

<b>ALAMEDA COUNTY SHERIFF'S OFFICE</b>  <b>DETENTION AND CORRECTIONS</b>  <b>POLICY AND PROCEDURE</b>	<b>NUMBER:</b> 3.03	<b>PAGES:</b> 1 of 2
	<b>RELATED ORDERS:</b> None	
	<b>ISSUED DATE:</b> July 1, 1989	
	<b>REVIEW DATE:</b> December 23, 2015	
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<b>CHAPTER:</b> Personnel	<b>SUBJECT:</b> Staff Parking	

- I. **PURPOSE:** To establish policy and procedure for personnel parking.
- II. **POLICY:** Personnel assigned to the Glenn E. Dyer Detention Facility (GEDDF) may park their personal vehicles in the county garage pursuant to this policy, at their own risk. Personnel assigned to the Santa Rita Jail (SRJ) shall park their personal vehicles in the areas designated pursuant to this policy, at their own risk.
- III. **PROCEDURE:**
- A. At the GEDDF, non-reserved, monthly parking will be available for a fee for assigned personnel:
1. Employees must park legally and only in designated, marked parking zones.
  2. All personnel may park on the street in metered or non-metered areas or in the county parking structure located at 7th and Jefferson Streets in Oakland.
  3. Personnel may apply for monthly parking through the GEDDF *Administration Unit*. Payments are made by payroll deduction.
  4. Parking is available to employees with a monthly parking card, twenty-four (24) hours a day, seven (7) days per week.
    - a. Public operating hours are from 0700 to 1900 hours.
    - b. After hours admission to the parking garage is by a card key, inserted into a reader on the 7th Street side of the garage.
    - c. Pedestrian entry is by doorways located on both the 6th and 7th Street sides of the parking structure.
- B. At the SRJ, there will be designated parking for assigned personnel:
1. Employees must park legally and only in designated, marked parking zones.
  2. Service building personnel may park in Parking Lot "C."
  3. All other employees may park in Parking Lots "A" or "B," or as space permits, in Parking

Lot "C."

4. Privately owned vehicles of Sergeants and Lieutenants are authorized to park in security lot "D" immediately adjacent to Intake, Transfer, and Release, only in marked stalls along the East fence line. Sergeants and Lieutenants may also park in designated stalls along the fence line separating Parking Lots "C" and "D".
5. No privately owned vehicles shall be parked in the marked parking stalls directly north of the Medical Clinic in Parking Lot "C."
6. All vehicles, in all lots shall remain secured and locked at all times (keys shall be removed from the vehicle, windows rolled up, etc.).
7. Weapons shall not be stored in any personal vehicle while parked at either facility. All firearms and ammunition must be secured in gun lockers provided in the facility.
8. Free parking is provided at the facility. It is the employees' responsibility to park their vehicles safely, properly and securely.