

## APPEALS

By obtaining and completing an appeal form available at the CISD Police Department a student may appeal a campus-parking citation. Appeal forms must be completed within fourteen (14) days of issuance of the citation. All appeals are presented to the Traffic Safety Committee for a decision. **Appeals forms will not be issued for citations more than fourteen (14) days past issuance.**

## REPLACEMENT PERMITS

In the event that a student loses or believes a permit to have been stolen, the permit holder should immediately notify the CISD Police Department. The act of replacing the permit is at the discretion of the CISD Police Department, and may require proper documentation. If a replacement permit is issued, a service charge of \$10.00 will be assessed.

## VEHICLE SUBJECT TO SEARCH

Any vehicle entering CISD property is subject to search by school authorities and law enforcement personnel. Searches will be conducted due to probable cause and shall include all compartments and components thereof.

## DISPLAY OF PERMIT

All CISD parking permits must be displayed in the **lower left REAR window**. Any deviation from this policy may result in the permit being revoked

and/or the vehicle being removed (towed). In the event a vehicle is towed it will be at the vehicle owner's expense.

**Any person who obtains a parking permit agrees to surrender the permit to any CISD Police Officer immediately upon request. Any person may file a written letter of appeal to the Chief of Police, after first surrendering the permit.**

Failure to comply with these regulations and guidelines may result in disciplinary action, issuance of a class "C" or campus citation by the CISD Police Department, or loss of vehicle permit and/or campus parking privileges.

Driving around the campus is not permitted during school hours. Students must park in the assigned parking area in the spaces designated for the student parking and enter the building promptly upon arrival. Students may not return to the parking lot at any time without an authorized pass from an administrator.

School administrators and/or the CISD Police Department may assign disciplinary consequences including, but not limited to, suspension or revoking of parking privileges for the remainder of the semester or the school year for excessive parking violations. Parking privileges may be suspended or revoked at any time at the discretion of CISD Police Department and/or administrators for other violations after evaluation.



## **Exemplary Expectations**

Welcome students and parents to Commerce ISD, we are glad that you are here.

The Commerce ISD Police Department is given the responsibility of enforcing procedures, which provide a safe campus environment for students, employees, visitors and property. CISD Police Officers are licensed by the State of Texas and are granted all the powers of a peace officer. The jurisdiction of CISD Police Officers is both on and off school property within the boundaries of the Commerce Independent School District. The jurisdiction of the CISD Police Officers may be extended to any school-sponsored event, which may take place outside the boundaries of CISD. Citations, arrest, and/or other legal action may be taken for any violation of Federal Law, State Law, District Policy and/or City Ordinances. The CISD Police Department issues the following regulations and guidelines as an effort to maintain a fair and impartial system for the enforcement of traffic (moving) violations and/or parking on CISD school property.

## PARKING PERMIT REQUIRED

A student driving a vehicle or motorcycle to school must be a licensed driver and have the required liability insurance coverage. The student must register the vehicle and obtain a parking permit from the CISD Police Department. The parking permit must be displayed in the **lower left rear window** so as to be seen from the outside of the vehicle.

## PURCHASE OF PARKING PERMITS

Eligible students may purchase a parking permit for \$10.00 per academic year. Replacement tags are \$10.00. **NO REFUNDS WILL BE GIVEN.** Students will be required to complete a parking permit form, present a valid Texas driver's license, and valid proof of liability insurance for vehicles being registered. The student's driver's license and insurance must remain valid and current at all times.

For the convenience of the faculty and the students, parking permits will be issued during registration at Commerce High School. All parking permits will be issued through the Commerce ISD Police Department. After registration, parking permits may be purchased at the Commerce ISD Police Department.

## TEMPORARY PERMITS

In "special circumstances", "temporary parking permits" may be obtained from CISD Police Officers. The definition of "special circumstances" and the issuance of the "temporary" parking permit will be at the discretion of the CISD Police Department.

## VISITOR PARKING

All visitors must park in the designated areas. Visitors must follow all rules and guidelines.

## VEHICLE REGULATIONS

Violators may be issued traffic citations from the Commerce ISD Police Department for parking and/or moving violations. These traffic violations will be filed through the court having jurisdiction as indicated on the issued citation. On campus district parking and/or moving violations (non-state violations) will be filed through the CISD Police Department. Parking lot violations include, but are not limited to:

- Obeying all posted speed limits and other traffic control signage or devices on CISD property.
- **No** parking in faculty parking areas, bus loading/unloading zones, sidewalks, delivery zones, crosswalks, fire lanes, handicapped, or other marked reserved spaces.
- Students may park only in the areas reserved for student parking. Parking will only be within marked parking spaces.
- **No** student parking in spaces reserved for visitors or staff.
- **No** student parking without a parking permit.
- **No** parking with a parking permit that is registered to another student.

- **Maintaining a volume of the vehicle's sound system that cannot be heard outside the vehicle with the windows up.**
- **No** displaying of obscene, indecent, or offensive language or symbols whether written or affixed to the vehicle.

Parking exceptions may be made during high volume traffic events such as athletic events, programs, and etc.

## FINE AMOUNT

1 <sup>ST</sup> violation	written warning
2 <sup>ND</sup> violation	\$5.00
3 <sup>RD</sup> violation	\$10.00
All subsequent	\$15.00

Third violation and other certain violations may result in removal of the vehicle from the campus at the owner's expense. If a vehicle is removed (towed), **ALL** parking fines must be paid in full at the CISD Police Department and all towing expenses will be the responsibility of the driver/owner of the vehicle. A hold will be placed on the towed vehicle until all CISD fines have been paid in full. A certificate of release must be obtained from the CISD Police Department before a vehicle can be released back to the owner.