

WEST PALM BEACH POLICE DEPARTMENT

II-26 PARKING GARAGE USAGE

EFFECTIVE: 01/01/2005

CALEA Standards: N/A

CFA Standards: N/A

I. POLICY: The West Palm Beach Police Department maintains parking facilities for vehicles belonging to the Department, members, and outside users of our facilities. Security access cards are issued to Department members and may be issued to authorized users of the parking facilities. All members and authorized recurring users of Department parking facilities will register with the Department all personally owned vehicles to be parked on the premises. Parking decals will be issued for each vehicle registered to assure security and control over parking within the Police Administration Complex.

II. DEFINITIONS:

A. Personally Owned Vehicle - a privately owned vehicle, lawfully insured and registered to a Department member, authorized recurring user, or a member=s or authorized user=s spouse.

B. Authorized Recurring User - a member of another City Department, an individual employed by a private business entity under contract with the City to provide goods and/or services to the Department on a recurring or continuous basis for a defined period of time, or an individual authorized by City permit or other official means to park in the Police facility on a continuous or recurring basis.

III. PARKING ELIGIBILITY REQUIREMENTS:

A. All Department members are eligible to park within the Police complex as directed by this procedure or by their chain of command when not in conflict with this procedure.

B. Members of other City Departments are eligible to park within the Public side of the Police Parking Garage when authorized by their Department Director or the City Administrator or a designee and upon notification to the Chief of Police or a designee.

C. Vendors under contract with the City to provide goods and/or services to the City or the Department on a recurring or continuous basis for a defined period of time and/or their employees may be eligible to park within the Public side of the Police Parking Garage. Criteria used to determine eligibility include, but are not limited to:

1. Goods or services to be provided and the relationship to delivery of police and/or City services.
2. Length of contract.
3. Hours and days work is to be performed or goods used.
4. History or reputation of the vendor with this Department, the City, or other similar agencies.

D. The Captain of Support Services or a designee will review and approve all vendor requests for parking decals and/or access cards.

E. The Chief of Police reserves the right to remove parking privileges from any outside recurring user at any time to meet emergency situations or parking demands of the Department and/or the City. This right may be delegated by the Chief of Police to a designee.

IV. ACCESS:

A. City employees and authorized outside users will be issued a parking decal for a specific vehicle and an access card permitting access to the Public side and/or the secure Police side as applicable and approved.

B. Temporary AVisitor@ access badges and/or parking permits may be issued for special events or training sessions of limited duration. The Chief of Police or a designee, the Assistant Chief of the Support Services Bureau, or the Captains of the Support Services or the Staff Services Divisions may authorize the use of

Visitor badges or parking permits.

1. Temporary badges or permits will be limited to and usable only during the specific time period authorized for the event or training session.

C. Access may be limited to specific days of the week and hours of the day based upon the needs of the Department and the parking needs of the authorized user.

D. Access is granted to the specific employee or authorized outside user and vehicle assigned the access badge and/or parking decal.

1. Use by any other person is prohibited.

2. Improper use of access badges, including attempted access into unauthorized areas, will result in the removal of access privileges from the specific employee and/or authorized outside user.

V. DECAL PLACEMENT:

A. Decals are designed to be placed on the inside of the vehicle facing out.

B. Decals will be placed in the bottom left corner of the rear windshield (backlight) of the vehicle.

1. On pickup trucks with toppers, the decal will be placed on the rear facing window of the topper.

2. If no window is present in a topper, the decal will be placed on the bottom corner of the passenger side of the front windshield.

C. Decals will be placed so they are clearly visible from the exterior of the vehicle.

VII. DECAL ISSUANCE & REPLACEMENT:

A. Applications for parking decals (Appendix A) will be obtained from and, when completed, returned to the Support Services Division.

B. The Captain of Support Services or a designee will review and approve all applications for parking decals.

1. When approved, a decal will be issued to the employee or authorized outside user.

2. Records of decals will be maintained in the Building Facilities Section.

C. If a decal becomes damaged or otherwise unserviceable, the person issued the decal will immediately notify the Building Facilities Supervisor to void the decal and obtain a replacement.

D. Decals will be removed from any vehicle the employee or authorized user is disposing of by sale, trade, junking, or other transfer of ownership to another person or entity prior to the transfer of the vehicle.

1. The Building Facilities Superintendent will be notified immediately to void the decal.

2. Removal of decals from unserviceable vehicles transferred to an insurance company due to traffic crash damage is not required but should be done if possible.

VII. PARKING REGULATIONS:

A. All parking spaces are assigned in the secure Police side of the Parking Garage. All City and personal vehicles authorized to park in the Police side will park only in the space assigned unless otherwise directed or authorized by a supervisor or the Support Services Division when necessary to meet maintenance or other needs.

1. Spine road parking spaces, unless assigned, will not be used for long term (all day or overnight) parking unless otherwise directed or authorized by a supervisor or the Support Services Division when necessary to

meet maintenance or other needs.

2. In general, vehicles should be parked facing into the parking spaces. This allows for ease in reading car numbers and parking decals for security and inventory purposes.

B. Field Operations personnel assigned a shared car will use the same parking space the assigned car uses for their personal vehicle while on duty.

1. Members using a pool car for a duty shift or an authorized outside detail will use the pool car=s space for their personal vehicle.

C. Members not assigned or authorized to use a reserved parking space and authorized outside users will park on the Public side of the parking garage.

1. Parking temporarily on Spine Road is authorized for members conducting short term business and for vendors providing goods and/or services to the Department.

D. No personal vehicle will be left in the public side of the parking garage by any member or authorized outside user for an extended period of time (in excess of seven (7) days) without notifying and receiving authorization from the Captain of Support Services Division or a designee.

1. Members authorized a take-home vehicle for the duration of their current assignment will not store a personal vehicle in the parking garage.

2. The Division Commander of an on-call member will notify the Captain of Support Services of the member=s name, the period of time the member will be on-call, and the decal number of the personal vehicle to be stored during the on-call assignment.

E. No vehicle will be parked within the Police parking complex without a valid license tag, registration, and insurance.

1. Vehicles found with expired license tags will be cited.

F. Vehicles without parking decals, temporary permits, improperly parked, or left for extended periods of time without authorization may be towed at the registered owner=s expense.

VI. REFERENCE:

- ! Rules and Regulations 5-8.
- ! SOP # II-25 Vendor Access

Delsa R. Bush, Chief of Police

Original issue: 05/01/2000
Revised: 01/01/2005
I.D. # 1491

History: SOP # changed to II-26 on 01/01/2005
Old SOP #: 50.11
Revision Dates: 05/01/2000, 01/01/2005

Job Title Task Files:

CITY OF
WEST PALM BEACH

POLICE DEPARTMENT
SUPPORT SERVICES DIVISION

PARKING GARAGE DECAL REGISTRATION

S.O.P. II-14, APPENDIX A

Police Employee City Employee Vendor/ Other Agency

PLEASE PRINT CLEARLY. COMPLETE ALL APPLICABLE SECTIONS. SHADED AREAS FOR PD USE ONLY.

1	MAKE	MODEL	STYLE (4DR, PU)	COLOR TOP/BTM	LICENSE / STATE <input type="checkbox"/> FL	<input type="checkbox"/> PD RED <input type="checkbox"/> OTHER BLUE	DECAL NO.
	REGISTERED TO: <input type="checkbox"/> EMPLOYEE <input type="checkbox"/> VENDOR		COMPLETE IF DIFFERENT NAME:		ADDRESS	CITY/STATE/ZIP	
2	MAKE	MODEL	STYLE (4DR, PU)	COLOR TOP/BTM	LICENSE / STATE <input type="checkbox"/> FL	<input type="checkbox"/> PD RED <input type="checkbox"/> OTHER BLUE	DECAL NO.
	REGISTERED TO: <input type="checkbox"/> EMPLOYEE <input type="checkbox"/> VENDOR		COMPLETE IF DIFFERENT NAME:		ADDRESS	CITY/STATE/ZIP	
3	MAKE	MODEL	STYLE (4DR, PU)	COLOR TOP/BTM	LICENSE / STATE <input type="checkbox"/> FL	<input type="checkbox"/> PD RED <input type="checkbox"/> OTHER BLUE	DECAL NO.
	REGISTERED TO: <input type="checkbox"/> EMPLOYEE <input type="checkbox"/> VENDOR		COMPLETE IF DIFFERENT NAME:		ADDRESS	CITY/STATE/ZIP	

LAST NAME (CORP. NAME FOR VENDORS/ OTHER AGENCY NAME)	FIRST NAME & MIDDLE INITIAL	ID NUMBER (PD ONLY)	
NON-PD EMPLOYEES COMPLETE THE FOLLOWING			
STREET ADDRESS:	CITY/STATE/ZIP	HOME PH: () -	WORK PH: () -
MAILING ADDRESS, IF DIFFERENT:	CITY/STATE/ZIP	PAGER: () -	CELL PH OR OTHER #: () -

NON-PD CITY EMPLOYEES COMPLETE :		VENDORS/OTHER AGENCIES COMPLETE:	
CITY DEPT.	SUPERVISOR	CONTACT PERSON/ VEHICLE DRIVER	DIRECT PH # OR EXT.

DECALS ARE ASSIGNED TO SPECIFIC VEHICLES. IF A VEHICLE IS SOLD OR THERE IS A CHANGE OF EMPLOYMENT, THE DECAL IS TO BE REMOVED FROM THE VEHICLE.

I certify the above information is correct to the best of my knowledge. I acknowledge receipt of and agree to comply with Police Department policy, S.O.P. #50.11, Parking Garage Usage. If a City Employee, I understand I am subject to disciplinary action for violation of the policy and any applicable City Administrative Policy. If a vendor or vendor=s representative, I understand I/we are subject to loss of parking privileges and/or loss of consideration for future business for violation of the policy. I/we agree to notify the Police Department of the disposal of any vehicle listed and any change in name, address, contact phone numbers, or any other information contained on this form.

Signature: _____ Date: _____

<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	REVIEWED BY:	DATE:
REASON FOR DISAPPROVAL:		