EMERGENCY TELEPHONE NUMBERS
University Police  335-3266  Campus Infirmary  335-3267
Fire Department  911  Rescue Squad  911
City Police Dept.  911

CAMPUS PARKING AND TRAFFIC REGULATIONS

THE OFFICE OF UNIVERSITY POLICE
Thomas-Jenkins Building
1704 Weeksville Road • Elizabeth City, NC 27909
(252) 335-3266 | www.ecsu.edu
MESSAGE FROM THE CHIEF

Welcome to the Campus of Elizabeth City State University...

As your Police Chief, please be assured that our primary purpose is to ensure that the University Campus is safe for everyone. We aim to deliver professional law enforcement and security services that are customer focused and sensitive to needs of everyone here at ECSU. We adhere to our core values of Responsibility, Integrity, Professionalism, Respect and Fairness. These values along with our Rules of Conduct and Duty provide greater clarity to acceptable and unacceptable behavior that support or detract from our goal of exceptional and high quality services. We understand that building, cultivating and maintaining trust is a key element in crime reduction on our campus.

We encourage and enjoy interactions with our students, faculty, staff and visitors through various outreach programs, such as crime prevention, video training seminars and mock drills, safety patrols, operation identification, and health fair initiatives. We encourage you to work along with us to ensure our campus is one of the safest in North Carolina and whereby the environment feels safe at all times regardless of the presence of a uniform officer or security officer is present.

I am honored to serve the department and University. Together we make a positive difference here at ECSU. I encourage you to partner with us as we move forward.

Sincerely,
John H. Manley, Jr.
Chief of Police
University Police and Public Safety

Q. Someone’s in my Reserve parking space. What do I do?
A. Every possible effort is being made to see that this situation does not arise. If it happens, however, use the following procedure:
   1. Park in the closest non-restricted space:
   2. Turn your vehicle flashers on:
   3. Notify University Police immediately;

Please do not block traffic movement, or park in a fire lane.

Q. I bought a parking decal, but just haven’t had time to put it on my car yet. I don’t have to pay this parking ticket, do I?
A. Yes. No vehicle is allowed to park on campus without DISPLAYING a valid decal or permit.

Q. The only space left in my lot was the one for “Handicapped”. I had to park there. I was late for class. Why did you tow my car away?
A. Under any and all circumstances, parking in a “Handicapped” space without displaying a “Handicapped” license plate is a violation of State Law. This law WILL be enforced on this campus.

Q. I left a note saying I ran out of gas. Why did I get a ticket?
A. Your vehicle was improperly parked, and you did not use the correct procedure for notifying University Police. Disabled vehicles are to be reported in person or by telephone.

Q. I didn’t know I couldn’t park here. Do I really have to pay this ticket?
A. Yes.

Q. I don’t have the money to pay this ticket. Let me off this one time, please?
A. Sorry, if you can afford to risk breaking the law, you must be able to afford the consequences.

Q. I loaned my car to my roommate. I didn’t park it incorrectly, he did. Why am I responsible for this ticket?
A. The permit holder (or registered owner) of any vehicle is liable for that vehicle at all times, regardless of who is driving it.
APPEAL PROCESS
It is acknowledged that extenuating circumstances may occur in some instances when citations are issued. Anyone under the belief that a citation has been issued without justification or a vehicle has been towed without just cause, you may make an appointment with the Chief of University Police to discuss your grievance. (Appointments will be scheduled during the hours of 9:00 a.m. and 4:00 p.m. only.)

Note: Any appeal must be initiated within fifteen (15) business days of the date citation was issued.

If, after discussion of your grievance with the Chief of Police the matter is still unresolved, you may seek further consideration by making a final appeal in writing a detailed explanation as to why your are contesting a certain citation(s) through the ECSU Parking Portal. You will be sent an email notification regarding your submission.

• An individual who receives a parking or traffic citation and believes he or she has been unjustly cited shall immediately schedule an appointment with the Chief of University Police (during the hours 9:00 a.m. - 4:00 p.m.).

OUR MISSION
We, the members of Elizabeth City State University Police Department, are committed to providing the highest level of law enforcement and security service. We will improve the safety and quality of life at the University by building partnerships that reduce crime, responsive to needs of others, maintaining order and create a safe environment while upholding the laws of North Carolina and the United States Constitution. We adhere to the principles of Responsibility, Integrity, Professionalism, Respect and Fairness.

Responsibility - Integrity - Professionalism - Respect - Fairness

• We are Responsible. We are accountable for our actions to the community and each other. We are a team committed to ensuring the safety of students, faculty, staff and visitors.

• We have Integrity. We are committed to the highest level of professional and ethical standards. We foster public trust by being honest, fair, and consistent.

• We are Professional. We are dedicated to providing quality service by being progressive, well trained, disciplined and highly motivated employees. We serve as role models for the university by projecting a positive image with a spirit of cooperation and teamwork.

• We are Respectful. We are duty bound to uphold the constitution, the rights and liberties of all people. We are sensitive to the needs of everyone. We treat everyone with dignity, understanding, and compassion in a way we want to be treated.

• We are Fair. We deliver consistent service to a culturally diverse university through understanding, open-mindedness, and non-prejudicial judgment. We are equally responsive to the needs of all people.

QUESTIONS AND ANSWERS

Q. I’m from New Jersey. Is my New Jersey driver’s license valid on campus?
A. Yes, provided it has not expired or been otherwise revoked.

Q. Why do I have to pay a parking ticket my friend got and didn’t pay?
He had a Visitor’s Pass.
A. All students are responsible for their visitors. It is up to you to see that your visitors park correctly and adhere to University policies and regulations while they are on campus.

Q. My folks are going to let me drive the car back to school, but I’m only going to have it for one week. Do I still need a parking decal to park on campus?
A. You may qualify for a “Temporary Parking Permit” provided space is available and prior arrangements have been made with the Office of University Police.

Q. I have a parking decal, but I’m using a friend’s car for a couple of days because mine is in the shop. May I park in my assigned place anyway?
A. Not without a Temporary Parking Permit. All vehicles parked on campus must be properly identified.
Outstanding Parking Citations

Parking and traffic fines must be paid within fifteen (15) business days of the date the ticket was issued. If citations are not settled or appealed within the specified period defined above, the registered owner of the cited vehicle will be contacted, by letter, advising him or her of the violation for which the vehicle was ticketed.

Following written notification, formal action may be initiated if penalties are not then satisfied. Failure to settle vehicular citations may also result in any or all of the following actions:

1. Revocation of campus driving and parking privileges;
2. Denial of academic registration;
3. Withholding of academic transcripts; and/or
4. Assignment of account to a collection agency.

Towing Policy

Any vehicle found illegally, improperly parked, or has three or more outstanding parking citations will be towed and placed in storage at the discretion of the University Police Department. Officers may exercise this authority as they deem necessary to insure safe parking and traffic flow and compliance with the ordinances and regulations governing vehicular movement and parking on campus.

The University is not responsible for any vehicle damage resulting from towing or storage; and the owner/operator of the towed vehicle is directly liable for payment of reasonable fees to the towing/storage company in connection with any such action.

The University does not collect or pay towing charges.

SUSPENSION / REVOCATION OF PRIVILEGES

Driving and parking on campus is a privilege not a right, granted by the University administration. In addition to any other penalties imposed, the Chief of University Police, at his discretion may suspend or revoke this privilege for:

1. Operating a vehicle in such a manner as to maliciously endanger University personnel or property;
2. Repeated violation of parking and traffic regulations;
3. Unauthorized use or alteration of a parking permit;
4. Falsifying information; and/or
5. Non-payment of fines.

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The primary mission of the University Police Department is to provide a safe and secure environment in which the University may properly implement its educational, business and campus living activities. This mission includes controlling campus vehicular parking and traffic. Elizabeth City State University’s parking and traffic regulations have been promulgated pursuant to North Carolina General Statue §116-44.4 and on authority from its Board of Trustees. The parking and traffic regulations of ECSU supplement statewide motor vehicular laws and are intended to promote safety, to eliminate parking and traffic congestion and to maintain optimal use of campus parking spaces.

ECSU’s parking and traffic regulations will be enforced and shall apply to the drivers of any motor vehicle operated or parked on the campus. The terms “motor vehicle” or “vehicle” as used herein includes, but is not limited to, passenger automobiles, trucks, motorcycles and mopeds (motorbikes). The term “driver” as used herein includes faculty, staff, students and visitors.

The Office of University Police is a member of The North Carolina Association of Campus Law Enforcement Administrators.

The University Police Department is periodically assisted by interns from the ECSU Criminal Justice Program. These interns are vested with certain aspects of departmental authority while on duty and it is expected that they be treated accordingly.

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**TRAFFIC VIOLATIONS**

<table>
<thead>
<tr>
<th>Violation</th>
<th>Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPEEDING</td>
<td>$40.00</td>
</tr>
<tr>
<td>DISOBEYING POSTED TRAFFIC SIGNS (i.e. Stop; Yield; One Way, etc.)</td>
<td>$40.00</td>
</tr>
<tr>
<td>FAILURE TO COMPLY WITH ANY UNIVERSITY POLICE OFFICER</td>
<td>$50.00</td>
</tr>
<tr>
<td>DIRECTING TRAFFIC FLOW</td>
<td></td>
</tr>
<tr>
<td>*RECKLESS DRIVING  (Driving in excess of 30 m.p.h., and/or operating any motor vehicle in a</td>
<td>$40.00</td>
</tr>
<tr>
<td>careless or erratic manner is considered [but not limited to] “reckless driving.”)</td>
<td></td>
</tr>
<tr>
<td>*FAILURE TO STOP FOR (or yield to) A FLASHING BLUE LIGHT</td>
<td>$50.00</td>
</tr>
<tr>
<td>(or siren) + on any University Police Vehicle or other Emergency Vehicle</td>
<td></td>
</tr>
</tbody>
</table>

**PARKING VIOLATIONS**

<table>
<thead>
<tr>
<th>Violation</th>
<th>Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNAUTHORIZED PARKING on Lawns, Sidewalks, and/or in Loading Zones</td>
<td>$50.00</td>
</tr>
<tr>
<td>DOUBLE PARKING and/or obstructing traffic flow</td>
<td>$40.00</td>
</tr>
<tr>
<td>(on any recognized campus thoroughfare or parking area)</td>
<td></td>
</tr>
<tr>
<td>PARKING IN CROSSWALKS (and/or) BLOCKING DRIVEWAYS</td>
<td>$50.00</td>
</tr>
<tr>
<td>PARKING IN ANY SPACE (otherwise) ASSIGNED OR RESERVED</td>
<td>$50.00</td>
</tr>
<tr>
<td>(for use by University personnel, visitors and/or State-owned vehicles)</td>
<td></td>
</tr>
<tr>
<td>PARKING IN A “No Parking Any Time” ZONE</td>
<td>$40.00</td>
</tr>
<tr>
<td>*OBSTRUCTING FIRE LANE, FIRE HYDRANTS, and/or ANY</td>
<td>$75.00</td>
</tr>
<tr>
<td>*CAMPUS ENTRANCE OR EXIT (locked or unlocked)</td>
<td></td>
</tr>
<tr>
<td>*PARKING IN A “HANDICAPPED” ZONE</td>
<td>$75.00</td>
</tr>
<tr>
<td>(without displaying an officially recognized “Handicapped” license plate)</td>
<td></td>
</tr>
</tbody>
</table>

**OTHER VIOLATIONS**

Fines may also be assessed for the following infringements of University vehicular regulations, in addition to those which may otherwise apply:

<table>
<thead>
<tr>
<th>Violation</th>
<th>Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAILURE TO PROPERLY DISPLAY A PARKING PERMIT</td>
<td>$40.00</td>
</tr>
<tr>
<td>FAILURE TO REGISTER with the Office of University Police</td>
<td>$75.00</td>
</tr>
<tr>
<td>(Any vehicle driven or parked on ECSU property.)</td>
<td></td>
</tr>
<tr>
<td>DISPLAYING A FALSE OR STOLEN DECAL OR PERMIT</td>
<td>$50.00</td>
</tr>
<tr>
<td>FALSIFYING INFORMATION</td>
<td>$50.00</td>
</tr>
<tr>
<td>(for the issue or purchase of a parking permit or decal)</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** Fines owed by students, faculty and staff are considered to be debts to the University and will be collected accordingly. You will not be allowed to register an automobile if you owe the University fines associated with Parking and Traffic Violations. *May also be subject to City, County and/or State Judicial action.*
The University has established Campus Parking and Traffic Regulations for the benefit of all members of the University Community... their guests and visitors. The Office of University Police has been charged with the authority and responsibility of enforcing these ordinances in a fair and equitable manner. Your cooperation will greatly enhance that effort.

**Rules Evidence**

Any vehicle parked in violation of University parking and traffic ordinances shall be considered reliable proof by University Police that it was parked by the person assigned the permit or decal displayed in the vehicle. The permit holder and/or registered owner will be held accountable for any parking violations, regardless if that individual did (or did not) park the vehicle illegally or improperly.

It is further assumed that any University citation placed on a vehicle has been done so in such a manner as to prevent its accidental loss due to prevailing conditions. Claims that parking citations were not received by the operator of a vehicle are not considered adequate explanation of non-payment of fines.

**Violations and Fines**

University fines for parking and traffic violations on campus will be assessed.  

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**Vehicle Registration**

1. All vehicles, operated on the campus of Elizabeth City State University must be registered with University Police.
2. All vehicles parked at any time on the campus of Elizabeth City State University must display either:  
   a) a valid University Parking Decal;  
   b) a Temporary Parking Permit; or  
   c) a Visitor’s Pass  
3. Motor vehicles found on campus without a valid decal, permit or visitor’s pass shall be ticketed. Vehicles, not properly registered with the Office of University Police, are subject to being towed at the owner’s expense, whether or not the vehicle is operated by the registered owner.
4. ECSU parking lots are restricted solely for use by ECSU employees, students and visitors. Parking lots are operated and maintained exclusively by parking fees and are not supported by state or other public funds.
5. Parking permits or decals must be purchased or renewed by August 31st of each year, unless otherwise notified by University Police.
6. Lost or stolen decals or permits must be reported immediately to the Office of University Police.
7. Failure to properly display a valid parking decal or visitor’s pass shall NOT constitute an acceptable defense against the issuance of parking tickets or the towing of a ticketed vehicle.
Student Parking Permit (Decals)

1. All ECSU students, whether full-time or part-time, who wish to park vehicles on campus, must register their vehicles with University Police and purchase a parking decal.
2. A student with an outstanding campus parking ticket or traffic citation shall not be permitted to register a vehicle, park on campus or purchase a parking decal until the fine has been paid or invalidated through the appeal process.
3. Viking Village Residence Hall parking spaces are sold on a first-come, first serve basis until all spaces are sold. Only these permittees will be allowed to park at Viking Village. Violators are subject to being towed and ticketed. Visitors and others must park in the Overflow lot behind Griffin Hall.
4. Under no circumstances may a student register another student's vehicle.

Faculty and Staff Parking Permits (Decals)

Faculty and Staff must register their vehicles and purchase a parking decal with five (5) days of their employment, or upon returning to campus for the academic year. Faculty, employed to teach during summer sessions are also required to have a parking decal. Temporary Parking Permits will be issued to allow faculty and staff adequate time to meet this requirement.

Temporary Employment Parking Permits (Decals)

Temporary employees must register their vehicles and purchase a parking decal with five (5) days of their employment, or upon returning to campus for the academic year. Temporary employees must provide documentation to confirm the length of expected employment, in order that appropriate parking fees can be assessed.

Parking Decal Placement and Removal

Assigned parking is not valid until a parking decal, issued from University Police, is properly displayed on a vehicle as set forth below:
- Faculty, Staff and Students parking decals shall be placed on the rear-view mirror, inside the vehicle.

Parking decals must be removed from vehicles under the following conditions:
1. If a person changes vehicles during any part of the school year;
2. If a vehicle is sold or transferred to another individual;
3. If a vehicle is damaged beyond repair or relinquished for salvage; and/or
4. Upon termination of matriculation or employment at ECSU.

Procedure for Obtaining Parking Permit (Decal)

To obtain a University parking decal, students, faculty and staff are to utilize the following procedure:
1. Register your vehicle and pay for your parking decal through the ECSU Parking Portal, which is on the University Police website
   a. Once completed, pick up your parking decal at the Office of University Police, Monday thru Friday 9:00 am - 4:00 pm

Evening and Weekend Parking

Evening and weekend parking is allowed for properly registered vehicles in any space, except “Handicapped,” Preferred, Reserved spaces or in “No Parking” zones. Vehicles parked in prohibited spaces during evening and weekend hours will be ticketed. Vehicles found in a “No Parking” area will be towed. For the purpose of parking and registration, weekend means Friday at 6:00 p.m. through Sunday at 12 midnight.

Parking for Special Events

Departments or persons sponsoring workshops, seminars, or other special activities which require additional visitor parking, must make prior arrangements with the Office of University Police for parking accommodations at least five (5) working days in advance of the event.

Accidents

Any vehicular accident on University property must be reported immediately to University Police; and must also be reported to the insuring agent or company (if the provisions of applicable insurance so dictate). Any person leaving the scene of an accident without following proper procedure is subject to arrest.

Disabled Vehicles

University Police must be notified immediately if a vehicle is disabled (cannot be moved) as a result of an accident or mechanical malfunction. Notification of a disabled vehicle must be made in person, or by telephone; a note left on the windshield will not be considered adequate notice to University Police. Disabled vehicles which have not been property reported are considered to be illegally parked and will be towed.

Prohibited Use of Streets

It is unlawful for any person, group or company to post signs — of any type whatsoever — or otherwise utilize streets, driveways, sidewalks, or parking areas on University property for the purpose of advertising and/or selling any article, commodity, service, or event, without the express written consent of administrative officers. Violators will be prosecuted.
Campus parking and traffic regulations are rigorously enforced twenty-four (24) hours a day. Any flagrant or repeated violation of these rules will be dealt with promptly and severely — by revoking your parking permit and suspending your privilege to operate a vehicle on campus for one semester.

No Parking Zones
Parking in spaces marked “No Parking At Any Time” is strictly prohibited. Parking on University streets, lawns, sidewalks, crosswalks or in unauthorized “Reserved Parking” spaces is also strictly prohibited, and your vehicle will be ticketed and towed — at the owner’s expense.

Reserved Parking
Spaces in parking areas which are numbered; marked “Reserved,” and/or designated as “Handicapped,” “Visitor Parking” or “Loading Zone” are for the exclusive use for which they are intended. Individuals parking in these spaces without proper authorization will be ticketed and towed at the vehicle owner’s expense.

Parking in a designated “Handicapped” parking space without displaying a “handicapped” license plate or decal, is in violation of North Carolina law and will be penalized in accordance with North Carolina statutes.

Loading / Unloading
To assist members of the University community, temporary parking is allowed for the purposes of loading and unloading as close to buildings as possible, provided the following procedure is observed:

1. On a 3x5 white card, print (in large letters) “Loading” or “Unloading” followed by your name, residence hall or academic building, and room or office number;
2. Turn on your vehicle flashers (hazard lights); and
3. Place the printed card on the inside of the windshield on the driver’s side of the vehicle.

Temporary parking for purposes of loading or unloading shall not exceed thirty (30) minutes

Vehicles, loading or unloading, are restricted to temporary parking in general service areas, at the rear of residence halls or academic buildings, or in designated loading zones ONLY. “No Parking” zones, roadways, reserved parking areas or lawns shall not be utilized for this purpose. Any vehicle which is parked in an unauthorized area for loading or unloading is in violation of Campus Parking Regulations and will be ticketed; the vehicle is also subject to being towed at the owner’s expense.

b. Faculty and Staff who are choosing payroll deduction, may do so within the ECSU Parking Portal.
2. If you have Financial Aid, complete the Electronic Voucher Request at http://www.ecsu.edu/administration/business/student-accounts/electronic-voucher-request.html
   a. Upon you submission allow 3 to 5 business days for approval process via student email.

Student Parking Fees
The Student parking fee schedule is as follows:

<table>
<thead>
<tr>
<th>Period</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 1st through July 31st</td>
<td>$90.00</td>
</tr>
<tr>
<td>Second Semester (only)</td>
<td>$45.00</td>
</tr>
</tbody>
</table>

*All fees are subject to change.

Faculty/Staff Parking Fees
The Faculty/Staff parking fee schedule is as follows:

<table>
<thead>
<tr>
<th>Period</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 1st through July 31st</td>
<td>$190.00</td>
</tr>
<tr>
<td>August 1st through July 31st (RESERVED)</td>
<td>$155.00</td>
</tr>
<tr>
<td>August 1st through July 31st (NON-RESERVED)</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

Temporary Employment Parking Fees
Parking fees for temporary employees shall be prorated at a rate of $5.00 per month or $60.00 a year.

VISITOR REGISTRATION AND PARKING
Visitors are individuals not enrolled or employed by the university. All visitors must report to University Police Department where they are issued a "Visitor’s Pass".

Visitors who pay for a parking pass via credit card at the University Police Department. This parking pass will cover the period the visitor expects to be on campus and will also serve as authorization to park in visitors designated parking spaces. Visitors are expected to comply with university parking and traffic regulations and are held responsible for citations issued for incorrect or improper parking.

Visitor and Vendor Parking Rates............$5.00 Daily

Office Hours and Location
The Office of University Police is located in the Thomas-Jenkins Building on University Drive, and is open 24 hours a day, year-round. The Communication Center is also located in the Thomas-Jenkins Building.
Parking and traffic regulations on the campus of ECSU are an extension of State ordinances governing the safe operation of motor vehicles. Vehicle operators are expected to exercise reasonable caution when driving on campus, and to do so in such a manner as to protect the safety and well-being of all University personnel and property.

- Any person operating a motor vehicle on campus must hold a valid driver’s license;
- The campus-wide speed limit of 15 m.p.h. must be observed at all times;
- Pedestrians always have the right-of-way;
- Drivers must stop — or yield the right-of-way — to any University Police vehicle (or other emergency vehicle) displaying a flashing blue light and/or siren;
- All posted signs (and any directives by University Police) governing vehicular movement and parking must be obeyed at all times;
- Vehicles driven on campus must be maintained in such a manner as to allow for safe operation.

Parking Locations

Parking lots serve the following areas:

A - Moore Hall, H.L. Trigg, G.R. Little Library & Lester Hall
B - Lane Hall, Telecommunications, Bias Hall & Cardwell-Hofflier
C - Doles Hall, Hugh Cale Hall, Williams Hall (side)
D - Mitchell Lewis Hall
E - Jimmy R. Jenkins Sr. Science Center, Pharmacy Complex & University Suites
F - R.L. Vaughan Center & Commuter Center / Bowling Alley, Bedell Hall
G - Thomas-Jenkins Building
H - McDonald Dixon & Bishop M. Patterson Hall
J - K. E. White Graduate Center
K - Marion D. Thorpe Sr. Administration Building
L - University Tower - Residence
M - McLendon Hall (Rear), Sponsored Programs
N - Pharmacy Complex
O - Mickey L. Burnim Fine Arts Center
P - Information Technology Center
Q - Viking Village
R - Willie & Jacqueline Gilchrist School of Education & Psychology Complex

PARKING AND TRAFFIC REGULATIONS