

ELIZABETH POLICE DEPARTMENT GENERAL ORDERS



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SUBJECT: POLICE HEADQUARTERS PARKING

EFFECTIVE DATE:

January 15, 2016

ACCREDITATION STANDARDS:

N/A

BY THE ORDER OF:

Chief Patrick Shannon

BY AUTHORITY OF:

Police Director James Cosgrove

SUPERSEDES ORDER #:

107 & 149

PURPOSE To provide a clear understanding to all employees for the parking of police department and personally owned vehicles at headquarters.

POLICY In a law enforcement agency it is imperative that operations are run as efficiently as possible. The controlled parking of emergency response police vehicles reduces wasted operations cost, provides greater functionality for operations, and creates a safer work environment. To provide for the orderly function of operations, the police department headquarters parking areas shall have signs posted with parking spots designated for specific vehicles.

PROCEDURES

I. GENERAL

A. Police vehicles:

1. Marked and unmarked units **with** designated parking spots shall be parked in their assigned parking spot.
2. Marked and unmarked units **without** designated parking spots may park in areas marked for general police parking. (Indicated by the signs '*Police Vehicles Only*' and without specific designations).
3. Marked units may park in designated district spots, if applicable.
4. Marked and unmarked units shall otherwise park in the parking authority's garage behind headquarters, utilizing the Jefferson Avenue entrance.
5. Shall not be parked in spots designated for other specific vehicles.

B. Personally owned civilian vehicles:

1. Are allowed to park in specifically designated spots only;
2. Are allowed to park in the parking authority's garage behind headquarters, utilizing the Jefferson Avenue entrance;
3. Are not allowed to park in general police parking

II. ENFORCEMENT

- A. The traffic unit sergeant will check the lot daily and issue summonses to any civilian vehicles parked in designated, general, and posted parking spots.
- B. The desk lieutenant shall designate a sergeant for enforcement of this order when the traffic unit is not working;
- C. If an unauthorized vehicle occupies a designated parking space, the operator of the appropriately authorized vehicle shall immediately notify the desk lieutenant through the submission of a private report. The desk lieutenant will then take the appropriate measures to resolve the issue;
- D. Power shift and midnight shift personnel are to ensure that their patrol vehicles are parked in the appropriate parking space before leaving at the end of their shift.
- E. Violators of this order will be issued a summons, towed, and subject to disciplinary measures.