Missouri Baptist University

Office of Public Safety

**Ticketing, Immobilization and Towing**

Standard Operating Procedure 115

Effective Date: 12/01/2024

**Purpose**

The purpose of this procedure is to establish guidelines for the ticketing, mechanical immobilization and towing of illegally parked or abandoned vehicles on MBU property.

**Scope of Employees Covered**

This procedure applies to all full and part time public safety officers of Missouri Baptist University.

**Policy/Procedure Statement**

The purpose of this policy is to identify the University’s ticketing procedures and to provide uniform procedural guidelines for the mechanical immobilization and towing of illegally parked vehicles on Missouri Baptist University property.

The Office of Public Safety will enforce the University’s parking regulations. Any parked vehicles on University property could be subjected to being ticketed, immobilized, or towed at the owner’s expense. Any actions such as towing will be subjected to prior approval of the Office of Public Safety Director or Assistant Director during normal business hours or under emergency conditions or at times outside of normal business hours.

MBU reserves the right to tow vehicles that remain on University property;

In an inoperative, derelict, or abandoned condition for 30 days, and/or vehicles that are not in compliance with state regulations.

Parked on University property without a license plate and valid registration will be treated as abandoned and removed from campus.

Parked in such a manner that would cause a safety concern ( i.e. blocking fire department access onto campus or any other first responders).

All reasonable efforts will be exhausted by the Office of Public Safety to contact the owner prior to removal. The cost of removal will be charged to the registered owner.

The public safety coordinator will work with the Office of Student Conduct for student conduct/judiciary disciplinary actions after a student has received three (3) violations. The public safety coordinator will include the Office of Human Resources for all faculty and staff members as needed.

**Ticketing Procedures**

Public safety officers will issue parking violation notices to vehicles parked on MBU property in violation of established parking regulations. Identification of vehicle ownership will be determined by MBU parking registration records. If no valid permit or record can be provided, the parking administrator will run the license plate and or vehicle identification number through REJIS.

Any vehicle wanted by any police authority or unusual circumstances involving the vehicle, public safety director, public safety assistant director or his/her designee will be advised and personnel will respond to initiate appropriate action.

Public safety officers will provide parking citations to the public safety coordinator who will attempt to notify the owner.

Citations of the student, faculty or staff has the option to pay the violation or conduct community service for the first two (2) violations at the discretion of the public safety coordinator.

The appropriate coach or athletic director may be notified in the case of student athlete violations.

**Revocation of Parking Privileges**

The use of a motor vehicle on University property is a privilege, not a right. Missouri Baptist University has the authority to revoke or restrict the campus driving and parking privileges of any person at any time violations of all parking and traffic regulations. Revocation of campus driving and parking privileges includes forfeiture of paid parking permit fees; permit fees are nonrefundable (see Appendix A).

All parking violations after three (3) violations will result in a report and submitted to the University’s student conduct office for further review and action. It will be at the discretion of the director of public safety and or public safety coordinator to temporarily restrict parking access to prevent further violations.

Parking registration for the following academic period or year may also be impacted.

Committing an egregious traffic violation including, but not limited to: excessive speed; reckless driving; or otherwise operating a motor vehicle in a manner that endangers the safety and welfare of others; driving on sidewalks, grass, or other non-roadways; and operating a motor vehicle while intoxicated or impaired.

Accumulation of six (6) citations.

Intentionally altering and displaying a copied/fraudulent parking permit.

Selling or transferring a parking permit for display on a vehicle other than that for which it was registered.

Use of a lost or stolen permit.

As a result of a disciplinary hearing or sanction imposed by Student Conduct and/or Human Resources.

**Booting and Towing Procedures**

Persons found driving or parking on campus following revocation of privileges will be subject to additional fines and vehicle immobilization (i.e. “booting”). Continued violations may also result in complaints being issued against the registered owner of the vehicle through Student Conduct and/or Human Resources.

Vehicles are subject to citation and immobilization (i.e. “booting”) without notice by the Office of Public Safety for the following reasons:

Persistent and flagrant violations of the Missouri Baptist University Parking and Traffic Regulations (i.e. vehicles receiving more than six (6) citations within an academic year).

Unregistered vehicles receiving three (3) or more citations within a year.

Any illegally parked vehicle on MBU property causing any type of safety issue and whose owner cannot be identified.

In the event that a vehicle is immobilized (i.e. “booted”), a notice will be affixed to the vehicle (usually on the front and driver’s-side window) advising the operator to contact the Office of Public Safety. Immobilization devices may only be removed by the Office of Public Safety. DO NOT ATTEMPT TO MOVE THE VEHICLE.

Missouri Baptist University assumes no responsibility for damage caused if the vehicle is moved while the immobilization device is in place. Unauthorized removal or attempted removal of the immobilization device may result in damage to the device and/or the vehicle. Repair and/or replacement costs of the immobilization device resulting from the unauthorized removal or attempted removal of the device will be the responsibility of the registered vehicle owner.

Violators will be required to pay fines according to the fee schedule below and a portion of any outstanding fines to have the immobilization device removed. Payment must be made at the Financial Services Office in the Administrative Building. After payment is completed, the immobilization device will be removed by a public safety officer. The vehicle must be removed from the area at the time the immobilization device is removed.

Appendix A Violations and Fines

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| **Violation** | **Charge Code** | **Scheduled Fine** | **Paid Within 24 Hrs.** |
| FAILURE TO OBEY A PUBLIC SAFETY OFFICER | 310.020 | $75.00 | NA |
| FAILURE TO STOP AT A STOP SIGN | 335.010 | $80.00 | NA |
| RECKLESS DRIVING | 315.025 | $80.00 | NA |
| IMPROPER LANE USE | 315.025 | $45.00 | NA |
| FAILURE TO DRIVE ON RIGHT SIDE OF ROADWAY | 315.025 | $45.00 | NA |
| FAILURE TO YIELD TO A PEDESTRIAN | 345.020 | $80.00 | NA |
| FAILURE TO DISPLAY TAG | 355.100 | $45.00 | 1/2 OFF |
| PARKED IN WRONG LOT | 355.061 | $45.00 | 1/2 OFF |
| PARKED IN SEMI-CIRCLE DRIVE | 355.010 | $45.00 | 1/2 OFF |
| PARKED IN SERVICE VEHICLE AREA | 355.045 | $45.00 | 1/2 OFF |
| PARKED IN NO PARKING AREA | 355.010 | $45.00 | 1/2 OFF |
| PARKED IN A GRASSY AREA OR ENTRANCE AREA | 355.010 | $45.00 | 1/2 OFF |
| PARKED IN TWO SPACES/OVER THE LINE | 355.050 | $45.00 | 1/2 OFF |
| PARKED IN A HANDICAPPED SPACE | 355.040 | $80.00 | 1/2 OFF |
| PARKED IN A FIRE LANE, TRAFFIC OR CROSSWALK | 355.065 | $60.00 | 1/2 OFF |
| PARKED BY A WHITE OR YELLOW CURB | 355.010 | $45.00 | 1/2 OFF |
| PARKED IN RESERVED SPACE | 355.045 | $80.00 | 1/2 OFF |
| FAILED TO REGISTER VEHICLE WITH UNIVERSITY | 355.060 | $45.00 | NA |
| AUTO BOOT/CONTROL DEVICE | 310.035 | $75.00 | NA |