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These regulations are also available on the University Police website: [http://webs.purduecal.edu/police/](http://webs.purduecal.edu/police/)
1  AUTHORITY, PURPOSE AND APPLICATION

1.01 AUTHORITY. These Regulations are adopted pursuant to the authority conferred by the laws of the State of Indiana upon the Board of Trustees of Purdue University to do all acts necessary and expedient to put and keep Purdue University Calumet in operation and to make all rules and regulations required and proper to conduct and manage Purdue University Calumet (University).

1.02 PURPOSE. The Board of Trustees of Purdue University deems it necessary and desirable to make and enforce these regulations for the safety and welfare of students, staff members, and visitors, the proper use and protection of the property of the University, and the efficient operation of the University.

1.03 APPLICATION. These regulations apply to all students and staff members of the University and shall be deemed a part of the terms and conditions of the admission an enrollment of students and of the employment of staff members. These regulations apply to all visitors and are part of the terms and conditions of the permission to enter the grounds of the University and to drive vehicles on the streets and in the parking lots of the University. The operation of motor vehicles on the streets and in the parking lots of the University by any person signifies their agreement to observe and be bound by these Regulations.

1.04 CONFLICTS WITH INDIANA LAW. If any provision of these regulations is in conflict with any applicable provision of any Indiana state law, ordinance, rule or regulation, the latter will govern.

2  DEFINITIONS

2.01 GENERAL. Unless otherwise indicated, the words and phrases used in these regulations shall have the same meaning as set forth in the Uniform Act Regulating Traffic on Highways, being Chapter 48 of the 1939 Act of the General Assembly of the State of Indiana, as amended and supplemented from time to time.

2.02 SPECIFIC. Terms frequently used in this publication are defined below.

(a) Access Permit - Purchased or awarded authorization to park in any staff designated area.

(b) Bicycle – Any two or three-wheeled vehicle that is not motorized.

(c) Boot - A device affixed to the wheel of a motor vehicle to prevent it from moving.

(d) Calumet Campus - All real property owned, leased or occupied by Purdue University Calumet.

(e) Chancellor – The Chancellor of Purdue University Calumet.

(f) Department - The University Police Department of Purdue University Calumet.

(g) Graduate Staff – Includes graduate assistants, graduate aids and graduate administrative and professional.

(h) Limited Term Lecturer – Staff member employed on a part-time basis to instruct one or more courses on a semester by semester basis.

(i) Motor Vehicle – Any motorized conveyance having two or more wheels including motorcycles, mopeds, and scooters.
(j) **Parked Vehicle** – A standing motor vehicle with no licensed driver at the wheel or on the seat.

(k) **Parking Area** – Inclusive of all parking areas/garages owned or occupied by Purdue University Calumet in Lake County, Indiana.

(l) **Parking Waiver Request Form** – A form to request year to year exemption from otherwise required staff payroll deductions because the staff member will not bring a motor vehicle to the Calumet Campus during the applicable year.

(m) **Person** - Any student, staff member, retired staff member or visitor.

(n) **Retired Staff Member** – Any person who is officially recognized as a retired staff member as defined by the University.

(o) **Restricted Parking Areas** - Areas designated as “Restricted Staff Parking,” “Handicapped,” “Motorcycle,” “Reserved,” “Visitor” or as may be determined by the Chancellor of Purdue University Calumet.

(p) **Staff Member** - Any person who is employed by Purdue University Calumet in any capacity other than student employment.

(q) **State** – State of Indiana

(r) **Student** – Any person who is enrolled in courses on the Calumet Campus and in facilities operated and managed by Purdue University Calumet. For the purposes of these regulations this excludes staff taking seven credit hours or less in the Fall Term or Spring Term and taking four credit hours or less in the Summer Term.

(s) **Student Accounts** - Office of Student Accounts of Purdue University Calumet.

(t) **Student Employee** – Includes graduate staff/aides and undergraduate student employees.

(u) **Visitor** - Any person who is neither a student nor staff.

(v) **Violation Notice** – A hard copy notice that informs a person of a violation of the Motor Vehicle, Bicycle, and Traffic Regulations.

## 3 OPERATION OF MOTOR VEHICLES

### 3.01 STAFF AND STUDENT OPERATION OF MOTOR VEHICLES. Motor vehicles that are operated on the Calumet Campus must have a current state vehicle registration and display a current license plates.

### 3.02 STAFF ACCESS FEE. All Staff Members (by definition) are required to submit paperwork authorizing the required payroll deduction (pre-tax). Staff members who never bring a motor Vehicle to the Calumet campus are entitled to submit a Parking Waiver Request Form that will be forwarded by the Department to the Traffic Appeals Board for their consideration. In order to take advantage of paying for parking as a pre-tax payroll deduction, the IRS requires staff members to file a new Parking Access Permit Application each time the parking fee changes. The Application is available at the Department and on the Department’s website under forms [http://webs.purduecal.edu/police/](http://webs.purduecal.edu/police/)

### 3.03 STUDENT ACCESS FEE. All Students (by definition) are assessed a mandatory parking fee as part of their tuition.

## 4 PARKING REGULATIONS AND PERMITS

### 4.01 PARKING IN RESTRICTED AREAS. 
Motor Vehicle, Bicycle, and Traffic Regulations

General. No motor vehicle may park in any restricted area on the Calumet Campus unless authorized in this Article.

(a) 15-Minute Zone. Motor Vehicles may be parked in areas designated as load/unload zones for no longer than 15 minutes to load or unload their motor vehicle.

(b) Motor Vehicle Storage. Motor Vehicles may not be stored in any parking area longer than 24 hours without written permission from the Purdue University Calumet Police Department.

(c) Contractor Parking Areas. Contractor parking on the Calumet Campus is assigned based on need and location. Assignment of contractor parking areas is by the Calumet Campus Facilities Services Department or the Purdue University West Lafayette Physical Facilities Construction Department. An appropriate contractor parking permit is required for contractor motor vehicles other than motor vehicles displaying the company’s name.

4.02 DESIGNATION OF RESTRICTED PARKING AREAS. The department may designate any area or areas on the Calumet Campus as restricted parking areas and establish restrictions (including time limits) governing the use of such areas for parking. Such designations may be made effective for temporary or indefinite periods of time and may be changed or terminated by the department. The department will erect appropriate signs at or near the areas that are restricted.

(a) Village Housing Area. Spaces marked as “Handicapped,” “Staff Only” and “Visitor” are restricted to their posted use. All other spaces are open for resident parking.

4.03 RESERVED SPACES.

(a) Use. Reserved spaces are for the use of vehicles displaying a reserved parking permit.

(b) Persons Eligible. Reserved parking permits may be purchased by only those persons designated by and approved by the Chancellor.

4.04 TEMPORARY PERMITS. The Department may attach reasonable conditions to the issuance of and use of parking permits and issue special or temporary parking permits of any kind.

4.05 HANGING PERMITS.

(a) Use. Hanging permits are for use in parking areas that do not have gate controlled access.

(b) Persons Eligible. Issuance of hanging permits is limited to Staff Members, Retired Staff Members, and Limited Term Lecturers.

4.06 CARD ACCESS PERMITS.

(a) Use. Card Access Permits (i.e. encoding on Staff IDs) are for use in gate controlled parking lots.

(b) Persons Eligible. Issuance of card access is limited to Staff Members, Retired Staff Members, and Limited Term Lecturers.

4.07 SPECIAL PARKING REGULATIONS. All persons parking motor vehicles must obey all applicable State laws. These laws include, but are not limited to, prohibitions against parking within 15’ of a fire hydrant, parking within 20’ of an intersection, parking in the roadway, and parking so as to block crosswalks. All persons must observe all parking and no-parking signs and markings, including yellow curbs where parking is prohibited. No motor vehicle belonging to a person may be parked in any area where it is necessary to drive over a curb to reach an area or where there is not a designated parking space. This includes grassy areas.
4.08 FEES FOR ACCESS / PERMITS. The fees for Student access are included in mandatory per hour tuition charges. The fees for Staff Access are assessed as authorized pre-tax payroll deductions. Please note…Staff Members taking classes have the student parking fees reversed as a portion of their employee tuition waiver.

Due to the potential frequency of price changes for parking permits, the current schedule of fees for parking is posted and maintained on the Department’s website. http://webs.purduecal.edu/police/

4.09 PARKING FOR PERSONS WITH DISABILITIES.

(a) ACCESSIBLE PARKING. Accessible parking on the Calumet Campus is a limited resource. Persons with disabilities, and whose motor vehicle displays a valid handicapped license plate or a State placard issued from any State Bureau of Motor Vehicles pursuant to the terms and conditions of IC 5-16-9-5, may utilize handicapped spaces. Unimpaired, non-handicapped drivers of motor vehicles displaying handicapped plates or placards are not entitled to park in a handicapped space. Handicapped plates and placards must be registered to the operator of the motor vehicle or passenger in the motor vehicle to be valid. Any person who knowingly parks a motor vehicle in a parking space reserved for a person with a disability while displaying handicapped license plate or State placard commits a Class C infraction…reference IC 5-16-9-5 (B).

(b) TEMPORARY HANDICAPPED PERMIT. A person who has a temporary disability may receive a “Temporary Handicapped Permit” from the Department pursuant to the terms and conditions of IC 9-14-5. Violations shall be enforced as allowed by IC 5-16-9-5. Temporary Handicapped Permits are valid for two (2) weeks and must be renewed through the State Bureau of Motor Vehicles pursuant to the above terms of IC 9-14-5, if the temporary disability extends beyond this time.

5 PARKING RECIPROCITY

5.01 STAFF RECIPROCITY. Staff or Reserved Access Permit holders from the Calumet Campus with a hanging permit may park in any staff parking area on all Purdue University campuses and in staff parking areas at Indiana University Northwest. Staff needing access to the Grant Street Parking Garage in West Lafayette may request the temporary use of barcode access card from the Department.

6 TRAFFIC REGULATIONS

6.01 INDIANA LAWS AND ORDINANCES. All persons operating motor vehicles within the boundaries of the Calumet Campus must observe and obey all applicable Indiana laws and ordinances and must hold a valid driver’s license.

6.02 SPEED LIMITS. No person shall drive a motor vehicle within the boundaries of the Calumet Campus at a speed greater than is reasonable under the existing conditions. The speed limit is 15 miles per hour unless otherwise posted by the Department.

6.03 TRAFFIC CONTROL SIGNS AND DEVICES. The department is authorized to erect traffic, speed, and parking control signs, markings and signals and other devices within the Calumet Campus. All persons operating motor vehicles or bicycles on the Calumet Campus must obey all signs, markings, signals and devices.

6.04 REPORT OF ACCIDENTS. All persons required by law to make reports of accidents involving motor vehicles must make a report of accidents occurring on the Calumet Campus to the Department.
7  BICYCLE REGULATIONS

7.01 DEFINITION OF BICYCLE. “Bicycle” refers to any two-wheeled or three-wheeled vehicle that is not self-propelled and is not required to be registered with a Bureau of Motor Vehicles. A moped is self-propelled and is; Therefore, not a bicycle. Bicyclists are required to operate their bicycles within the restrictions of these guidelines. One who violates these regulations is subject to the same penalties and fines that have been established for motor vehicles.

7.02 STATE, COUNTY, AND MUNICIPAL LAWS AND ORDINANCES. All persons owning or riding bicycles on the Calumet Campus must observe and obey all applicable state, county, and municipal laws and ordinances. State laws that apply to bicycles include:

(a) Requiring bicycles to observe stop signs and other traffic control signals, to observe the direction of travel on one-way streets, to ride only in roadways and not on sidewalks, and to provide a white light on the front of the bicycle visible for at least 500 feet and a red light or reflector on the rear of the bicycle at night.

(b) Prohibiting the carrying of any other person on a bicycle except upon a permanent seat or carrying any article preventing the operator from using both hands on the handle bars, and prohibiting the riding of more than two bicycles abreast of each other.

7.03 SPECIAL UNIVERSITY REGULATIONS.

(a) No person shall be required to register a bicycle with the Department; however, the Department offers free registration and engraved owner identification.

(b) Bicycles shall not be permitted inside any Calumet Campus building unless approved by the appropriate authority.

(c) Bicycles parked at the Calumet Campus must be parked in bicycle racks provided specifically for this purpose.

(d) Bicycles, skateboards, in-line skates, or any non-university motorized vehicles are not permitted in the area of Founders Plaza as indicated by signage. Further, the use of skates and skateboards in any manner that puts the Calumet Campus property and/or persons on the Calumet Campus at risk is prohibited.

(e) Residents of the University Village can use roller blades (in-line skates) for transportation purposes only. Reference University Village Resident handbook available at University Village or on the Housing website http://webs.purduecal.edu/housing/

8  VIOLATIONS AND PENALTIES

8.01 GENERAL. It is a violation of these regulations to perform any act prohibited by these regulations or to fail to perform any act required by these regulations.

8.02 PERSONS RESPONSIBLE FOR VIOLATIONS. Students, Staff Members, Retired Staff Members and Visitors are responsible for all violations (moving or non-moving) of these regulations that they commit. Registrants or owners are responsible for all non-moving violations of their motor vehicles, unless the person actually operating the motor vehicle acknowledges responsibility for the violation.

8.03 ACCESS / PERMIT VIOLATIONS. Parking permits issued for use on the Calumet Campus are the property of Purdue University Calumet. No person is authorized to sell or otherwise transfer possession of a parking permit.
It is a violation of these regulations for a person to obtain or use in a manner contrary to these regulations an altered, stolen, counterfeit, improperly issued, transferred, or otherwise invalid parking permit or to be involved in an offense of this type.

8.04 DISPLAY OF INVALID PERMIT. It is a violation of these regulations to display in any vehicle a current parking permit that has been reported as lost or stolen at the time of such displaying. It is also a violation of these regulations to display, in any vehicle, a current parking permit for which payment is due and not received or for which payment has been stopped. A current parking permit becomes invalid when employment terminates. Using an expired parking permit is also a violation. A vehicle displaying a stolen, altered, invalid, expired, or counterfeit permit may be impounded.

8.05 PENALTIES AND FINES. The penalties and fines are established for violations of these Motor Vehicle, Bicycle and Traffic Regulations. Fines are to be made in person or by mail at / to the Office of Student Accounts, Purdue University Calumet.

Due to the potential frequency of fee changes for fines, the current schedule of fines is posted and maintained on the Department’s web site: http://webs.purduecal.edu/police/

9 ADMINISTRATION AND ENFORCEMENT

9.01 ADMINISTRATION BY DEPARTMENT. It is the duty of the department, and the Department is hereby authorized, to administer these regulations under the supervision and control of the Chancellor.

9.02 ENFORCEMENT. It is the duty of the Department, and the Department is hereby authorized to enforce these regulations and, to the extent permitted by law, to enforce all applicable State, county, and municipal laws and ordinances and to assist in the prosecution of persons charged with violations of State, county, and municipal laws and ordinances.

9.03 ISSUANCE OF VIOLATION NOTICES. The Department will issue violation notices to alleged violators of any provision of these regulations. All persons to whom violation notices are issued should cooperate fully with the Department in furnishing the required information. A copy of the violation notice will be given to each person at the time of issuance or, if the violation involves a parked vehicle, the copy of the violation notice will be conspicuously affixed to the vehicle. The violation notice requires payment of the fine within 10 calendar days of issuance of the violation notice or filing a written appeal of the violation with the Department within 10 calendar days of issuance of the violation notice. Failure to meet the 10 day requirement for either payment or appeal will result in additional penalties.

9.04 REMOVAL OR BOOTING OF UNATTENDED VEHICLES.

(a) The Department is authorized to remove, immobilize, or impound without notice any unattended motor vehicle from the Calumet Campus under the following circumstances and subject to the following conditions:

(1) When a motor vehicle is parked in violation of any applicable State traffic or parking code that authorizes removal, including, but not limited to, a vehicle lacking proper registration and a vehicle within 15’ of a fire hydrant.

(2) When a motor vehicle is improperly parked.
(3) When a motor vehicle is or will be left unattended and constitutes or is likely to constitute an obstruction to traffic or a safety hazard.

(4) When a vehicle is left unattended on the Calumet Campus for 72 hours under circumstances that indicate it has been abandoned.

(5) When the motor vehicle is owned or operated by a person whose privilege to operate a vehicle on the Calumet Campus has been revoked or suspended.

(6) When three (3) or more delinquent violation notices are pending against the registered owner or operators of the motor vehicle(s) and the owner and/or operator has failed to respond to the Department as referenced under Section 9.05.

(7) When a vehicle is displaying a lost or stolen permit.

(b) Normal procedures for immobilizing and impounding a motor vehicle under Section 9.04 (a) (6) and 9.04 (a) (7) above, is as follows:

(1) The Department will affix a wheel lock device (boot) to immobilize the vehicle.

(2) If payment in full is not made to the Office of Student Accounts within 72 hours of affixing the wheel lock device the motor vehicle will be towed and impounded at the owner’s expense.

(c) Motor vehicles removed or impounded by the Department may be released to the owner or operator (or authorized representative) upon request, and:

(1) Upon payment in full for outstanding fines, fees, encumbrances and charges to the Office of Student Accounts.

(2) Upon payment by the owner or operator for charges for removing and impounding the motor vehicle.

(d) In instances when the motor vehicle is removed (towed), the enforcing officer will attempt to ascertain the name and address of the owner or operator of the motor vehicle and as soon as practical and in the most expeditious manner, notify the owner or operator of the removal, the place to which the motor vehicle has been taken, and the reason for the removal. In cases where the motor vehicle is booted, the enforcing officer will leave a note on the windshield of the vehicle notifying the owner or operator of the boot, the reason for the boot, and the procedure to follow to have it removed. If a violation of these regulations is involved, a Violation Notice will be issued.

(f) The Department will release to the owner or operator or duly authorized representative, upon request and upon payment of all fines and fees, any motor vehicle which has been removed or booted. Motor Vehicles that have been booted and left unclaimed for 24 hours will be towed for safekeeping at the owner’s expense.

9.05 FAILURE TO RESPOND TO A VIOLATION NOTICE. A person receiving a violation notice has 10 calendar days from the date of issuance to pay the fine or to appeal the violation notice. After 10 calendar days, an administrative fee will be assessed against staff members with unpaid fines and charges. An encumbrance fee will be assessed students with unpaid fines and charges. Note: A person forfeits the right to appeal a violation notice that is more than 10 calendar days from date of issuance.

10 APPEALS

10.01 TRAFFIC APPEALS BOARD.
(a) **BOARD STRUCTURE.** The Board consists of seven (7) regular members and an equal number of alternate members; three (3) regular and three (3) alternate student members (appointed by the Student Government Association), two (2) regular and two (2) alternate faculty members (appointed by the Faculty Senate), one (1) regular and one (1) alternate clerical/service staff member (appointed by the Clerical Service Advisory Committee), and one (1) regular and one (1) alternate administrative/professional staff member (appointed by the Administrative Professional Staff Advisory Committee). The Board is chaired by a designee of the Chancellor. The Chair has no voting privileges in deciding the disposition of appeals. The chair is responsible for all administrative functions of the Board.

(b) **BOARD AUTHORITY.** The Board has the authority to hear and determine all appeals made to them. The decision of the Board is final and binding on the persons involved. The Board shall give notice of the time and place of all hearings and conduct all hearings without recourse to the technical requirements of evidence and procedure required in judicial proceedings.

(1) The Board will give all persons charged with violations the right to submit evidence and confront and cross-examine witnesses. No record will be made of the proceedings except the name and address of the person charged with a violation, the nature of the charge, the time and place of the hearing and the disposition of the case, which will be reported to the Department.

(2) The Board will give all persons requesting a parking waiver the right to submit evidence and confront and cross-examine witnesses.

10.02 **TIME FOR FILING APPEALS.** An appeal of a specific violation must be filed within 10 calendar days from the date of issuance of the violation. No appeal will be accepted or heard by the Board unless filed within this time period.

10.03 **PROCEDURES FOR APPEAL AND WAIVER.**

(a) **VIOLATION APPEAL.** A Student, Staff Member, Retired Staff Member or Visitor may appeal a violation notice within 10 days from the date of issuance. The Traffic Violation Appeal Form is available at the Department and on the Department’s web site under forms: [http://webs.purduecal.edu/police/](http://webs.purduecal.edu/police/) Fully completed appeal forms will be forwarded by the Department to the Board.

(b) **PARKING WAIVER.** A staff member requesting to cancel their participation in the parking program may request cancellation at any time. The Parking waiver Request form is available at the Department and on the Department’s web site under forms: [http://webs.purduecal.edu/police/](http://webs.purduecal.edu/police/) Fully completed Waiver Request Forms will be forwarded by the Department to the Appellate Body.

11 **MISCELLANEOUS**

11.01 **CHANCELLOR AUTHORIZED TO INTERPRET REGULATIONS.** The Chancellor is authorized to interpret and construe these regulations whenever necessary, either by directives of general or specific applications, and these interpretations will become part of the regulations.

11.02 **CHANCELLOR AUTHORIZED TO SUPPLEMENT REGULATIONS.** The Chancellor is authorized to establish and issue, and the Department is authorized to enforce.

11.03 **AMENDMENTS.** These regulations may be amended in whole or in part at any time by the Chancellor or the Chancellor’s designee.