PARKING POLICY AND DRIVING REGULATION

Policy Statement

The University considers parking a privilege that may be revoked temporarily or permanently for justifiable reasons. Notice will be given to individuals whose privileges have been revoked. Written notice will be sent to the individual’s address of record with the University. Violations of this notice will result in immediate booting or towing.

Reason for Policy/Purpose

This policy is required for the effective communication of university policy regarding parking and driving regulation on campus as well as the appeal process and possible penalties.

Who Needs to Know This Policy

All members of The University of Southern Mississippi community.

Website Address for this Policy

www.usm.edu/institutional-policies/policy-stua-pm-004

Definitions

1.1 PARKING PERMIT is an electronic authorization for an individual to park a vehicle on a University campus or teaching/research site in a specified parking zone. Written permits will no longer be issued; registrants will instead be issued a parking permit number only. Unless otherwise indicated, parking permit numbers will be valid for one year and will expire August 15 of each academic year.

1.2 PARKING PASS is a written authorization for an individual to park a vehicle on a University campus or teaching/research site in a specific parking zone. Parking passes will include visitor’s passes and special event parking passes.

1.3 FACULTY MEMBER is anyone who is employed full time or part time by The University of Southern Mississippi, whether under contract or not, for the purpose of teaching or instructing students or anyone...
working on our campuses or teaching/research site in a faculty capacity. This does not include graduate teaching assistants, graduate research assistants or graduate fellowship students.

1.4 **STAFF MEMBER** is anyone who is employed full time, part time or temporarily by the University to perform services other than instructing students.

1.5 **STUDENT** is anyone, other than faculty or staff members, who is enrolled at the University for the purpose of receiving instruction.

1.6 **RETIRED FACULTY/STAFF** is anyone who retires from the University.

1.7 **MOTOR VEHICLE** is any automobile, truck, motorcycle or motorbike.

1.8 **VEHICLES** are all motorized devices used for transporting people and materials, including, but not limited to, cars, trucks, motorcycles, etc.

1.9 **VISITOR** is any person, other than a student, faculty, staff member or contract employee who parks a vehicle on a campus or teaching/research site on infrequent occasions. Visitors must obtain visitor pass and park in legal parking spaces. Visitors who park frequently on a campus or teaching/research site must register for a parking permit number and are subject to all regulations herein.

1.10 **PROPER DISPLAY** of a parking pass (visitor and special event) is the driver’s responsibility. Once a parking pass is issued, it shall be displayed in accordance with the instructions printed on the pass. (See vehicle registration Section 2, subparagraph 2.4.)

1.11 **BOOT**, also referred to as an “automobile immobilizer,” is a mechanical device that can be affixed to any wheel on a motor vehicle for the purpose of temporarily immobilizing the vehicle.

1.12 **TOW** is to pull or haul a motor vehicle.

1.13 **METERED PARKING** is limited-time parking that is regulated by a parking meter.

1.14 **BICYCLE** is a light, two-wheeled/three-wheeled vehicle with a steering handle, saddle and pedals.

1.15 **MOTORCYCLE** is a two-wheeled/three-wheeled motorized vehicle.

1.16 **LICENSE PLATE RECOGNITION (LPR) SYSTEM** utilizes license plate recognition hardware/software to assist with parking management/enforcement and access control. Data collected will be based on day/time/location. The use of data, data retention, and access to records are detailed in the privacy policy, found at The Department of Parking Management’s website.

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**Policy/Procedures**

1.0 **REVOCATION OF PARKING PRIVILEGES**

Notice will be given to individuals whose privileges have been revoked. Written notice will be sent to the individual’s address of record with the University. Violations of this notice will result in immediate booting or towing.

2.0 **VEHICLE REGISTRATION**

2.1 Faculty, staff and students are required to register online at usm.edu/parking before obtaining a parking permit number.

2.2 Faculty, staff, students, contract employees and contractors/vendors who operate a motor vehicle on University-controlled property, regularly or occasionally, will be required to register for a DPM parking permit number.

2.3 University faculty, staff and students who operate motor vehicles on University-controlled property with permanent or temporary disabilities are required to properly display a federal or state-sanctioned handicapped placard or license plate and register for a Southern Miss handicapped parking permit number. Southern Miss handicapped parking permit numbers may be obtained by registering online at usm.edu/parking and scanning/uploading a copy of the registrant’s state-issued handicapped placard (scan of both sides REQUIRED) or license plate registration, in addition to a copy of the registrant’s Southern Miss ID.
2.4 Visitors must obtain and display a visitor’s pass. All visitors must show a valid driver’s license to obtain a visitor’s pass.

2.5 All faculty, staff and students will be allowed one (one-day) visitor’s pass per semester at no cost. A Southern Miss ID will be required for issuance. For additional days, a temporary parking permit number can be purchased. (See vehicle registration Section 2, subparagraph 2.17.)

2.6 Only those parking permit numbers issued by The University of Southern Mississippi Parking Management will be honored.

2.7 Faculty and staff, full-time or part-time, will be issued only one parking permit number. **Dependencies, such as students, spouses and student office staff employees are not authorized to use faculty/staff parking permit numbers.**

2.8 Students who are full-time or part-time will be issued one parking permit number.

2.9 All faculty and staff who are full-time, part-time, regular or temporary will be eligible for faculty/staff parking permit numbers. Faculty and staff may pay through payroll deduction.

2.10 Faculty, staff and students who have been terminated/withdrawn from the University will be reimbursed the full cost of the parking registration fee only if requested within 30 days of the issue date.

2.11 The University will reimbursement faculty, staff and students for up to 30 days for any billing errors that may have occurred.

2.12 Those in violation of parking regulations will be issued an electronic citation via email (with the exception of non-registered vehicles). Non-registered vehicles will receive a notice on the windshield to indicate a citation has been issued and given further instruction on how to make payment. Citation payments can be processed online at usm.edu/parking. (See penalties Section 7, subparagraph 7.9)

2.13 Citations issued with a permit number will be charged to the person to whom the original permit number was issued. Citations issued to a vehicle will be charged to the driver/owner.

2.14 Any person falsifying a state-issued handicapped placard or a visitor’s or special event parking pass will be subject to towing, and parking privileges will be revoked. (See penalties Section 7, subparagraph 7.2, 7.3)

2.15 All contractors and vendors are required to obtain parking permit numbers for their employees’ privately-owned vehicles if an employee is parking on a campus or teaching/research site. This requirement does not apply to company-owned vehicles (vehicle must display company logo). Companies shall submit a letter requesting the number of parking permit numbers needed via email to parking@usm.edu or by uploading the letter to the registration form at the Department of Parking Management website: usm.edu/parking. Parking permit numbers will be issued to the individual. Contractor/vendor employees who bring privately-owned vehicles to a campus or teaching/research site are expected to abide by and follow the University parking regulations. (See General Information and Section 2, subparagraph 2.17)

2.16 Contract employees (i.e., Aramark, Barnes and Noble) will be issued one permit number, which must be paid for at the time of registration. These employees will be responsible for their fines. Failure to pay fines could result in vehicle immobilization or towing.

2.17 The cost of the parking permit number is based on an employee’s salary at the time of
Registration fees for parking permit numbers are as follows:

<table>
<thead>
<tr>
<th>Regular Parking Permits</th>
<th>Hattiesburg</th>
<th>Gulf Park/GCRL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students and Handicap</td>
<td>$162</td>
<td>$75</td>
</tr>
<tr>
<td>Faculty/Staff &gt; $24K</td>
<td>$162*</td>
<td>$75*</td>
</tr>
<tr>
<td>Faculty/Staff &lt; $24K</td>
<td>$75*</td>
<td>$75*</td>
</tr>
<tr>
<td>Reserved</td>
<td>$414</td>
<td>$175</td>
</tr>
<tr>
<td>Contractor/Vendor</td>
<td>$75</td>
<td>$75</td>
</tr>
<tr>
<td>Retired Faculty/Staff</td>
<td>$75</td>
<td>$75</td>
</tr>
<tr>
<td>Summer Semester</td>
<td>$25</td>
<td>$25</td>
</tr>
<tr>
<td>Bicycles/Motorcycles (per academic year)</td>
<td>$20</td>
<td>$20</td>
</tr>
<tr>
<td>Bicycles/Motorcycles (non-expiring)</td>
<td>$50</td>
<td>$50</td>
</tr>
<tr>
<td>Exchange</td>
<td>$20</td>
<td>$20</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Temporary/Special Permits</th>
<th>Hattiesburg</th>
<th>Gulf Park/GCRL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 10 weekdays</td>
<td>$10</td>
<td>$10</td>
</tr>
<tr>
<td>11 to 15 weekdays</td>
<td>$15</td>
<td>$15</td>
</tr>
<tr>
<td>16 to 20 weekdays</td>
<td>$20</td>
<td>$20</td>
</tr>
<tr>
<td>More than 20 weekdays (per semester)</td>
<td>$75</td>
<td>$75</td>
</tr>
</tbody>
</table>

*Employees who begin on or after January 1, will pay a reduced annual rate.

For employees, one regular parking registration fee can be treated as a pre-tax payroll deduction, lowering taxable income. Additional permit numbers and temporary/special permit numbers will be after-tax deductions. For regular permit numbers purchased during the open registration period (month of August), the annual parking fee can be payroll-deducted over a nine-month period. For any purchases after the open registration period, the payroll deduction period will be prorated based on purchase date. After 10 working days from the beginning of each semester, Southern Miss will charge a $5 late fee for vehicle registration, with the exception of newly-hired employees. The late fee is due at time of purchase.

2.18 Upon termination of employment, faculty/staff must pay all outstanding fines before out-processing from the University.

2.19 Any faculty, staff or student who changes place of residence or employment status must obtain the appropriate parking permit number within two working days by contacting the Department of Parking Management for exchange.

2.20 Any faculty, staff or student who sells, trades or totals a vehicle must notify the Department of Parking Management. Drivers of totaled vehicles must provide documentation from an insurance company. If a new vehicle will be operated on University-controlled property, this vehicle must be registered with DPM.

2.21 Any faculty, staff or student who sells or gives a vehicle to another faculty, staff or student must provide proper documentation to DPM to show exchange of ownership.
2.22 Any retired faculty/staff who desires regular access to a campus or teaching/research site must register for a retiree parking permit number.

3. ZONE DESIGNATIONS

3.1 COMMUTER ZONE: Commuter zones are indicated by signage.
3.2 RESIDENT ZONE: Resident zones are indicated by signage.
3.3 FACULTY/STAFF: Vehicles registered as faculty/staff may park in faculty/staff, commuter and open zones. Faculty/Staff zones are indicated by signage or parking spaces outlined in lime green.
3.4 LUCAS RESERVE: Lucas Reserve lot
3.5 POLYMER RESERVE: Polymer Reserve lot
3.6 RESERVE SPACE: Reserve parking by permit number only
3.7 VILLAGE: Village parking is indicated by signage.
3.8 FRATERNITY: Fraternity parking is indicated by signage.
3.9 HANDICAP: Handicap parking is limited to those who have been authorized to display, and who properly display, a state-issued handicapped placard or license plate on his/her vehicle and who have registered for a Southern Miss parking permit number. Handicap parking is available in areas designated commuter, resident, faculty/staff, open, handicap and meter parking, provided the meter fee is paid. Handicap parking is indicated by signage and parking spaces outlined in blue.
3.10 OPEN ZONE: To be used only by vehicles properly registered for a current DPM parking permit number (includes parking garage). Open zones are indicated by signage.
3.11 BICYCLE/MOTORCYCLE PADS: Parking for bicycles/motorcycles registered for a current DPM parking permit number (Hattiesburg and Gulf Park campuses only at this time)
3.12 SERVICE AREAS: Limited to marked University vehicles, off-campus delivery vehicles, contractor/vendor vehicles registered for current parking permit numbers, and vehicles registered for temporary loading/unloading permit numbers. Service Areas are indicated by yellow curbing and striping.
3.13 NO PARKING-TOW AWAY AREAS: A space where vehicles are not allowed to park. No parking-tow away areas are indicated with yellow curbing and striping.
3.14 FIRE LANE: Designated for fire trucks and other firefighting or emergency equipment to use, travel upon and/or park. Fire lanes are indicated by red curbing and striping.
3.15 VISITOR PARKING: Designated for any person other than a student, faculty, staff, contractors/vendors or contract employees (i.e., Aramark, Barnes and Noble, etc.). Visitors must obtain a visitor’s pass. (See page 1 Visitors)

4. PARKING REGULATIONS

4.1 Hattiesburg and GCRL - Parking zone restrictions will be enforced from 7:30 a.m. to 4:30 p.m., Monday through Friday, and on Saturdays, when Saturday is a designated class day.
Gulf Park - Parking zone restrictions will be enforced from 7:30 a.m. to 10 p.m., Monday through Friday, and on Saturdays, when Saturday is a designated class day.

4.2 No Parking areas include service areas, fire lanes, fire hydrants, handicapped parking, handicapped curb cuts, reserved parking, sidewalks/grounds, no parking tow-away areas and obstructing traffic, which will be enforced 24 hours a day, seven days a week.

4.3 Vehicles will park only in areas designated and marked as parking areas in such a manner, at such places, and for such time as indicated herein and on signs. Signs supersede these written regulations.

4.4 No vehicle shall park in any area on a campus in excess of posted time limits.

4.5 No vehicle shall be parked on or outside visibly marked parking lanes.

4.6 No vehicle shall be parked facing the flow of traffic.

4.7 Metered parking will be available to everyone without restrictions, provided the meter fee is paid.

4.8 University vehicles are not permitted to park in handicapped spaces, curb cuts, fire lanes, near fire hydrants, no parking tow-away areas, visitor parking, reserved spaces or metered parking.

5. **DRIVING RULES AND REGULATIONS**

In addition to the traffic laws of the state of Mississippi, the following University regulations are enforced by the University Police Department. A citation issued for a traffic violation will include a $75 fine with the exception of a smoking violation, which will carry a $50 fine, and noise violation, which will carry a $100 fine.

5.1 Stop Signs: A vehicle shall come to a complete halt at stop signs and remain stationary until it is safe to proceed.

5.2 Reckless Endangerment: No vehicle shall be operated in any manner that endangers the life or safety of the driver, passengers, pedestrians or others.

5.3 Speed Limit: The maximum speed limit is 20 miles per hour, except in areas with lower limits posted.

5.4 Yield: Vehicles will yield to other vehicles having right-of-way.

5.5 Directing Traffic: Vehicle operators must obey the lawful directions of a University Police officer.

5.6 One-Way Streets: Vehicles will be operated only in the direction indicated by one-way signs, unless directed to do otherwise by a University Police officer.

5.7 Driving Areas: Vehicles will be driven only on streets designated for that purpose. Driving and parking is not permitted on areas designated for pedestrians or on lawn areas, unless directed to do so by a University Police officer.

5.8 Barricades: Vehicles will observe barricade instructions, unless directed otherwise by a University Police officer.

5.9 Pedestrian Crosswalks: Vehicles will yield to pedestrians in marked crosswalks.

5.10 Bicycle Traffic: Vehicle operators will share the roadways with bicycle operators and respect their rights to roadway access.
5.11 Noise: Vehicle operators will observe the University’s noise ordinance. The use of public address systems will be by permit only.

5.12 U-turns: U-turns are not permitted on University streets unless directed by a University Police officer.

5.13 Transportation Means: Skates, skateboards and in-line skates may be used on a campus as a means of transportation. They will not be operated on streets except while crossing. They will not be operated in a careless, dangerous or reckless manner.

5.14 Bicycle Operators: Bicycles will be operated on streets (when available) moving in the same direction as the flow of vehicular traffic. Obey the rules of the road for bicycles. When only pedestrian areas are available, proceed slowly, yielding to pedestrians.

5.15 Small Vehicles: Vehicle operators will exercise caution when encountering small vehicles on University streets. Small vehicle operators will exercise caution and yield to golf carts and pedestrians when on and off streets.

5.16 No Smoking in University Vehicles: This includes any automobile, truck, van, bus or golf cart owned or leased by the University. To view designated smoking areas, go to usm.edu/student-health-services/smoking-policy.

5.17 Hoverboard: To view the hoverboard policy, visit usm.edu/institutional-policies/policy-pres-pr-002.

6. HEARING AND APPEALS PROCEDURE

6.1 Any individual receiving a parking or traffic citation is required to submit all appeals online at usm.edu/parking. If you have a problem, call DPM at 601.266.4943.

6.2 The following reasons are NOT acceptable grounds for dismissing a parking or traffic citation:
   a. Ignorance of regulations
   b. Inability to find a legal parking space
   c. No space available
   d. Inclement weather
   e. Late for class
   f. Improperly displayed state-issued handicapped placard or visitor/special event parking pass
   g. Failure to register for or purchase a parking permit number

6.3 Requests for an appeal must be made within five calendar days of issuance of the citation. The time and place of the hearing is corresponded via email through the Appeal Clerk with the Department of Parking Management. The board(s) may make a decision based upon the written request with or without the presence of the alleged violator.

Hattiesburg Campus: Students shall have a hearing before a student judicial board. Student hearings will be held weekly during fall and spring semesters. During the summer semester, student hearings will be held once a month. Faculty and staff members shall have a hearing before a staff board. Faculty and staff hearings will be held each month that school is in session full time. The ruling of the board(s) may be appealed to the Parking Management Committee in writing within five calendar days from the decision of the board(s). The decision from the Parking Management Committee is final.
Gulf Park Campus: Faculty, staff and student hearings will be heard by the Parking Management Committee once a month. The decision from the Parking Management Committee is final.

GCRL: Faculty, staff and student hearings will be heard by a designated faculty member once a month. The decision from the designated faculty member is final.

6.4 A person requesting a hearing may be present at his or her parking violation hearing and may present information as permitted by the board(s) regarding the citation:
   a. Parking violations “Request for Hearing” cases where the alleged violator wishes to be present are decided by the board(s) at the hearing.
   b. A diagram or other pertinent information describing details concerning the citation may be submitted to the Department of Parking Management office.
   c. Citations are considered pending during the parking violation hearing process. (See penalties, Section 7, subparagraph 7.5)
   d. The board(s) will hear the matter and render a decision. The board(s) may
      (1) find that a parking violation occurred and impose the appropriate penalty;
      (2) find that no parking violation occurred and dismiss the citation; or
      (3) suspend half or all of the fine imposed as a result of a finding of fact in the hearing.

6.5 The decision of the board(s) is transmitted to the alleged violator at the address supplied online.

6.6 Dean of students reviews appeal on all boots, tows and University Police Department citations. The decision of the dean of students is final.

7. PENALTIES

7.1 All parking violations carry an administrative penalty of $25, $50, $100 or $200. (See penalties Section 7, subparagraph 7.9)

7.2 Any person falsifying a state-issued handicapped placard or altering a visitor/special event parking pass will be subject to a $100 penalty; students will also be referred to the Dean of Students office for disciplinary action.

7.3 Any University employee or student who allows the use of a reported lost/stolen parking pass will be subject to a $100 penalty.

7.4 After 10 working days from the beginning of each semester, with the exception of the summer semester, the University will charge a $5 late fee for vehicle registration.

7.5 Violators who have a vehicle booted will be assessed a $75 boot fee. Violators who have a vehicle towed will be assessed a $100 tow fee. Violators who have a motorcycle towed will be assessed a $100 tow fee. Violators who have a bicycle cut removal or impoundment will be assessed a $25 fee. In addition, a $10 per day storage fee will be assessed while the vehicle is in storage. For any vehicle that has been booted or towed, the individual is required to pay the entire account in full before the vehicle is released. Faculty, staff and students are not allowed to charge to their student account or use payroll deduction. The method of payment will be cash, online, VISA or MasterCard. NO CHECKS will be accepted.

7.6 The unauthorized removal of a boot or vehicle from the impound yard will subject the registered owner/driver to a $100 penalty, plus restoration for any damage to DPM
property and, for students, referral to the Dean of Students office for disciplinary action.

7.7 Outstanding parking citations or traffic citations can be paid online at [usm.edu/parking](http://usm.edu/parking) or at the following locations:

**Hattiesburg Campus**

- Boots, tows and storage fees will be paid at the Department of Parking Management, McLemore Hall, first floor lobby during regular office hours, Monday through Friday, 8 a.m. - 5 p.m. After normal business hours, these fees will be paid at the University Police Department in Bond Hall (first floor, west end lobby). It is the responsibility of the student, faculty or staff member to make sure all fines are paid at the end of each semester.

**Gulf Park Campus**

- Boots, tows and storage fees can be paid at the University Police Department (Bear Point Drive) 24 hours a day, seven days a week. It is the responsibility of the student, faculty or staff member to make sure all fines are paid at the end of each semester.

**GCRL**

- Boots, tows and storage fees are to be paid online at usm.edu/parking or by contacting the University Police Department at 601.266.4986. It is the responsibility of the student, faculty or staff member to make sure all fines are paid at the end of each semester.

7.8 Faculty and staff who do not pay outstanding penalties will have such penalties withheld from their payroll.

7.9 Penalties:

<table>
<thead>
<tr>
<th>Violation</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unauthorized removal of a boot or vehicle from the impound lot</td>
<td>$100</td>
</tr>
<tr>
<td>Displaying altered/falsified parking pass</td>
<td>$100</td>
</tr>
<tr>
<td>Boot</td>
<td>$75</td>
</tr>
<tr>
<td>Tow</td>
<td>$100</td>
</tr>
<tr>
<td>Bicycle cut removal or impoundment</td>
<td>$25</td>
</tr>
<tr>
<td>Handicapped parking</td>
<td>$200</td>
</tr>
<tr>
<td>Curb cut (handicapped ramp)</td>
<td>$100</td>
</tr>
<tr>
<td>Fire lane violation</td>
<td>$100</td>
</tr>
<tr>
<td>Blocking fire hydrant</td>
<td>$100</td>
</tr>
<tr>
<td>Parking on sidewalks/grounds</td>
<td>$50</td>
</tr>
<tr>
<td>Service Area</td>
<td>$50</td>
</tr>
<tr>
<td>Non-registered vehicles</td>
<td>$100</td>
</tr>
<tr>
<td>Violation</td>
<td>Fee</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Obstructing traffic</td>
<td>$50</td>
</tr>
<tr>
<td>No Parking Area</td>
<td>$50</td>
</tr>
<tr>
<td>Reserved parking</td>
<td>$50</td>
</tr>
<tr>
<td>False/Inaccurate Information</td>
<td>$50</td>
</tr>
<tr>
<td>Expired vehicle registration or pass</td>
<td>$25</td>
</tr>
<tr>
<td>Facing flow of traffic</td>
<td>$25</td>
</tr>
<tr>
<td>Improper display of parking pass</td>
<td>$25</td>
</tr>
<tr>
<td>Overtime meter parking</td>
<td>$25</td>
</tr>
<tr>
<td>Wrong zone</td>
<td>$25</td>
</tr>
<tr>
<td>Storage fees</td>
<td>$10 per day</td>
</tr>
<tr>
<td>Warning citation</td>
<td>$0</td>
</tr>
</tbody>
</table>

7.10 Warning Citation: Warning citations will only be issued in the first 10 working days of the academic year for non-registered vehicles on the first violation. Beginning this academic year, after 10 days, no other warning citations will be issued.

8.0 ENACTMENT AND PUBLICATIONS

8.1 The Rules and Regulations herein promulgated shall become effective only after notice of enactment of the same has been published in three consecutive issues of the University newspaper and in a newspaper having a general circulation in the county and municipality where The University of Southern Mississippi is located. Such notice shall state where the full text of such rules and regulations may be found on file. In addition, such rules and regulations shall be posted on five bulletin boards at the campuses of the University for a period of four weeks after their promulgation. (Miss.Code Ann.§ 37-105-3)

8.2 These rules and regulations are enacted by the Board of Trustees of State Institutions of Higher Learning, state of Mississippi, and effective from and after Aug. 15, 2016.

Review

The Director of Parking Management is responsible for the review of this policy every four years (or whenever circumstances require immediate review).

Forms/Instructions

N/A

Appendices
N/A

Related Information

N/A

History

Amendments: Month, Day, Year – summary of changes
Updated yearly.
02/22/13: Formatted for template. Minor editing throughout.
06/27/13: Updated for the 2013-14 year.
07/09/14: Updated for the 2014-15 year.
07/15/15: Updated for the 2015-16 year.
08/12/16: Updated for the 2016-17 year.
Authorization

PARKING POLICY AND DRIVING REGULATION
STUA-PM-004

As the Responsible Officer, I have reviewed this policy and believe it represents the current policy.

____________________________________     ______________________________
Responsible Officer                                   Date