SECTION 4: CITATION APPEAL, PROCESS POLICY

1. If you feel that a citation is unwarranted, you must file an appeal online. To submit an appeal online go to http://web.trinity.edu/ptu1. Once the appeal has been reviewed, you will receive a response by e-mail.

2. If the initial appeal is denied, the next level in the appeal process is through the Traffic and Parking Committee. Information on this appeal are included in the response e-mail. Once the appeal has been reviewed, you will receive a response by e-mail.

SECTION 5: FREQUENTLY ASKED QUESTIONS

1. Do I always need to display my permit, even if my vehicle is already registered with the TUPD? Yes. All registered vehicles are required to properly display their issued permit at all times while parked on University property.

2. Who should I ask to get correct information as to where to park? Ask any member of the TUPD, or refer to the TUPD Web site or refer to this pamphlet.


4. What constitutes a visitor for the purpose of visitor parking and appeal privileges? Persons periodically parking on campus that are not registered for classes or employed by the University. In addition, people who regularly frequent the campus (at least once a week) are NOT considered visitors and are required to purchase a parking permit.

5. Is open parking allowed between semester breaks and during recess periods? No. Parking lot restrictions will remain in effect throughout the school year including semester breaks and during holiday breaks.

6. Can I park in Alamo Stadium? Parking in Alamo Stadium is allowed between certain hours Monday through Thursday. Parking overnight and on weekends is not allowed.

7. If I need to “run a quick errand” in a building, is it OK to park in the closest handicapped, fire lane or reserved space with my emergency flashers on? No. The use of emergency flashers does not “exempt” a person from parking restrictions. Those parking areas are created for people who use them as they are designed. Strict enforcement must be maintained in these areas for the safety of others.

8. If I live off campus, can I park in a visitor space? No. Off campus students are not considered visitors and must purchase a permit and park in student areas/spaces.

9. What can I do if I come onto campus at a late hour and cannot find a convenient place to park or need an escort? You may contact TUPD or utilize any blue light phone and request an escort. These phones are located throughout the campus - Refer to Map for locations. You may also register for “ELECTE,” a virtual escort app at http://web.trinity.edu/ptu8.

SAFETY AWARENESS TIPS:
- Keep your vehicle doors locked and close your windows at all times.
- Use vehicle anti-theft devices
- Keep valuables out of plain view
- Speed limit on campus is 10 MPH
- Coordinate escorts with TUPD
- Report any suspicious activity immediately

CRIME STATISTICS
The Trinity University Police Department annually publishes a crime awareness and campus security information brochure in compliance with the Jean Clery Act. The “Annual Security Report” includes security policies and campus crime statistics. You may request a copy of this report by calling (210) 999-7326. This information can also be found on our website at: http://web.trinity.edu/safery.xml

EMERGENCY NOTIFICATIONS
TrinAlert is Trinity University’s emergency text message system. TrinAlert will be used to rapidly direct students, faculty and staff of critical campus emergencies to your cellular phone or device. Only official university emergency communications (and occurs test messages) will be sent to you through this system. TrinAlert is completely voluntary but you must sign up for the service in order to receive alerts.

Go to http://web.trinity.edu/ems3.html and complete the online registration form at your convenience.