


DPS STANDARD OPERATING PROCEDURE			
	SUBJECT:	DIVISION:	DISTRIBUTION:
	Q4 PARKING DPS SOP 2007-37	ALL	ALL PERSONNEL
ISSUING AUTHORITY:		EFFECTIVE DATE:	SUPERSEDES:
ROBERT MALDONADO CHIEF OF PUBLIC SAFETY (ELECTRONICALLY SIGNED)		SEPTEMBER 24, 2007 REVISED DATE: September 7, 2016	REVIEWED RE IACLEA

Q-4 Parking

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NO IACLEA STANDARDS

NO CALEA STANDARDS

REFERENCES: None

ATTACHMENTS:

- Q-4 / DPS Section Temporary Parking Pass

I. APPLICABILITY: This Standard Operating Procedure is applicable to all members of the Syracuse University Department of Public Safety (DPS).

II. PURPOSE: The purpose of this policy is to ensure only DPS official vehicles and authorized visitors park in the DPS designated section of the Q 4 parking lot, to establish a means to authorize visitors to park and to establish a process to enforce the policy.

III. POLICY: It is the policy of the Syracuse University Department of Public Safety to ensure only DPS official vehicles and authorized visitors park in the DPS designated section of the Q 4 parking lot.

IV. PROCEDURES: Q-4 Lot Parking

- A. Q-4 Lot Enforcement:** DPS officers are responsible for enforcing parking policies in the DPS designated section of the Q4 lot.
- B. Visitors:** When a visitor is scheduled to meet at the Department of Public Safety, the Public Safety official authorizing parking for the individual will fill out a Q4-DPS Section Temporary Parking Pass.
- C. Authority to Issue Permits:** Passes are available at the following locations:
1. DPS Emergency Communications Center (ECC)
 2. DPS Office Manager's work station in administration
 3. Q4 Parking Booth
- D. Q-4 Lot Attendant:** The Q4 lot attendant from Parking and Transportation Services may also issue Q-4 / DPS Section Temporary Parking Passes as necessary (as authorized by Parking and Transportation Services). When completing the form, the official authorizing the parking must indicate the date that the visitor is authorized to park (next to "Date") as well as the time such authorization expires (next to "Valid Until {Time}"). The official must print and sign their name next to "Authorized by".
- E. Pass on Vehicle Dashboard:** The authorizing official will provide the visitor with the pass and instruct the visitor to ensure that the pass is placed on the vehicle dash board so that it is visible from outside the vehicle.
- F. Discretion on Enforcement:** DPS Officers will periodically check any non-DPS vehicle in the lot for valid authorization and will use discretion on enforcement.

POLICY REVISION HISTORY

NO	SECTION REVISED	DATE ISSUED
1	Reviewed/Revised re titles/Format	3/06/13
2	Reviewed re IACLEA	04/22/16
3		
4		



Chief Robert Maldonado
Director of Public Safety

SYRACUSE UNIVERSITY

Department of Public Safety



Q-4 / DPS SECTION

TEMPORARY PARKING PASS

Date:_____ **Valid Until (Time):**_____

Authorized by:_____

Valid only on date issued. Must be visible on dash board.