



1 CAMPUS SAFETY CODE

The Campus Safety Code (CSC) is the Campus Safety Department (CSD) student and employee guide for parking and general safety at The Master's University (TMU). The CSC is a supplemental guide to the student and employee handbook related to life and safety protocols. CSD reserves the right to revise, supplement, or rescind any portion of the CSC as it deems appropriate, without advance notice. The CSC may be found at www.masters.edu/campussafety and will reflect the most up to date edition.

2 CAMPUS SAFETY VALUES

CSD exists to glorify God and supports the mission and values of our institution, by our:

- Professionalism: To excel as a capable and skilled campus safety team
- Customer Service: To excel as a courteous and friendly campus safety team
- Effectiveness: To excel as a competent and efficient campus safety team

3 EMERGENCY CONTACTS

The Los Angeles County Sheriff's Department (LASD) provides law enforcement services for the city of Santa Clarita, CA. TMU is located within the city limits of Santa Clarita. The Los Angeles County Fire Department (LACFD) provides fire and medical services.

- Life threatening emergencies: Call 911, but request a bystander immediately call CSD to guide emergency services to your exact location.
- Emergency Room: Henry Mayo Hospital, 23845 McBean Parkway Valencia, CA 91355 (661) 253-8000
- LA County Sheriff's Department: 911, for non-emergency, (661) 255-1121. The Santa Clarita Sheriff's station is located 3.5 miles from campus at 23740 Magic Mountain Parkway. All victims of crime on campus are encouraged to file reports with both CSD and LASD.
- LA County Fire Department: 911, for non-emergency, (661) 259-2111 (fire dispatch), (661) 254-9661 (Fire Station #73). LACFD Station #73 is located 1 mile from campus at 24875 Railroad Avenue.

4 CAMPUS SAFETY CONTACTS

CSD employs Campus Safety Officers (CSO), duly licensed by the California Department of Consumer Affairs Bureau of Security & Investigative Services (BSIS) and authorized to provide armed and unarmed security services for the people and properties of TMU.

- Campus Safety Department: 24/7 operation
 - o Guard Shack: 661-362-2500



- Duty Cell: 661-713-7561 (on duty supervisor)
- Guard Shack: The guard shack is located at the driveway entrance to the dorms
- Business Office: The business office is located on the North Academic Campus
- Senior Leadership
 - Director of CSD, C. Powell: 661-362-2208, cpowell@masters.edu
 - Lieutenant of CSD, B. Kortcamp: 661-362-2687, bkortcamp@masters.edu
- Business Email: campussafety@masters.edu
 - Email is only checked during weekday business hours. Call a CSO outside business hours.
- Web page: <http://www.masters.edu/campussafety>
 - The web page contains helpful links and the most current edition of this document.
- Twitter page: <https://twitter.com/TMUCampusSafety>
 - Like and follow the CSD @TMUCampusSafety for campus happenings and area wide interest

5 GENERAL RESPONSIBILITY

- 5.01 **Authority of Campus Safety Officer:** CSOs have authority on campus properties to enforce life and safety protocols and enforce the CSC.
- 5.02 **Driving/Parking Privileges:** Having a vehicle on campus is a privilege, not a right. CSD may suspend or revoke the privilege to operate and/or park or store a motor vehicle, or operate and/or park or store a personal form of motorized or non-motorized transportation for violations of the CSC.
- 5.03 **General Responsibility:** Faculty, staff, students, and invited guests of the campus community have a responsibility to follow the CSC. Please educate your guests on the CSC. All campus community members are expected to drive with due care for the safety of pedestrians and other motorists at all times. Vehicle operation on campus should follow the rules of the road related to safe operation of motor vehicles as contained in the State of California Vehicle Code (CVC), except where indicated by the CSC.
- 5.04 **Park at own risk:** TMU is not responsible for damages to a motor vehicle due to accident, criminal action, sporting event, or natural disaster. Park at own risk on the properties of TMU.
- 5.05 **Permit Requirement:** All vehicles parked on campus by faculty, staff, students and overnight guests must display a valid parking permit issued by campus safety.
- 5.06 **Ticketed Offenses:** Any violation of these policies may result in a fine of \$20.00, unless otherwise indicated on the listed fine schedule.

6 GENERAL SAFETY

- 6.01 **Active Shooter Training:** Students and employees are strongly encouraged to view the CSD active shooter training presentation, located on our web page: www.masters.edu/campussafety. The video provides important information on developing a survival mindset on a school campus in relation to



crime and how law enforcement and campus safety officers respond. The Los Angeles County Sheriff's Department have a training video, located here: <http://www.activeshooter.lasd.org/>

- 6.02 **Authorized/Unauthorized Building Access:** Students and guests are not authorized to enter and/or remain in administrative or classrooms outside of their hours of operation, except when directly accompanied by a faculty or staff member or pre-approved on the building access list. Department managers or department specific faculty and staff are authorized to grant approval for students to be inside their department areas of campus buildings outside business hours. Students granted approval on the access list who are not issued a key by the department may sign out a building key with student ID at the guard shack. Students may not lend or duplicate a key, must return building keys by midnight, and in general should return keys immediately after finishing use of the building to avoid inconveniencing other students who wish to use the building.
- 6.03 **Clery Compliance:** The Director of CSD is the institution Clery Administrator and publishes The Master's University Annual Crime and Fire Safety report which contains important security policies and crime statistics related to the Clery Act. You may view the annual crime and fire safety report on the campus safety web page: www.masters.edu/campussafety.
- 6.04 **Closed Campus Restrictions:** At midnight all lower campus buildings and the property of TMU is closed. Students must leave buildings by midnight. Students may not loiter outside of dorms, remain inside parked cars, or walk the property of TMU between midnight and sunrise. Students participating in practical jokes or other activities after closed campus will be asked to return to dorms and/or be fined.
- 6.05 **Crosswalks:** Please be courteous and cross the streets around campus using the designated crosswalks (Powell Library, Guard Shack, and North Academic Campus). Do not step over walls or walk inside planters. Always follow the instructions of CSO's directing pedestrians and/or vehicles.
- 6.06 **Drive between Pool and King Hall:** Pedestrians and other non-motorized conveyances (beside bicyclists) are prohibited from using the section of driveway between the pool and the back of the guard shack. Please use the stairs in front of Hotchkiss dorm leading down to the main parking lot. All motorists and bicyclists must use caution on this section of the driveway as it can be slippery when wet.
- 6.07 **Drones or Unmanned Aircraft System (UAS):** The use of drones or unmanned aircraft systems (UAS) is currently regulated by U.S. Federal Aviation Administration (FAA). Until further risk analysis can be conducted by institution all recreational and commercial use of drones and UAS on the property is prohibited, except when approved by the Office of the Chief Financial Officer.
- 6.08 **Drug / Alcohol / Weapon Violations:** Violation of federal and state laws for drug, alcohol, or weapons may subject a person to arrest. Student or employee policy violations (not crimes) subject a person to disciplinary referral to the Office of the Dean of Student Life (students) or Human Resources (faculty or staff). Please refer to the campus drug and alcohol abuse prevention program (DAAP) for information on the risks, prevention and clinical treatment of drug and alcohol abuse, located here: <http://www.masters.edu/financial-aid/heoa-cc-info/health-safety/drug-and-alcohol-abuse-prevention/>



- 6.09 **Earthquake:** In the event of an earthquake, please get under a solid object and “duck, cover, and hold,” until the shaking stops. Please do not run immediately outside after an earthquake, as injuries may occur from falling debris from buildings. Anticipate a potential aftershock after the earthquake.
- 6.10 **Fire Alarm:** When a building fire alarm sounds, all faculty, staff, students and guests must immediately evacuate the building using the nearest exit. Do not reenter the building until the alarm stops sounding. Please remember to assist injured or handicapped persons at such times. Failure to leave a building during a fire alarm will result in a fine and/or disciplinary action. Tampering with life and safety equipment is prohibited.
- 6.11 **Golf Cart Safety Program:** If you are authorized as a student or staff member in your department to operate a golf or utility cart on the property you must participate in the campus safety golf cart training program. Please see your department manager for more information or follow the links from the campus safety webpage for the online training and forms.
- 6.12 **Late Arrivals:** Students entering west campus (dorm area of property) between midnight and sunrise must first stop at the guard shack and check in by showing a legal form of ID. If you do not have your student ID, a current driver’s license may be substituted but it will delay our processing of your late arrival. CSD reserves the right to stop all persons and vehicles entering or exiting the property for cause at any time, with or without advance notice. Please ensure you slow down when passing the guard shack as there is a pedestrian crosswalk in this area.
- 6.13 **Lost/Found Depository:** No person is obligated to take charge of a lost item, but if you do please take reasonable steps to inform the owner, if known, or bring it to a Campus Safety depository, listed below:
- a. **Guard Shack Depository:** If the lost item is, state identification, cash, money of any type, debit/visa, jewelry, or electronics (computers, phones), you should bring it to the guard shack and Campus Safety will take reasonable steps to inform the owner, if known. Campus Safety may dispose of any items left in our custody after 90 days, but we do not return property to the finder.
 - b. **MacArthur Lobby Depository:** If the lost item is an article of clothing, footwear, book or school supply, please do not bring it to Campus Safety but drop it off in the blue container located in the MacArthur center. This container may be checked before and after chapel by students or staff for lost items or anytime the lobby is open. Campus Ministries may dispose of any items left in this container after 90 days.
- 6.14 **Pedestrians walking past Athletic field:** When the inner sidewalk on the Athletic Field is not accessible due to an athletic event (gates closed), students may walk along the side of Quigley Canyon Road between North campus and the library. Please walk off the road along the dirt shoulder of the road (Athletic field side of road) as this is a narrow roadway and students walking in the roadway two and three across obstructs vehicular traffic. Please share the road responsibly, which for bicycles means riding single file with traffic.



- 6.15 **Ridgeline/Cross:** Students may not walk the ridgeline behind the dorms between midnight and sunrise. For general safety, CSD does not recommend walking into the South hills behind the dorms after the hours of darkness. Please report suspicious behavior on the ridge. The area of TMU property encompassing the dorms and hills behind the dorms are posted against trespassing to all non-students.
- 6.16 **Security Technologies:** CSD respects the rights of faculty, staff, and students but reserves the right to conduct video surveillance of non-private areas on campus. Video monitoring is used to identify safety concerns affecting employees and students or customers, maintain quality control, detect theft and other misconduct, and discourage or prevent acts of harassment and workplace violence. Tampering with any CSD or TMU life and safety technologies is prohibited.
- 6.17 **Student/Employee Safety Brochure:** All incoming students and employees are provided with a CSD brochure containing important information about security and our campus. If you are a new student or employee and did not receive the brochure from Human Resources or during WOW, please stop by the CSD business office during regular hours to pick one up.
- 6.18 **Student Escort:** Students may request a pedestrian escort on the campus property during the hours of darkness but campus safety does not provide escorts off property.
- 6.19 **Title IX Compliance:** The Director of CSD is the institution Title IX Administrator. The Associate Dean of Students (Men and Women) serve as Deputy Coordinators for the student body and the Executive Director of Human Resources for employees. Please take the time to review the student sexual misconduct policy, which is an appendix to the student handbook, here: <http://www.masters.edu/student-life/>. Employees should review the employee handbook for regulations related to sexual harassment.
- 6.20 **TMU ALERT:** In the event a significant emergency occurs or a timely warning is needed for the campus, text messages will be distributed by campus safety to communicate important instructions on how you should respond. To register for TMU Alert and receive emergency text messages please add or update your cell phone number at TMU self-service/my profile/phone numbers. This service is not used for routine communication and is tested annually. CSD uses twitter page @TMUCampusSafety for routine communication purposes.
- 6.21 **Tobacco / Vape Violations:** CSD assesses a fine for possession and/or use of tobacco products or vape type products on campus property as these are prohibited.
- 6.22 **Unlock Services:** CSD assesses a fee for unlock services, when this service falls outside of the established daily protocols for on campus buildings and classrooms. Examples include but are not limited to: Students requesting personal items from locked classrooms or building after hours; unlock of a dorm or dorm room; repeated lockouts of other areas.



7 PARKING PERMITS

- 7.01 **Dependents:** Student dependents of employees with dorm residency may not display a faculty or staff parking permit but must register and display a resident permit, without exception. Student dependents of employees approved for off campus are eligible to display a faculty/staff parking permit if *sharing a vehicle with the employee*. Employees in this situation are advised to contact the Director of CSD for more information. Students are not authorized to park in faculty/staff spaces when the employee is not actively sharing the vehicle and should park in the commuter spaces.
- 7.02 **Employee Parking Permit:** Faculty, staff, and employees of TMU must register motor vehicles brought to campus and display a parking permit. You may download the vehicle registration form at [masters.edu/content management/TMU Forms](http://masters.edu/content-management/TMU-Forms) and drop the form off with Human Resources to receive a parking permit. Staff using an unpermitted vehicle for one week or less you do not need to request a temporary permit.
- 7.03 **Exchange/Transfer of Parking Permit:** Each permit is assigned to a specific vehicle. Do not transfer permits between vehicles but apply for a new permit free of charge.
- 7.04 **Guest Parking Permit:** Guests only require a permit when leaving a motor vehicle on campus overnight.
- 7.05 **Improper Display of Parking Permit:** Resident students and off campus students are issued different colored permits. If you change housing status you must change permits and remove the old sticker.
- 7.06 **Permit Tampering:** Do not alter your parking permit in any way, copy it, or give it to another student.
- 7.07 **Student Injury Parking Permit:** Injury permits allow dorm students to park on lower campus during business hours. CSO's may issue a temporary injury permit for three days, but the nurse or athletic trainer (student athletes only) will issue extended semester permits. You must display them on the dashboard of any vehicle you drive or occupy as a passenger when parked on lower campus as a resident student. Do not park in Resident Director or the handicap spaces (requires DMV placard).
- 7.08 **Student/Staff Motorcycle Permit:** Semester permits for motorcycles are small round stickers that are affixed to the left outside fork. If the permit is not visible on the fork as you pass the guard shack you may be asked to stop and identify yourself.
- 7.09 **Student Semester Parking Permit:** If you regularly bring a vehicle to campus you must register it at [masters.edu/self-service/vehicle registration](http://masters.edu/self-service/vehicle-registration). Please bring the printed confirmation to the guard shack or safety office to receive the semester parking permit. All semester permits must be affixed to the inside of the windshield on the lower left corner. Please ensure it is not upside down and can be read from outside the vehicle (not in the tint). Off campus students borrowing different family cars are advised to register and permit all cars. Only one fee is assessed for semester registration. Siblings using different cars will each need to register and pay a separate fee if parked on campus at same time.



- 7.10 **Student Temporary Parking Permit:** Students who bring a vehicle to campus without a semester permit must stop by the guard shack and obtain a temporary permit before parking and leaving a vehicle unattended. Each temporary permit is valid for one week. Students (or vehicles) receiving their fourth temporary permit in one semester will be billed the full semester charge. Temporary permits must be displayed on the driver's side of your vehicle dashboard with the expiration date visible.

8 PARKING REGULATIONS

- 8.01 **Automotive Work /Car Wash:** Motor vehicle maintenance and washing is not permitted in campus parking lots.
- 8.02 **Athlete Trip Parking:** When taking overnight trips off campus, student athletes may not leave a car by the field or gym but must park on the North Academic campus.
- 8.03 **Bicycles:** Bicycles must be ridden with due care, with the flow of traffic in obedience to all CA laws related to traffic signs (entrance/exit, stop signs, do not enter, etc.). Pedestrians always have the right of way on campus. Do not leave a bicycle inside buildings, on a stairwell, or leave it within an area that hinders the flow of pedestrian or motorists. Use nearby bicycle racks when available.
- 8.04 **Bicycle Registration:** Faculty, staff, and students may register their bicycles at no charge and receive a permit to display on the left front fork. This is not required but may assist us with reuniting you with your bicycle if lost or stolen.
- 8.05 **Bus/RV Parking:** Large tour buses or RV's may be directed to park in the North Academic Campus Parking lot.
- 8.06 **Campus Speed Limit:** The campus wide speed limit is 10 mph.
- 8.07 **Chapel Overflow Parking:** Parking overflow for the MacArthur center for chapel or other special events is the North campus parking lot, not side streets.
- 8.08 **Christmas Concert Parking:** Student parking is restricted during the Christmas concerts. To enable guests to have priority parking for Christmas concerts, students are required to park within the North campus parking lot during the evening concerts.
- 8.09 **Double Parking/ Parking Obstruction:** Do not double park or stop as to obstruct other motorists.
- 8.10 **Dorm Student Parking Restriction:** Dorm students are prohibited from lower campus parking, Mon-Fri, 8:00 A.M. to 5:00 P.M (business hours).
- 8.11 **Finals Week:** Normal Parking rules apply.
- 8.12 **Headlights Required:** After dusk and during rain or fog motorists must use headlights.
- 8.13 **Holidays/No Class:** Normal parking rules apply.



- 8.14 **IBEX Vehicle Storage:** Students attending IBEX may store a vehicle on campus but must stop by the guard shack for instructions on parking arrangements. Semester registration fees are required to store a car on campus for the semester you are studying abroad.
- 8.15 **Inoperative Vehicles:** Non-operational motor vehicles may not be parked on campus beyond the semester in which they stopped working.
- 8.16 **Motorcycle Helmet:** Driver and passenger shall wear a lawful helmet when riding a motorcycle.
- 8.17 **Motorized Skateboards, Scooters, Skates, Bicycles and other similar modes of personal transportation:** Motorized scooters and other motorized vehicles not defined by the state of California as a "motor vehicle" or "motorcycle" (and thus not subject to the provision of those codes for financial responsibility, registration, and license plate requirements) is prohibited from use on campus property. This includes, but is not limited to: motorized bicycles, scooters, skateboards, and other similar vehicles. All other "motor vehicles" and "motorcycles" subject to the provisions of financial responsibility, registration, and license plate requirements, may be operated on campus driveways and in parking lots when properly registered and permitted with campus safety. Exceptions: work study students and/or faculty and staff operating golf carts who have successfully passed online golf cart training.
- 8.18 **Moving Cones / Safety Devices:** Do not move any cone or safety device without CSD authorization.
- 8.19 **No Street Parking Around Campus:** Parking on side streets around the campus is prohibited. Campus Safety does not place "no parking" signs on every side street. Please consider all street parking a "no parking" zone for students and employees.
- 8.20 **Non-Motorized Skateboards, Long Boards, Scooters, Skates and other similar forms of transportation:** Skate boards, Long boards, scooters, skates and other similar non-motorized, non-electric, human powered forms of personal transportation may be ridden with caution on campus sidewalks but only for the purpose of transportation without compromising the safety of pedestrians. Riders are responsible for maintaining a safe speed and distance on the sidewalks from the buildings and pedestrians. These forms of transportation may not be ridden on rails, benches, decks, ramps, or stairs. The general rule is to keep all wheels in contact with the pavement at all times. Unsafe speed, or performance of tricks and the obstruction of vehicular or pedestrian traffic on or around campus will not be tolerated. *Skateboarding and other similar forms of transportation is prohibited on all driveways (between buildings or dormitories), in all campus parking lots and on any of the adjacent roadways, to include: Placerita Canyon Road, Meadview, Quigley Canyon Road, and Placeritos.*
- 8.21 **Off-Campus Parking:** Commuter students may park in any parking space that is not marked (with sign or paint on the asphalt) as reserved, staff, and visitor or designated for an individual, department or event. Please park in the unmarked spaces during regular business hours.
- 8.22 **Off Road:** There is no "off-road" motor vehicle use on or around the campus. Do not drive beside or behind the dorms along the South hills or in the wash.



- 8.23 **Operations Personnel Parking:** Campus safety and operations staff may park contrary to the parking rules.
- 8.24 **Overloading a Vehicle:** Students may not transport more persons in a motor vehicle than is safe or seatbelts legally accommodate.
- 8.25 **Painted Curbs:** Red curbs represent a fire lane. Do not leave a car unattended in a fire lane. Blue curbs represent a handicap space and may not be parked in by anyone but those displaying valid state handicap placards. Do not park temporarily to load/unload in a disabled space. Yellow curbs represent a timed parking zone (20 minutes). TMU has one space in this category beside Powell Library, for temporary loading/unloading.
- 8.26 **Parking Space:** You may only park between the two white lines of a single parking space. If you do not fit in a specific parking space because of a large vehicle you must find a different one. If obstructing travel past a parking space because of the size of your vehicle you must find a different parking space.
- 8.27 **Parking/Storage of personal forms of transportation (over academic semester):** Students should ensure no personal forms of transportation obstruct, block, or impede access for other vehicles or pedestrians on campus. Additionally, students should not secure bicycles to campus maps or in areas where the campus community needs access for life/safety or directions. Examples include, but are not limited to: Securing a bicycle on a fire exit or stairwell; securing a bicycle to an outdoor campus map display; leaving a skateboard in an area where pedestrians may trip over it; leaving a bicycle directly in front of a building entry/exit.
- 8.28 **Personal Electronic Transportation Devices:** The use of electric or electronic hover boards, swag ways, IO Hawks, Skywalkers, and similar self-propelled or self-balancing types of motorized devices, electric scooters or skateboards, not deemed a “motor vehicle” or “motorcycle” by the state of CA (see above policy), is prohibited and may not be ridden anywhere on campus. Hover boards and similar self-balancing boards in particular must not be stored, plugged in, or charged in any of the campus housing or campus buildings due to the potential fire hazards outlined by the National Fire Protection Association (NFPA). Hover boards found in campus housing facilities or campus buildings are subject to confiscation and will subject the owner to a fine.
- 8.29 **Placerita Bible Church:** Students may not leave a motor vehicle overnight in the PBC parking lot.
- 8.30 **Reckless Conduct/Speeding:** Do not “peel out” on campus or otherwise drive at an unsafe speed. Reckless driving or conduct of any kind is strictly prohibited.
- 8.31 **Resident Director Spaces:** Resident Directors have designated parking spaces by the dorms. Do not park there.
- 8.32 **Resident Student Parking:** Students residing in the dorms may park in any striped parking space that is not specifically posted or painted for non-students. Outside of regular business hours (Mon-Fri 8 AM-5PM) students may park on lower campus in available commuter and staff spaces.



- 8.33 **Registered Owner Responsibility:** If the operator of a motor vehicle committing a violation is not known the registered owner in our database is responsible for all tickets. In cases involving a parked car in violation of the vehicle code, the registered owner in our system is ticketed.
- 8.34 **Requirement for Driver's License:** Motor vehicles may only be operated with a valid driver's license that matches the vehicle classification.
- 8.35 **Requirement for Registration/Insurance:** Motor Vehicles must maintain valid state registration and insurance coverage.
- 8.36 **Seat Belts:** It is recommended that everyone use a seat belt when driving or riding in a motor vehicle.
- 8.37 **Second Vehicle Restriction:** Students may not store more than one motor vehicle on campus. There are limited exceptions available for a motorcycle as a second vehicle but you must receive written approval from the Director of Campus Safety and an additional semester registration fee is required.
- 8.38 **Signs / Pavement markings / Painted curbs / Cones or Safety Devices:** You must obey all posted signs, pavement paint, painted curbs, and cones, traffic control and other safety devices and caution tape.
- 8.39 **Sound Amplification Devices:** Sound amplification must not be heard outside your vehicle from 50 feet away. This is a public nuisance.
- 8.40 **Special Events:** Campus Safety may alter regular traffic patterns and change/restrict normal parking rules to accommodate any event.
- 8.41 **Staff/Reserved Spaces:** The parking spaces marked "reserved" or "staff" are designated for TMU faculty or staff between Mon-Fri, 8:00 AM – 5:00 PM. The King Hall parking lot is only for staff and visitors. Please do not park in fire lanes or on side streets.
- 8.42 **Storage of personal forms of transportation (over summer break):** There is no storage of bicycles and other personal forms of transportation on campus over the summer break. Exception: Those vehicles defined in CA law as "motor vehicle" or "motorcycle" may be stored over summer break when subject to campus safety vehicle storage policies or for IBEX. All these forms of transportation left on the campus over the summer will be treated as abandoned property and will be donated to charity or destroyed.
- 8.43 **Summer Storage of Vehicle:** During the summer break, enrolled students for the fall semester may leave a motor vehicle or motorcycle on campus but must stop by campus safety to fill out a form, leave a key, and park in the storage location. This policy is subject to available parking and summer housing needs.
- 8.44 **Summer/Winter Break:** Resident Students attending these sessions may park like a commuter for classes that occur during the breaks. Please do not park in reserved, staff, or visitor spaces.
- 8.45 **Texting/Talking on phone while driving:** Motorists are prohibited from driving on campus while talking or texting on a cell phone unless using hands free devices. Do not text and drive on campus.



- 8.46 **Transport in Truck Bed:** Riding in the bed of a pickup is prohibited.
- 8.47 **Truth and Life Conference:** Resident Students may not park within the MacArthur Center/Athletic Field lot for evening sessions and must park by the dorms during the day, as usual.
- 8.48 **Unattended Vehicle:** Do not leave the engine running on an unattended vehicle.
- 8.49 **Unpaved Surfaces:** Do not park in areas which are not striped for parking such as dirt, grass, or on the sidewalk.
- 8.50 **Visitor Parking:** Visitors have marked spaces on the campus but may also park in any student space during regular business hours.
- 8.51 **Winter Storage of Vehicle:** Over the Winter break, enrolled students for the spring semester may leave a car on West campus by the dorms. No storage form is necessary. Do not leave your car on lower campus.
- 8.52 **Wrecked Vehicles:** Motor vehicles involved in a collision may not to be brought back to the property. We do not want wrecked cars with leaking fluids towed back to the property. Campus Safety reserves the right to tow any car left on the campus in a dangerous condition without notice at owner expense.

9 TICKET APPEAL

9.01 Appeals:

- **Staff:** Please view tickets as written reminders of the CSC and make the necessary adjustments to comply in the future. Fines and/or appeals are not necessary unless you have specific questions.
- **Student:** Please allow one business week for the ticket to appear online on content management / my parking tickets. Once posted online, students have 7 business days to appeal the ticket. If the ticket does not appear after one full business week, you should email campussafety@masters.edu to inquire about your ticket. Please provide the ticket# (top left of the ticket) with any correspondence.

9.02 **Appeal Consideration:** Appeals are evaluated by CSD senior leadership and decisions are based on the totality of the circumstances, as follows:

- The objective regulations of the codes and all subsequent updates
- The objective nature of the basis of the appeal
- The relative clarity of the codes in question
- The relative clarity of the parking lines, signs, or curb paint in question
- The subjective tone/approach of the appeal.



9.03 Appeal Decisions: Decisions on appeals are emailed to the student's email account and are final.

- Ticket Reduced – the ticket is upheld but the final fine is reduced as indicated
- Ticket Upheld – the ticket is upheld and the final fine must be paid in full within student finance at Vider Hall. Unpaid parking tickets will be billed to your student account and mailed to your address of record.
- Ticket Voided - No fine is required and will not count toward multiple offense calculation
- Ticket Warning – the ticket is upheld but the fine is voided. The ticket will count toward multiple offense calculations

9.04 Appeals: CSD recommends tickets be appealed for:

- Unclear regulations parking lines or curb paint
- Emergencies

9.05 Appeals: CSD recommends tickets not be appealed for:

- Merely avoiding the necessary monetary consequences
- Unfamiliarity with the CSC
- Unnecessary failure to make appropriate arrangements
- Previous violations of a rule not resulting in citation
- What is obvious and self-evident

9.06 Appeals: Due to the difficult nature of the evaluation process

- Be honest in presenting one's case (Proverbs 19:5).
- Be gentle in one's approach (Proverbs 15:1)
- Be patient when wronged and not resentful (2 Timothy 2:24).



10 FINE SCHEDULE

CSD exercises regular enforcement of the CSC on all properties of TMU. Any violation not otherwise listed on the fine schedule but found within the CSC may be cited under “other code violations” at the standard fine of \$20.

#	Violation	Fine
1	Late Arrivals Violation	\$5
2	Unlock Service (Building Dorm Room#)	\$5
3	Obstructing / Blocking / Impeding Access	\$5
4	RES Parked Lower Campus/M-F 8AM-5PM (3+ is \$40)	\$20
5	Permit Violation (No Permit /Improper Display/ Expired)	\$20
6	No Parking Area/Side Street/Improper parking	\$20
7	Designated Parking Violation (staff, visitor, RD, other)	\$20
8	Failure to obey posted sign/ traffic control device	\$20
9	Building access violation (trespass/roof access is \$50)	\$20
10	Skateboard violation/ non-motorized /similar motorized	\$20
11	Closed Campus Restriction Violations	\$20
12	Fire Lane Violation / Red Painted Curb Violation	\$35
13	Failure to Obey Officer (Xwalk / Life or Safety Instructions)	\$35
14	Tampering with Camera/Alarm/Safety Equipment	\$50
15	Drug / Alcohol / Weapon Violations	\$50
16	Handicapped Zone Violation	\$50
17	Reckless Driving / Reckless Conduct	\$50
18	Permit / Citation Tampering	\$50
19	Other code violations	\$20