

THE CITADEL
The Military College of South Carolina
171 Moultrie Street
Charleston, S.C. 29409

MEMORANDUM
NUMBER 2-107

17 June 2024

TRAFFIC AND PARKING ON THE CITADEL CAMPUS

1. PURPOSE

Defines policies for driving and parking on The Citadel Campus.

Policy applies to streets, roads, sidewalks, medians, walkways, parking spaces, parking areas, open grounds, driveways, playing fields, and parking lots on any part of The Citadel campus, including housing, The Citadel Beach House, Career Center, Alumni Center, Stadium, portions of College Park, or any other property under the jurisdiction of The Citadel.

2. REFERENCE

S.C. Code Ann. 56-21-10 through 56-21-60 (Law Co-op, 1976)

S.C. Regulations, 26-1 through 26-10

3. DEFINITIONS

- A. Campus: Citadel property as defined in Paragraph 1.
- B. Cadet: The cadet who owns the vehicle or for whose use the vehicle was intended by the legal owner.
- C. Non-Cadet Student: All students other than cadets.
- D. Faculty: All faculty of all levels, full and part time to exclude graduate assistants.
- E. Staff: All Citadel employees.
- F. Residents: Permanent residents in campus housing.
- G. Permanent Contractor: Contractors providing continuous service (permanent vendors, janitorial, food service, etc.)

- H. Graduate Assistants: Those pursuing advanced degrees while teaching, coaching, or interning. Normally not full-time employees and are not Faculty or Staff.
- I. Interagency employees: Employees of Federal or State offices or activities operating on The Citadel campus.

4. POLICY

A. Traffic Regulations.

1. Drivers on Citadel property must follow applicable State, County and Local traffic ordinances, obey all traffic and parking signs and signals, and the orders of Citadel or other uniformed Law Enforcement officers to include Cadet traffic and safety personnel. Disputes regarding traffic or parking directions will be addressed by the Director of Public Safety or their designee only after compliance to immediate directions.
2. State of South Carolina Uniform Traffic Tickets (State Form S-438 Revised 6-14) are issued for moving and other violations as authorized by South Carolina law. The County of Charleston Magistrate Court, and South Carolina General Sessions courts have jurisdiction to hear and try violations of the code, traffic, and criminal acts committed on Citadel property within their jurisdictions.
3. The registered vehicle owner, those assigned a Citadel or outside 'courtesy car,' or Cadet is responsible for all parking, and non-moving violations on Citadel property. The vehicle operator is responsible for all moving violations.
4. All vehicles must be in full compliance with laws of the State of South Carolina, or where registered, and must display a current license plate and any other required inspection or registration stickers. Vehicles must be in good operating order. If not operating, the vehicle must be made operable and registered within 30 days or will be removed at owners' risk and expense.
5. Campus speed limit, unless posted lower, is 20 MPH. Vehicle patrols and various electronic means monitor speed limits.
6. All traffic MUST yield to pedestrians. Pedestrians always have the right-of-way.
7. S.C. Regulation 26-10 prohibits motorcycles, motorbikes, mopeds, and motor scooters on campus. Motorcycles/mopeds must park in designated motorcycle parking areas, and not traverse campus.

8. All accidents on campus must be immediately reported to PSAF. PSAF may request assistance from the State Highway Patrol Vehicle Accident Investigation Branch, if warranted, or a PSAF vehicle involved. Accidents occurring on Citadel property outside 171 Moultrie and the Stadium must be reported to PSAF, who will determine the appropriate law enforcement agency to investigate.
9. The PSAF Director may enforce special or emergency traffic controls.
10. The Citadel assumes no responsibility for the care or protection of any vehicle nor its contents while the vehicle is operated or parked on Citadel-controlled property.
11. Plate readers at each gate, in PSAF Vehicles, and on mobile devices are used to monitor campus traffic and for parking enforcement.

B. Parking Regulations.

1. All Faculty, Staff, Cadets, Students, Contractors, Graduate Assistants, and others regularly working or attending classes must purchase and display valid Parking Permits, and park in lots designated for their use (Annexes A, B, and C). The Citadel maintains parking, traffic, and other infrastructure through parking fees.
 - a. Other than Cadets, summer school residential students, residents, and guests or participants in Citadel-authorized activities, overnight parking is not authorized unless coordinated with PSAF.
2. The VP for Facilities & Engineering (VPFE) in conjunction with the Chief of Staff (CoS), determines parking areas and their use, coordinated with PSAF and the Director of Parking, who creates parking signage and other markings and advisories.
3. PSAF parking citations are issued for parking violations. Some common violations include, but not limited to:
 - a. Parking in non-designated areas such as loading zones, yellow and red curbs, sidewalks, sally ports/Parade Deck concrete 'pads,' fire lanes, blocking fire hydrants, or in a roadway. Overstay in limited-time parking on the perimeter of the Parade Deck is also a violation (see Annexes A, B and C).
 - b. Cadet, Student, Faculty, Staff, Contractor, or Graduate Assistant parking without a permit, failing to display a permit, or parking on Parade Deck perimeter streets or other Visitor areas while at work or class (Lee, Jenkins and Avenue of Remembrance). (See Annexes A, B, and C).

4. Illegally parked vehicles may be towed immediately (see Section D).
5. Only residents and their guests may park in residential areas. Guests parking on campus longer than 48 hours must display a permit.
6. Recreational vehicles and other oversized vehicles, boats and trailers may not be parked on campus. Those residents wishing to store such items must coordinate with Facilities and/or PSAF.
7. The PSAF Director may impose special or temporary parking restrictions when campus operations dictate.
8. Plate readers at gates, on PSAF vehicles, and mobile devices are used to determine vehicle ownership and parking status. If determined a non-passholder is parking regularly on campus, parking citations and follow-on charges for the cost of a parking pass may be assessed.

C. Parking Permits.

1. Parking Permits are issued by the Parking Coordinator/PSAF, in conjunction with HR and The Commandant's Department as applicable. This includes passes for Special Events and temporary passes. All passes must be prominently displayed when on campus. Annex A outlines cost structure.
2. Permits for Cadet and Student vehicles will be by academic semester, or academic year. Others will be issued annually or as appropriate. Cadet eligibility to purchase parking is determined by the Commandant.
3. Each Cadet registering a vehicle is issued two decals for a specific lot. Display will be on the outside of the windshield above the rear view, and on the rear window upper left-hand corner. Temporary or replacement passes/decals available via The Commandant's Department.
4. Day, 5th Year Student, Graduate College, summer school, Veteran Students, and Military personnel assigned to various educational/Commissioning programs may purchase tags by semester.
5. Faculty, staff, interagency personnel with offices on the campus, and Citadel permanent contractor personnel may purchase passes as delineated in Annex A.
6. Public Safety will issue two free residential parking permits per household. Residents purchasing permits to park in a faculty/staff parking lot need not obtain a residential permit for that vehicle. All other vehicles owned by campus residents and parked in residential parking may a prorated fee for additional vehicles.

7. Construction and other short term contractor personnel will be issued parking permits for areas designated by Facilities and/or PSAF. These permits will be coordinated through the Parking Director and may draw distinction between company/work vehicles and personal vehicles.
 8. Members of The Board of Visitors (BOV) are issued permanent passes. Emeritus faculty and staff are issued passes as needed. Both BOV and Emeritus passes are authorized for any non-reserved spot (Faculty/Staff/Cadet/Visitor).
 9. All registrants, except Cadets and Students, may purchase a second tag for convenience, at one half cost.
 10. Bicycle racks are the only authorized locations for securing bicycles. It is recommended all bicycles be registered with The City of Charleston.
 11. Golf Carts, Low Speed Vehicles and similar conveyances must be registered and operated per State Law, and not driven or parked in a manner impeding or blocking vehicle or foot traffic, particularly building exits.
 12. Parking permits must be removed upon expiration or when recipient's status changes. The vehicle owner/operator is responsible for all citations.
- D. Booting, Towing and Impoundment. PSAF may have a vehicle booted, towed, impounded. Examples for towing/booting include, but not limited to:
1. Blocking sally ports, driveway, other vehicle, road, marked area/curb, creating a hazard/impeding access as determined by PSAF.
 2. When illegally parked and with five (5) or greater parking citations for Citadel-registered vehicles; three (3) for non-registered vehicles.
 3. Parked in unauthorized spots, to include Visitor spots when not authorized.
 4. Vehicle is disabled and/or abandoned, appears inoperable, or with tags greater than 30 days' expired/not moved in that time.
 5. Towing booted vehicles after 72 hours.
 6. Refusal to follow PSAF directions.
 7. Cadet noncompliance with Commandant orders to move vehicles.

8. Tickets may be appealed within fourteen (14) days of issuance.

5. COMPLIANCE

Non-compliance may result in criminal prosecution, the revocation of the right to park or drive on campus, and/or other disciplinary action.

6. NOTES

A. Dates of Official enactment and amendments:

Approved by the Chief of Staff 18 June 2024.

B. Responsible Department:

Department of Public Safety

C. Cross References:

None

7. RESCISSION

Memorandum 6-100 of 6 November 2020.

FOR THE PRESIDENT:

OFFICIAL

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WILLIAM A. LIND
CDR USN (Ret)
Chief of Staff

Attachments

[Annex A](#), Parking Permit Fees

[Annex B](#), Map and Assignments of Parking Lots

[Annex C](#), Campus Parking Map

Annex A
PARKING PERMIT COSTS (PRICES CURRENT 1 JULY 2016)
PARKING VIOLATIONS FEES

1. Cadets: \$632 annually
2. All other Students and Active Military: \$72.00 per semester, to include Summer Sessions.
3. Faculty / Staff Annual Rates: Charged at 1/24 of annual rate over 24 pay periods. Non-Payroll staff can purchase by month, semester, or year.
 - A. Less than \$24,999: \$151.00
 - B. \$25,000 to \$39,999: \$253.00
 - C. \$40,000 to \$59,999: \$378.00
 - D. \$60,000 to \$74,999: \$506.00
 - E. \$75,000 to \$99,999: \$631.00
 - F. \$100,000 and above: \$650.00Vice Presidents, Senior Staff and Deans optional reserved spot: \$900.00
4. Daily Pass: \$5.00
5. Monthly Tags available.
6. Parking Violations: \$25.00
7. Boot Removal: \$50.00

Annex B

PASS TYPES AND PARKING AREAS (See Also Annex C Map)

1. Campus Parking areas are divided by five categories of pass holders.
 - a. Cadets.
 - b. Non-Cadets (Faculty, Staff, Permanent Contractors, Non-Cadet Students, Graduate Assistants).
 - c. Residential and short-term Resident Guests.
 - d. Visitor.
 - e. Infirmary Personnel ('MUSC').
2. Other Pass categories, issued on temporary basis by Parking Director
 - a. Non-Permanent Contractors. Park in areas/spots coordinated through PSAF and Facilities.
 - b. Event / Rental Guests. Unless otherwise directed, visitors for events/rentals on may park in any non-Cadet spot (August-May), or in Congress Street lot. Larger events, particularly during working hours, may be coordinated through Institutional Planning Council, Event Management, and PSAF, and passes issued by the Parking Director. Event parking between Commencement and Reconstitution (May-August) can include Cadet Lots.
 - c. Summer Camp / Training supervisors and campers. Same as "b."
 - d. Military Vehicles assigned to National Guard and ROTCs. In assigned spots and/or as coordinated through PSAF.
3. Cadet Parking areas as depicted on Annex C. Cadets may be directed to move vehicles for special events or emergencies by the Commandant and/or PSAF.
4. Short-term visitors may park in any spot adjacent to the Parade Deck (Lee, Jenkins, and Avenue of Remembrance). Those Citadel Faculty Staff, and non-Cadet Students with valid parking passes may use Visitor spots adjacent to the Parade Deck for no greater than two hours, or one hour on Avenue of Remembrance spots directly in front of Mark Clark Hall. Parade Deck visitor spots are not to be used for normal workday or purposes of attending class. See Annex C.
5. Camp Attendees and Counsellors will be assigned temporary passes and may be directed to specific lots.
6. Mark Clark Hall overnight guests may park on The Avenue of Remembrance, or adjacent lots. Departments sponsoring visitors should coordinate temporary passes with the Parking Director.
7. The Citadel Beach House. Alumni Association members, Brigadier Club and those with The Citadel Foundation annual giving decals, and patrons for rental or college events may park at

The Beach House. Gate hours vary by season and event schedule. No overnight parking is authorized, and Beach House parking may be suspended based on weather conditions.

Annex C PARKING MAP

NORTH ↑

