

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

**I. PURPOSE**

The purpose of this general order is to provide guidelines for the enforcement of WMU vehicle registration rules and regulations.

**II. POLICY**

**A. Registration Violations**

The Western Michigan University Traffic, Parking and Pedestrian Ordinance requires students, faculty, and staff to register their vehicles before they can park on campus. The university also restricts parking in certain parking lots to a particular permit designation. Some of these restricted lots are also posted tow-away zones. Violations of the WMU vehicle registration rules or posted restrictions may result in the issuance of four types of parking violations notices: #5 out of area, #11 restricted zone, #20 no WMU permit, and #40 tow-away zone. The following paragraphs will provide specific guidelines when issuing these violations.

The #5 violation, out of area, can be issued to a vehicle that has parking rights assigned which is parked in a lot or space different than the permit's designation.

The #11 violation, restricted zone, can be issued to a vehicle which is parked in a restricted space or lot when the vehicle does not have a current parking rights.

The #20 violation, no WMU permit, can be issued to any student, faculty, or staff who parks a vehicle on campus without having it first registered with the University. This violation will only be issued if the officer has personal knowledge that the person who parked the vehicle is a student, faculty, or staff at the University.

The #40 violation, tow-away zone, can be issued to a vehicle which is parked in a restricted space or lot, which is posted tow-away, when the vehicle does not have the proper parking rights for the space or lot.

When enforcing WMU registration rules and regulations, only one of the above four types of violations will be issued to a vehicle at any given time. When more than one violation exists, issue a ticket for the most serious violation.

**B. Weekend Parking Enforcement**

Between the hours of 4:00 p.m. Friday and 2:00 a.m. Monday, each week, this department will not enforce parking lot restriction rules.

Non-permit violations, such as handicapped or accessible spaces and director spaces, will be enforced during the weekend. All other posted restrictions, such as time limits and no parking zones, will also be enforced during the weekend.

C. Parking Meter Enforcement

Parking meter fees must be paid from 7:00 a.m. to 5:00 p.m. Monday through Thursday and from 7:00 a.m. to 4:00 p.m. on Friday. Parking meters are not enforced on Saturdays and Sundays.

Parking enforcement at parking meters shall be consistent with the above hours.

D. Special Events Parking Enforcement

During the times when large special events are occurring on campus, we will stop enforcing WMU vehicle registration rules in the areas of the special events. The supervisor of the event or the shift supervisor should be consulted if there is an enforcement question in the area of a special event.

A calendar will be posted in the report writing room with a list of the special events and the restricted times for which the above policy applies.

Fetzer Center events shall use parking lot 72F.

For athletic events, this involves all parking lots in the vicinity of an event. The number of people attending an event determines how far away patrons may have to park. Officers should use discretion when issuing parking tickets when a sporting event is occurring.

E. Vehicle Impound Fees

1. The towing contractor is McDonald's Towing, 2975 Interstate Parkway, Kalamazoo, MI 49048, (269) 342-0973. The towing fees established under this contract are:

Standard tow fee - \$65.00

Cost of towing with dollies, pre-winch, or unlock - \$65.00

Cost of moving vehicle with flatbed trailer - \$65.00

Maximum cost for using specialized equipment or procedure - \$65.00

Dry run fee - \$0.00

Maximum total cost of a McDonald's tow - \$65.00

(This is the money received by McDonald's and does not include our administrative fee).

2. Our department adds a \$50.00 processing/administrative charge on top of the tow fee. This \$50 administrative fee will be assessed when an officer begins the process to tow a vehicle for parking violations, i.e. excessive violations or tow

zones. For any other impounds, once the wrecker arrives at the scene and begins the impounding of the vehicle, the \$50 fee will be assessed. This is in addition to the \$60 tow fee.

Therefore, our department will use the following fee schedule for impound activity:

Standard tow - \$115.00

Cost of towing with dollies, pre-winch, or unlock - \$115.00

Cost of moving vehicle with flatbed trailer - \$115.00

Administrative fee - \$50.00

Storage fee - \$10.00 per day

3. If the impounded vehicle has been entered in LEIN as abandoned, a SOS fee of \$25 shall be collected at the time the vehicle is released from impound. This fee is in addition to the towing, administrative, storage, or any other fee the vehicle has incurred.
4. McDonald's has agreed to provide our department with the towing invoice number at the time of the tow. This number should be added to the impound form.
5. The vehicle storage lot coordinator is the administrative lieutenant.

#### **F. Parking Enforcement Priorities**

Priority shall be given to the following types of parking violations in the order in which they are listed: hazardous on-street violations, handicapped or accessible parking spaces, 30 minute zones, tow-away employee ("R") parking lots, parking meters, apartment housing parking lots, unregistered vehicles in employee and student lots, and all other parking violations.

Parking enforcement officers will work the following shifts:

Monday through Thursday, 8:30 a.m. – 5:00 and Friday, 7:30 a.m. – 4:00 p.m.

Police officers are expected to assist the parking enforcement officers in writing parking tickets for non-permit violations.

#### **G. Parking Violation Appeals**

A person who would like to appeal a parking citation may do so on the Parking Services website. A person may also appeal a parking citation at the Parking Services Office during business hours.

Typically, the WMU Public Safety captain will make the decision to accept or deny an appeal.

If an appeal is denied, the person has the option of contesting the parking citation in court. These arrangements should be made by the Captain.

Once a citation is completed due to an appeal, the citation in the parking management system shall be voided and marked as appealed to District Court.

**H. Illegal Parking Permits/Rights**

When an officer observes a vehicle bearing an altered, counterfeit, or otherwise illegal parking permit, or discovers a vehicle is using parking rights illegally, the officer shall initiate a complaint.

When an officer observes a vehicle bearing a parking permit or parking rights previously reported as lost or stolen, a follow up investigation to the original report should be completed.

The vehicle with the illegal parking permit or parking rights may be cited for violation #9 of the WMU ordinance violation notice (parking ticket) for illegal permit/sticker.

If the owner and/or operator of the vehicle is present, the officer shall request that the illegal permit be surrendered. The owner and/or operator of the vehicle shall be told that parking rights for the vehicle will be terminated.

If the owner and/or operator is not present, the officer shall impound the vehicle. At that time, no attempt should be made to enter the vehicle and/or remove the illegal parking permit.

The impounding officer shall place a notation on the vehicle impound entry requesting the officer to confiscate a physical permit as a condition of the vehicle's release from the impound lot. If suspect information is unknown to the impounding officers, a notation should be made on the impound entry requesting the releasing officer to collect the relevant information.

Confiscated physical permits should be turned over to the Captain of Public Safety for resolution. The Office of Student Conduct will be notified by Parking Services if the offender is a WMU student.

**Issued Date:** 01/23/2024

**Issued by**



**Scott Merlo**  
**Director of Public Safety**