

3-04-060 Facility Parking

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Effective Date: 06-01-07

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Reference: MPP 3-01/030.10; CDM 3-01/070.00

PURPOSE OF ORDER:

To establish parking procedures for vehicles on the Pitchess Detention Center property.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to the Pitchess Detention Center, South Facility.

ORDER:

South Facility employees shall park their personal vehicles in designated parking areas only and shall **not** park in any manner that is unlawful or presents a hazard. This includes, but is not limited to, parking in red fire zones, parking in posted “no parking” areas, unlawfully parking in handicapped spaces, or parking in spaces specifically designated for another.

On every shift, Deputy personnel assigned to **roving patrol unit (Adam) Unit 5** shall regularly monitor the parking areas for compliance with this order. Any vehicle found parked in an unlawful manner will be issued a “Custody Division Notice of Parking Violation.” Any employee receiving such a notice is subject to counseling and/or disciplinary action (refer to MPP Section 3-01/030.10, Obedience to Laws, Regulations, and Orders).

Citations issued as a result of a parking violation will be dealt with in accordance with the procedures set forth in Custody Division Manual Section 3-01/070.00, which prescribes informal counseling for the first violation, a performance log entry for the second violation, and a formal written reprimand for the third violation. Subsequent violations shall result in discipline to be determined at the discretion of the unit commander. Each citation issued shall be retained in a file and remain active for a period of one year, after which it will no longer be considered for disciplinary action.
