



## OP 95.501 Traffic and Parking Rules and Regulations

### Purpose

To support inclusion online at <http://www.msstate.edu/web/security.html> the rules and regulations for traffic and parking in accordance with the rules and regulations enacted by the Board of Trustees of State Institutions of Higher Learning of the State of Mississippi.

### Policy

The Mississippi State University Police Department is charged with enforcing traffic rules and regulations and the Office of Parking and Transit Services is charged with enforcing the parking rules and regulations promulgated and approved by the Board of Trustees of State Institutions of Higher Learning for the State of Mississippi.

### Procedure

The following procedures regulate the use of vehicles on the campus and streets of Mississippi State University and other roads or property within 500 feet of campus:

#### A. General Information

1. All prior rules and regulations for the control, direction, parking, and general regulation of traffic and automobiles on the campus and streets of Mississippi State University are hereby repealed.
2. For purposes of these regulations, the term:
  - a. **Vehicle** includes any device in, upon, or by which any individual or property is, or may be, transported or drawn upon a highway, roadway, or street on the campus of Mississippi State University or within 500 feet of campus;
  - b. **Motor Vehicle** includes every motorized vehicle which is self-propelled, including golf carts, and every boat and trailer whether or not self-propelled;
  - c. **Motorcycle** includes every motorized vehicle having a saddle for the use of the rider and designed to travel on not more than three wheels in contact with the ground, but excluding a tractor;
  - d. **Bicycle** includes every vehicle, other than a motor vehicle, designed to travel on not more than two wheels in contact with the ground and propelled by human power. Bicycles used by the Mississippi State University Bike Share Program are designated for on campus use only;
  - e. **University** means Mississippi State University;

- f. **Campus** means all buildings, streets, and grounds of Mississippi State University, or any part thereof;
- g. **Police Department** means the Police Department at Mississippi State University;
- h. **Director of Police** or Police Director means the Director of the Police Department at Mississippi State University;
- i. **Visitor** means any individual, other than a faculty member, a staff member, vendor, or a student, operating or parking a non-registered vehicle on the campus no more often than occasionally;
- j. **Student** means any individual registered as such, regardless of the number of credit hours, at Mississippi State University; and
- k. **Faculty or Staff** means any individual who is eligible to receive staff benefits, any individual who works for a federal government agency with offices on campus, and any individual who is not a registered student and who works for a contracted campus business.
- l. **Parking and Transit Services** means the office on campus responsible for maintaining and enforcing parking rules and regulations on the campus of Mississippi State University.
- m. **Permits** as used herein include staff hang-tags/sticker permits displayed in accordance with B.6.
- n. **Director of Parking and Transit Services** means the Director of Parking and Transit Services at Mississippi State University.
3. The university shall have no liability for loss or damage to any vehicle or the contents of any vehicle brought, operated, or parked on the university campus.
4. The university does not guarantee a parking space in your selected zone. The Coliseum parking lot is designed for an overflow parking area.

## **B. Registration and Permits**

1. Any individual who operates or parks a motor vehicle or motorcycle on the campus and streets of Mississippi State University shall register the vehicle at the beginning of each academic school year. Subsequent to the beginning of the academic school year, a vehicle must be registered within twenty-four hours (excluding weekends and holidays) after it is first brought on the university campus or streets, unless the individual has been issued a temporary or a special permit for the vehicle. The cost of a permit may be

obtained by contacting the Office of Parking and Transit Services at 662-325-2661. ALL INDIVIDUALS ARE REQUIRED TO REGISTER. It is recommended that all personal bicycles be registered with a complimentary permit for owner identification.

2. Any individual required to register a vehicle, online via Banner Web, shall furnish any or all of the following information on forms provided by the university. All permits registered via banner web will be mailed to the customer's provided address within 7-10 business days:
  - a. Name and current residence address;
  - b. Office, residence hall, fraternity or sorority house, or the building in which the individual is located;
  - c. Name and address of employer, if applicable;
  - d. Name and address of the registered driver of the motor vehicle;
  - e. Make, model, style, color, and year of manufacturer of the motor vehicle at the time of the registration;
  - f. State license tag number of the motor vehicle at the time of registration; and
  - g. Other information concerning the identity of the motor vehicle as may, from time to time, be required.
3. A complimentary visitor permit may be obtained online or at the Office of Parking and Transit Services on the first initial visit to campus. Any subsequent visits to campus the visitor permit will be \$2 per day.
4. The university shall prescribe the form of the permit.
5. No individual shall display more than one permit on any one vehicle. The exception to this statute is for a staff permit: staff permits shall override all other permits affixed to the vehicle, provided the vehicle is properly parked in a designated staff parking area.
6. The permit shall be permanently affixed to the vehicle in a place and manner prescribed by the university and/or in accordance with instructions printed on the back of the permit. Permits which are taped on vehicles or affixed in locations other than the prescribed location shall not be considered permanently affixed or properly displayed. Parking permits are nontransferable. Staff hang permits must be properly displayed on the inside rear view mirror facing the front of the vehicle. Permits are the property of Mississippi State University and must be surrendered to stop reoccurring charges when one's relationship with the university or its agencies is severed.
7. Any regular employee of Mississippi State University eligible for staff benefits at the university; any employee of any State or Federal agency located on the university campus; or any full-time, non-registered student or individual who is an employee of a

contracted business or those granted affiliate status by the university located on the university campus may purchase a staff permit for any vehicle or motorcycle brought to campus.

- a. Staff permits are to be utilized solely for the use of regular employees, as described above, and may not be secured for the use of a student, friend, or relative.
  - b. All regular employees of Mississippi State University may purchase only one staff hangtag permit. Any additional permits may be purchased as a staff bumper sticker.
8. Any student who resides in a residence hall, fraternity, or sorority house on the university campus shall obtain a properly designated permit for any vehicle or motorcycle brought to campus. For purposes of these regulations, any building on the campus housing students may be classified as a residence hall, fraternity, or sorority house.
  9. Any student who does not reside in a residence hall, fraternity, or sorority house on the university campus may obtain a commuter permit for any vehicle or motorcycle brought to campus.
  10. The fee for issuing a permit to any individual during the fall semester shall not exceed the amount established by the university. The fee for issuing a permit to any individual during the spring semester shall not exceed two-thirds of the amount; the fee for issuing a permit to any individual during a summer term shall not exceed one-third of the amount.
  11. Vendors may apply for a vendor permit through the Office of Parking and Transit Services. Vendor permits must be properly displayed on vendor vehicles in a manner prescribed by the Office of Parking and Transit Services. Vendor permits authorize vendors to park in designated spaces on campus. The cost of vendor permits is set at an amount established by the university; the amount is prorated.
  12. Visitors are required to have a permit at a fee established by the university. The permit must be displayed according to the instructions on the permit. Visitor permits may be obtained online and the link is available on the Parking and Transit Services website at [www.parkingservices.msstate.edu](http://www.parkingservices.msstate.edu).
  13. All permits expire on an annual date determined by the university and stated on the permit.
  14. Any individual to whom a permit has been issued shall:
    - a. Remove any expired permit from the motor vehicle to which the expired permit is attached;

- b. Change permits if his/her status at the university changes in a manner as to require a different permit; and
  - c. Remove any permit from the vehicle upon transfer of ownership or possession of the vehicle to which the permit is affixed.
15. If a permit issued to any individual under the provision of these regulations becomes marred, mutilated, or obliterated, or if because of damages to the vehicle the permit has to be replaced, or if the individual changes his/her status to a different classification during the year, the individual shall obtain a new permit. If the original permit or satisfactory evidence of its destruction is presented to the Office of Parking and Transit Services, a fee not to exceed two dollars (\$2.00) will be assessed.
16. A permit issued to be affixed to or used by one motor vehicle shall not be affixed or transferred to another vehicle operated by the permit owner, with the exception of a staff hangtag permit.
17. A temporary permit may be obtained online or from the Office of Parking and Transit Services by an MSU student or staff:
  - a. Any individual who expects to operate or park any vehicle on the campus for more than twenty-four (24) hours, but less than seven (7) days, unless a longer period is authorized in writing; or
  - b. Any individual who expects to operate or park any vehicle on the campus in the place of a registered vehicle that is temporarily inoperable.
18. Any individual or Department to whom a permit has been issued shall be responsible for any parking or registration violation(s) in which the vehicle is involved.
19. All faculty and staff members are expected to be aware of the state law regarding Mississippi license plates and insurance and to be in compliance with the law.
20. Any individual who visits the Office of Parking and Transit Services and completes the necessary paperwork for a lost/stolen permit may purchase a replacement permit for half the amount depending on the semester.
21. Any student who is classified as an off campus freshman or transfer student at the beginning of a semester and who commutes to the campus will be required to purchase a Commuter Coliseum (CC) permit.
22. All refunds will be handled in accordance with University policy.

### C. Parking

1. Failure by any individual to find a legal parking space shall not be an excuse for violation of these regulations.
2. For purposes of these regulations, the university may classify individuals into different categories and may restrict parking in any area of its campus to a certain category of individuals. The university shall not, except upon posting or installation of appropriate signs or stenciled curb, change the restriction in any area from one category to another during the school year.
3. No individual, unless otherwise authorized by these regulations or the Office of Parking and Transit Services, shall park any motor vehicle or motorcycle on the campus:
  - a. In any area designated for Handicap Parking;
  - b. In any manner that obstructs any wheelchair route or potential wheelchair route;
  - c. On or adjacent to any yellow curb;
  - d. On any sidewalk or in any manner that obstructs any sidewalk;
  - e. On any lawn or grassed area, except as otherwise provided in these regulations;
  - f. In any driveway;
  - g. In any loading zone;
  - h. In any "No Parking" zone;
  - i. In any manner that obstructs traffic;
  - j. In a double or multiple manner;
  - k. In any manner that obstructs or blocks a fire hydrant;
  - l. In any location not designated by lines or signs as parking areas;
  - m. In any manner exceeding the posted length of time where "time" parking is in effect;
  - n. In any area of the campus which has been closed off by the use of barricades, signs, yellow lines, or other traffic control devices except as otherwise authorized by these regulations or the Director of Parking and Transit Services in writing;
  - o. In any area of the campus which has not been designated as a parking area;
  - p. In any fire lane;

- q. In any area designated by sign or stenciled curb as Service Parking;
  - r. In any area designated by sign or stenciled curb as Reserved Parking, or:
  - s. In any area designated by sign or stenciled curb as Exclusive Service.
4. The privilege of a visitor to park on the campus shall not be confined to those spaces specifically reserved for visitor parking by signs, but shall extend to any legitimate parking space other than those spaces specifically reserved.
  5. The Office of Parking and Transit Services may, upon special occasions, temporarily appropriate for visitor use exclusively any parking area normally reserved for other categories of individuals.
  6. The university may reserve parking space for the exclusive use of any individual who has a severe physical disability.

Parking accommodations for mobility-impaired individuals are provided by Mississippi State University. Permanently or temporarily mobility-impaired individuals should obtain a handicap-parking permit authorized by the State of Mississippi or the individual's state of residency through an application process which begins at the courthouse. Parking spaces are reserved throughout the campus to accommodate mobility-impaired individuals. The Office of Parking and Transit Services will assist these individuals who need special parking accommodations on campus.

7. Residence hall, fraternity, and sorority students shall park their vehicles in areas designated as residence hall, fraternity, or sorority row parking, respectively.
8. Commuter students shall park their vehicles in areas designated as commuter parking. Commuter lots are available for the use by all individuals with properly permitted registered vehicles between 7:00 AM and 5:00 PM weekdays and twenty-four (24) hours a day on weekends, except for special events. Commuters may park in any commuter lot after 3:00 PM.
9. Graduate assistant students shall park their vehicles in areas designated as commuter parking or residence zone parking.
10. Staff shall park their vehicles in areas designated as staff or commuter parking. Staff parking lots and gated lots are available for the use of all properly registered individuals between 7:00 AM and 6:00 PM weekdays and twenty-four (24) hours a day on weekends, except for special events. Only gated customers who have reserved gated parking for their specific gated lot are authorized to park motorcycles in this area.
11. No contractor shall operate or park any motor vehicle, or permit his/her employees to operate or park any motor vehicle, on the campus without first obtaining a special construction permit from the Office of Parking and Transit Services.

12. Every individual, unless otherwise permitted or directed by appropriate authority, who parallel parks a motor vehicle upon the campus where there is an adjacent curb shall park with the right-hand wheels of the vehicle parallel to, and within twelve inches of, the right-hand curb.
13. If any parking space is marked off, any individual who parks a motor vehicle in a marked-off space shall park it completely within the marked areas.
14. The temporary absence of a sign, or the operation of a gate, at the entrance of any area of the campus does not mean that it is no longer restricted. If at any time area restrictions are removed or altered, the signs in those areas shall change appropriately.
15. No individual shall abandon any motor vehicle on the university campus. The university may, in addition to any other remedy herein provided, upon evidence that a motor vehicle has remained on campus parked and unused for a period of five (5) days, report the vehicle as abandoned to the MSU Police Department for investigation and possible disposal according to state law.
16. Exclusive Service Parking as designated by sign or street curb is reserved for those departments that require a service parking space to be available twenty-four (24) hours a day as approved by the university.
17. Any vehicle registered with the university and properly displaying a university parking permit, except for Park & Ride, may park in appropriately signed open areas before 5:00 PM. Park & Ride customers must park in their designated area Monday thru Friday from 7:00 AM to 5:00 PM.

#### **D. Traffic**

1. No individual shall operate or park any vehicle on the campus in a manner as to cause injury to any individual, grounds, building, or other facility or property of the university, or within 500 feet of campus property.
2. Any individual who operates or parks a motor vehicle on the campus shall:
  - a. Obey all stop signs and traffic control devices;
  - b. Obey yellow or white lines for routing traffic and only pass other vehicles in those areas appropriately designated;
  - c. Obey all speed limit signs;
  - d. Obey one way street signs;
  - e. Yield to traffic as prescribed by state law and/or appropriate signage;
  - f. Wear a seatbelt at all times while operating a vehicle on campus or within 500 feet of campus property;



- g. Have in their possession a valid license recognized by the State of Mississippi;
  - h. Not park or leave their vehicle unattended in such a way that it blocks roadway or has the potential to obstruct traffic;
  - i. Obey any other sign indicator, marker, or signal for the control, direction, parking, and general regulation for traffic and automobiles including, but not confined to, lawful hand, voice, whistle, or other commands or signals.
  - j. Regardless of intent, not throw, drop, or discard, any item from any motor vehicle except into a litter receptacle.
3. No individual shall drive or operate a motor vehicle on any campus parking lot at a speed in excess of ten (10) miles per hour.
4. No individual, unless otherwise authorized or directed by these regulations, shall drive or operate a motor vehicle on the campus at a speed in excess of thirty (30) mile per hour. The university shall identify these areas by appropriate signs or markers and shall indicate that the speed limit is thirty (30) miles per hour.
5. No individual shall drive or operate a motor vehicle in any congested area of the campus at a speed in excess of twenty (20) miles per hour.
6. Mississippi State University shall, consistent with these regulations, place and maintain signs, markers, and other traffic control devices as it shall deem necessary and sufficient to regulate, warn, or guide traffic.
7. No individual, other than those individuals who by nature of their functions are required to do so, shall drive a vehicle upon any pedestrian path, sidewalk, grassed area, safety zone, or any other area of the campus not ordinarily used for vehicular traffic with the exception of using sidewalk to access bike rack(s).
8. No individual, other than those individuals who by nature of their functions are required to do so, shall park any vehicle in or upon any area that has been closed by the use of barricades or other traffic control devices.
9. No individual shall, except for the purpose of loading or unloading, operate or park any truck or other heavy vehicle not owned by the State of Mississippi upon the campus that is not a part of some State or County roadway or highway.
10. Operate a vehicle in a careful and prudent manner, having regard for the width, grade, curves, corners, traffic, and all other attendant circumstances, so as not to endanger the safety or property of any person or the university.
11. Pedestrians shall have the right of way at all marked crosswalks on the campus, except where an intersection is controlled by a traffic signal.

12. No individual shall operate any motor vehicle equipped with noise making muffler, cutout, or straight exhaust.
13. No individual shall blow the horn of his or her motor vehicle in an excessive manner.
14. Any individual who has an accident on the campus shall, if the accident resulted in property damage or personal injury, report the accident to the Police Department.
15. In addition to the rules and regulations contained herein, all of the laws of the State of Mississippi are in full force and effect at all times on the campus.

**E. Bicycles, Motorcycles, Other Motorized Vehicles, Skateboards, In-Line Skates, Hover Boards, or other wheeled modes of transportation not designed to accommodate individuals with disabilities.**

1. Any individual who rides, operates, or parks a bicycle or any other non-motorized vehicle, including boats and trailers, on the campus shall be subject to all the terms and provisions of these regulations applicable to anyone who rides, operates, or parks a motor vehicle, except for those provisions which by their nature can have no application.
2. The university may choose to allot certain locations on campus as dismount zones for bicycles. This means that when these dismount areas are designated, the bicyclist should dismount and walk their bike in these designated zones.
3. No individual shall park or operate any bicycle in a hallway, on a handicap ramp, or in or near a doorway except where use is made of a parking rack furnished by the university. Furthermore, bicycles linked or chained to any tree, bench, trash can, railing or any other campus structure other than a bike rack will be subject to being impounded by the university.
4. No individual shall ride, operate, or park at night on the campus or streets of Mississippi State University any bicycle not equipped with headlight and taillight or reflector.
5. No individual, unless otherwise authorized by the Director of Police in writing, shall take any bicycle inside any building on campus. An exception permits residents to store bicycles in their room of residence on campus with approval from the Department of Housing & Residence Life.
6. Every regulation herein applicable to anyone riding, operating, or parking a bicycle on the campus shall also apply to anyone riding, operating, or parking a motorcycle, motor scooter, or other two-wheeled motorized vehicle.

7. individual who operates or drives a motorcycle, or other motor-driven cycle having two or three wheels, shall carry any other individual in or upon the vehicle unless the vehicle is equipped with:
  - a. A dual seat designed for two individuals, or a separate passenger seat with a double footrest; or
  - b. A sidecar attachment providing a separate seat for a passenger to be seated entirely within the attachment.
8. No individual riding or operating a motorcycle or other motorized cycle shall carry in or upon the vehicle more than himself/herself and another individual at any one time.
9. The use of skateboards, bicycles, in-line skates, hover boards, or other wheeled modes of transportation on campus is permitted, but caution should be exercised when in the presence of pedestrians as they have the right of way. Furthermore, use of bicycles, skateboards, in-line skates, hover boards, or other wheeled modes of transportation inside of campus buildings or on campus structures such as but not limited to, stairs, railings, benches, planters, concrete pavers and other comparable structures is not permitted. Those found to have damaged any campus structure face campus disciplinary sanctions and/or criminal prosecution for vandalism and destruction of state property.
10. Any individual operating a motorcycle or other motorized cycle on the campus or streets of Mississippi State University shall park in designated motorcycle parking spaces or motor vehicle spaces around the campus. The designated spaces may be reviewed on the parking map at [http://www.parking-services.msstate.edu/pdf/parking\\_map.pdf](http://www.parking-services.msstate.edu/pdf/parking_map.pdf). Only gated customers who have reserved gated parking for their specific gated lot are authorized to park motorcycles in this area.

#### **F. Procedures For Parking and Traffic Citation Appeals**

1. Any individual charged with a violation of parking regulations may appeal. The appellant may appeal citations online via Banner web using the Appeals and Citation Information link under the tab of Personal Information or,
  - a. The appellant may obtain an appeal form from the Dean of Students' Office or online at <http://www.students.msstate.edu/traffic>.
  - b. The appeal form must be completed and returned to the Dean of Students' Office on or before the appeal date stated on the citation. The original citation must be returned with the appeal form. Faculty/staff may send their appeal form and attached citation by campus mail to MS 9505. Registered students may bring their citation (and appeal form if obtained online) to the Dean of Students' Office and appeal in person to the Student Citation Appeal Committee during the posted regularly scheduled office hours of the committee.
  - c. A diagram describing details concerning the appeal may be drawn on the back of the appeal form.

- d. In addition to the parking violation fine, an administrative charge of \$5 will be added to each appeal if the appeals board denies the appeal.
- e. The following are not acceptable grounds for appealing a parking citation:
  - i. Ignorance of the regulations;
  - ii. Unavailability of a legal parking space;
  - iii. Improper display of permit;
  - iv. Failure to purchase an appropriate permit;
  - v. Failure to purchase any permit;
  - vi. Inclement weather; and/or
  - vii. Late arrival for class or meetings.
2. The Faculty/Staff Citation Appeal Committee is a standing Committee appointed by the Vice President for Student Affairs. It serves as a hearing committee for appeals from faculty and staff on parking and traffic citations. The Committee reports to the Vice President of Student Affairs.
3. The Student Citation Appeal Committee is appointed by the Dean of Students office from applicants received. Students are appointed to this committee representing the broad spectrum of student constituencies. The Student Citation Appeal Committee keeps regularly scheduled office hours each week during the semester and registered students appeal in person or online to the committee. Registered students receive an email informing them of the decision by the committee regarding their appeal.
4. Citation appeals are heard by the appropriate Faculty/Staff or Student Citation Committee:
  - a. The committees will review the appeals and render a decision. The committees may waive or approve the appeal and void the citation, may deny the appeal and indicate the fine to be paid, or may deny the appeal but waive the fine.
  - b. The decision of the Faculty/Staff Citation Appeal Committee is transmitted to the appellant at the address supplied by the appellant on the appeal form within a timely period. The Student Citation Appeal Committee sends out decisions via email.
  - c. All decisions by the Faculty/Staff Citation Appeal Committee and Student Citation Appeal Committee are final, there is no second appeal process.
5. University citation appeal procedures are not applicable to individuals receiving Justice Court citations or State of Mississippi Uniform Traffic Citations from the MSU Police Department.

6. Any visitor charged with a violation of parking or traffic regulations may appeal to the Director of Parking and Transit Services in the Office of Parking and Transit Services.

## G. Sanctions

1. When a violation by any individual of any rule or regulation set forth in Sections A through E has been clearly established by waiver, voluntary admission, or by hearing as provided in Section F the individual shall be subjected to an administrative penalty including but not limited to a fee in an amount to be established by the university. A current list of parking fees can be obtained at [www.parkingservices.msstate.edu](http://www.parkingservices.msstate.edu) and a current list of traffic fines can be obtained at [www.police.msstate.edu](http://www.police.msstate.edu).
2. Any individual who is required to surrender his/her permit or registered permit and fails to do so, or who operates or parks any motor vehicle on the campus of Mississippi State University after the date upon which he/she was requested to surrender his/her permit or registration permit, shall have the vehicle impounded. The individual shall be responsible for the cost involved in removing, impounding, and storing the vehicle. The university and its officers shall not be liable for any damage to the vehicle occurring during, or resulting from, the placement or removal of a wheel lock, the impoundment, removal, or storage thereof.
3. The university may, in addition to any other remedy herein provided, remove and impound any illegally parked or abandoned vehicle, or any vehicle without a permit, with no license plates, or parked in a manner as to constitute a serious hazard to vehicular or pedestrian traffic, or to the movement or the operation of emergency equipment. The owner of the vehicle shall be responsible for all costs involved in removing, impounding, and storing of the vehicle. The university and its officers shall not be liable for any damage to the vehicle occurring during, or resulting from, the impoundment, removal, or storage thereof.
4. Any individual who fails to surrender his/her permit or registration permit, or who fails to make payment of administrative penalties for violation of the rules and regulations for control, direction, and general regulation of traffic and automobiles shall be subject to university disciplinary action.
5. Any individual who fails to surrender his/her registered permit on the date upon which he/she is requested to do so, or any individual who fails to obtain a proper permit and who operates or parks any vehicle on the campus of Mississippi State University after the date upon which he/she is required to obtain a permit or registration permit, shall be in violation of the rules and regulations of traffic and automobiles.
6. Any individual who knowingly provides any false information where such information is required by the terms of these rules and regulations shall upon notice and hearing be required to surrender his/her permit and shall have all of his/her operating and parking privileges suspended for not longer than one full year.

7. Any student who fails to pay his/her parking fines to the university before the end of the semester will not be permitted to re-register as a student of the university or secure a transcript or credits.
8. Any regular employee (faculty or staff) who fails to pay his/her financial obligation to the university will have the amount deducted from their paycheck.
9. Unpaid parking or traffic penalties are cumulative until paid.
10. The university may, in addition to any other remedy herein provided, enforce the parking rules and regulations through the use of a wheel lock device or towing at owner's expense. This device will render the vehicle immobile. The owner of the vehicle will be responsible for all costs and unpaid traffic fines involved. Wheel lock removal fees are established by the Office of Parking and Transit Services and a fee list may be obtained by calling 662-325-2661.
  - a. Vehicles parked in or obstructing use of a handicap space, ramp, or curb cut without proper permit documentation may be wheel locked or towed at owner's expense.
  - b. Vehicles parked in any Reserved space may be wheel locked.
  - c. Vehicles parked in any wheel lock zone or tow away zone may be wheel locked.
  - d. Vehicles parked in gated lots unauthorized or without proper permit may be wheel locked or towed at owner's expense.
  - e. Vehicles operating on a permit reported lost or stolen may be wheel locked.
  - f. Vehicles with unidentifiable owner/operator used for extended period of time without securing proper permit may be wheel locked.
11. Vehicles that are unregistered or have unpaid citations may be wheel-locked and/or towed at the owner's/operator's expense.
12. Unauthorized vehicles in Exclusive Service Parking, Service Parking, or Handicap Parking will be wheel-locked and/or towed at the owner's/operator's expense.
13. Any individual found displaying a permit other than his/her own will have his/her vehicle wheel locked. Fees and disciplinary actions are as follows:
  - a. Wheel lock removal fees are in effect.
  - b. Students will be referred the Dean of Students Office.
  - c. Employees will be referred to their immediate supervisor.

14. Any individual who removes a wheel lock without authorization is subject to the following fees and actions:
  - a. Arrest and restitution.
  - b. Students will be referred to the Dean of Students Office and employees will be referred to their immediate supervisor.
15. In addition to the above stated sanctions, loss of campus driving privileges may also be imposed.
16. Abandoned bicycles will be removed at the end of each Spring semester. All bicycles will be tagged and owners will be given one week to respond. If the bicycle is registered an attempt will be made to contact the owner. If the bicycle is not registered it will be removed after the one week notifications period has expired. The one week notification period begins when the tag is placed on the bicycle but not before the last day of scheduled class. All bicycles will be disposed of in accordance to IHL Policy 614. See the following link:  
<http://www.mississippi.edu/board/downloads/policiesandbylaws.pdf> .

#### **H. Publication And Enactment**

1. These procedures can be found online at <http://www.msstate.edu/web/security.html>. A copy of the procedures will also be posted in such prominent places as the President directs.
2. These rules and regulations are enacted upon approval by the Board of Trustees of State Institutions of Higher Learning of the State of Mississippi.

#### **Review**

The Vice President for Student Affairs and the Vice President for Campus Services are responsible for the review of this operating policy every four years or as needed.

**REVIEWED BY:**

/s/ Regina Hyatt  
Vice President for Student Affairs

05/09/2017  
Date

/s/ Amy Tuck  
Vice President for Campus Services

05/15/2017  
Date

/s/ Timothy N. Chamblee  
Assistant Vice President and Director  
Institutional Research and Effectiveness

05/19/2017  
Date

/s/ Joan Lucas  
General Counsel

05/22/2017  
Date

**APPROVED BY:**

/s/ Mark Keenum  
President

06/05/2017  
Date

**THIS POLICY HAS BEEN SUPERSEDED**