
	LOWER MERION TOWNSHIP POLICE DEPARTMENT Ardmore, Pennsylvania	
	Policy 3.17.12	
Subject:		Distribution:
Employee Parking		All Personnel
Date of Issue:	Expiration Date:	Rescinds:
11-28-2018	Until Amended or Rescinded	Policy 3.17.12 (06-01-2014)
References:		
CALEA: N/A; PLEAC: N/A		
By Authority of:		
		Superintendent of Police

PURPOSE

The purpose of this policy is to establish guidelines for employee parking.

POLICY

All Public Safety Department personnel, sworn and civilian, are to park in accordance with this policy. Parking on the Public Safety and Township Administration Building site is shared between the business community, the public and Township employees. Public Safety personnel are not to infringe upon metered and non-metered spaces set-aside for public use during business hours.

All parking spaces have been given a numerical designation. Following is a list of the designated areas and directions for their use:

AREA "A" - Located on the north side of the west parking lot, abutting the fence at the rear of the Public Safety Building. Contains twenty (20) parking spaces along the fence and three (3) spaces along the west side to be used as the Public Safety Vehicle Pool Area.

AREA "B" - Located in the center of the west parking lot and contains twenty-eight (28) spaces to be primarily utilized by those personnel assigned to a day work shift.

AREA "C" - Located in front of the Public Safety Building and contains twenty-four (24) spaces; and are assigned as designated on the attached diagram.

AREA "D" - Located on the east side of the Township Building (aka: Bernicker Lot or East Lot). There are three (3) parking spaces designated for use by Public Safety day work personnel (spaces 66, 67, and 68). All East Lot parking spaces are also available for use by afternoon personnel (after 1430 hours). Area D shall also be used by personnel as described in sections A-3 and A-4 below.

The parking spaces in the drive off of Lancaster Avenue, west of the Thrift Shop, are not to be used by on-duty personnel. In addition, metered areas and public non-metered areas are not to be used by personnel during business hours. The only exceptions are indicated under Section 2 of the paragraph entitled: "Parking Procedure."

PROCEDURE

A. Parking Procedure

1. All Monday through Friday day and afternoon shift personnel will park in the permitted spaces of Areas A, B, C and D. Personnel assigned to reserved spaces will park only in those designated spaces. Commanders and Unit Supervisors of personnel assigned to the reserved spaces will be responsible for assigning the use of those spaces to other officers when the spaces are available due to vacation or other days off.
2. All Monday through Wednesday overnight personnel are to first park at any unoccupied and non-reserved spaces in Area C, and overflow may park in any unoccupied spaces in Area B. If needed, metered spaces in and adjacent to these areas may be utilized.
3. Thursday and Friday overnight personnel shall park in Area D.
4. All Saturday and Sunday shifts shall park in Area D.
5. Any marked vehicles, not used on the 1900 – 0700 shift, are to be parked in area A, along the fence line.
6. To discourage encroachment, all personnel who park in Area B are to fill those spaces on the far West End first. Unmarked police vehicles are to be parked at the far East End of Area A.
7. All employees are required to register their personal vehicles with the Parking Services Department. A Township Employee Parking Permit will be issued to the employee and must be displayed according to instructions issued with the permit.
8. Personnel returning to headquarters for business will park in the West Lot.

B. Unauthorized Vehicles

1. Unauthorized vehicles parked in violation of the posted regulations in parking areas A, B and C are to be issued a citation for violation of Township Code Section V (Regulation of Traffic and Parking on Public Property) Subsection 145-32 (Sign; Violations). Personnel observing operators parking in violation are to advise the operator of the violation and assist them by directing them to alternative parking spaces.

- When personnel from other outside public safety agencies are at Headquarters on business, they are to be directed to park in any open space in Areas A, B and unassigned spaces in Area C. Under no circumstances are assigned spaces to be utilized. The Communications Center will then be provided with the pertinent information regarding the vehicle.
- At the present time, enforcement of those regulations is limited to 0700-1500 hours and is the responsibility of officers assigned to the beat. Prior to issuing citations, unfamiliar vehicles are to be checked for parking permits and a listing obtained to ascertain if the operator is in the Public Safety Building. These individuals will be given the opportunity to move the vehicle.

AREA "A" & "B"

