3-01/090.45 - Civic Center Parking Assignments

Priority/proximity of assignment for those employees whose headquarters and daily places of reporting are Civic Center facilities shall be allocated in the following order:

Certified Mileage Permittees

- Employees who repeatedly use their vehicles on county business; thirty to forty or more trips per month, exclusive of lunch, would be frequent;
- Employees who occasionally use their vehicles on county business; or
- Rank and anticipated vehicle usage shall not determine allocation; however, assignments shall be on the basis of rank when two persons have identical needs and use their vehicles equally. If of the same rank, seniority in grade shall be the determining factor. This decision shall be made at the bureau level.

Non-Mileage Permittees

- Handicapped employees in accordance with the degree of the handicap;
- All other employees of the Department based on rank or classification in the Salary Ordinance. If of the same rank or classification, seniority in grade will determine assignment; or
- When safety is a factor, female civilian employees should be given consideration where close-in parking is available.

The following shall apply to all personnel:

- Personnel shall not park in any county lot to which they are not assigned without authorization from the Department parking coordinator;
- Personnel shall not trade, alter or loan their parking permits, or use expired permits;
- Lost decals or key cards shall be reported immediately to bureau parking coordinators who, in turn, shall notify the division coordinator by memorandum;
- Personnel shall follow the lot attendant's instructions. Improper conduct by, or grievances with, lot attendants shall be reported by memorandum, through channels, to the Department coordinator;
- Parking decals shall be visibly displayed in the lower right-hand corner of the windshield at all times while vehicles are parked in county lots;
- If the parking decal has been permanently affixed to a vehicle and personnel are temporarily required to use an alternate vehicle, display a 3x5 card on the dashboard of the alternate vehicle with the following information:
    - "Alternate Vehicle;"
    - Name, department, and county phone number; and
    - Parking decal number;
- Alternate vehicle arrangements shall be made with parking lot attendants on entry. These arrangements are valid for two weeks only.

Department Parking Coordinator

Personnel Administration will be the Department parking coordinator and shall maintain a central master

roster of all Department parking allocations. Personnel Administration shall act as liaison with the Parking Services Division of the Internal Services Department.

Division Parking Coordinator

Each division shall appoint a division parking coordinator who is authorized to make adjustments in the event an employee feels he is entitled to a higher priority than he received. The employee may contact the division parking coordinator and request an informal review of the matter. The division parking coordinator is authorized to make adjustments in these matters as they pertain to division parking allocations and his responsibilities shall include:

- Maintenance of an accurate and up-to-date central record system for division parking;
- Providing a central source for coordination of division parking needs with the Department parking coordinator;
- Periodically conducting an audit and analysis of parking allocations among Bureaus of the division to determine need for changes in allocation, nonconformance to Department policies, etc.;
- Resolving parking problems beyond the control of a Bureau; and
- Preparing and forwarding to the Department parking coordinator and the Bureau parking coordinator all updates in divisional assignments whenever changes occur, e.g., transfers, lost or stolen decals, etc.

Bureau Parking Coordinator

Each bureau shall designate a bureau parking coordinator, preferably a lieutenant, who shall be responsible for:

- Allocation of bureau members' parking in conformance with above policies;
- Notification to division parking coordinator of changes in bureau needs;
- Assignments, lost passes, etc.; and
- Retrieval of passes assigned to personnel transferring from the bureau.