PURPOSE: To provide parking guidelines for members of the Cleveland Division of Police using their private automobiles to attend court and conduct Division business at the Justice Center.

POLICY: Division members shall use the Willard Park Garage for their private automobiles when attending court and conducting Division business.

PROCEDURES:

I. During business hours or restricted parking hours on P-2, members attending court, consulting a prosecutor, or conducting other Division business (including fitness related activities) at Cleveland Police Headquarters shall:

   A. Park their private automobiles on the surface lot at the Willard Park Garage.

   B. If the surface lot is full, park in the Willard Park Garage building.

   C. If the Willard Park Garage building is full, members shall park legally.

II. When entering Willard Park Garage, members shall:

   A. Take the ticket from the parking attendant or ticket dispenser.

   B. Have the ticket stamped at the Court Unit. If the Court Unit is closed, members shall have the ticket stamped at the Record Section.

   C. Sign and write their badge number on the ticket and present it to the parking attendant when exiting the parking lot.