and staff must obtain visitor permits for their guests. Quantities in excess of one (1) permit or requests for periods longer than one day, may be purchased at the Business Office. Groups of five (5) or more visitors may be restricted to the parking area located south of Page Hall adjacent to the University Pond.
- h) Langston University employees whose designated work station is located at one of the two urban campuses, LU – OKC and LU – Tulsa, must visit the Langston University Police Department to obtain a visitor parking permit for the duration of their stay on the Langston campus. The issued visitor pass must be returned to the Langston University Police Department prior to the employee's departure from the Langston Campus.

SECTION V

PERMIT TYPES/FEEES:

PERMIT TYPE	PERMIT TERMS	FEE AMOUNT
Commuter Student Parking	Fall/Spring/Summer	\$20.00
Housing Residents Parking	Fall/Spring/Summer	\$20.00
General Faculty/Staff Parking	Fall/Spring/Summer	\$25.00
Reserved Parking	Fall/Spring/Summer	\$40.00
Temporary	Per Week	\$5.00
Temporary	Per Month	\$20.00
Visitor	One (1) day	Free
Vendor/Contractor	One (1) day	Free
Vendor/Contractor	Fall/Spring/Summer	\$25.00
First time replacement/exchange for students	Lost or Theft	\$5.00
First time replacement/exchange for Faculty/Staff*	Lost or Theft	\$12.50
Each additional replacement fee student and faculty/staff	Lost or Theft	Regular Permit Price

*\$20.00 Reserved

REFUNDS: No refunds or prorated charges. The annual permit is valid for the dates indicated on the front of the permit. The annual permit is valid for the fall/spring/summer sessions.

SECTION VI

PARKING PERMIT VIOLATION

- a) **Any person who gives, barter, or transfers ownership of parking privileges of a parking permit shall be guilty of wrongful use and shall be fined a penalty of \$100.00 and possible forfeiture of parking privileges, subject to the appeals process.**

- b) **Lost, stolen, or damaged parking permits must be reported to the Langston University Police Department. Any person who reports a permit lost, stolen, or damaged and later finds the permit must destroy the found permit or return it to the Langston University Police Department. If the owner of the found permit uses the permit, he or she will be guilty of wrongful use and subject to a fine of \$100.00.**

FINES FOR PARKING VIOLATIONS

Type of Violation	Amount of Fine
No valid Langston University permit displayed	\$25.00
Permit not displayed in plain-view	\$25.00
Use of a lost or stolen parking permit	\$100.00
Parking in wrong designated area	\$25.00
Displaying altered parking permit	\$25.00
Unauthorized permit	\$35.00
Vehicle parked in handicap space without proper decal	\$100.00
Unauthorized vehicle parked in reserved – Faculty/Staff	\$50.00
Vehicle parked in maintenance/service vehicle space	\$25.00
Vehicle blocking roadway crosswalk and handicap	\$25.00
Vehicle parked in No Parking Zone	\$50.00
Vehicle parked in Fire Lane	\$50.00
Vehicle parked in loading zone or loading dock	\$25.00
Vehicle parked in more than one space	\$25.00
Vehicle parked on grass or dirt surface	\$30.00
Vehicle parked blocking trash dumpster	\$25.00
Vehicle creating a noise disturbance / Loud Music	\$200.00
Operating a motor vehicle in a reckless and unsafe manner on campus property	\$150.00
Wheel-Lock Removal Fee	\$50.00

***** All Traffic fines double after the third issued citation to any one permit, regardless of driver or vehicle information**

SECTION VII IMPOUNDMENT OF VEHICLES

It is the policy of the Langston University Police Department that the owner of impounded vehicles:

- Provide proof of ownership
- Current up to date insurance
- Payment for all outstanding penalties and fines

The Langston University Police Department can impound parked vehicles for the following parking violations:

- Parking in a reserved space without proper permit
- Parking in a handicap space without a proper decal
- Repeated violations of parking regulations
- Three (3) or more unpaid parking violations
- Parking on grass, access roads, service drives, blocking traffic lanes
- Creating traffic hazard, obstructing sidewalks, crosswalks, or other vehicles
- Vehicle displaying expired license plate/tag or no tag visible
- Parking in red zones or on curbs painted red, or curbs painted yellow
- Parking in a fire lane or near fire hydrants
- Vehicle abandonment (left in parking lot in a inoperable condition.)

SECTION VIII

PARKING VIOLATIONS APPEALS BOARD

- a) The Parking Violations Appeals Board will consist of a group of impartial concerned members of the Langston University community. The Appeals Board will consist of three members:
- Student Representative
 - Faculty Representative
 - Staff Representative
- b) The Appeals Board will review on-line appeals only and shall render one of the following decisions:
- Uphold the citation
 - Dismiss the citation
 - Place the violator on parking probation not to exceed 60 working days (The Appeals Board may assess only one parking probation period per semester)

PARKING VIOLATION APPEALS PROCEDURES:

You may appeal a citation online at www.langston.edu under the Campus Police link within 72 hours (3 business days) from the date of the citation.

You will be notified of the date, time and location of the next Parking Appeals Board meeting by email. Results of the Parking Appeals Board will be emailed to you.

Appeals that are upheld by the Parking Appeals Board must be paid by the following dates during the semester the citation is issued or incur a \$15.00 late payment fee: December 1st for fall semester; May 1st for spring semester; August 1st for summer session.



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