



Frederick Community College Procedure

Section 6.00 General Procedures	Procedure Number	6.18
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Parking and Fines Procedures	Policy Number	6.18
	Assigned to	Senate
	Approved	03/09/05
	Revision Approved	4/20/05
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Purpose and Application

To provide adequate as well as safe parking for everyone visiting, working, or attending classes at Frederick Community College. Pedestrians have the right-of-way at all times. There are two different violation jurisdictions with different payment procedures, as described below.

1. City of Frederick Parking Citation: Frederick Community College has been authorized to enforce Frederick City's parking regulations and issue parking citations pursuant to Chapter 13-28 of the Frederick City Code as approved by the Frederick City Mayor's Office and Board of Aldermen under the direction of the Frederick City Police Department
 - a. Campus security are empowered to issue City of Frederick citations in accordance with Chapter 13-28 of the Frederick City Code. Citations will range in fines of \$15 to \$100 and will include parking violations, such as restricted parking/hash marks, loading zone, double parking, handicap, yellow line, fire hydrant/fire lane, and improper parking. FCC will not be authorized to collect the fines nor revoke the citations; violators will need to work within the normal City of Frederick processes for disposition of the fines.
 - b. Individuals receiving a City of Frederick Parking Citation should pay close attention to the notice regarding penalties for non-payment of fines within designated time periods as well as instructions for payment of fines. City fines may be paid at parkingticketpayment.com or at 2 South Court Street.
 - c. Frederick Community College has the right to have vehicles towed which are causing safety hazards or have been abandoned on College property, at the owner's expense.

2. Campus Parking Violations: All students, faculty and staff who park in spaces such as reserved spaces, or unauthorized parking on grass or sidewalks (excluding loading and unloading of vehicles, with approval from the security office) will be issued the following fines:
 - \$ 25.00 – All areas except handicap spaces
 - a. Written warnings will be issued; however, only one warning will be issued per

violator.

- b. If the fine is paid at the Cashier's office by the end of the fifth working day, it will be reduced by 50 percent.
- c. Students: If the fine is not paid by the end of the fifth working day, the student record will be flagged with a negative service indicator. Students will not be allowed to register for the next semester's classes or request their transcripts until the fine is paid in full.
- d. Staff: If the fine has not been paid by the end of the fifth working day, the full amount will be due and must be paid within 30 days. If the fine has not been paid in full within the 30-day period, the staff member's immediate supervisor will be notified and the appropriate action will be taken.
- e. Appeals: Appeals of parking citations must be submitted in writing within five working days to the Executive Director of Risk Management and Public Services, (who acts on the appeal) 7932 Opossumtown Pike, Frederick, Maryland, 21702.