

## Jacksonville State University Parking Services

### Policy and procedures

Policy: 3.0-Office Information

Original Date: June 1, 2020

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Approved: Michael Barton, Director of Public Safety

### **3.0-Contact Information**

Parking Services may be reached during normal business hours by email at [parking@jsu.edu](mailto:parking@jsu.edu) or by phone at 256-782-5566.

Outside of normal business hours, a motorist who needs assistance on campus can call the Department of Public Safety at 256-782-5050.

### **3.1-Location**

The Parking Service's Office is located in room 403 on the 4<sup>th</sup> floor of the Theron Montgomery Building (TMB), adjacent to the Mail Center.

### **3.2-Office Hours**

Administrative functions of Parking Services are available in the office or by phone during normal JSU business hours, 8:00 a.m. to 4:30 p.m., Monday through Friday. The parking office observes all JSU mandated holidays.

### **3.3-Responsibility**

The Jacksonville State University (JSU) Director of Public Safety has the authority to create and delegate enforcement of the rules and regulations for the operation and parking of vehicles on JSU property. The responsibilities of the vehicle's operator are to know, understand, and comply with the parking and traffic regulations and the Code of Alabama, Title 32. The rules are subject to enforcement 24 hours a day, 365 days per year.