3-05-190 Parking

PURPOSE OF ORDER:
To establish procedures for parking private vehicles while working at or visiting the Twin Towers Correctional Facility.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to the Twin Towers Correctional Facility.

ORDER:

Employees

Employees shall park their personal vehicles in the ten-story employee parking structure located north of the facility at the end of Bauchet Street. Designated parking between the Central Plant and the Facility shall be for Department executives and disabled employees only. Personnel shall not park in any manner that is unlawful or presents a hazard. This includes, but is not limited to, makeshift parking in red zones, parking in spaces specifically designated for another, or parking standard-size vehicles in over-sized parking spaces.

On every shift, deputy personnel assigned to G-9 unit shall regularly monitor the ten-story employee parking structure and 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.

First citations shall result in informal counseling with the unit commander or designee.
Second citations shall result in a unit performance logbook entry. Third citations shall require a written reprimand. Subsequent citations shall result in discipline to be determined at the discretion of the unit commander. Each issued citation shall remain active for one year, after which it will no longer be considered for disciplinary action.

Visitors

Public visitors for inmates shall park their cars in the public parking structure located near the corner of Vignes and Bauchet Streets. No public visitors shall be allowed to park in the employee parking structure.

Official visitors may park their vehicles on the second level above the public parking structure (employee parking for the Central Arraignment Court).