



# Alexandria Police Department



## Directive 6.5

# HEADQUARTERS PARKING

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### 6.5.01 PURPOSE AND POLICY

It is the policy of this Department to provide parking for fleet vehicles, visitors, employees and volunteers at Police Headquarters (APDHQ). Parking is provided on site for all users of APDHQ. The needs of various user groups are balanced by designating separate areas and, in the case of visitor parking, setting time limits.

### 6.5.02 PARKING PERMITS

- A. Employees and volunteers may obtain APDHQ parking permits from the Security Manager. They must provide up-to-date information about their vehicle and license, and notify the Security Manager if that information changes. They are responsible for displaying up-to-date APDHQ parking permits (only on the vehicles to which they were issued) whenever parked in employee-designated spaces. They are prohibited from using permits for any purpose other than personal use.

- B. Visitor parking is available at the front parking lot. Visitor parking is limited to two hours unless a temporary parking permit is obtained. There is no overnight parking allowed in the visitor parking spaces.
- C. When expecting visitors to stay more than two hours, employees will arrange for a temporary/extended Parking Permit, which may be obtained from the Atrium Security Post. (see appendix for a sample of the official form)
- D. The Security Manager is responsible for issuing and/or updating parking permits for employees and volunteers, and for maintaining a record of all permits issued.
- E. The Chief of Police reserves the right to grant parking permissions in the garage to groups visiting the APDHQ for special events.

#### **6.5.03 PARKING FLEET VEHICLES**

- A. Employees will park fleet vehicles only in designated fleet parking spaces as signage in the garage directs. Parking fleet and Patrol fleet vehicles must be parked in those designated spaces and not in the general fleet spaces.
- B. Employees are prohibited from parking parallel to curb lines, and from blocking entrances to vehicle bays, except for brief vehicle maintenance.
- C. Employees will not park fleet vehicles in Visitor-designated spaces.

#### **6.5.04 PARKING PERSONALLY OWNED VEHICLES (POVs)**

- A. On- or off-duty employees and volunteers are prohibited from parking POVs in Visitor-designated spaces.
- B. On- or off-duty employees and volunteers may park POVs in employee-designated spaces while at work, visiting APDHQ, or on official travel.
- C. Employees will not store POVs at any police facility for more than five (5) consecutive days without obtaining temporary/extended parking permit authorization. (see appendix for a sample of the official form)

#### **6.5.05 VISITOR PARKING LOT**

- A. Visitors, while conducting business at the APD HQ may park in Visitor Parking Lot spaces. All visitors must complete the visitor parking registration log at the Atrium Security Post. Failure to complete the visitor parking registration log may result in the vehicle being towed.
- B. Parking in the Visitor Parking Lot is limited to 2 hours. If the visitor will be conducting business for a period longer than 2 hours, the Special Police Officer or Security Officer must be notified with the estimated length of time needed.
- C. Overnight parking in the Visitor Parking Lot is prohibited.
- D. On- or off-duty employees will not park fleet vehicles in the Visitor Parking Lot.

<b>6.5.06</b>	<b>RESPONSIBILITIES</b>
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- A. **The Building Services Coordinator** is responsible for ensuring that correct, well-maintained parking signs are in place and that the stripes and handicapped space designations are repainted as needed.
- B. **Any Supervisor or Commander** is responsible for ensuring regular enforcement of official parking signs in both employee and visitor areas
- C. **The Facilities and Security Management Commander** is responsible for addressing the Department's parking needs. Employees should bring any parking issues (except enforcement) to the attention of the Facilities and Security Management Commander.

### **By Authority Of:**

**Earl L. Cook**  
**Chief of Police**