



Center for Imaging Research Standard

PARKING VIOLATION

Category: Center for Imaging Research Standard

Procedure #: CIR.SOP.10A

Applies to: Users of the Daniel M. Soref Facilities parking lot, CIR staff and Faculty

PURPOSE:

Outline the standard operations for parking violations and provide a standard set of procedures for when an infraction occurs. Allowing for the smooth flow of traffic in and out of the lot.

DEFINITIONS:

- **CIR Director:** Center for Imaging Research Director, position held by Dr. Andrew Nencka. The Director is responsible for overseeing the operations, administration, and strategic planning of the imaging facility.

POLICY:

- A. Signage will be posted at the entrance of the lot indicating unauthorized vehicles may be towed at the owner's expense. Additional signage is posted in front of each parking spot, indicating permits are required and can be obtained by guests at the front desk.
 - a. CIR issued parking permits are not required for those with state issued handicapped permits.
- B. First Offense:
 - a. Notify MCW Public Safety a car is non-compliantly parked within the lot. Public Safety will investigate who the person is and make contact to notify them about moving their car.
 - b. Document the license plate in the "Non-Compliant Parking Users" spreadsheet.
 - c. If the car is not moved within the hour. Proceed to calling Wauwatosa parking enforcement about issuing a parking citation.
- C. Second Offense
 - a. Notify Public Safety a car is non-compliantly parked within the lot. Inform Public Safety this is the second time they have parked non-compliantly and we are calling a tow truck.
 - b. Document the additional offense in the spreadsheet.
 - c. Call the towing company, to have the vehicle removed from the parking lot.
- D. Research Users
 - a. First Offense:

- i. If a user has their participant park outside of the durations allowed in our policy. Contact the coordinator who scheduled the visit to provide a copy of the Parking SOP, [CIR.SOP.2A](#).
- b. Second Offense:
 - i. Send out the templated email signed by CIR Director “Parking Violation Email” ensuring Director is cc’d on the email for awareness.
- c. Third Offense:
 - i. On the third occasion a research user has violated the parking policy. Inform CIR Director. Attach any emails or communications sent to the study team regarding the violations to the email. CIR Director will reach out to the PI of the study and discuss outcomes of the violations. Potentially leading to the revocation of parking privileges.

PROCEDURES:

A. iLab Requests:

- a. If a research user requests a non-compliant parking time in iLab. To prevent a parking violation from occurring. The request time should be changed in accordance with the chart found in [CIR.SOP.2A](#), “Parking”.
 - i. Document the adjustment of time in the additional notes section of the reservation
 - ii. Reach out to the coordinator to notify them their request for parking has been changed following our policy. Linking a copy of the policy directly on the email.
 - iii. If reminders are needed recurrently (3 times or more), escalate to CIR Director to clarify the policy with the study team.
- b. If additional time is needed on campus for their appointment, coordinators should be referred to park in the general MCW employee/visitor lot. Located across 87th street.

B. Ticketing

- a. Call Wauwatosa parking enforcement (414) 471-8444, to have a ticket issued to the vehicle.

C. Towing

- a. Once MCW public safety has been notified and Wauwatosa Police Department is on site, staff should coordinate with them to request towing through one of their approved vendors.

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Review Due:

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