# Glendale Community College District

#### 6750

Administrative Regulation

# PARKING AND TRAFFIC REGULATIONS

#### ARTICLE I: PARKING ENFORCEMENT

The GCC Police Department is responsible for the enforcement of parking regulations. Persons violating the regulations may receive citations that will be processed according to College Policy and State law. In addition to violations of Board Policy 3710; Parking & Traffic Regulations, the GCC Police Department also enforces the California Vehicle Code with respect to parking violations.

# ARTICLE II: PARKING REGULATIONS

California Vehicle Code 21113(a) gives authority to the Governing Board of the Glendale Community College District to restrict or permit the movement of motor vehicles and other modes of transportation on District property. A bail/fine schedule shall be reviewed annually by the Administrative Affairs Committee and when changes are necessary they shall be approved by the Board.

### ARTICLE III: PARKING APPEAL & HEARING PROCESS

In accordance with California Vehicle Code Section 40215 and Glendale Community College Administrative Regulation 3710, a person may request a review of a parking violation issued by the Glendale Community College Police Department within a period of 21 calendar days from the issuance of a "Notice of Illegal Parking" or 14 calendar days from the mailing of a notice of a delinquent parking violation. The request must be made in writing by letter or by use of the police department approved form. There is no charge for this review. If, following the initial review, the police department is satisfied that the violation did not occur, that the registered owner was not responsible for the violation, or that extenuating circumstances make dismissal of the citation appropriate in the interest of justice, the police department shall cancel the "Notice of Illegal Parking" or notice of delinquent parking violation. The police department or the citation processing service of the cancellation. The police department or the citation processing service shall mail the results of the initial review to the person contesting the parking violation.

If the person is dissatisfied with the results of the initial review, the person may request an administrative hearing of the violation no later than 21 calendar days following the mailing of the results of the police department's initial review. The request may be made by telephone, in writing, or in person. The person requesting an administrative hearing is not required to deposit the amount of the parking penalty with the citation processing service until the hearing officer has made their decision. An administrative hearing shall be held within 90 calendar days following the receipt of a request for an administrative hearing. The person requesting the hearing may request one continuance, not to exceed 21 calendar days.

The administrative hearing process shall include the following:

- (1) The person requesting a hearing shall have the choice of a hearing by mail or in person. An in-person hearing shall be conducted within the jurisdictional area of the District. If the District contracts with an administrative provider, hearings shall be held within the District.
- (2) If the person requesting a hearing is a minor, that person shall be permitted to appear at a hearing or admit responsibility for the parking violation without the necessity of the appointment of a guardian. The citation processing service may proceed against the minor in the same manner as against an adult.
- (3) The administrative hearing shall be conducted in a place open to the public. The hearing shall provide an independent, objective, fair, and impartial review of contested parking violations.
- (4) The hearing officer shall be appointed by the Chief of Police and may not be an employee of the police department. The hearing officer shall be separate and independent from the citation collection or processing function. An examiner's continued employment, performance evaluation, compensation, and benefits shall not, directly or indirectly, be linked to the amount of fines collected by the examiner.
- (5) The officer or person who issues a "Notice of Illegal Parking" shall not be required to participate in an administrative hearing. The police department shall not be required to produce any evidence other than the "Notice of Illegal Parking" or copy thereof and information received from the Department of Motor Vehicles identifying the registered owner of the vehicle. The documentation in proper form shall be prima facie evidence of the violation. If further clarification is needed, the hearing officer may request that the person who issued the notice appear to provide him or her with more detailed information. The issuing officer shall not take or answer questions from the person contesting the citation.
- (6) The hearing officer's decision following the administrative review may be personally delivered to the person by the hearing officer or sent by first-class mail.
- (7) Following a determination by the hearing officer that a person has committed the violation, the hearing officer may allow payment of the parking penalty in installments, if the person provides evidence satisfactory to the hearing officer or the police department, as the case may be, of an inability to pay the parking penalty in full. In addition, the hearing officer may permit the performance of community service in lieu of payment of a parking penalty that is in excess of one hundred dollars. The hearing officer may reduce the fine by no more than 50% if special circumstances are presented.

# ARTICLE IV: TRAFFIC ENFORCEMENT

The GCC Police Department is responsible for the enforcement of traffic regulations. Persons violating the regulations may receive citations that will be processed according to State law. The GCC Police Department enforces the California Vehicle Code for all traffic related offenses.

# ARTICLE V: TRAFFIC APPEAL & HEARING PROCESS

All traffic related offenses must be adjudicated through the California Superior Court as required by State law. Information on the traffic citation appeal and hearing process shall be printed on the reverse side of the Notice to Appear.

## **ARTICLE VI: PARKING ASSIGNMENTS**

Parking permits are distributed through the GCC Police Department. Employee parking assignments are issued based on the following standards:

- (1) Employee Classification: Full-time Administrators, Faculty and Staff shall be eligible for a permanent lot assignment based on their seniority and shall have seniority over part-time employees.
- (2) Seniority: Employees with most years of service shall be granted a particular lot when space is available.
- (3) Availability of Space: The GCC Police shall annually survey all employee lots and inform the campus community of available lots and allow a reasonable time for employees to submit request for re-assignment.
- (4) Special Circumstances: As the administrator of the Parking Program, the Chief of Police may assign employees, visitors and others to parking lots when special circumstances arise.
- (5) Employees who arrive in their assigned lot and are unable to find an open space must park in Lot C. Employees may not park outside of a marked stall. Disabled employees assigned to Circle Drive and who have a State issued Disabled Person's placard may park in any open marked stall in Lots A, C, G or H.
- (6) After 4:00 p.m., any employee with a valid employee parking permit displayed may park in Lot A.

#### Reference:

- Education Code Section 76360
- Vehicle Code Section 21113