

**Washington State
Community College District 17**

STUDENT AND STAFF

TRAFFIC AND

SAFETY HANDBOOK

2004 - 2005

**SPOKANE COMMUNITY COLLEGE
SPOKANE FALLS COMMUNITY COLLEGE
INSTITUTE FOR EXTENDED LEARNING**



Approved by the CCS Board of Trustees August 17, 2003
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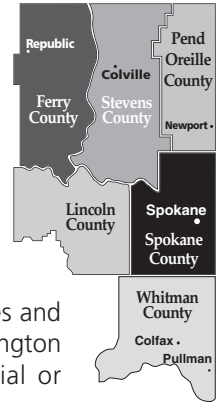
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INTRODUCTION

COOPERATION ... IS THE KEY

The safety of students, employees and visitors is important to Community Colleges of Spokane (CCS). Everyone can help keep the campus environment a safe place. Cooperation among students, college personnel and security operations is the key to a successful security program.



ENROLLMENT AND FACILITIES

Community Colleges of Spokane (CCS), a multi-college district, includes Spokane Community College, Spokane Falls Community College and the Institute for Extended Learning. CCS serves students at its two college campuses and numerous off-campus locations in six northeastern Washington counties. CCS does not own or operate any residential or dormitory halls.

DEFINITIONS

WAC 132Q-20-005

As used in this chapter the following words and phrases shall mean:

- (1) **"Annual permits"** shall mean permits, which are valid for fall through summer academic quarters.
- (2) **"Appropriate vice president"** shall mean the chief administrative officer over student services regardless of current position title.
- (3) **"Board"** shall mean the board of trustees of Washington Community College District 17 hereafter referred to as Community Colleges of Spokane (CCS).
- (4) **"Campus"** shall mean any or all real property owned, leased, operated or maintained by Community Colleges of Spokane.
- (5) **"Campus patrol"** shall mean an employee of the college, Administration of Justice student or contracted security personnel, who are responsible to the appropriate vice president for campus security.
- (6) **"College"** shall mean any community college or separate instructional unit which may be created by the board of trustees of Community Colleges of Spokane.
- (7) **"College personnel"** refers to **any** person employed or representing on a full- or part-time basis Community Colleges of Spokane.
- (8) **"Community Colleges of Spokane"** shall mean Spokane Community College, Spokane Falls Community College, Institute for Extended Learning and the District Office.
- (9) **"Quarterly permits"** shall mean permits valid for a specified academic quarter.
- (10) **"Special permits"** shall mean permits issued under special circumstances such as "D" permit which is a quarterly disabled parking permit issued by Disability Support Services; Carpool permits, issued to college personnel

who participate in commuter trip reduction; and Honorary permit which are issued to Community Colleges of Spokane personnel upon retirement.

- (11) **“Student”** is defined as any person who is or has officially registered at any college or instructional unit with the Community Colleges of Spokane and with respect to whom the college maintains education records or personally identifiable information.
- (12) **“Temporary guest permits”** shall mean permits, which are valid for a specific period designated on the permit.
- (13) **“Vehicle”** shall mean an automobile, truck, motorcycle, scooter, or any vehicle empowered by a motor.
- (14) **“Visitors”** shall mean any person or persons, excluding students as previously defined, who come upon the campus as guests and person or persons who lawfully visit the campus for purposes which are in keeping with the colleges’ role as institutions of higher learning in the state of Washington.

CAMPUS SECURITY

Campus Security

Community Colleges of Spokane does not have campus security police departments. Limited security is provided by the use of private contracted security services, students enrolled in the law enforcement, security and corrections instructional programs (SCC only), in house campus security officers (SFCC only) and by employees of the CCS Facilities staff. These individuals also regulate parking and traffic, assist the college community with a variety of public services, provide escorts, jump-starts, keys locked in vehicles, lost and found and assist law enforcement. At least one parking or security officer, who will also provide emergency assistance, routinely patrols facilities and parking lots of CCSs’ two major campuses. Many facilities are monitored by electronic surveillance systems. CCS representatives associated with the particular event monitor activities of student organizations at off-campus sites. Facilities staff and security officers have authority to request identification and have the same arrest capability as a citizen.

Criminal actions are reported to Facilities staff for review/action by telephone and via the internal Security Incident Report form.

Close coordination with local law enforcement agencies is maintained on a 24-hour basis at all CCS locations and activities. In an emergency, 911 is called. Secondly, on-campus emergency assistance is available by calling 533-3333 or 3333 from any college owned telephone.

SCC 24-hour security assistance 475-7035
SFCC 24-hour security assistance 475-7040

IEL 24-hour Security assistance — off-campus buildings in Spokane County:

IEL Facilities east of Division475-7035
IEL Facilities west of Division475-7040

The Student Security offices at each campus provide vehicle assistance, escort service and parking enforcement.

SCC Security Office 533-8624
SFCC Security Office 533-3407

A contracted security company provides uniformed security officers on each campus at night and on weekends. If you are in a building during normally unoccupied hours, you may be asked for identification.

All buildings are locked and unlocked at scheduled times as conditions and usage warrant. Employees working after hours will make sure their area is secured when they leave

Security information is made available to new employees and students online, during their orientation and from the chief administrative office over student services. During the school year, other programs involving safety, security and prevention of crime are periodically offered to students and employees. Should violent crimes occur at any CCS location or activity, a report and information regarding how to prevent similar occurrences will be disseminated via internal employee and student media publications.

CAMPUS SECURITY ACT

The Department of Education and the Jeanne Clery Act require all colleges to provide information to students and employees about its campus safety policies, procedures and statistics on certain crimes. These statistics can be located at the following website.

<http://www.ccs.spokane.edu/Students/Righttoknow.htm>

CCS has developed a protocol with area law enforcement agencies to report and obtain data for the annual crime statistical report for crime reported at off-campus locations and adjacent public property at both campus and off-campus locations.

Printed copies of the above report are available in the registration/admissions offices of SCC, SFCC, and IEL. The report on safety and crime statistics is also available by contacting: Community Colleges of Spokane, Becky Crow, District Facilities Operations Manager, MS 1016, 2000 N Greene St, Spokane WA 99217-5499, (509) 533-8644, bcrow@ccs.spokane.edu.

SECURITY ALERTS

When necessary, CCS Security Operations will notify the college community of crimes that may cause a concern for personal safety. The notification could be in the form of posters, flyers, e-mail, and/or articles in the college newspaper.

DISCIPLINARY ACTION

Any student or college personnel who commit an act on college facilities, which is punishable as a misdemeanor or a felony, such as sexual assault, under Washington State law may be subject to appropriate disciplinary process procedures. These proceedings shall include the opportunity of the accused and accuser to have others present during a disciplinary proceeding and notification of the final determination resulting from the proceeding.

SEX OFFENDER NOTIFICATION:

Sex offenders (includes kidnappers), Level I, II, & III, are required by law to register with the county sheriff in the county where they reside. The law requires that they also inform the county sheriff if they register for school. The county sheriff, in turn, is required to notify the school that the sex offender has registered to attend the school. These notifications are intended to inform rather than create panic.

CCS is bound by state law to be an open door admission institution and only in those situations where a prospective or enrolled student is determined to be disruptive to the educational environment or would not benefit from enrollment will admission be denied or revoked.

Notifications of sex offenders enrolling in Community Colleges of Spokane are received from the Spokane County Sheriff's department and are sent to the campus vice presidents for student services where they are placed in binders and are available for viewing. Notifications are also published in the campus newspapers. The campus VP's make decisions based on the offender's profile regarding restrictions, if any, which may be imposed on this student.

CONTACT SECURITY IF YOU:

- Are a victim of a crime that has occurred on campus.
- See a suspicious activity or a suspicious vehicle on campus.
- Have information about a theft of property.
- Have been involved in an auto accident or have witnessed one.
- Smell or see smoke/flames or fumes inside a building.
- Have been injured and/or need first aid.
- Notice any other safety or security related problems.

PERSONAL SAFETY INFORMATION:

If you are being followed:

- Change your direction, cross the street.
- Keep looking back so the person knows you can't be surprised.
- Go to a well-lighted area, such as a classroom, office or library, anywhere there are people.
- Notice and remember as much as possible about the person so you can give a good description.

- At night, walk with someone; there is safety in numbers.
- Report anything suspicious to campus security or the police.

REPORTING CRIMES AND OTHER EMERGENCIES

All college personnel and students should immediately report any crime, suspicious circumstance/person or emergency to the campus security office or **911** Dispatch Center.

SCC/IEL Facilities East of Division 475-7035

SFCC/IEL Facilities West of Division 475-7040

SEXUAL ASSAULT

Community Colleges of Spokane is aware of the growing occurrence of sexual assault, including acquaintance/date rape. All members of the college community are encouraged to follow standard crime prevention practices such as locking their motor vehicles, parking and walking in well-lighted areas, and being aware of the people and surroundings around them. Students and employees are encouraged to attend educational programs concerning awareness and the prevention of sex offenses, including acquaintance/date rape, both on and off campus. Community Colleges of Spokane offers information and referral for victims of sexual assault. Victims of sexual assault on any district-owned or leased facility are encouraged to report the incident as soon as possible to a college official, through the normal security procedures, as well as to local law enforcement authorities.

WHAT TO DO IF YOU ARE SEXUALLY ASSAULTED

Get to a safe place and call the police (911) immediately, especially if the assailant is nearby.

Get medical attention immediately. The primary purpose of a medical examination is to check for physical injury, the presence of sexually transmitted diseases or pregnancy as a result of the assault. The secondary purpose of a medical examination is to aid in the police investigation and legal proceedings. Do not bathe or douche until you have a medical examination.

Save your clothing. It is all right to change clothes, however save what you were wearing and place each item of clothing in a separate paper bag and save for the police. Your clothing could be used as evidence for prosecution.

Victims of sexual assault are encouraged to report the incident to the police, seek medical attention and use the resources of the Spokane Sexual Assault Center and Lutheran Social Services at (509) 747-8224 or (509) 624-RAPE (24-hour crisis line).

PARKING AND TRAFFIC

WHO PAYS FOR PARKING?

The State of Washington requires campus parking operations to be self-supportive. Consequently, community colleges must fund parking operations through the sale of permits and collection of fines and forfeitures. This transfers the cost directly to the user including college personnel and students. The costs of parking lot construction, lighting, maintenance, and enforcement are borne by users. At community colleges this is the most commonly used method for funding parking. Another common method is through a per-credit fee added onto tuition. CCS has elected not to use this method at this time because users and nonusers of parking are assessed the fee.

VEHICLE SAFETY

- Park in well-lighted areas.
- Do not leave valuables in your vehicle.
- Lock your vehicle.

RETURNING TO YOUR VEHICLE

- Don't walk alone.
- Check the immediate area around you.
- Watch for traffic.
- Have your keys in your hand.
- Check the front and back of your vehicle before getting inside.
- Once inside, lock your doors.

PURPOSE AND JURISDICTION FOR ADOPTING RULES

WAC 132Q-20-010

Pursuant to the authority granted by RCW 28B.50.140(10), the board of trustees of Community Colleges of Spokane is granted authority to make rules and regulations for pedestrian and vehicular traffic on property owned, operated or maintained by the college district. The rules and regulations contained in this chapter pertain to all students, college personnel, and visitors who use district facilities unless exempted by the chancellor/CEO of the district and are established for the following purposes:

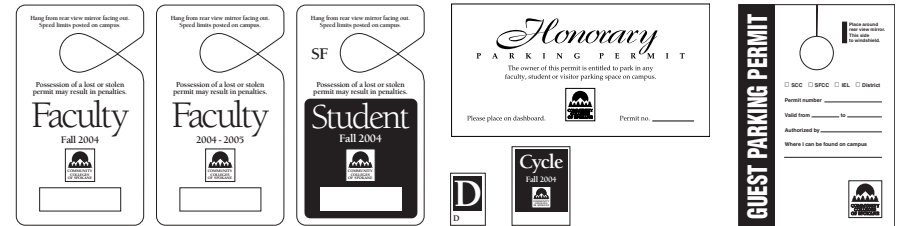
- (1) To protect and control pedestrian and vehicular traffic; and
- (2) To assure access at all times for emergency traffic; and
- (3) To minimize traffic disturbance during class hours; and
- (4) To facilitate the work of the community colleges.

APPLICABLE TRAFFIC RULES AND REGULATIONS

WAC 132Q-20-030

The other traffic rules and regulations which may also be applicable upon the campuses are as follows:

- (1) The motor vehicle and other traffic laws of the state of Washington; and
- (2) The Spokane municipal code.



PERMITS REQUIRED FOR VEHICLES ON CAMPUS

WAC 132Q-20-040

Students, faculty, administration, college personnel, guests and visitors shall not stop, park, or leave a vehicle whether attended or unattended upon the campus without a parking permit issued pursuant to WAC 132Q-20-050, except guests and visitors who will be given a reasonable time to secure a temporary guest permit from the appropriate vice president or designee. All students who plan to park on campus and are attending educational programs on campus that meet ten or more times per quarter are required to purchase a valid quarterly permit. Failure to obtain a permit may be grounds for disciplinary action. The fee for the parking permit shall be established by the board of trustees of Community Colleges of Spokane and shall be published. Anyone parking on campus less than ten times per quarter shall obtain a temporary guest permit(s).

AUTHORIZATION FOR ISSUANCE OF PERMITS

WAC 132Q-20-050

Community Colleges of Spokane is authorized to issue parking permits to students, college personnel, guests and visitors of the college pursuant to regulations and the payment of appropriate fees as determined by the board of trustees of Community Colleges of Spokane.

VALID PERMIT

WAC 132Q-20-060

A valid parking permit is:

- (1) An unexpired parking permit registered and properly displayed; or
- (2) A special parking permit authorized by the appropriate vice president or designee, and properly displayed; or
- (3) A temporary guest's permit authorized by the appropriate vice president or designee, and properly displayed.

DISPLAY OF PERMIT**WAC 132Q-20-070**

All permanent and temporary parking permits shall be hung on the rear view mirror or in such a manner that they may be viewed through the front windshield. For motorcycles, permits must be placed on the front fork area of the vehicle.

- (1) Expired permits should be removed before the new permits are attached.
- (2) Permits not displayed pursuant to the provisions of this section shall not be valid.

TRANSFER OF PERMITS**WAC 132Q-20-080**

Parking permits are not transferable to other individuals but may be transferred to another vehicle owned and operated by the purchaser of the permit.

PERMIT REVOCATION**WAC 132Q-20-090**

Parking permits are the property of the college and may be recalled by the appropriate vice president or designee for any of the following reasons:

- (1) When the purpose for which the permit was issued changes or no longer exists; or
- (2) When a permit is used for an unregistered vehicle or by an unauthorized individual; or
- (3) Falsification on a parking permit application; or
- (4) Continued violations of parking regulations; or
- (5) Counterfeiting or altering a parking permit.

RIGHT TO REFUSE PERMIT**WAC 132Q-20-100**

The colleges reserve the right to refuse the issuance of a parking permit to anyone who has had a previous parking permit revoked.

RIGHT TO APPEAL**WAC 132Q-20-110**

When a student parking permit has been recalled pursuant to WAC 132Q-20-090, or has been refused in accordance with WAC 132Q-20-100, or when a fine or penalty has been levied against a violator of the rules and regulations set forth in this chapter, such action by the appropriate vice president or designee may be appealed pursuant to WAC 132Q-108-050. Faculty, administrators, and college personnel of Community Colleges of Spokane shall appeal permit revocations, refusals to grant permits, and fines or penalties levied for violations by the appropriate vice president to the respective college president whose decision on the matter shall be final.

RESPONSIBILITY OF PERMIT HOLDER**WAC 132Q-20-120**

The person to whom a parking permit is issued pursuant to the rules and regulations set forth in this chapter shall be responsible for all violations of said rules and regulations involving the vehicle and established fines. Such responsibility shall not relieve other persons who violate the rules and regulations established by this chapter of responsibility for their conduct with vehicles registered to another permit holder.

DESIGNATION OF PARKING SPACES**WAC 132Q-20-130**

The parking spaces available on campus shall be designated and allocated by the appropriate vice president or designee, in such a manner, that best achieves the objectives of the rules and regulations in this chapter.

- (1) Faculty, staff, student and visitor spaces will be designated for their use; and
- (2) Parking spaces for the exclusive use by persons of disability will be designated. The appropriate vice president or designee may issue special permits to students and others to park in these designated spaces; and
- (3) Other special use spaces may be designated.

**PARKING WITHIN DESIGNATED SPACES****WAC 132Q-20-140**

- (1) All vehicles shall follow traffic arrows and other markings established for the purpose of directing traffic on campus.
- (2) In areas marked for diagonal parking, vehicles shall be parked at a forty-five-degree angle, facing in.
- (3) In areas marked for parallel or right-angle parking, space or stall markings will be observed.
- (4) No vehicle shall be parked so as to occupy any portion of more than one parking space or stall as designated within the parking area. The fact that other vehicles may have been so parked as to require the vehicle parked to occupy a portion of more than one space or stall shall not constitute an excuse for a violation of this section.
- (5) No vehicle shall be parked on the campus except in those areas set aside and designated pursuant to WAC 132Q-20-130.

PARKING HOURS**WAC 132Q-20-150**

Parking is permitted on campus between the hours of 6:30 a.m. to 11:00 p.m. for college personnel and students. The rules and regulations pertaining to the use of certain parking permits in specific areas are contained in WAC 132Q-20-140. Students, and college personnel may park in any of the spaces or stalls designated in WAC 132Q-20-140 except visitor's areas on a first-come, first-served basis between the hours of 5:00 p.m. and 11:00 p.m. Custodial and other authorized personnel may park on campus from 10:00 p.m. to 6:30 a.m., and are still required to follow regular parking regulations and obtain parking permits.

OVERNIGHT PARKING**WAC 132Q-20-160**

Overnight parking is prohibited except when approval is granted by the appropriate vice president or designee.

REGULATORY SIGNS AND DIRECTIONS**WAC 132Q-20-170**

The appropriate vice president or designee is authorized to erect signs, barricades and other structures and to paint marks or other directions upon the entry ways and streets on campus and upon the various parking lots owned or operated by the colleges. Such signs, barricades, structures, markings, and directions, shall be made and placed to best achieve the objectives stated in WAC 132Q-20-010 and the rules and regulations contained in this chapter. Drivers of vehicles shall observe and obey the signs, barricades, structures, markings and directions erected pursuant to this section. Drivers shall also comply with the directions given them by the campus patrol in the control and regulation of traffic.

SPEED LIMIT**WAC 132Q-20-180**

No vehicle shall be operated on the campuses at a speed in excess of the posted speed limit or such slower speed as is reasonable and prudent in the circumstances. No person operating a vehicle of any type shall at any time use the campus parking lots for testing, racing, or other unauthorized activities unless authorized by the appropriate vice president or designee.

PEDESTRIANS' RIGHT OF WAY**WAC 132Q-20-190**

- (1) The operator of a vehicle shall yield the right of way, slowing down or stopping, if need be, to yield to any pedestrian. No pedestrian shall suddenly leave a curb or other place of safety and walk or run into the path of a vehicle that is so close it is impossible for the driver to yield.
- (2) Whenever any vehicle slows or stops to yield to pedestrian traffic, the operator of any other vehicle approaching from the rear shall not overtake and pass such a vehicle that has slowed or stopped to yield to pedestrian traffic.
- (3) Every pedestrian crossing at any point other than a marked crosswalk, or within an unmarked crosswalk at an intersection, shall yield the right of way to all vehicles.
- (4) Pedestrians shall use sidewalks where provided.

SPECIAL TRAFFIC AND PARKING REGULATIONS AND RESTRICTIONS AUTHORIZED**WAC 132Q-20-200**

When special occasions create additional and/or heavy traffic and during emergencies, the appropriate vice president or designee, is authorized to impose additional traffic and parking regulations and restrictions to achieve the objectives specified in WAC 132Q-20-010.

TWO-WHEELED MOTOR BIKES OR BICYCLES**WAC 132Q-20-210**

- (1) All two-wheeled vehicles empowered by a motor shall park in a space designated for motorcycles only.

- (2) No vehicle shall be driven or ridden on the sidewalks on campus at any time unless authorized by the appropriate vice president or designee.
- (3) No skateboards or roller blades/skates shall be allowed on campus.

REPORT OF ACCIDENTS**WAC 132Q-20-220**

The operator of any vehicle involved in an accident on campus resulting in injury to or death of any person or total of claimed damage to either or both vehicles exceeding \$300, shall immediately report the accident to the appropriate vice president or designee, and shall, within twenty-four hours after such accident, file a state of Washington motor vehicle accident report if required.

EXCEPTIONS FROM TRAFFIC AND PARKING RESTRICTIONS**WAC 132Q-20-230**

These rules and regulations shall not apply to city-, county-, state- or federally-owned emergency vehicles.

ENFORCEMENT**WAC 132Q-20-240**

- (1) Enforcement of the parking rules and regulations will begin the first day of fall quarter and will continue until the start of the following fall quarter.
- (2) The appropriate vice president or designee shall be responsible for the enforcement of the rules and regulations contained in this chapter.

ISSUANCE OF TRAFFIC CITATIONS**WAC 132Q-20-250**

Upon violation of any rule and/or regulation contained in this chapter, the appropriate vice president or designee, may issue traffic citations setting forth the date, approximate time, permit number, license information, infraction, officer, and schedule of fines. Traffic citations may be served by attaching or affixing a copy in a prominent place outside the vehicle or by personally serving the operator/owner and by direct entry into the violator's "Customer Account."

FINES AND PENALTIES FOR STUDENTS**WAC 132Q-20-260**

The appropriate vice president or designee, is authorized to impose the following fines and penalties for the violation of the rules and regulations contained in this chapter:

- (1) Except as provided under subsection (2) of this section, fines will be levied for all violations of the regulations contained in this chapter. A current schedule of fines is available from the security office.
- (2) Community Colleges of Spokane is authorized to take the following actions against a student who fails to pay any financial obligation due CCS, including the payment of parking citations:
 - (a) Deny registration for subsequent quarters;
 - (b) Deny graduation and/or
 - (c) Deny release of official transcripts.
- (3) Vehicles parked on any campus in violation of any of the regulations contained in this chapter, may be impounded or detained by use of mechanical devices at the discretion of the appropriate vice president or

designee. If a vehicle is impounded, it may be taken to such place for storage as the appropriate vice president or designee selects. The expenses of such impounding and storage shall be the sole responsibility of the owner or operator of the vehicle. CCS shall not be liable for loss or damage of any kind resulting from such impounding and storage.

- (4) At the discretion of the appropriate vice president or designee, an accumulation of traffic violations by a student will be cause for disciplinary action pursuant to WAC 132Q-02-270.
- (5) The duly elected associated student government officers of CCS may recommend a proposed schedule of fines prior to adoption of a new fine schedule.
- (6) Refusal to pay a fine still existing after exhaustion of the appellate process shall be grounds for disciplinary action. In the case of students, failure to pay fines shall be grounds for the college, in addition to disciplinary action, to deny admission to CCS, official transcripts, or other administrative action. Failure to pay fines could result in the denial of issuing a permit.

FINES AND PENALTIES FOR ALL DISTRICT EMPLOYEES

WAC 132Q-20-265

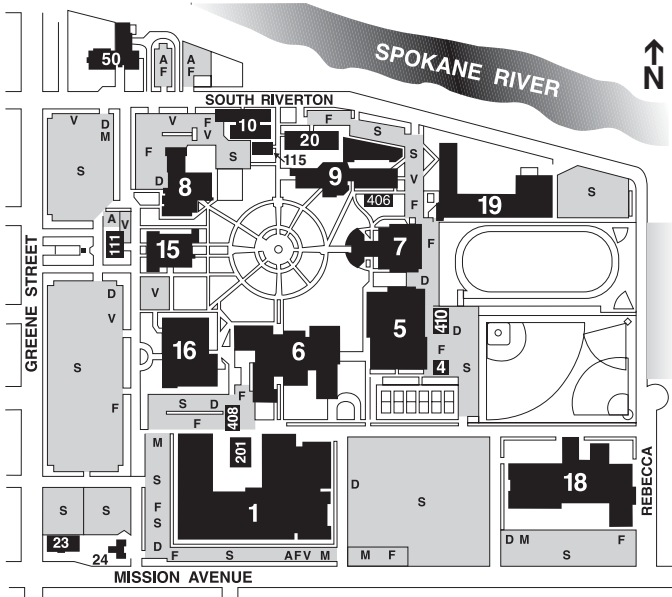
- (1) Fines levied for all violations are subject to payment to CCS in accordance with the established fine schedule.
- (2) Faculty and other district employees have the right of due process and may appeal a decision of the appropriate vice president or designee to the college president or chief administrator of a recognized institutional unit whose decision shall be final.
- (3) Vehicles parked on any campus in violation of any of the regulations contained in this chapter, may be impounded or detained by use of mechanical devices at the discretion of the appropriate vice president or designee. If a vehicle is impounded, it may be taken to such a place of storage as the appropriate vice president or designee selects. The expenses of such impounding and storage shall be the sole responsibility of the owner or operator of the vehicle. CCS shall not be liable for loss or damage of any kind resulting from such impounding and storage.
- (4) At the discretion of the appropriate vice president or designee, an accumulation of traffic violations by college personnel is subject to disciplinary action pursuant to WAC 132Q-02-270.
- (5) Refusal to pay a fine still existing after exhaustion of the appellate process shall be grounds for disciplinary action. Failure to pay fines could result in the denial of issuance of a permit, and/or impounding of vehicle.

LIABILITY OF CCS

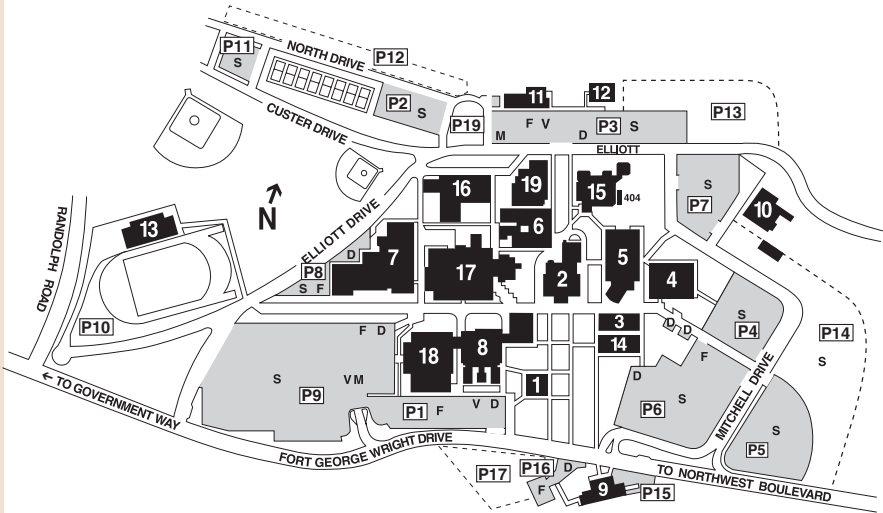
WAC 132Q-20-270

Community Colleges of Spokane assumes no liability under any circumstances for vehicles parked on campus.

Spokane Community College



Spokane Falls Community College



This document contains information taken from official source documents compiled for information purposes only. Official rules, regulations and policies are subject to change; therefore the current version of these rules, regulations and policies should be obtained from the primary source.