

	MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES	
	Subject PARKING	Policy Number GE-5 Effective Date 10-29-21
Related Information Maricopa County Policy A2424	Supersedes GE-5 (09-29-07)	

PURPOSE

The purpose of this Office Policy is to establish guidelines and procedures for parking vehicles while on official business.

Although this Office Policy refers to employees throughout, this Office Policy also applies with equal force to all volunteers. Volunteers include, but are not limited to, reserve deputies and posse members.

POLICY

It is the policy of the Office for all employees to obey all parking regulations, absent exigent circumstances.

DEFINITIONS

Employee: A person currently employed by the Office in a classified, unclassified, contract, or temporary status.

PROCEDURES

1. **Parking in Restricted Areas:** Employees should avoid parking in loading zones or red zones, at inoperative or bagged meters, or other restricted parking zones except when absolutely necessary. When an employee must park an unmarked Office vehicle in a metered or restricted parking zone while on official business, they shall display a "Sheriff's Official Business" placard in a prominent place in the vehicle.
2. **Metered Parking:** When an employee is on-duty and there is no other option except to park in metered parking without a placard, the employee is expected to comply with the following procedures in order to avoid receiving an overtime parking citation.
 - A. The employee shall make every effort to place enough money in the meter to obtain the amount of time required to conduct their official Office business.
 - B. At the first opportunity prior to the meter expiration, the employee shall move their vehicle from the metered parking location to a non-metered or non-restricted location.
 - C. For reimbursement of metered parking, the employee shall submit a memorandum and a receipt if available, through their chain of command to the division commander or designee for consideration. If approved, the memorandum shall be forwarded to the Office Payroll Section for employee reimbursement.

3. **Employees Who Receive Parking Tickets:** If an employee receives an overtime parking citation or citation for parking in a restricted zone, the employee shall inform their supervisor and make the appropriate employee reported activity entry in Blue Team.

4. **Request to Void Overtime Parking Citations:** If an employee is unavoidably detained and receives an overtime parking citation or citation for parking in a restricted zone, the employee may request to have the citation voided by forwarding the citation and a memorandum through the chain of command to their bureau chief. Upon approval by the affected bureau chief, the request shall be forwarded to the affected court.
 - A. The memorandum shall include the following:
 1. The approximate time and location the vehicle was parked;
 2. The time the citation was issued;
 3. The reason why the vehicle was parked at a metered or restricted parking location; and
 4. The reason why the employee was unavoidably detained and not able to move the vehicle to a non-metered or non-restricted location.
 - B. Parking citations should not be voided when circumstances would have permitted an employee to move their vehicle to a non-metered or non-restricted location and they failed to do so.
 - C. Preprinted or form-type memorandums shall not be accepted.
 - D. VOID shall not be written on the face of the citation.
 - E. Parking tickets shall not be submitted directly to a city prosecutor for voiding; they shall be processed, as specified in this Office Policy.
 - F. If the employee's request to void the overtime parking citation or citation is not approved, the employee shall be responsible for any expense, cost, penalty, fine, or other consequence as a result of the issued citation.

5. **Use of County Parking Facilities:** Parking facilities are for the use of authorized Office employees.
 - A. **Parking Access:** Access to County parking facilities is coordinated for employees by the MCSO Human Resource Services Division, Office Parking Coordinator, based on individual need and available space.
 1. Office employees requesting initial parking for any Maricopa County parking facility will need to contact the Office Parking Coordinator and complete the necessary form.
 2. If parking is needed for any additional Maricopa County parking facility, employees are required to contact the Office Parking Coordinator to obtain gate card access.
 3. All employees shall ensure their vehicle information is up to date when using any Maricopa County parking facility. In the event an employee needs to update their vehicle information, they shall notify the Office Parking Coordinator.
 - B. **Designated Parking:** Employees shall not park in designated parking areas not assigned to them or authorized for their use, as determined by the authority over the parking space.

1. Carpool parking permits may be obtained by contacting the Office Parking Coordinator.
 2. Employees interested in a vanpool, which may include designated vanpool parking, should request to use a Valley Metro van. Employees interested in this commute option should refer to Maricopa County Policy A2424, *Commuter Transportation*.
- C. Vehicle Barrier Access: When accessing a parking area with an operational vehicle barrier, employees shall scan their identification/access card and shall not tailgate immediately behind another vehicle to avoid the scanning process.