Station Parking Lot Management

Date: April 2, 2007

FROM: PATRICK E. MAXWELL, CAPTAIN
NORWALK STATION

TO: ALL PERSONNEL
NORWALK STATION

SUBJECT: STATION PARKING LOT - MANAGEMENT DIRECTIVE 04 - 03

PURPOSE

To manage the limited number of parking spaces in the parking lots at Norwalk Station.

SCOPE

Parking stalls in the station's parking lot are marked for designated vehicles assigned to Norwalk Station's fleet. Personnel shall abide by the markings on the designated parking stalls when parking a vehicle.

Station personnel are allowed to park one vehicle in the parking lot when they are conducting business at the station. Station personnel shall not leave other additional vehicles in the parking lot for any purpose, without the approval and consent of the Unit Commander.

Parking spaces located in front of the station's main entrance shall not be used by assigned station personnel and shall be reserved for use by the general public.

RESPONSIBILITY

The Watch Sergeant during the course of their shift, shall be responsible for inspection of the parking lot during their watch to ensure compliance with this directive. It is the Watch Sergeant's responsibility to address the driver of the vehicle that is parked in violation of this directive.