

# TRAFFIC/PARKING REGULATIONS AND ABRIDGED POLICIES 2018 – 2019



**CENTRAL OREGON**  
community college

All persons parking on campus are required to comply with all regulations included in this booklet as well as all state of Oregon traffic laws as found in the Oregon revised statutes. By obtaining a parking permit, drivers are acknowledging awareness of the stated regulations contained herein and understand that violations are subject to citation or other enforcement action.

To report a traffic accident, crime or incident, contact



**Campus Public Safety**  
**541.383.7272**

**In case of emergency, dial 9-1-1,  
then contact Campus Public Safety.**

[cocc.edu/public-safety](http://cocc.edu/public-safety)



To report an incident, request assistance or request approval  
to leave a vehicle overnight, contact

**Campus Public Safety**

**541.383.7272**

**Boyle Education Center, Room 161**

**[cocc.edu/public-safety](http://cocc.edu/public-safety)**



[facebook.com/coccpubliksafety](https://facebook.com/coccpubliksafety)

# SAFETY, SECURITY AND AVOIDING CITATIONS...

## PLEASE READ ALL REGULATIONS.

Upon entering any College property, you acknowledge that you have reviewed all of the campus traffic/parking and policy regulations and are subject to citation for violations. This includes Bend, Redmond, Madras and Prineville campuses as well as the Chandler Lab.

**WATCH** for parking lot signs and check before parking to make sure that you are in an authorized parking lot. Staff parking is enforced at all times.

**OBEY** regulatory signs; all signs on campus are enforceable including prohibited parking and other regulations.

**CALL** the department of Campus Public Safety at 541.383.7272 if your vehicle has become disabled and you are unable to move it or to request approval to leave a vehicle overnight. Vehicles not authorized will be cited.

**BE AWARE.** Vehicles parked overnight are subject to citation unless authorized by the department of Campus Public Safety.

**REPORT.** If you have been involved in a traffic accident or you witness any accident or crime on campus, call the department of Campus Public Safety at 541.383.7272, or 9-1-1 if it is an emergency.

**PREVENT** crime on campus by not leaving items in plain view within your vehicle and be sure to always lock up when you leave.

**SLOW DOWN.** The speed limit on campus is 20 MPH on roadways and 10 MPH in parking lots.

**AUTHORIZED PARKING.** Regulations regarding ADA (Disabled) parking spaces are enforced on campus. Only vehicles with a valid, state-issued placard or license are permitted to park in these spaces.

**RED IS NO PARKING.** Do not park in zones marked red. This is prohibited parking and you will be cited.

**YELLOW IS NO PARKING.** Do not park in zones marked yellow. This is prohibited parking and you will be cited.

**BIKE LANES ON COLLEGE WAY.** Be aware that the City of Bend issues citations to vehicles parked in bike lanes regardless of the color of the curb.

**SET YOUR BRAKES.** The College's Bend campus is located on a butte with steep roadways and parking lots. Drivers should always set their parking brake and, when parked parallel to a curb, need to turn their wheels into the curb as required by Oregon state law.

**NO PETS.** Pets are not permitted on campus, including in vehicles.

**NO WEAPONS.** Firearms and dangerous weapons are prohibited on campus, including in vehicles. [per ORS 161.015(1)(2), ORS 166.360, ORS 166.370.]

**NO SMOKING.** Smoking or the use of smokeless tobacco is limited to campus parking lots only and must be 25 feet from any building.

# Central Oregon Community College

## TRAFFIC/PARKING REGULATIONS

### 2018–2019

#### PLEASE READ CAREFULLY.

By entering any College property, you acknowledge that you have reviewed all of the college traffic, parking and conduct regulations, and understand that you are subject to a citation for violations. This includes (but is not limited to) the Bend, Redmond, Madras and Prineville campuses, as well as Chandler Lab.

Authority to adopt regulations covering the policing, control and regulations of traffic and parking of vehicles on college property along with the registration of motor vehicles and the designation and posting of parking areas can be found in Oregon Revised Statute 341.300. Public Safety Officers are empowered under authority provided by the Oregon Revised Statutes and Central Oregon Community College Board Policies, to enforce parking, traffic, campus policy and conduct violations. Enforcement may include issuance of a citation, with a monetary fine. Listed in this booklet are the College's parking and traffic regulations, as well as an abridged conduct policy list. Please be familiar with these important regulations, as well as the college's Student Code of Conduct, when on college property.

For a complete list of Central Oregon Community College Policies and Regulations, as well as all Oregon Revised Statutes, please visit [cocc.edu/public-safety](http://cocc.edu/public-safety), and click on the "Citations and Enforcement" tab.

## SECTION A

### REGISTRATION & PERMITS

#### I. PARKING PERMITS

- A. Parking permits are free of charge.
- B. Permits are required 7 a.m. to 5 p.m. seven days a week, in permit required parking lots.
- C. Staff and students must register all vehicles brought onto college property in order to park in a permit parking space.
- D. New license plate numbers obtained for vehicles already registered need to be reported and updated with the Campus Public Safety department, within three working days.
- E. Permits are to be **permanently affixed** to the exterior of motor vehicles so that they are clearly visible on the **driver's side rear bumper or window**. Motorcycles and motor scooters must display the permit in such a manner that is easily visible. Permits shall not be affixed upside-down, nor sideways. (Note: permits may later be removed with a hair dryer or cleaning solution.)

- F. Failure to display a parking permit, and the improper display of permits, constitutes a violation by the operator of the vehicle. Taping or clipping of the permit to the vehicle is not considered permanently displayed.
- G. Should a parking permit become mutilated or obliterated in any way, a new vehicle permit must be obtained.
- H. Parking permits are **not transferrable** from person to person, nor vehicle to vehicle. If a vehicle is sold, traded, or becomes inoperable, it is the vehicle owner's responsibility to remove the permit and contact the Campus Public Safety Department for a new permit within 24 hours.
- I. Temporary permits are available for visitors, staff, or students, when not using a permitted vehicle. Contact the Campus Public Safety Department for further details.

## II. CARPOOL PERMITS

- A. Reserved carpool parking spaces are available for anyone who registers with the carpool program, through the Campus Public Safety department. When parked in a designated carpool space, the vehicle must display a current carpool permit, display a current COCC parking permit and at least two people must arrive in the car, at the time it is parked. Carpool spaces in staff parking lots revert to regular staff parking, when the space is open after 9:30 a.m. Monday through Friday.
- B. Each carpool group must submit a completed Carpool Parking Permit Agreement (available in the Campus Public Safety office) to the Campus Public Safety department, before permits are issued to the participants, and before the participants may use the reserved carpool spaces on campus.
- C. In the event that a carpool participant does not meet the minimum requirement of two people sharing in their commute on any given day, the participant is not permitted to park in a reserved carpool space. Using the hanging tag to park in a carpool space, when traveling alone, defies the spirit of the program and is grounds for immediate loss of program privileges and related parking fines.

## SECTION B TRAFFIC, PARKING & CONDUCT REGULATIONS

### I. GENERAL STATEMENT

- A. For the purpose of these regulations, the term "motor vehicle" includes automobiles, trucks, motorcycles, motor scooters, motor bikes and any other motor-powered method of transportation.
- B. COCC assumes no responsibility for the care and/or protection of any vehicle or its contents at any time during which it is operated or parked on any college property. Vehicles should be locked when parked on campus. Valuables (handbags, wallets, stereo & camera equipment, phones, etc.) should not be left in plain view, inside the vehicle.

- C. The individuals to whom the permit is issued or registered shall be responsible for all parking/traffic violations of the vehicle, regardless of who is operating the vehicle. The permit holder shall advise all drivers of the vehicle of the College's policies regarding campus traffic and parking — particularly where the vehicle is authorized to park.
- D. A bona fide visitor is any person other than staff or students, parking a non-registered vehicle on campus. **At no time** are staff and students considered visitors for the purposes of parking a vehicle on campus.
- E. All state and local laws governing movement, operation and parking of vehicles shall apply on college property. On special occasions and in emergencies, parking and traffic limitations may be imposed by the College as required by the conditions which prevail.
- F. All accidents involving moving vehicles which occur on college property must be reported immediately to the Campus Public Safety department.
- G. All traffic must yield to Campus Public Safety vehicles when they have their emergency lights activated on college property.
- H. Driving and parking on college property is a privilege, not a right. This privilege may be revoked by the Campus Public Safety department.

## II. PARKING INFORMATION

### A. Available Parking Space:

The registration of a motor vehicle does not insure availability of parking, but it does grant the privilege of parking in a specified area, when space is available. A college parking map is located in this booklet. The responsibility for finding a legal parking space rests with the motor vehicle operator. Lack of space is not considered a valid reason for violation of parking regulations. Parking is allowed in designated spaces only.

### B. Visitor Parking:

On the Bend campus, marked visitor parking spaces are available in Boyle Education Center Lot G1, Metolius Lot B15 and Mazama Lot F6. Additionally, campus parking permits are not required in parking lots D1, D3, D4, G3, G4, and H2 (see parking map). Visitors parking on campus in other locations must display a valid visitor parking permit, issued by a college department or the Information Booth, located in the Boyle Education Center. Visitor permits shall be displayed on the driver's side of the vehicle's dashboard. Campus visits by 20 or more guests should be reported to the Campus Public Safety department, prior to arrival. Visitor parking is available on COCC's other campuses, and is marked with signage.

### C. Staff and Student Parking Areas:

These parking areas are indicated by parking signs and/or by designations on the campus map. Each person driving a vehicle on campus is responsible for becoming familiar with the map and the proper parking areas. Staff and visitor parking spaces may be delineated by signs only, and may not be visible on the parking map. Alternatively, some staff lots and permit-required areas may not be delineated by signage and may only be visible on the parking map.

**D. Loading/Unloading:**

Staff parking areas may be used by vehicles to temporarily park while loading, if not blocking driveways or other vehicles, or parked in a red zone or an ADA marked stall. Loading/unloading is limited to 10 minutes. Persons using these areas must leave hazard lights on, to indicate loading. Vehicles used for loading/unloading without the use of flashers, and/or exceeding 10 minutes, will be cited.

**E. Residence Hall Parking:**

Wickiup Hall residents are required to display current resident permits. Resident permits begin with the letter "R." Resident permits allow for overnight parking in the I1, I2, I3, I4, F2, F3, F4 and F6 lots. Vehicles parked overnight in any other location are subject to citation, and/or towing (even with an "R" permit displayed). Resident permits are free and can ONLY be obtained at the Wickiup Hall front desk.

**F. Additional Prohibited Parking:**

1. Along a curb, anywhere on campus other than designated parking spaces.
2. Fire zones, no parking zones, zones for disabled parking, service vehicle only spaces, red curbs and yellow curbs.
3. Non-designated parking areas (non-paved or graveled areas, – excluding B12 – landscaped areas, painted walkways, etc.).
4. Other illegal parking as designated on the campus map or by signs and painted areas.
5. No parking on roadways or natural areas.

**G. Abandoned Vehicles:**

Vehicles remaining on college property more than 48 hours, may be removed at the owner's expense. If a vehicle becomes inoperable, or to request permission to park overnight, contact the Campus Public Safety department.

**H. College Way:**

College Way, on the Bend campus, is a city street and is governed by city traffic laws. Citations received for violations on College Way are payable to the City of Bend Police Department. Reduce speed when negotiating speed bumps on College Way.

**I. ADA Parking:**

ADA spaces are available for anyone with state disabled license plates/state ADA parking permit when used lawfully. Vehicles displaying these plates/permits must be driven by the disabled person or have the disabled person as a passenger. These vehicles are subject to the same parking rules and regulations when not parked in a parking space/area designated for disabled persons or other parking as authorized by the state of Oregon. If ADA stalls are full, you are permitted to park in any lawful parking stall regardless of limitations (staff, visitor, etc.) while displaying placard. Temporary permits issued by the College do not allow for parking in ADA marked stalls.

**J. Bicycle Parking:**

At no time may a bicycle be locked to any fixture other than a bicycle rack. No permit is required, but licenses for theft prevention are recommended and may be obtained from the City of Bend Police Department. Bicycle racks are provided at the following locations:

- Boyle Education Center
- Culinary Institute
- Health Careers Center
- Library
- Mazama Recreation Center
- Metolius Hall, north of parking lot
- Pence Hall
- Pioneer Hall
- Ponderosa Hall
- Science Center
- Wickiup Hall

**K. Motorcycle Parking:**

Motorcycles, or any other vehicle with a combustible engine, are only permitted to park in designated motorcycle parking spaces or standard parking spaces. Motorcycles parked in ANY other location will be cited and/or impounded. A limited number of motorcycle parking spaces are available at:

- Alpine Way
- B6 parking lot
- B9 parking lot
- B15 parking lot
- Grandview Hall
- Metolius Hall
- Newberry Hall
- Ponderosa Hall

L. Vehicle maintenance is not permitted on college property.

M. The Campus Public Safety department does not provide unlocks to motor vehicles.

N. If you have special parking needs, please contact the Campus Public Safety department.

O. Parking on campus between 10 p.m. and 6 a.m., excluding Wickiup Hall residents, is not permitted, unless authorized by the Campus Public Safety department.

P. Time mismanagement is one of the primary reasons for parking violations on campus. Please allow enough time to find a legal parking space. Being late is not considered a valid reason for violation of parking regulations.

**III. PARKING REGULATIONS AND CITATION AMOUNTS**

- No vehicle shall be parked in a designated staff parking lot or space, at any time, without a staff, service, or authorized temporary parking permit. (\$25)
- No vehicle shall be parked in a visitor parking stall with a student or staff parking permit displayed. (\$25)
- No vehicle shall be parked in a marked yellow zone. (\$35)
- No vehicle shall be parked in an area designated as "fire lane" by signs or curb markings. (\$35)
- No vehicle shall be parked in a parking lot designated as permit required without a current and valid COCC parking permit displayed. (\$25)



- No vehicle shall be parked in an area that is not authorized for parking. (\$30)
- No vehicle shall be parked as to obstruct the normal flow of traffic in parking lots and roadways. (\$30)
- No vehicle shall be parked facing the wrong direction. (\$25)
- No vehicle or person shall disobey a traffic control device. (\$20)
- No vehicle shall improperly display a parking permit, and the permit shall be in the authorized location on the vehicle, as stated in the parking and traffic regulations. (\$25)
- No COCC parking permit shall be displayed on a vehicle for which it is not issued. (\$20)
- No vehicle shall be parked that is in violation of state law, or where prohibited by signs, markings, or other traffic control devices. (\$25)
- No vehicle shall be parked in the roadway, unless authorized. (\$30)
- No vehicle shall be parked in more than one parking space, at any one time, without authorization from Campus Public Safety. (\$25)
- No vehicle shall be parked more than 18" from the wheels to the curb. (\$25)
- No vehicle shall be parked in a landscaped or natural area, not designated or authorized for parking. (\$35)
- No vehicle shall be parked in a resident only parking lot or space, without displaying a current and valid resident parking permit or authorized temporary parking permit. (\$30)
- No vehicle shall be parked on campus between 10 p.m. and 6 a.m. unless authorized by Campus Public Safety or parked in a lot approved for residential parking with an appropriate resident permit displayed. (\$30)
- No vehicle shall be parked in a marked red zone. (\$35)
- No vehicle shall be parked in front of a fire hydrant. (\$35)
- No vehicle shall be parked in an ADA space without a valid, current, state issued permit, license, or placard that is lawfully displayed. (\$150)
- No vehicle shall be parked in an ADA designated loading area adjacent to an ADA parking stall (hash marks). (\$50)
- No vehicle shall be parked under building eaves or immediately next to buildings and structures, unless clearly marked as a parking space. (\$50)

#### **IV. TRAFFIC REGULATIONS AND CITATION AMOUNTS**

- Failure to come to a complete stop at a marked stop sign. (\$35)
- No person shall drive on a roadway against the designated flow of traffic. (\$25)
- No person shall disobey a traffic control device. (\$25)
- No person shall exceed the designated speeds in parking lots (10 miles per hour) and roadways (20 miles per hour) or drive beyond the speed safe for roadway and traffic conditions. (\$35)

- No person shall apply his or her vehicle horn unless used as authorized by Oregon state law. (\$30)
- No vehicle shall be operated on campus that emits excessive noise as stipulated in state law and causes a disturbance to the peace of the campus. (\$30)
- No person shall operate a vehicle in a reckless manner that endangers the safety of other drivers, pedestrians or the property of others. (\$50)
- No person shall operate their vehicle in a manner that purposely causes audible tire friction for the purpose of demonstration or disturbing the peace of others. (\$30)
- No vehicle shall be operated during hours of darkness without state required lighting. (\$35)
- Failure to yield to a pedestrian in a marked crosswalk. (\$35)
- Received five or more parking or traffic violations in the academic year. This penalty is assessed at time of fifth and subsequent violations. Violations that are waived through appeals process or administrative void do not count. (\$50)
- Unlawful use of ADA placard or permit as defined by the State of Oregon, Department of Motor Vehicles. (\$150)
- Failure to yield or move from the path of a Campus Public Safety emergency vehicle when emergency lights and/or siren are activated. (In reference to ORS 811.145) (\$30)
- All drivers are required to follow State of Oregon driving laws while on campus. Laws that are not addressed in separate college policies are hereby enforced. (\$30)
- No unauthorized person shall move, change, drive into or beyond any area temporarily designated as closed or with other traffic direction as indicated by a temporary traffic control device such as traffic cones, barricades or signs. (\$40)
- Upon activation of caution lights and display of lighted stop sign on a campus shuttle bus, motorists approaching from in front and behind the bus shall stop until the driver deactivates the lights and stop sign. (\$40)

## V. ABRIDGED CONDUCT POLICIES AND CITATION AMOUNTS

- **Tobacco Policy:**  
Smoking is only permitted in parking lots and must be at least 25 feet from any building. E-cigarettes, smokeless tobacco and any other forms of nicotine, are also included in this policy. (\$30)
- **Animals on Campus:**  
Animals are not allowed anywhere on campus, including in vehicles. Animals **that have been approved** as an accommodation for a student through our office of Services for Students with Disabilities (SSD), as either Service Dogs or Assistance Animals, and animals authorized through the Veterinary Technician program are exempt. Assistance animals are only allowed in and immediately around Wickiup Hall. Service dogs may accompany handlers anywhere on



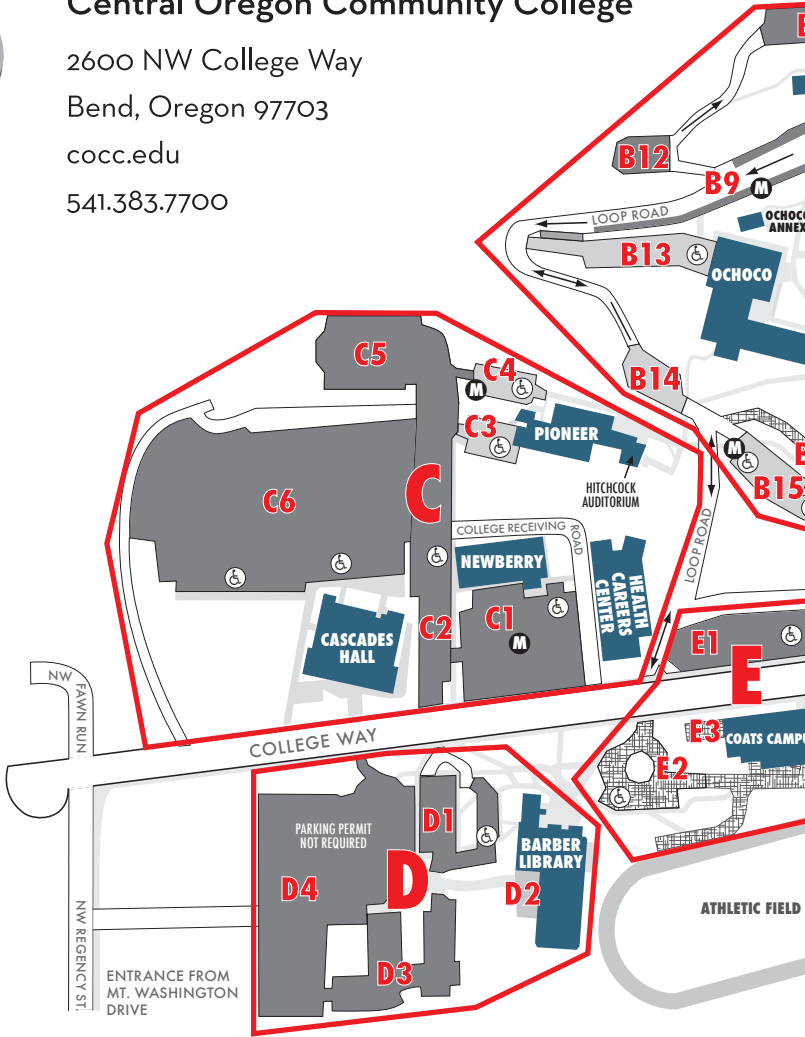
# Central Oregon Community College

2600 NW College Way

Bend, Oregon 97703

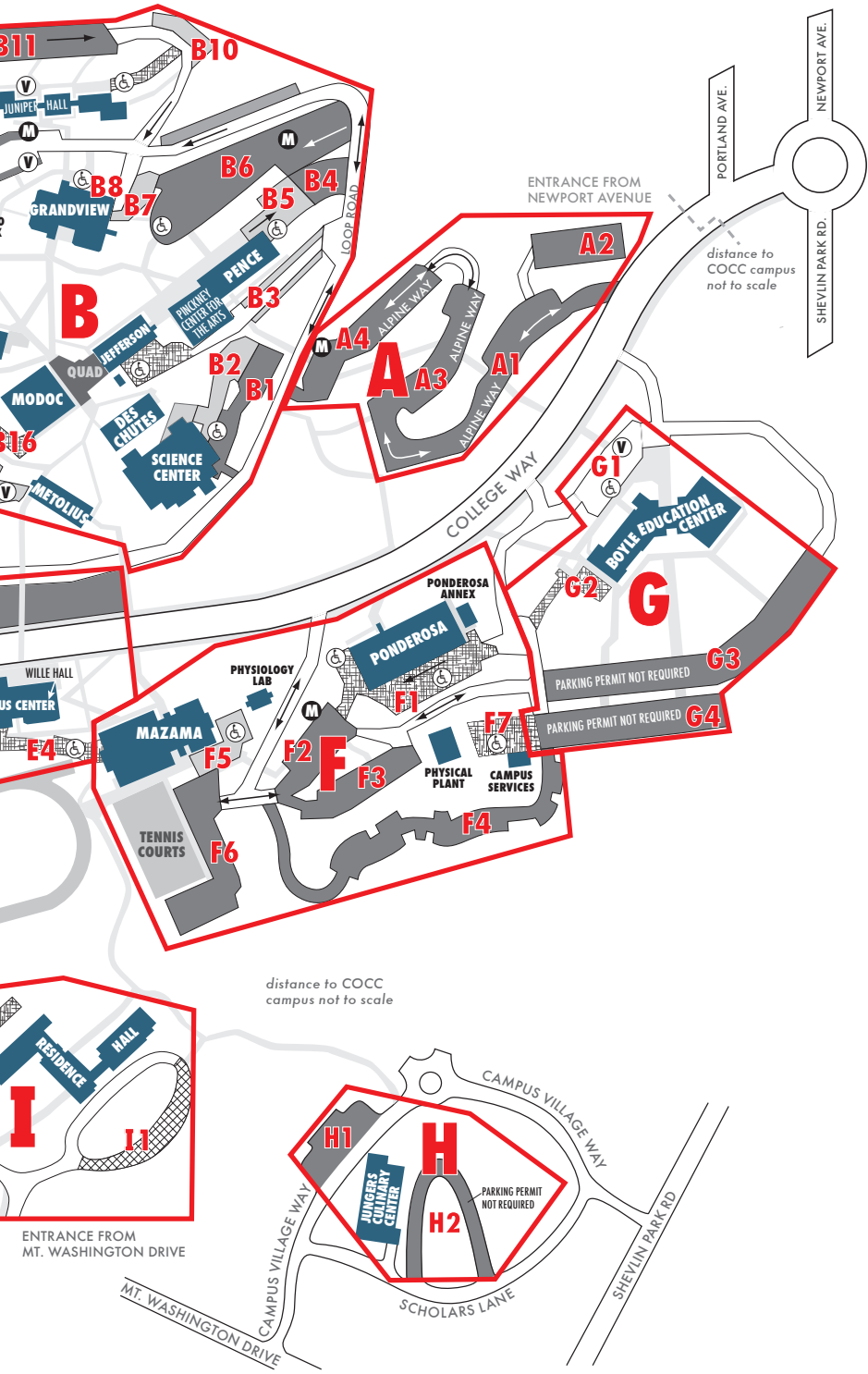
cocc.edu

541.383.7700



- BUILDINGS
- SIDEWALKS
- STUDENT/COLLEGE PARKING
- FACULTY/STAFF PARKING
- ROADS

- A1** PARKING AREA DESIGNATION
- DISABLED PARKING (state permit required)
- VISITOR PARKING
- MOTORCYCLE PARKING
- RESIDENT PARKING
- RESTRICTED AREAS



campus, but the dog must meet behavior guidelines as outlined in the Service & Assistance Animal Policy. If approval has not been granted through the SSD office, please refer student to the SSD office, located in the Barber Library 541.383.7583. (\$30)

- **Alcohol:**

Alcohol is not permitted anywhere on campus, unless authorized by the Office of the President. (\$35)

- No person shall remain in a building upon activation of a fire alarm. (\$35)

- **Skateboarding, Rollerblading and Roller-Skating:**

Not allowed anywhere on College property. (\$35)

- **Bicycles:**

May not be ridden on pathways, hallways, nor corridors. (\$35)

- **Sales on College Property:**

Sales of any materials by persons, businesses, or groups other than COCC departments or authorized sellers is prohibited. Contact College Relations to request approval for sales of items on College property 541.383.7596. (\$30)

- **Distribution of Solicitation Materials:**

Solicitation materials may not be distributed on campus, or placed on vehicles, without approval from College Relations 541.383.7596. (\$30)

- **Fireworks:**

Fireworks are not permitted anywhere on college property. (\$35)

- Smoking on college property during a campus wide ban, due to fire restrictions, is prohibited. (\$35)

- Depositing, leaving, throwing, or posting items on campus, other than in appropriate trash receptacles, is prohibited. (\$30)

- The unlawful possession, use, or distribution of illicit drugs, or prescription medication not prescribed to the possessor, and/or possession of paraphernalia used for the ingestion, injection, or inhalation of an illicit drug, is prohibited on COCC property, and grounds. (\$50)

- Fire escapes, ground-level fire doors, fire hoses, extinguishers and alarm equipment are to be used only as emergency devices. Blocking of fire exits or other means of impeding traffic is prohibited. Abuse, tampering with fire detection or alarm devices, or misuse of fire extinguishing equipment is prohibited. (\$75)

- **Snowboarding, Skiing, Sledding:**

Not allowed anywhere on college property. (\$30)

- No person shall interfere with an investigation, or enforcement action, of a Public Safety Officer. No person shall fail to follow the order or direction provided by a Public Safety Officer. (\$50)

- A person commits the offense of disorderly conduct if they are intoxicated to a point that they are causing a disturbance to the peaceful and educational operations of the College, or causes unreasonable noise that disturbs the peaceful and educational operations of the College, or engages in fighting

or in violent, tumultuous, or threatening behavior, or obstructs vehicular or pedestrian traffic on a college way, or creates a hazardous or physically offensive condition, by any act which the person is not licensed or privileged to do (as referenced in ORS 166.025). (\$50)

- No person shall enter an area designated as closed by a college official. (\$30)
- **Weapons:**  
Firearms and dangerous weapons are prohibited on campus, including in vehicles. [per ORS 161.015(1)(2), ORS 166.360, ORS 166.370.] Please visit CPS website FAQs for more information. (\$250)

## SECTION C

# POLICY ENFORCEMENT

### I. DISCIPLINARY ACTION

- A. Citations **will** be issued for failure to comply with these regulations.
- B. The Registrar will be asked to withhold registration materials or transcripts of students who have failed to meet their financial obligations to the College, including non-payment of traffic and parking citations. Unpaid accounts may also be sent to the Oregon Department of Revenue for collection.
- C. **Impounding and Towing:**  
A vehicle owner/operator who receives five (5) traffic/parking citations, paid or unpaid, within the academic year is subject to impoundment or towing of the vehicle and may not be allowed to park on campus for the remainder of the year. Vehicles may also be impounded if parked in a manner that is deemed a hazard or violation of college policy. Vehicles are towed at the expense of the owner/operator. The owner/operator may also be subject to a student conduct hearing.
- D. **Payment and Appeal of Citations:**  
All penalties for violations must be paid at Admissions and Records, located in the Boyle Education Center. Citations become delinquent seven (7) working days after issuance. Violators may mail payment (ticket must be included) for fines directly to the Cashier, Boyle Education Center, 2600 NW College Way, Bend, OR 97703. Fines may be reduced by \$5 if paid within seven (7) working days.

### II. APPEALS OF CITATIONS

- A. All COCC citations issued to persons, may be appealed to the Citation Appeals Committee. City citations must be appealed to the Bend Municipal Court.
- B. **Appeals of Citation:**  
The Citation Appeals Committee has the responsibility of adjudicating most (city citations excluded) traffic, parking and policy citation appeals. If you believe you received a citation in error, or there were extenuating circumstances which should be considered, you have the right to appeal your citation. Appeal forms are available at the Campus Public Safety office; the ASCOCC Student

Government office in the Campus Center, the Admissions and Records office, and the Information Booth, located in the Boyle Education Center.

**Appeals Procedure:**

1. Obtain an official appeal form at one of the previously listed locations.
2. Fill the form out completely. Incomplete forms will not be considered.
3. Attach a legible copy of the citation to the appeal form.
4. Keep a photocopy of the citation and the appeal form for your own records.
5. File the completed appeal form at the Campus Public Safety department, located in the Boyle Education Center, or mail to Campus Public Safety at 2600 NW College Way, Bend, OR 97703.
6. COCC’s Citation Appeals Committee will review all appeals received. If you wish to be present, indicate so on your appeal form, and the appeal board will set up an appointment.
7. The Citation Appeals Committee will usually notify you by mail of their decision within 2 weeks (14 days) of review.
8. You are encouraged to pay your fine within seven days of issuance in order to take advantage of the reduction in charges (\$5 off total citation). If your appeal is approved, your payment will be refunded by the cashier.
9. All fines must be paid or resolved prior to registration periods or you will not be allowed to register for the following term.
10. All fines must be paid at the Admissions and Records office during regular business hours, by mail, or online.
11. The Citation Appeals Committee’s decision is final.

**III. SPECIAL INFORMATION**

- A. If, at any time, you have questions about parking rules and regulations contact the Campus Public Safety department.
- B. Winter driving on snow and ice can be a challenge on COCC’s campuses. The Campus Public Safety department has information about winter driving, which may help you.
- C. This is your campus, and we want your experience here to be a pleasant one. Please report any suspicious activity and any safety hazards immediately. We ask for your participation in keeping a safe campus. In an emergency, remember to always call **9-1-1** first.
- D. Vehicles towing trailers (i.e. flatbed, campers, boats, etc.) or oversized vehicles may park **only** at the **northern-most end** of the library lots (parking lot D4).
- E. All staff and students are required to obtain college issued, picture identification. Identification cards may be obtained at the Information Booth in the Boyle Education Center and Building 3 on the Redmond Campus.

## SECTION D

# ADDITIONAL INFORMATION

## I. REPORTING A CRIME OR ACCIDENT

### A. Traffic Accidents:

If there are injuries requiring immediate medical attention, dial 9-1-1. If there are no injuries, and the vehicles may be moved without the assistance of a tow truck, pull the vehicles to the side of the road and allow traffic to flow freely. Report the incident to the Campus Public Safety department. The involved parties may obtain a copy of the Campus Public Safety report from the Campus Public Safety office, after three business days.

### B. All Other Crimes and Incidents:

If you see something, say something! If you see a concerning incident in progress, attempt to remember as many details as possible and contact the Campus Public Safety department as soon as possible. If there is a crime in progress, and/or persons in danger, dial 9-1-1. You may also notify Campus Public Safety via one of the Code Blue Emergency towers or emergency phones located throughout campus. It is always best to report an incident, even if you are not sure if you should. There is no penalty for reporting an incident, situation, or suspicious circumstance, which turns-out to be nothing!

### C. Lost or Found Property:

The lost and found is located in the Coats Campus Center. Contact the Student Life office or a building attendant to obtain or search for found property. If reporting missing, stolen, or lost property, contact the Campus Public Safety department.

## II. ALTERNATE FORMS OF TRANSPORTATION

A. Students are encouraged to use alternative transportation (bus, bike, walk, COCC shuttle) to get to the College. For those students who drive, please park in college parking lots or on College Way. Please do not park in adjacent neighborhoods.

B. COCC's shuttle service offers free transportation on the Bend campus. Service is available Monday through Thursday, 7:30 a.m. to 4:30 p.m., in Fall, Winter and Spring. Shuttle signs indicating approximate departure times are posted at all shuttle stops. Shuttle maps and schedules are available online at [cocc.edu/departments/campus-services](http://cocc.edu/departments/campus-services) or at the Information Booth located in the Boyle Education Center. Students, staff and visitors are strongly encouraged to find a parking space and use the shuttle to commute around campus. The shuttle is equipped with a wheelchair lift and a bike rack.

C. A specially equipped ADA shuttle is available at select times. To request ADA transportation contact Campus Services at 541.383.7776.



### **III. UNMANNED AERIAL SYSTEMS POLICY AND PROCEDURES**

**Purpose:**

The use of unmanned aerial technology is an emerging issue for colleges. The potential for privacy violations, crashes, disruption to the campus environment and even weaponized uses underscores the need for Campus Public Safety to have policy in place to support enforcement actions. While commercial use of unmanned aerial systems (UASs) may lie in the near future, CPS has already contacted private individuals operating from campus. This policy will have to evolve with the technological realities related to UAS, but will give needed direction to CPS and the campus community.

**Scope:**

This policy applies to any student, staff, visitor, or community member operating unmanned aerial vehicles on or above the campus without proper permission. This policy does not apply to official, UAS education programs of COCC.

**Policy:**

Use of unmanned aerial vehicles (UAV) or systems (UAS) from, on, or above COCC college property is prohibited without prior, written approval from the President or his or her designee.

**Procedure:**

Unmanned aerial vehicles can create safety and privacy risks that are disruptive to the campus environment. These procedures should be followed to ensure compliance with the policy:

1. All requests to use or operate unmanned aerial vehicles or systems from, on, or above COCC college property should be directed, at least 24 hours in advance, to the department of Campus Public Safety via the online request form located on the CPS webpage.
2. Campus Public Safety will respond to and investigate incidents involving the use of UAVs or UASs and may refer cases to local, state, or federal law enforcement agencies on a case by case basis.
3. Monetary fines or disciplinary action may be imposed by the College.
  - a. Initial violation \$50 (other citations may be issued if other violations were committed).
  - b. Additional UAS policy violations double the amount of the initial citation upon each subsequent violation.
4. Downed UAVs may be recovered by campus public safety and held as found property or turned over to law enforcement agencies if there is evidence of criminal activity, including unlawful audio or video recording, distribution of illegal substances, or weaponized usage.
5. Commercial UAS services on campus must also be pre-approved through Campus Public Safety.

# **AUTHORITY OF COCC DEPARTMENT OF CAMPUS PUBLIC SAFETY OFFICERS**

Central Oregon Community College Campus Public Safety Officers are granted authority to enforce policies and regulations enacted by the governing board of the college. Under authority from Oregon Revised Statute ORS 341.300, officers have authority to enforce all traffic and parking regulations adopted by the governing board. In addition, officers have been granted the authority to ask all persons on or in college property for identification.

All Campus Public Safety Officers are designated "persons in charge" with regard to trespass authority and are authorized to exclude persons who are deemed in violation of campus policies or criminal statutes, from the campus. The jurisdictional authority is limited only to Central Oregon Community College properties and facilities. COCC Campus Public Safety Officers are not police officers and they do not carry firearms.

## **WHEN TO CALL THE DEPARTMENT OF CAMPUS PUBLIC SAFETY...**

- Alarms
- Crimes
- Fire
- Disabled vehicle on campus
- Medical needs or injuries
- Overnight parking permission
- Personal safety escort
- Pets in vehicles
- Possible hazardous situations such as smell of natural gas, power or lighting outages, tripping hazards or suspicious packages
- Reckless/unsafe driving
- Safety concerns
- Smoking violations
- Suspicious incidents
- Theft
- Threats
- Traffic accidents
- Traffic hazards
- Vandalism
- Weapons on campus

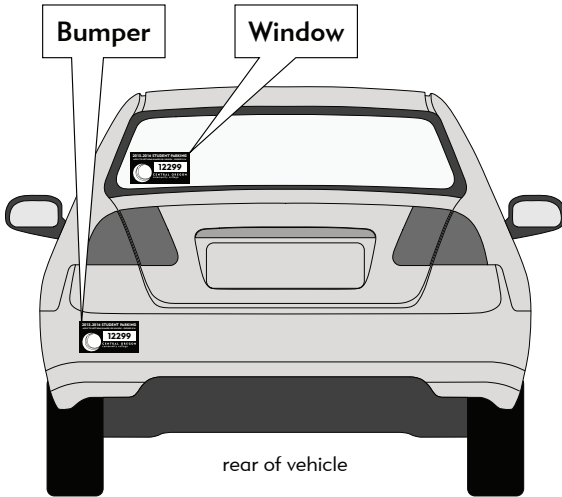
**541.383.7272 • If emergency, call 9-1-1, then call Campus Public Safety**

# **THE ANNUAL SECURITY REPORT & ANNUAL FIRE SAFETY REPORT**

These documents are available online at:  
[cocc.edu/departments/public-safety/clery.aspx](http://cocc.edu/departments/public-safety/clery.aspx)

# INSTRUCTIONS FOR APPLYING YOUR PERMIT

Permits are to be permanently affixed on the **exterior left rear** side of the bumper or rear window.



- Permits may not be taped or placed in rear window
- All vehicles brought to campus must have a permit
- Temporary permits (valid for one week or less) are available for borrowed vehicles
- Clean the surface of the vehicle before applying the permit



To report a traffic accident, crime or incident, contact

**Campus Public Safety**  
**541.383.7272**

In case of emergency, dial 9-1-1,  
then contact Campus Public Safety.

[cocc.edu/public-safety](http://cocc.edu/public-safety)