



June 10, 2016

**VIA E-MAIL: [register@sos.arkansas.gov](mailto:register@sos.arkansas.gov)**

**AND ORDINARY MAIL:**

Office of the Secretary of State  
Arkansas Register, Room 206  
State Capitol  
Little Rock, Arkansas 72201

RE: Traffic Regulations

Dear Representative:

Please find enclosed with this correspondence a current copy of Henderson State University's Police Department Traffic Regulations. Should you have any questions, or if I may be of further assistance, please do not hesitate to contact me.

Thank you for your assistance in this matter.

Sincerely,

Elaine Kneebone  
General Counsel  
Enclosure

# **Henderson State University**

## **Police Department**

### **TRAFFIC REGULATIONS**



A handbook of procedures and regulations  
regarding traffic on the Henderson campus

## How to Avoid Parking Citations

1. Purchase and properly display a current HSU parking permit. Properly displayed student permits are those permanently affixed to the right rear bumper or right lower back glass of the vehicle. Faculty/staff permits should hang from the rear view mirror or be placed on the right lower back glass of the vehicle. Park only in spaces designated for your parking permit.
2. Do not park in zones marked with red paint or where prohibited by sign. The areas are restricted 24 hours a day. Vehicles blocking traffic lanes, loading zones, fire lanes, or on lawns will be cited and are subject to tow at the owners expense.
3. In unpaved parking lots, park only at bumper blocks.
4. Do not park in zones designated for faculty/staff unless you have a faculty/staff permit.
5. Do not park in zones designated as parking for disabled persons unless you have the proper state permit. Disabled person parking spaces are restricted 24 hours a day and carry a minimum \$275 fine for violations.
6. If you allow others to drive your motor vehicle, make sure they know where to park. Remember that you will be charged for all citations issued to your vehicle.
7. Remove all HSU parking permits from your vehicle prior to sale of the vehicle. A replacement parking permit costs only \$3 when the old fragments are returned to this office.
8. All vehicles must be within the boundaries of the parking space. Other vehicles in the area improperly parked over the line shall not constitute an excuse for parking any part of the vehicle over the line.
9. An illegally parked but un-ticketed vehicle is not an indication that the regulation being violated is no longer in effect.
10. Current permit holders are allowed free temporary parking permits that can be obtained through the University Police.
11. If you receive a parking citation and wish to appeal, remember that you only have three working days to appeal the citation.
12. All parking lots are monitored Monday through Friday from 7:30 a.m. until 4:30 p.m. for valid parking permits. If you are in doubt about a parking zone or regulation, please contact the University Police at 230-5098 to obtain correct information.

## **Henderson State University Traffic Regulations**

**(You are responsible for complying with the rules and regulations printed in this booklet)**

### **AUTHORIZATION**

All members of the University community holding a valid operator's license are privileged to operate properly registered motor vehicles on the Henderson State University campus.

The Director of University Police is Authorized to implement the enforcement of this code directly and immediately on the University campus and to make arrests and issue traffic citations off campus in cases where the offense was committed on campus (Fleeing) by Act 196 of 1977 (Hot Pursuit).

### **Registration of Vehicles**

Any student or member of the faculty or staff who owns or operates a vehicle on the Henderson State University campus is required to register that vehicle with the University Police and display the appropriate registration decal in the prescribed location in the vehicle.

For students, one registration per academic year (September through August) will be required. This registration will provide one vehicle parking decal that will be sufficient for the Fall, Spring, and Summer terms for the current academic year. Student registration will be made on the basis of dorm resident/commuter, Ridge Pointe resident, or Reddie Villa resident, and a separate decal will identify each group. Faculty and staff members are required to register vehicles and are issued a permanent parking permit.

Parking lots marked Faculty Parking Only or Faculty/Staff Parking Only are reserved for the use of HSU faculty and staff. All other lots may be used by anyone with a current HSU parking permit be they dorm resident/commuter, Reddie Villa, or faculty/staff. Students with Ridge Pointe decals are restricted to the apartment complex and may not park in any lot on the main campus between 7:30 a.m. and 4:30 p.m. Only Students with Ridge Pointe decals can park in Ridge Pointe, and only students with Reddie Villa decals can park in the Reddie Villas. They may park in student parking lots at the Wells complex.

For students, there will be a \$30 vehicle registration charge for each vehicle registered in the Fall term. There will be a \$20 registration charge for the Spring and Summer terms. There will be a minimum \$10 vehicle registration charge for both or each Summer term attended. Each member of the faculty and staff may register one vehicle and will be provided one vehicle parking permit at no charge. There will be a \$20 registration charge for faculty and staff members who desire to register an additional vehicle.

A charge of \$3 will be made for each replacement decal required during the Fall and Spring semesters and a \$2 charge for the Summer terms.

A credit for a current parking decal may be requested. In order to receive a credit, the unused decal must be returned to the University Police Office within ten (10) working days from the date of registration for the current semester.

Vehicle registration will be accomplished during the Fall, Spring, and Summer class registration periods. Anyone who acquired a vehicle at a later date and prior to the next class registration shall register it within 48 hours, excluding Saturday and Sunday, from the date it is first brought to the campus.

The current semester decal must be affixed to the vehicle in the manner prescribed by the University Police at the time of issuance and shall constitute the final phase of vehicle registration. Failure to affix the decal as prescribed shall be deemed a failure to register the vehicle, and fines will be assessed according to charges outlined in Article III, Section 6, Administrative Charges.

The vehicle decal is the responsibility of the purchaser and must be removed prior to the sale of the vehicle, termination of employment, or withdrawal from the University. Decals are not transferable to any other vehicle. More than one (1) current decal will not be displayed on a given vehicle.

Handicapped parking spaces are reserved specifically for persons who have a valid handicapped parking permit. Temporary handicapped parking permits are available in the Arkansas State Revenue Office.

Temporary parking permits when required by students, faculty, or staff who have properly registered a primary vehicle and possess a current parking decal will be issued by the University Police. Temporary parking permits will be valid up to (10) working days (two weeks). If a permit is required for a longer period of time, contact the University Police Department. All temporary parking permits must show the current decal number, the license plate number of the registered vehicle, and an expiration date. The permit should be displayed on the rear view mirror at all times while the vehicle is on campus.

Temporary registration permits may be issued for various cogent reasons at the discretion of the Director of the University Police. Normally these permits will be limited to contractors and other types of vehicles engaged in temporary business activities on campus. Visitors remaining on the University campus five (5) days or more shall be required to register their respective vehicle(s). Either temporary or permanent decals as determined appropriate will be issued by the Director of the University Police.

Vehicles parked in unauthorized parking areas, blocking or impeding the normal flow of vehicular or pedestrian traffic or that create an unsafe condition will be towed away at the owner's expense. **Driving Regulations**

All drivers on the campus shall observe all of the regulations of the State of Arkansas and the city of Arkadelphia pertaining to motor vehicle registration and operation.

In addition, the following special rules and regulations shall be observed:

- A. Yield the right-of-way to all pedestrians in campus crosswalks as marked.
- B. Maintain a safe speed at all times and at no time drive faster than 15 miles per hour as this is the speed limit on the Henderson Campus.
- C. Obey regulatory signs and barricades established by the University Police of Henderson State University.
- D. Observe and obey the orders of the University Police Officers while in the performance of their respective duties. This includes rendering aid and producing proper identification and permits as requested.
- E. Report campus accidents to the University Police, phone 230-5098.

### **Parking Regulations**

Vehicles with authorized Faculty/Staff decals may park in any area designated for faculty or staff.

Areas marked "faculty" or "visitors" will be open to student parking from 4:30 p.m. to 7:30 a.m.

Open parking for authorized personnel is declared from 4:30 p.m. to 7:30 a.m. daily and from 4:30 p.m. Friday through 7:30 a.m. Monday. University holidays are considered as open parking days. Exceptions to this rule are:

- A. Timed Parking Areas
- B. Visitor Parking Spaces

C. No Parking Zones

D. Loading Zones

E. Service Areas

F. Reserved Spaces

G. Crosswalks

H. Handicapped Spaces

Parking in reserved spaces marked in red and unauthorized parking in handicapped spaces are restricted at all times.

Vehicles will park on roadways in the direction of the flow of traffic, using only authorized parking areas.

Vehicles should be parked within designated parking boundaries and in no case overlap into or onto a roadway or crosswalk. Parking in any manner to impede the normal flow of vehicular or pedestrian traffic is not allowed.

It is illegal to park at any time on lawn or grass areas, on any campus sidewalk, in driveways, or in loading zones. It is also illegal to park improperly within regular parking areas. Inclement weather is no excuse.

Vehicles parked in unauthorized parking areas, blocking or impeding the normal flow of vehicular or pedestrian traffic, or that create an unsafe condition will be towed away at the owner's expense.

### **No-Parking Zones**

The following areas and/or zones shall be observed as no-parking zones: A.

All posted areas.

B. All areas marked with red or yellow paint, solid or intermittent.

C. All driveways- these may or may not be posted.

D. Any part of a traveled roadway.

E. Within 15 feet of any fire hydrant.

F. Within 20 feet of a major intersection.

G. On any intramural field- these may not be posted.

- H. On any designated crosswalk.
- I. Double parking is prohibited on any street and/or lot. Service vehicles of the University when on actual work projects are exempt from this rule providing such parking does not constitute a hazard to vehicular or pedestrian traffic.
- J. All loading zones. These zones will be utilized by commercial vehicles only.
- K. All service areas.
- L. All sidewalks and/or walkways.
- M. All cultivated, planted, grassed, or other areas with growth.

### **Special parking Privileges**

Special parking privileges will be afforded on the basis of the following: A.

Certified disabilities.

B. Administrative consideration.

C. Need for officially reserved spaces such as those for the President and state vehicles. Such spaces are marked in red on the west side of Womack Hall.

Physically handicapped persons who are connected with the University and who suffer a permanent or temporary physical disability which would be aggravated by walking may apply at the University Police Department for special parking consideration.

The Director of the University Police shall designate for the President of the University the reservation of certain spaces and areas for both public and private vehicles when the official duties of the users of these spaces or areas require such reservation.

Parking spaces designated in the above categories may not be utilized by any vehicles other than the ones for whom the designation is made. Parking permits in this category may not be traded, bartered, sold, and/or loaned to any other individual for use on another vehicle.

### **Administrative Charges**

The responsibility of administrative charges incurred shall rest with the registrant. In the event of the lack of registration, the owner and/or operator of the vehicle will be responsible for said charges.

Persons violating these regulations while using a motor vehicle registered with the

University shall, at the option of the Director of University Police, Vice President of Student Services, and/or President, be charged or summoned to appear before the court of competent jurisdiction to be dealt with according to law. Persons violating these rules and regulations while using a motor vehicle not registered with the University, or persons violating city ordinances, shall be summoned to appear before said court.

Notice placed on the vehicle shall be sufficient as summons for the purpose of the rules and regulations. Fines will be assessed for each violation on each traffic ticket received.

## **Fines**

### **A. Parking violations and their respective fines**

1. Failure to completely accomplish vehicle registration within the authorized period **\$10**
2. Failure to display or improperly displayed current campus decal within the first thirty (30) days after registration **\$10**
3. Failure to display or improperly displayed current campus decal after the first thirty (30) days of registration **\$20**
4. Failure to park in appropriate or designated parking areas as authorized by displayed vehicle decal **\$20**
5. Falsifying registration information **\$20**
6. Use of fictitious or falsely made decal and/or obtaining stolen decals, or using a falsely obtained decal **\$20**
7. Refusing, reusing or discarding a traffic citation **\$10**
8. Violations involving moving vehicles **minimum of \$10**
9. Blocking a drive, trash dumpster, or blocking traffic (this includes blocking parked vehicles in parking areas) **\$20 (In addition to the fine, the vehicle may be towed at the owner's expense)**
10. Parking on lawn or grass area **\$10**
11. Parking in wrong direction on roadway **\$10**
12. Parking in reserved spaces or red zones, or no-parking zones **\$20**
13. Parking in visitors parking **\$20**
14. Over parking in a 15-minute or 30-minute zone **\$10**

15. Improper parking or parking in the wrong direction **\$10**
16. Disregarding or driving through barricade **\$20**
17. Additional fines may be assessed as determined appropriate by the Vice President of Student Services or the University Police.

#### **B. Delinquency**

Upon receipt of a citation for a Henderson State University traffic violation, present the ticket for payment within five (5) days after the date on the citation. Payment will be made to the Office of University Police located at 1125 Henderson Street. Traffic fines not paid within ten (10) days after receipt will be transferred to the University Business Office for final collection. An additional administrative charge of \$10.00 will be assessed by the Business Office for each transfer of traffic fines.

#### **Appeals from Administrative Determinations**

Any student wishing to appeal a notification of a violation (traffic citation) to the University shall make said appeal in person or in writing within 72 hours after the date of the citation. Appeals should be made through the Director of University Police. Failure to file within the prescribed time shall constitute a forfeit of all appeal privileges.

Any member of the University faculty and staff desiring to appeal a traffic citation may do so to the Vice President of Student Services.

An Appeals Board composed of a four (4) member panel (two students, one faculty member, and one staff person) will meet to consider those appeals that have not been resolved. The appeal process is available to all current parking decal holders on campus. Appeals to the board must be filed on the appropriate form within 72 hours of the time the citation was issued. Appeal forms may be obtained from the University Police, 1125 Henderson Street.

The Board will review submitted appeals on a monthly basis. The results of Board action will be provided to the individual(s) concerned within 72 hours of the date and time of each Appeals Board meeting. A person may appear before the Board, if so desired. Requests to appear before the Board should be so noted on the appeal form when submitted.

An appeal must be based upon the fact that the citation was issued contrary to University traffic regulations or is an error. Failure to cite specific factual circumstances will automatically disallow an appeal. Information concerning the above or any assistance may be obtained by contacting the University Police.

A \$5.00 administrative cost, in addition to the assessed fine, will be charged on all appeals that are disapproved.

Any person adversely affected by any administrative determination described shall have the right to appeal to the Municipal Court of the City of Arkadelphia, Arkansas, where the matter shall be heard.