

	PVAMU PARKING DEPARTMENT	
	Policy 03- Boot Policy	
	<u>Effective Date:</u> May 1 st ,2022	<u>Replaces:</u> NEW
	<hr/> Associate Vice President of Public Safety	
	<u>Reference:</u>	

I. Purpose

The purpose of the policy is to establish the circumstances under which vehicles found to violate university parking policies may be immobilized (“Boot”) as well as the associated costs.

II. Booting Regulation

- A. Prairie View A&M University reserves the right to immobilize (“Boot”) vehicles that have either not been identified (i.e. permitted), are considered habitual violators, or have excessive unpaid fines exceeding \$250.00.
- B. For vehicles that have been immobilized or “Booted”, contact the Parking Management Office (PMO) at 936-261-1701 during normal working hours (8 am – 5 pm).
- C. There is no boot removal service after 6:00 p.m. nor on weekends/holidays.
- D. Costs associated with **campus-affiliated** vehicles booted or towed on-campus are as follows:
 1. **Boot Fine:** \$75.00 to release vehicle + outstanding citations. **Note:** Non-Students must pay in full. Students must pay in full or have the fees assessed to their student account if they are a **currently enrolled** student with an active student account as verified by Banner.
 2. **Tow Fine:** \$130.00
 3. After the initial tow, a \$25.00 per day fee (up to a maximum of \$125) is added for every day after the first 24 business hours the vehicle remains unclaimed.
 4. After 5 business days, if the vehicle remains booted or unclaimed, the vehicle will be towed off-campus. Contact the PMO at 936-261-1701 for the location during normal business hours, or the University Police Department at 936-261-1375 after hours/weekends/holidays.
 5. Damaged boots will result in a \$350.00 fine and will be charged to your form of payment for the boot release.

III. Before Booting a Vehicle

- A. Parking Enforcement Officers (PEO) may work in conjunction with the PMO to identify vehicles requiring boots.
- B. Available parking data shall be evaluated and verified through T2 and other available systems before application of a boot upon violator vehicles.

IV. Booting a Vehicle

Parking Enforcement Officers shall:

- A. Positively identify violator vehicles via license plate or Vehicle Identification Number (VIN).
- B. Generally speaking, a PEO would be expected to request the assistance of a second PEO or a UPD officer before deploying boots. There are circumstances in which a PEO may feel it unnecessary.
- C. Contact dispatch with the following information before placing the boot:
 - 1. Vehicle license plate, make, model, and color.
 - 2. Location (Lot #) of violator vehicle.
- D. Take pictures of the violator's vehicle before boot deployment documenting any prior damage to the vehicle as well as proper boot placement. **Note:** A second PEO may be requested to verify proper boot installation.

V. Boot Removal Procedures

- A. PMO receives a removal request from a person authorized to make the request (ie. the registered owner or a person having received verified authorization from the owner of the vehicle).
- B. PMO staff shall affirmatively link the authorized person to the violator's vehicle and the responsible student account if applicable. If not applicable, the authorized person associated with the violator vehicle must pay all outstanding fees, including the citations, the boot fee, and the towing fee before boot removal.
- C. PMO shall verify payment and notify a PEO to remove the boot from the violator's vehicle with the following information:
 - 1. Vehicle license plate, make, model and color
 - 2. Lot number
- D. The PEO removing the boot from the violator's vehicle shall take pictures of any new damage.
- E. The PEO shall contact dispatch informing them of the vehicle boot removal and shall provide them with the following information:
 - 1. Vehicle license plate, make, model and color

2. Lot number

VI. Stolen or Damaged Boots

- A. If a boot is reported stolen or damaged, a police report shall be filed.
- B. If stolen, the Parking Manager shall request that the license plate of the booted vehicle be entered into the License Plate Recognition (LPR) tracking system through the Parking Lieutenant in writing.
- C. The Parking Lieutenant shall complete the LPR submission form and forward it to the Communications Supervisor or designee for entry into the LPR system.
- D. A fine of \$350 shall be assessed for tampering and shall be charged against the account of the person removing the boot. This fee/fine shall be assessed whether the boot is recovered or not.