Colorado Springs Police Department
General Order

920 Police Operations Center Parking

Section 900 – Vehicle Procedures

Effective Date: 2/21/2025
Supersedes Date: 6/5/2024

.01 Purpose

The purpose of this directive is to establish uniform parking procedures for the Police Operations Center (POC) parking garage and perimeter.

.02 Cross Reference

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.03 Discussion

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.04 Policy

Employees are reminded that parking in the POC parking garage is authorized for department vehicles and personally owned vehicles (POVs) operated by department employees and volunteers only. There is NO visitor/public parking in the POC parking garage.

Department employees are prohibited from parking department or personal vehicles on either side of Rio Grande Street directly in front of the POC, between Nevada Avenue and Weber Street, or in the visitor's parking lot at the POC or Evidence Annex Building. This prohibition includes temporary, short-term parking for official or unofficial business, at any hour of the day. In addition, personnel are not authorized to park in the fire lane between the POC and the POC Parking Garage.

The POC parking structure is a city owned facility and, is a designated "NO SMOKING" area in its entirety.

.05 Definitions

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.10 Designated Parking

"Reserved Parking Police Motorcycles Only" spaces are designed for that purpose. These spaces are authorized for the Motor Unit.

"Disabled parking" is authorized in designated parking spaces. The remainder of the area, including painted stripes, must remain clear of vehicles and motorcycles at all times. Some disabled parking spots are designated as compact only. Trucks and SUVs are prohibited from parking in compact only spots due to larger vehicles causing ingress and egress visibility obstructions in the garage.

"Temporary" parking spaces in the parking garage are designed to allow employees and volunteers a place to park while conducting official business in the POC. These spaces are designed not to exceed 30 minutes.

The parking structure has spaces allotted for compact vehicle parking on the west (Nevada Avenue) side of the structure, and large vehicle parking on the east (Weber Street) side of the garage. Personnel who do not follow this designation may be contacted to move their vehicle and subject to disciplinary action.

.20 Entry/Exit Procedures

The POV parking entrance is controlled by a gate access located between the second and third floors. This gate is activated by card key access. If you do not pay for parking in this area, you are not allowed access.

Entry

Each individual must have their card scanned to allow the gate to open and complete a cycle. The gate arms will open allowing "ONE VEHICLE AT A TIME" through the gate. The arm must complete a full cycle before allowing the next vehicle through the gate. Following a vehicle through the gate without completing a full cycle may result in the arm closing on the vehicle which may result in damage to the control arm and the vehicle.

Exit

When leaving the parking area allow "ONE VEHICLE AT A TIME" through the gate. The exit controller operates the same as the entrance, but in lieu of a card reader there is a ground mounted sensor loop that opens/closes the gate arm to allow only one vehicle to pass. Again, the

gate must complete a full cycle before it allows the next vehicle to exit, or it may cause damage to your vehicle and/or breaking the control arm.

The department assumes no liability for damage to a personal vehicle due to a failure in following the entry and exit procedures. Damage to a POV due to the gate control arm closing on a vehicle will be repaired at the owner's expense. The repair cost of the controllers will also be the responsibility of the vehicle operator violating these procedures.

.30 Payroll Deduction/Fees

The following outlines what personnel are required to pay for parking:

- All department employees parking POVs in the structure
- Personnel who ride personal motorcycles
- Outside organization personnel who work at the POC (e.g., EPSO, DA, etc.). Personnel who fit this category should address the parking fees with their respective organizations. The department will arrange to bill monthly parking costs if necessary.
- Personnel using handicapped spaces.
- People who work part-time will be charged ½ the monthly rate or $15.00 each month.
    - Employees with a permanent assignment requiring them to work at an alternate location for 20 or more hours *per week*, for a period of not less than 3 months (e.g. fingerprint technicians assigned to CJC), will be eligible for a reduced monthly rate of $15. This reduced rate applies only to employees with permanent ongoing alternate work location as part of their assignment. This policy does not extend to employees who may work at a different location on a temporary or occasional basis.
    - A rotating or temporary assignment, including assignments that may be required at times or are discretionary, will not qualify for the reduced rate. A qualifying alternate location must be a weekly requirement of the employee's assignment.
    - Employees that park at the POC and then take a city vehicle to another location will not qualify for a reduced parking rate.

Employees who carpool will have to decide which party will pay for parking. Non-paying employees will not be issued parking permits and must park on the street if they drive separately.

.40 Registering Vehicles

Personnel (employees, outside organizations, and volunteers) who park POVs in the structure are required to register each vehicle they may park in the structure (e.g., if you have three vehicles that you routinely use to commute to the POC, register all three vehicles). There are no additional fees and no limit to the number of registered vehicles to the same employee. For employees, the registration form for vehicles is available in NeoGov. For volunteers, the registration form for vehicles is provided by the Volunteer Coordinator.

The employee will complete the form in NeoGov which will then be processed by CSPD HR who will issue a parking authorization sticker(s). Volunteers will complete the form provided by the Volunteer Coordinator which will then be e-mailed to CSPD HR for processing, once processed the Volunteer Coordinator will issue the parking sticker(s). Registered vehicles will be assigned a small parking sticker to be placed in the lower left rear window. POVs and volunteer vehicles will maintain a green sticker. If you have a vehicle with a soft top, place the sticker in the lower right front windshield. This placement will allow monitors to readily determine compliance with this General Order. Parking plan offenders will be required to move their vehicle and are subject to disciplinary action.

When an employee transfers to another work site, they must complete a form to cancel the automatic payroll deduction. This form can be obtained in NeoGov. Forms for canceling deductions will not be processed to accommodate vacations or temporary absences from the POC. All employee completed forms should be submitted through NeoGov.

.50 Parking Complaints

Employees observing suspected parking infractions may report such violations to the Logistics Support Manager. At a minimum, the license plate number of the vehicle in question should be recorded and submitted for verification.

The administrative assistant or designated Management Services Division representative will request registration verification. When a positive result is received on a vehicle registration belonging to a department employee, the Logistics Support Manager will notify the offending employee's immediate supervisor or division commander with the date of the parking infraction, and the vehicle and registrant's identification. The immediate supervisor or division commander will take appropriate administrative or disciplinary action.

At no time will the results of the vehicle check be brought to the offending employee's immediate attention by an employee within the Management Services Division.