

Weekend building and room openings and closings for scheduled classes or special events are determined by the Director of Student Life and Activities and the Director of Facilities Management and require prior written approval or a facilities contract agreement.

All CTC employees and students are required to obtain a current college identification card and have the card in their possession while on CTC property. Under the Texas Education Code, as a security precaution, campus police may request anyone to explain their presence while on CTC property and show their identification card at any time. Anyone requested by campus police to show an identification card but cannot produce one and believes they have a legitimate reason for being on CTC property, will be asked by campus police to explain these reasons. If campus police believe such explanations are insufficient, they reserve the right to request the person leave the premises, or upon refusal, physically remove the individual by lawful arrest.

Emergencies may necessitate changes or alterations to any posted building/classroom opening or closing. Security surveys are conducted on problematic areas. These surveys examine security issues such as landscaping, locks, alarms, lighting and communication. For the safety and security of the college community the public access areas of the campus including all streets and sidewalks, the inner mall area, the CTC lake Nature Trail and the CTC duck pond, are restricted access areas during hours of darkness and violators may be subject to arrest per local and state trespassing laws.

The campus police work closely with the director of Facilities Management and the Risk Management department to address safety and security concerns on campus. The Facilities Management Director has authority over all parking areas, buildings, streets and grounds of Central Texas College and can be reached at 254-526-1365. Risk Management is the initial point of contact for safety and legal issues for CTC and can be reached at 254-526-1347.

Faculty and staff after-hours access

The only pre-approved building access times for any employee wanting to work after normal business hours on weekends or holidays:

8:00 am
10:00 am
2:00 pm

Additional work access times for departments attempting to meet deadlines, goals or suspenses may be approved in advance on a case-by-case basis by the campus police by emailing: campus.police@ctcd.edu. Weekend requests must be received by 11 a.m. on Friday.

Lost and found property

Any lost and found items should be turned over daily to the campus police department for storage and disposal.

PARKING PERMIT, I.D. CARD & GENERAL INFORMATION GUIDE



CTCD FACULTY & STAFF



FOR STUDENTS OF THE REAL WORLD

Faculty and Staff Parking Permit Guidelines

All Central Texas College employees are required to register their vehicles and motorcycles with the campus police and display a parking permit on every vehicle/motorcycle they park on campus. Parking permits are issued, free-of-charge, and there is no limit as to the number of vehicles an employee can register.

Employees who pay for reserved parking will display a red permit on the outside rear driver’s side (lower left-hand corner) window of the vehicle. All motorcycles must have a permit affixed on the lower-front fork. The appropriate letter of the parking lot will be punched out on the sticker. In mid-August each year, employees will receive an invoice for their yearly reserved parking fee through campus email. The invoice should be paid at the Business Office in Student Services (Bldg. 119). **Reserve parking fees must be paid in person** and an invoice issued by the campus police is required for the payment to be accepted. Yearly fee is \$20 per year. Those wishing to renew their reserved parking space must pay the appropriate fee by September 1 of each year. If the fee is not paid by that date, the employee automatically forfeits the space and it will be offered to the next employee on the waiting list for the appropriate parking lot. If you do not receive your parking fee invoice by ***September 1***, please contact the campus police for a replacement invoice or further payment instructions. Failure to comply with rules and regulations of the CTC reserved parking program, including failure to properly display the reserve parking permit on any vehicle authorized to park in the designated reserved parking lot, subjects the employee to forfeiture of reserve parking. Employees must first pay any outstanding parking fines before their reserved parking is renewed for the next fiscal year. The non-availability of a reserved parking space does not justify parking in “Official Use Only” spaces, Adjunct Faculty, handicapped or maintenance spaces or violating any other campus or state parking regulation. Additionally, motorcycles must be parked in a parking space rather than striped zones.

CTC employees who do not have a reserved parking space will display an “Employee” parking permit on their vehicles. If your current parking permit is faded or illegible, you are required to update your permit at the campus police (Bldg. 137), located directly behind Student Services (Bldg. 119). Adjunct faculty members will display the small “adjunct” parking permit along with the larger blue “employee” parking permit. Both permits must be displayed on your vehicle for authorization to park in adjunct parking spaces. Adjunct faculty parking spaces are provided at no cost and available on a first-come, first-served basis. The non-availability of an adjunct faculty parking space does not justify parking in other reserved parking spaces or violating any other campus or state parking regulation. If you have reserved parking, you are responsible for ensuring any vehicle parked in reserved spaces are displaying the proper reserved parking permit at all times. Temporary permits are available for those who purchase new vehicles which have not yet received license plates, for those who have rental vehicles or who are using any other vehicle.

Parking permits are displayed on the outside of the rear window of the vehicle - driver’s side, lower left hand corner; all motorcycles must have a permit affixed on the lower-front fork. All registered vehicles must have separate permits since permits are not transferable from one vehicle to another. Violations of any parking or permit regulation can result in a \$25 fine per violation.

Campus police officers work diligently enforcing violations of reserved parking. Upon arriving at your reserved parking lot should another vehicle occupy a space, please contact the campus police at extension 1427 and report the violation. Officers will respond to the lot and take appropriate action including issuing a citation. Blocking in the violator’s vehicle is hazardous, against state law, strictly prohibited and subject to arrest, citation, towing or any combination thereof.

Please take a few minutes to check your permit to see if your vehicle is in compliance. If you are unsure as to whether you are currently displaying the correct permit, please feel free to contact the campus police at extension 1427 for guidance. Office hours are Monday through Wednesday, 7:30 a.m. – 7 p.m., Thursday from 7:30 a.m. – 5:30 p.m. and Friday from 7:30 – 11:30 a.m.

Reserve parking violations will be enforced daily Monday through Friday, 6 a.m. – 6 p.m. only. After 6 p.m. weekly and all day Saturday and Sunday, reserved parking spaces will be open and available to anyone on a first-come, first-served basis. Citations for parking in a reserved parking space will not be enforced during the specific open parking periods.

Parking

Student, staff, visitor and guest parking is available in parking lots throughout campus **EXCEPT WHERE MARKED** “No Parking,” “Reserved,” “Official Use Only,” “Adjunct Faculty” or where temporarily designated for a special individual or activity. The entire vehicle, including motorcycles which are considered vehicles by State standards, must be within the boundaries of the marked space indicated by the painted yellow or white lines. Failure of one vehicle to park within the marked boundaries of one parking space is not implied consent for others to park with any part of their vehicle over the line or outside the marked boundary. Reserved parking spaces are limited to full-time employees and require a yearly fee.

Handicapped parking:

Only those persons who are in compliance with TRC Subtitle H. Chapter 681.002 through 681.008 are authorized to use parking spaces reserved for handicapped persons. A handicapped placard or license plates displaying the universal symbol or Disabled Veteran plate is required to occupy a handicapped space.

Official Use Only spaces:

Placed strategically throughout campus, “Official Use Only” (OUO) spaces allow CTCD staff to run work-related errands to other buildings. Work-related errands include dropping off or picking up supplies, applications, deposits, etc. Staff vehicles parked in OUO spaces must display a regular staff/employee or reserved parking permit and an OUO placard on their dash issued by the campus police. Parking in an OUO space is limited to a maximum of two hours and staff could be cited if the time limit, permit or placard requirement is violated.

Campus parking violations and fines

Persons found to be in violation of any campus parking regulation will be cited for those violations and issued a campus parking citation. Those fines will be assessed by the campus police department and one citation may contain multiple violations. The fine for each violation is \$25 and one citation may include multiple violations. Violators are to report to CTC police department within 10 days of receipt of a campus parking citation to pay the fines or request an appeal. After that, the citation recipient loses his/her right to appeal the citation.

Faculty and staff ID cards

Employee ID cards are available in the CTC ID card section in Student Services (Bldg. 119), room 100 from 7:30 a.m. – 5:30 p.m., Monday through Thursday, and 7:30 a.m.–11:30 a.m. on Friday. An employee needs to verify their Colleague ID number along with a photo ID. All faculty and staff are required to obtain an ID card and have this card in their possession at all times while on CTCD property. Your CTC ID card can be affixed with a clip holder which allows you to wear it while working. Please ask the ID section personnel for this feature. Faculty, staff and students are required to obtain an ID card for access to the CTC gym and use of library materials, pick up keys, obtain a parking permit or for employee after-hours access into a building, office, room or work area.

Security, after hours access and police assistance

During normal business hours, CTC (excluding certain housing facilities) will be open to students, parents, employees, contractors, guests and invitees. During non-business hours, access to all CTC facilities is restricted by admittance by the campus police. In case of extended closing (i.e. spring break, Thanksgiving and Christmas holidays), CTC will admit only those faculty or staff members who have a legitimate reason to enter a closed facility on campus and admittance is granted by campus police personnel. As a general rule, employees will not be allowed entry to any building or office for the purpose of retrieving personal property unless the failure to retrieve would jeopardize someone’s personal welfare.

Employees should be expected to produce a CTC-issued identification card for admittance to any building during non-business hours. Employees will be requested by the campus police to sign the officer’s daily activity log during these restricted access time periods. After-hours entry will be denied if the employee fails to produce a CTC ID card or refuses to sign the appropriate access form.

Business operation hours

Normal campus administrative operating hours are Monday through Thursday, 7:30 a.m. – 5:30 p.m., and 7:30 – 11:30 a.m. on Friday. However, some departments’ operating hours vary according to their purpose. Under normal circumstances, buildings containing classrooms are opened electronically by 7:30 a.m. and secured by 10:30 p.m. daily, excluding weekends and holidays. Some restrictions and/or limitations apply.