

	MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES	
	Subject PARKING	Policy Number GE-5
		Effective Date 12-20-24
Related Information Maricopa County Policy A1909 Maricopa County Policy HR2424	Supersedes GE-5 (10-29-21)	

PURPOSE

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

Although this Policy refers to employees throughout, this 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.
 - A. 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 within the vehicle clearly visible from the exterior.
 - B. Employees needing a "Sheriff's Official Business" placard may contact Fleet Management and request the *Official Business License Plates* form. Once the form is completed and signed by the employee's supervisor, the employee shall return the form to Fleet Management and a placard will be issued.
2. **Metered Parking:** When an employee is on official business 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 satisfy the meter requirements to obtain the amount of time required to conduct their official 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; and

- 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 Citations:** If an employee on official business receives an overtime parking citation or citation for parking in a restricted zone, the employee shall inform their supervisor and generate an entry in Blue Team by selecting the Incident Type: Employee Reported Activity (ERA) and select the Allegation ERA – Receipt of Parking Citation (County Vehicle).
- 4. **Request to Void Parking Citations:** If an employee on official business 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.
 - 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. Upon approval by the affected bureau chief, the request shall be forwarded to the affected court on Office letterhead with all relevant information.
 - C. 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.
 - D. Preprinted or form-type memorandums shall not be accepted.
 - E. VOID shall not be written on the face of the citation.
 - F. Parking citations shall not be submitted directly to a city prosecutor for voiding; they shall be processed, as specified in this Policy.
 - G. 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:** Employees shall not use Maricopa County parking facilities for personal use including, but not limited to, attending ballgames or concerts. Parking facilities are for the use of authorized employees, as specified in Maricopa County Policy A1909, *Parking Facility Usage*.
 - A. **Parking Access:** Access to Maricopa County parking facilities is coordinated for employees by the MCSO Human Resource Services Division, based on individual need and available space.
 - 1. Employees requesting initial parking for any Maricopa County parking facility are required to contact the Human Resource Services Division and complete the necessary form.

2. If parking is needed for any additional Maricopa County parking facility, employees are required to contact the Human Resource Services Division 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 Human Resource Services Division.
- 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 Human Resource Services Division.
 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 HR2424, *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.