

APSU campus police are commissioned as peace officers by the president of APSU as provided by state statutes. The commission authorizes officers to enforce laws on the campus and provides officer status on University property and streets contiguous to the campus. Public Safety has a close working relationship with municipal, county, state and federal law enforcement agencies. The Clarksville Police Department offers close support by patrolling surrounding neighborhoods and may investigate major crimes on campus. The Military Police at Fort Campbell provide similar support at the APSU Center @ Fort Campbell.

All members of the University community are encouraged to report all criminal activity and other suspicious activity to the Department of Public Safety. Security awareness and reporting procedure presentations are made to all incoming students and new employees during orientation sessions. Should the University acquire any new facilities at remote locations that come under the purview of these laws, arrangements will be made with local law enforcement agencies to provide required crime statistics. These will be distributed annually to facility users to alert them to potential criminal activities.

The Student Handbook contains a statement encouraging students to contact Public Safety regarding criminal activity. Other methods to encourage prompt reporting of criminal activity include distribution of newsletters, memorandums, newspaper articles, posters, and other media. A list of off-campus student organizations and their addresses are provided regularly to the Clarksville police department. They have agreed to forward reports of any criminal activity at these locations to Public Safety at APSU. Crime prevention programs including a program to engrave identification numbers on valuable items, assault awareness presentations, and videos providing information regarding methods to prevent crimes are used on a regular basis. Other information on crime prevention is regularly distributed to students and employees through newsletters, memorandums, campus newspapers, and posters.

Statistics for all crimes will be publicized and distributed to employees and students on an annual basis, in the time frames required by Federal/State law and will be available to applicants for enrollment or employment upon request to the Office of Public Safety. For University policy and statistics, contact the Office of Institutional Research and Effectiveness at 221-7331, or at www.apsu.edu/ire.

Traffic and Parking Regulations

1. Purpose: The purpose of these regulations is to facilitate the orderly and efficient flow of traffic on campus, to provide a safe atmosphere with regards to both pedestrians and other motor vehicle operators, and provide order with regards to parking within our limited space allocations.
2. General Information:
 - (a) Every Austin Peay State University student, faculty and staff member who chooses to park a vehicle on campus at any time must obtain and display a current, valid parking permit. All members of the campus community will be afforded the opportunity to become familiar with these regulations. All personal receiving a parking permit will be offered a copy of the parking regulations along with a detailed map of parking locations by category. Persons are expected to read and familiarize themselves with these regulations. Accordingly, when found in violation, ignorance of these regulations is no excuse or defense.
 - (b) The president and vice president for Finance and Administration direct all matters concerning traffic and parking on campus, unless delegated to the director of public safety/ chief of campus police. The director/chief is responsible for the enforcement of these regulations. The director/chief is authorized to selectively enforce or not enforce certain regulations and parking categories based on special events and circumstances that require special accommodation.

- (c) Austin Peay State University assumes no responsibility for the care and protection of any vehicle or its contents while parked or driven on University property. In addition, the University assumes no responsibility for the care or protection of any vehicle or its contents if it is immobilized, towed and removed or stored for violation of these regulations.
 - (d) Persons are entitled to only one category of parking permit at a time. Persons will be identified based on their primary affiliation with the University—either student or faculty/staff. Graduate assistants and part-time student workers, for instance, are not entitled to faculty/staff permits. Permits are not transferable and not authorized for use by a person other than to whom issued, particularly by a person in a different parking category. Only those persons who are neither students nor faculty/staff are entitled to visitor passes.
 - (e) Austin Peay State University acknowledges that there are a limited number of parking spaces within the immediate vicinity of many facilities. Notwithstanding, there are a sufficient number of total spaces on campus grounds and adjacent city streets for everyone to park legally. Possession of a valid parking permit is the recipient's right to secure available, legal parking on campus—it is not a guarantee for parking in particular locations or in particular categories of spaces. The limited number of designated spaces for visitors, residence hall students, faculty/staff and disabled persons mandates stringent enforcement of parking regulations. Everyone is encouraged to respect the rights of others, and to allow sufficient time, usually a maximum of five to 10 minutes, to walk from available parking spaces to classrooms or facilities. A security escort service is available to students by calling Campus Police at 221-7786.
 - (f) Vehicles parked on campus are required to be maintained in operating condition. No maintenance involving replacement of major components such as engines, or the replacement of hazardous fluids, such as oil and transmission fluid, is authorized without consent of director of safety/chief of campus police or director of housing. Vehicles not maintained in operating condition and left unremoved for extended periods of time will be considered abandoned, and disposed of consistent with state law.
 - (g) Persons are responsible for citations incurred with their permits and/or vehicles. Persons will also be held liable for violations incurred by a vehicle, when that vehicle is reasonably shown to be associated to the person. Examples include vehicles shown to be registered to spouses or family members of students/faculty/staff. This will not be confused with the right to first obtain a visitor pass or request a second permit in the provisions below.
 - (h) A campus access fee will be charged to all main-campus students. The campus access fee is included in the general access fee on the students' statement of account. All University employees will be charged a campus access fee for each issued parking permit.
3. Parking zones, authorized overflow areas, and hours of enforcement. The University will assign and publish a color-coded list or otherwise designated markings for the following categories:
- (a) Faculty and Staff spaces. These spaces are also authorized for those with visitor passes and disabled permits at all hours. Parking in faculty/staff spaces is not enforced on days when the University is officially closed (weekends, holidays, etc.) and not enforced from 5 p.m. through 6 a.m. when school is in session. Faculty/staff spaces associated with any on-campus faculty/staff housing, however, are enforced on a 24-hour basis.
 - (b) Residence Hall Student spaces. These spaces are enforced on a 24-hour basis whether classes are held or not. Only those with valid residence hall parking permits, valid disabled parking permits and visitor passes issued only by Public Safety/Campus Police expressly for that category, are authorized to park in those spaces. Residence hall spaces will be

broken into further, color-coded categories, and resident students may only park in the colored area associated with their residence hall. When necessary, specific parking spaces will be designated in commuter lots for overflow residence hall parking.

- (c) Commuting Students and Married Housing spaces. These spaces are also authorized for visitors with passes, those with disabled parking permits, and residence hall parking permit holders only in specific lots. Commuting spaces are enforced only between the hours of 6 a.m. and 5 p.m. on days when classes are in session.
 - (d) Visitor spaces. Visitor spaces will not be issued to or used by current faculty, staff, or students. Visitor spaces are enforced between the hours of 6 a.m. and 5 p.m. on days when classes are in session.
 - (e) Emergency/Public Safety and Physical Plant/Maintenance Spaces. As a matter of public safety and the need to conduct critical maintenance in support of university operations, all but these types of official vehicles are forbidden to park in these spaces on a 24-hour basis.
 - (f) Yellow curbs and yellow bumper blocks. No parking is permitted on yellow curbs or at yellow bumper blocks at any time.
4. Obtaining and displaying parking permits and passes.
- (a) General:
 - 1. All parking permits expire annually on August 31.
 - 2. Hanging parking permits are issued to persons, not vehicles, and are not required to be permanently affixed to a vehicle. Persons in valid possession of a parking permit may drive any conveyance, if legally registered, insured, and in safe operating condition, with their parking permit displayed. Persons are encouraged but not required to provide specific vehicle information on the registration form to aid campus police in the identification of their vehicle for administrative or emergency purposes.
 - 3. Second parking permits. Because parking permits may be used on any vehicle desired under control of the operator/permit holder, only Emerald Hills/married housing students and families qualify automatically for a second parking permit. Only students/faculty/staff that present extraordinary circumstances in writing, approved by the Director/Chief, are authorized a second parking permit. Persons authorized a second parking permit will be assessed an additional campus access fee. Everyone is reminded and encouraged to use the temporary and visitor pass provisions below when desired.
 - (b) Faculty/staff parking permits. Faculty and staff complete registration and render payment at the Business Office.
 - (c) Student parking permits. Parking fee is included in the general access fee on student financial statements. Students complete registration with the Campus Police Department at the Shasteen Building or at announced, additional locations at the beginning of the academic year.
 - (d) Disabled Persons parking. Disabled parking permits are issued to qualified students/faculty/staff in lieu of any other permit. Permits are obtained from Public Safety/Campus Police upon the presentation of a license or placard issued by any state specifically to the person requesting the permit. Temporary disabled permits are issued under the authority of the director of Health Services and entitle the bearer to the same parking privileges for short periods of time.

- (e) Visitor parking permits. Visitor parking permits will be issued by Public Safety/Campus Police at the Shasteen Building, and may also be issued by the Directors of Admissions, Advancement, Alumni Affairs and the University Center. Visitor parking permits will only be issued in hard, color copy and will not be forwarded to any other party electronically. In addition to designated visitor spaces, visitors with parking permits may use all legal parking spaces on campus, except resident student spaces. Only Public Safety can issue visitor parking permits authorized for use in residence hall spaces.
- (f) Temporary parking permits. Unlike visitor permits, temporary permits are issued to members of the campus community who otherwise qualify for a regular parking permit. Temporary parking permits are issued by authorized campus departments, with prior approval of Public Safety/Campus Police for a designated period of time and are assigned a specific category and/or color code.
- (g) Displaying the parking permit. Parking permits designed to be hung from rear-view mirrors will be so displayed. The hanging parking permit system, provided as a convenience at the request of the campus community, presents potential abuses and a challenge to enforcement. The success of the program rests on the requirement to enforce the display of parking permits at all times while on campus.
- (h) Lost or stolen parking permits. Lost or stolen parking permits must be reported immediately to Public Safety/Campus Police. A temporary parking permit will be issued for 14 days. If the original parking permit is not recovered during that time, the operator will obtain and pay for a new parking permit.

5. Violations.

- (a) Moving violations. Note: Campus Police are commissioned and authorized to enforce all state motor vehicle laws on university property and all roads contiguous to campus. They are authorized to issue either a State or University citation when both state law and university regulations are violated in the following cases:
 1. Failure to obey stop sign or traffic signal.
 2. Failure to yield to pedestrians in crosswalk (note: extends to any pedestrian who has stepped off the curb and onto the roadway, for the entire length of the crosswalk.
 3. Traveling wrong-way on a one-way marked street.
 4. Operating a motor vehicle off a marked roadway on campus grounds.
 5. Speeding.
 6. Failure to yield right-of-way.
 7. Failure to obey lawful directions of a police officer.
 8. Failure of motorcycle operator or rider to wear certified, protective headgear.
 9. Failure to yield to emergency vehicle.
- (b) Parking violations.
 1. Parking in driveways, loading zones including dumpsters, crosswalks, sidewalks or pedestrian walkways.
 2. Parking in roadway or otherwise obstructing flow of traffic.
 3. Parking on campus grounds or cultivated area unless designated for parking.
 4. Parking in "No parking" zone.
 5. Parking on wrong side of street-facing opposite direction of traffic.
 6. Parking outside designated space and/or occupying two spaces.
 7. Parking within 15 feet of a fire hydrant.

8. Parking within 20 feet of street intersection or entrance/exits.
 9. Failure to display parking permit.
 10. Improper display of parking permit-inability to read permit.
 11. Possession/use of a forged/altered/lost/stolen permit.
 12. Parking in unauthorized zone.
 13. Unauthorized parking in visitor, maintenance or emergency vehicle space.
 14. Unauthorized parking in disabled parking area including adjacent access area and curb cuts.
- (c) Other. Persons who obtain a parking permit through misrepresentation, and/or transfer control of parking permit to a party not otherwise entitled to those privileges, will be subject to action under the provisions of student/employee disciplinary procedures.
6. Schedule of Fines.
- (a) Moving violations when written as a University citation: \$35
 - (b) Parking violations:
 1. Unauthorized parking in visitor, maintenance or emergency vehicle space: \$35
 2. Unauthorized parking in disabled parking area: the fine for disability/handicapped parking violations is established by state law and will increase as needed to be in compliance with state law.
 3. Possession/use of a forged/altered/lost/stolen parking permit: \$25 and revocation of parking privileges for remainder of semester/term.
 4. All other parking fines: \$25
7. Repeat Offenders.
- (a) Immobilization. Persons who receive more than three citations in one semester, regardless of status of appeals under the provisions below, may be subject to action under the provisions of student/employee disciplinary procedures, and are subject to having their vehicle immobilized (“booted”).
 1. When a vehicle is booted, no attempt will be made to remove or damage the boot. Attempts to drive the vehicle while the boot is emplaced are hazardous and will result in vehicle damage.
 2. Persons whose vehicle has been immobilized will report to Public Safety/Campus Police, where they will be given a processing form. Persons will document with the business office that all previous fines have been paid or appealed and will document a meeting with their respective vice president or designated representative.
 3. Upon completion of the form, persons will present the form to Public Safety/Campus Police, and the boot will be removed.
 4. Persons who do not make provision to complete the above requirements within seven calendar days will have their vehicle towed under the provisions outlined below.
 - (b) Towing and impoundment.
 1. Vehicles are subject to tow if:
 - a. Declared abandoned under the provisions of state law, obstructing traffic, or otherwise creating a safety hazard, blocking emergency vehicles and equipment and/or the ability to perform essential repairs.
 - b. The vehicle has already been immobilized once for repeat violations and subsequently found in violation again.

- c. It could not be immobilized previously due to mechanical or technical reasons, and, in lieu of immobilization, the operator was warned that the next offense would result in towing; and following that, the vehicle was subsequently found in violation again.
 - d. Parked in an area marked as a “tow-away” zone for publicly announced events and activities and Gov’s Club parking for athletic events.
 - 2. Vehicles will be towed and impounded by a licensed and bonded towing service contracted by the University. Persons whose vehicles are towed are responsible for settling towing and storage fees directly with the towing service.
 - 3. Vehicles not reclaimed will be subject to disposition under state law.
 - 4. Persons whose vehicles are towed after repeat violations and after having been immobilized once, are subject to immediate revocation of parking privileges for the remainder of the semester/term. Further attempts to park on campus without authorization will be referred to the appropriate vice president for disciplinary action.
- 8. Payment of Fines and Appeals.
 - (a) Fines:
 - 1. Fines are paid via appropriate means and through the website and/or Public Safety/Campus Police.
 - 2. Posting of fines from Public Safety/Campus Police to the Business Office normally takes three to five working days.
 - 3. Failure of students to satisfy payment of fines will result in withholding grades, transcripts and the ability to register for subsequent semesters. Faculty/staff must satisfy payment of fines during the semester/term the fine was incurred. Failure to do so may result in a payroll deduction.
 - (b) Appeals:
 - 1. General.
 - a. Upon receipt of a citation, persons have three class days to submit an appeal. Appeals received outside that window will not be considered.
 - b. Appeal forms can be obtained from Public Safety/Campus Police or completed and submitted electronically.
 - c. Issuing officers will be afforded the opportunity to comment on appeals before presented to the appeal authority.
 - 2. Student Appeals.
 - a. The Student Tribunal shall hear and decide all student appeals of student traffic citations.
 - b. The Tribunal will consist of a minimum of four (4) members and rule by majority vote.
 - c. The Tribunal will meet at a minimum of every two weeks and report findings in writing to the student who appealed, Public Safety/Campus Police and the Bursar’s Office.
 - d. Students may further appeal the Tribunal’s decision to the Dean of Students.
 - e. When the University is not in session, the vice president for Student Affairs, or designee, will hear and decide appeals and announce results in the same manner as the Tribunal.

3. Faculty/Staff Appeals. A committee consisting of faculty and staff shall hear all faculty and staff citation appeals at least once per semester and report results in the same manner as the Tribunal.

APSU STUDENT RIGHTS

Notification of Rights Under FERPA

FERPA is the acronym for the Family Educational Rights and Privacy Act. Originally enacted in 1974 as part of a bill extending the Elementary and Secondary Education Act of 1965, it has been amended over the years since. FERPA was enacted as a series of civil rights legislation, designed to assert and protect the rights of students and their parents. Its primary purpose was two-fold: to assure parents of students' access to their education records and to protect such individuals' rights to privacy by limiting the transferability of their records without their consent.

Can a school disclose information to parents in a health or safety emergency?

Yes. Austin Peay State University is permitted to disclose information from education records to parents if a health or safety emergency involves their son or daughter.

Can parents be informed about students' violation of alcohol and controlled substance rules?

Yes. APSU is permitted to inform parents of students under the age of 21 of any violation of law or policy concerning the use or possession of alcohol or a controlled substance.

Can a school disclose law enforcement unit records to parents and the public?

Austin Peay may disclose information from "law enforcement unit records" to anyone — including parents or federal, State, or local law enforcement authorities — without the consent of the eligible student. Many colleges and universities have their own campus security units, just as Austin Peay State University does. Records created and maintained by these units for law enforcement purposes are exempt from the privacy restrictions of FERPA and can be shared with anyone.

When may a school disclose information to parents of dependent students?

Under FERPA, schools may release any and all information to parents, without the consent of the eligible student, if the student is a dependent for tax purposes under the IRS rules or if the student voluntarily provides the University with a waiver providing parents access to educational records.

Can school officials share their observations of students with parents?

Nothing in FERPA prohibits a school official from sharing with parents information that is based on that official's personal knowledge or observation and that is not based on information contained in an education record. Therefore, FERPA would not prohibit a professor or other school official from letting a parent know of his or her concern about the student based on his or her personal knowledge or observation.

How does HIPAA apply to students' education records?

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a law passed by Congress intended to establish transaction, security, privacy and other standards to address concerns about the electronic exchange of health information. However, the HIPAA Privacy Rule excludes from its coverage those records that are protected by FERPA at school districts and postsecondary institutions that provide health or medical services for students. This is because Congress specifically addressed how education records should be protected under FERPA. For this reason, records that are protected by FERPA are not subject to the HIPAA Privacy Rule and may be shared with parents under the circumstances described above.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the