A. **Policy**

It is the policy of this Department to enforce parking regulations at the Medical University in a fair and equitable manner.

B. **Procedure**

1. All areas on Campus are enforced by Public Safety Officers. Harborview Office Tower and Hagood Lots are controlled by a Public Safety, or State Security Officer, who is assigned to that area.

2. Post Orders have been published, which contain specific procedures for the enforcement of parking. These orders will be maintained in the Briefing Room. All officers are required to know, understand and comply with these orders.

3. The standard 12 hour clock will be used when writing parking citations. Military time will be used on Parking Citations.

4. To assist the office staff in entering citations in the computer, officers will enter the code, determined by Parking Management, on the location section of the citation -i.e., J-Lot.

5. It is imperative that all tickets be turned in at the end of the shift each day. They will be placed in the box provided for this purpose. **VOIDED** tickets should be stapled together, to include the white and yellow copies (MUSC). Voided tickets will be stamped "VOID" and the Shift Supervisor voiding the ticket will sign the ticket. Void stamps are available in the briefing room. No employee of this
Department will void, take back, or dismiss a ticket issued by Parking Management.

6. Public Safety Officers will not involve themselves in confrontations with anyone. In cases of disagreement, the Officer will contact their Supervisor. It is the policy of the Medical University of South Carolina, Department of Public Safety that officers will not void parking tickets. Violators will be referred to Parking Management at MUSC, between 0800-1600 hours, Monday-Friday. Violators will not be sent to Parking Management, but will be advised to contact Parking Management via telephone. Department of Public Safety officers are prohibited from dismissing any ticket. To resolve conflicts outside of the established adjudication process: violators may be referred to the Operations Support Commander, Patrol Commander, or Director of Public Safety if, in the opinion of the officer, the voiding of a ticket is necessary. The Senior Shift Supervisor should assume this responsibility in the absence of the above personnel. Once the ticket is issued to the violator or placed on the vehicle, officers are prohibited from taking that ticket back. This procedure is not intended to, nor does it prohibit and officer from not completing the preparation of a parking ticket if circumstances dictate.

7. Anyone receiving a parking citation on the Medical University campus has the right to appear before the Hearing Officer within 10 days for an appeal. On the Medical University campus, patients may bring the citation to Hospital Safety and Security desk or Admitting Office for immediate assistance, or call the Office of Parking Management (792-3665) for information and assistance. **NOTE:** Assistance does not mean you will VOID the citation. Contact your Supervisor if appropriate.

a. At MUSC, hearings are conducted from 1530-1630 hours on Tuesdays and Wednesdays, and from 0800-0900 hours on Thursdays in the Office of Parking Management on the 2nd Floor of Parking Garage II on President Street. Visitor parking is available in the Garage during Hearing Hours; ask for assistance at the booth on President Street.

8. **Vehicle Towing Policy**

a. **Medical University:** Vehicles will be towed under the following circumstances:

   1) the vehicle is blocking a Fire Lane;

   2) the vehicle is illegally parked and is blocking an entrance or exit;
3) the vehicle is illegally parked and is blocking another vehicle from moving;

4) the vehicle is blocking traffic and/or is creating a safety hazard; or

b. Any vehicle towed because it is illegally parked must be issued a parking ticket at the time it is towed.

c. We will use a rotational use of towing services unless owner requests a specific towing company.

9. Warning Parking Citations: Warning Parking Citations may be used in accordance with the following procedures:

a. when requested by Parking Management;

b. when directed by proper authority, i.e., anyone in the chain of command;

c. when in the officer's judgment issuing a warning citation will bring about compliance with parking regulations. Normally, warning citations for this purpose will be used sparingly; or