



SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



Procedure 312 – Private Vehicle Parking

Office with Primary Responsibility:	SSO	Effective Date: Prior Revision Date:	July 10, 2013 July 31, 2010
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, FTC, IDC	Number of Pages:	2
Forms Referenced in Procedure:	SAPD Form #97 SAPD Form #34 CP	Related Procedures:	908

.01 INTRODUCTION

- A. This procedure establishes a process to provide on-duty officers with free parking for their privately owned vehicles in accordance with the Collective Bargaining Agreement By and Between the City of San Antonio, Texas and the San Antonio Police Officers' Association.
- B. Additionally, parking for non-sworn personnel will be made available to the fullest extent in the available spaces, as outlined in this procedure.

.02 POLICE FACILITIES PARKING (EXCLUDING PUBLIC SAFETY HEADQUARTERS BUILDING)

- A. Division Commanders with personnel assigned to offices located in any police facility, excluding the Public Safety Headquarters Building (PSHQ) located at 315 S. Santa Rosa, establish and maintain a system to provide for the parking of privately owned vehicles belonging to on-duty officers assigned to their respective Divisions.

.03 PUBLIC SAFETY HEADQUARTERS BUILDING PARKING

- A. The Assistant Director of Police (Service and Support Bureau) establishes and maintains a system to provide for the parking of city and privately owned vehicles belonging to on-duty officers and civilians assigned to offices located at the Public Safety Headquarters Building.
- B. Parking for the PSHQ is located on the PSHQ parking garage and south parking lot. In the event of additional parking needs, overflow parking is available on the City Parking Lot, located at W. Nueva and S. Santa Rosa.
- C. Designated parking spaces for Fire and Police.

.04 ISSUANCE OF PARKING PERMITS and SPACE ASSIGNMENTS

- A. Members and non-members with offices located in the PSHQ desiring to park their privately owned or city vehicles on the PSHQ parking lot shall contact the Facilities Administration office for parking instructions.
- B. Civilian members who meet the Federal requirements for handicapped or temporarily handicapped status are authorized to park their privately owned vehicles in handicapped marked parking.
- C. Members who are visiting the PSHQ on official business are authorized to park their privately owned or city vehicles in PSHQ parking lot.
- D. Current parking permits tags are displayed hanging from the inside rearview mirror.
- E. Parking permit tags are valid only for the member issued the permit tag, the vehicle listed on the member's application, during the member's regular assigned duty hours.

.05 REPLACEMENT PARKING PERMIT DECALS OR TAGS

- A. Members who need a replacement parking permit tag shall contact the Facilities Administration office.



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.06 SURRENDER OF PARKING PERMITS UPON TRANSFER

- A. Members with issued parking tags who transfer out of Divisions with offices located in the PSHQ shall contact the Facilities Administration Office within three (3) business days following the transfer to turn in their issued parking permit tag.

.07 ENFORCEMENT AND PENALTIES FOR VIOLATIONS OF PROCEDURE

- A. The Office of the Chief shall have the responsibility of enforcing provisions of this procedure.
- B. Members who park their privately owned vehicle in violation of provisions of this procedure are subject to the penalties imposed by the appropriate city ordinance or other disciplinary action.

.08 OVERFLOW PARKING

- A. When all parking spaces provided for privately owned vehicle parking, including handicapped parking, on the PSHQ parking lot are occupied, members with issued parking or tags may park on the City Parking Lot at W. Nueva and S. Santa Rosa for their regular tour of duty.
- B. To avoid being charged for parking on the City Parking Lot, members need to take the parking receipt to the front lobby desk for validation.

.09 VISITORS

- A. Visitors on official business to the PSHQ should be instructed, prior to their arrival if possible, to park their vehicle in the city parking lot located at W. Nueva and S. Santa Rosa.
- B. Visitors and volunteers with the VIP Program should be instructed to bring their parking receipt to the lobby desk to have the parking receipt validated.
- C. When the visitors or volunteers with the VIP Program have completed their official business in the PSHQ, they should be instructed to give their parking receipt to the parking lot attendant upon leaving the parking lot.