

**GENERAL ORDERS MANUAL
WESTERN MICHIGAN UNIVERSITY
DEPARTMENT OF PUBLIC SAFETY**

I. PURPOSE

The purpose of this general order is to ensure adequate measures are taken and a uniform policy is followed while enforcing the Western Michigan University Traffic, Parking and Pedestrian Ordinances.

II. POLICY

It shall be the policy of this department to follow the procedures set forth in this general order to ensure compliance with laws and regulations when impounding vehicles which have accumulated six or more unpaid parking violations.

III. PRE-IMPOUND CHECKS

Prior to impounding a vehicle for excessive parking violations, the officer shall do the following:

- A. Officers must verify the vehicle has six or more unpaid parking citations. The officers should contact Parking Services, if open. Otherwise, officers or supervisors should use the T2 parking system to verify the vehicle has six or more unpaid parking citations.
 - Note: The six unpaid parking citations must have been written on the same vehicle and all six must have been written prior to the day the vehicle is impounded.
- B. Officers must verify the vehicle has not been impounded for excessive violations since the last day Parking Services was open. When a vehicle is impounded and released after-hours or on weekends, the payments collected will not reflect in the T2 parking system until Parking Services is notified the next business day.

IV. VEHICLE OWNER/OPERATOR PRESENT DURING IMPOUND

- A. The officer shall advise the owner/operator that all unpaid citations as well as all other administrative fees must be paid, or the vehicle will be impounded.
- B. Cash and the following credit cards may be used for payment: Visa, MasterCard and Discover. Personal checks and other forms of payment will not be accepted.
- C. If the owner/operator has the money or a credit card available, payment may be made directly to Parking Services. The owner/operator may contact Parking Services by telephone during business hours to pay all the fines and fees.
- D. If Parking Services is closed, payment must be made in person at the WMU Police Station.
- E. If payment is made in full, the vehicle will not be impounded.
- F. If payment is not made, the vehicle shall be impounded.
- G. Typically, officers will not transport an owner/operator to obtain money needed for fines and costs.

- H. Officers may transport an owner/operator to Parking Services or the WMU Police Station to pay all fines if the owner/operator has funds available.
- I. If the owner/operator hinders, obstructs, opposes or resists a parking officer in the lawful performance of his/her duty, a police officer shall be dispatched to the scene to take the appropriate action.
- J. Only a University contracted wrecker service may be used for impounds.

V. MISCELLANEOUS

- A. Assess the administrative and tow fees per General Order PAR-5. The vehicle must be impounded unless all fines and fees are paid in cash or with an approved credit card.
- B. A parking or police officer shall stand by the vehicle being impounded until the wrecker removes it from the scene, or until all fines and fees are paid.
- C. A patrol or parking vehicle should be positioned in such a manner to prevent the vehicle from leaving the scene once the impound process has been initiated.

Issued Date: 05/14/13

Revised Date: 07/07/15, 03/02/16, 10/27/2020

Issued by



Scott Merlo
Director of Public Safety