

3-01/070.00 Parking

All personnel assigned to, and/or working in any capacity at any Custody Services Division facility shall park in designated parking area(s) and shall not park in any manner that is unlawful or presents a hazard. Those areas designated for particular vehicle usage (i.e., large, over-size vehicles, electric vehicles, or compact vehicles) shall only be utilized by those specific types of vehicles. Parking areas shall not be used for storage of employee vehicles. Public visitors shall only park in designated visitor parking lot(s) or structure(s).

Electric vehicles (EV) parked in the designated EV stalls shall be charging while occupying the space. Electric vehicles shall not park in the EV stalls as a convenience.

EV stall violations will be issued per California Vehicle Code section 22511(a).

Any vehicle parked in an unlawful manner, or in a space specifically designated for another, or in an unauthorized position or space, shall be issued a Los Angeles County Sheriff's Department Custody Division Notice of Parking Violation. The Custody Division Notice of Parking Violation consists of three color-coded copies. The white copy (original) shall be placed on the vehicle in violation. The yellow copy shall be forwarded to the employee's unit commander for disposition. The pink copy shall be kept on file with the facility issuing the notice of parking violation for two years.

Unit commanders shall be responsible for enforcing this policy and developing unit-specific procedures for monitoring and controlling parking at their facilities.

Any employee receiving a notice of parking violation is subject to counseling and/or disciplinary action, in accordance with the Department Manual of Policy and Procedures (MPP), section 3-01/030.10, "Obedience to Laws, Regulations, and Orders."

First citations shall result in a consultation or informal counseling with the unit commander or their designee. Second citations shall result in a performance logbook entry, and third citations shall require a written reprimand. Discipline for any subsequent citations shall be determined and imposed at the discretion of the unit commander. Each citation issued shall remain active for a 12-month period, after which time it will no longer be considered for disciplinary action.

Nothing in this policy precludes the lawful removal and storage of towed vehicles.

Permit Parking

Permit parking at the Bauchet Street Complex shall be managed and enforced by Custody Support Services Bureau (CSSB) and Internal Services Department (ISD).

ISD provides CSSB with a limited number of serialized parking permits which shall be distributed to the facilities/units and Correctional Health Services (CHS) by CSSB. CSSB shall be responsible for maintaining a central master roster of all parking allocations to the facilities and maintain a unit specific roster for parking permits allocated to CSSB personnel.

Each facility/unit's operations personnel shall be responsible for assigning and managing the allocations of their respective permits. In addition, periodic audits shall be conducted to ensure accurate assignments,

availability, and/or proper documentation of available, lost, and/or stolen permits.

Personnel assigned a parking permit shall be responsible for returning the permit once they permanently or temporarily leave the facility (e.g., transfers, on-loan transfers, long-term IOD, etc.). If an employee does not return their assigned permit, it shall be the responsibility of the facility to contact the employee in an attempt to recover the permit. In instances where the permit has been lost or stolen, it shall be the responsibility of the personnel assigned the permit to ensure an incident report (SH-R-49) is completed. Operations personnel shall notify CSSB of any lost, stolen, and/or damaged permits and provide a copy of the completed report.

Personnel shall not trade, alter, or loan their assigned permit. Any personnel found using a lost, stolen, or fraudulent permit may be cited and may be subject to counseling and/or disciplinary action.

Visitor Parking

Visitor parking passes are limited and require a minimum of 72-hour advance notice. For events where a large attendance is anticipated, additional advance notice is recommended. Visitor parking passes can be requested by emailing CSSB at [REDACTED TEXT]. The request shall include the date and time range for when the permit is needed, the visitor's name and unit of assignment, and the reason for the visit (e.g., meeting, training, etc.).
