

General Order

Houston Police Department



ISSUE DATE:

April 30, 2018

NO.

200-05

REFERENCE: Supersedes all prior conflicting Circulars and Directives, and General Order 200-05, dated July 25, 1994

SUBJECT: EMPLOYEE PARKING REGULATIONS

POLICY

All employees shall adhere to the regulations outlined in this General Order regarding parking at the Edward A. Thomas Building (Police Headquarters), the Central Police Complex, City Hall, City metered parking spaces, the airports, and other official locations.

This General Order applies to all employees.

DEFINITIONS

Dismissal Pack. A correspondence packet containing a letter addressed to the concerned assistant chief or executive assistant chief from an officer requesting dismissal of a parking citation issued to the officer, a *Request for Parking Citation Dismissal Affidavit* form, an *Affidavit of Department Head* form, and the pertinent parking citation. Affidavit forms are available on the department's Intranet Portal.

Police Headquarters Parking Zone. The metered parking spaces in the 1000 through 1400 blocks of Louisiana, Milam, Travis, Main, and Fannin, as well as the metered parking spaces in the 600 through 1000 blocks of McKinney, Lamar, Dallas, Polk, Clay, and Bell.

1 RESPONSIBILITIES

It is the responsibility of all employees to ensure that their City and personal vehicles are properly parked in accordance with all laws and department guidelines. City of Houston vehicles shall not be parked in lots designated for the use of private vehicles.

For the Edward A. Thomas Building, the commander of the department's Security Operations Unit shall be responsible for assigning parking, issuing employee parking permits, authorizing the purchase and creation of parking signage, and enforcing parking regulations.

Within the Central Police Complex (a.k.a. 61 Riesner Complex), the Central Division commander shall be responsible for designating parking areas, issuing employee parking permits, assigning parking, authorizing the purchase and creation of parking signage, enforcing parking regulations, and issuing parking citations to or towing all illegally parked vehicles.

When employees resign, retire, or are terminated, they are responsible for returning any City of Houston and/or department parking permits either to the issuing division or to Employee Services Division as part of the established checkout process.

2 PARKING IN UNPAID METERED SPACES

Under City ordinance section 26-157(g), law enforcement officers who need to park in a City metered parking space while engaged in the performance of officially assigned duties of office are allowed an exemption from paying the meter. Officers who need to park in an unpaid metered space while engaged in the performance of officially assigned duties of office shall indicate their status by placing a City of Houston blue or yellow hang tag parking permit on the rearview mirror of their vehicle and may park for no longer than four hours. The vehicle shall not be parked in an unpaid metered space while the officer is working at his customary (regular assigned) office or job site.

The blue and yellow hang tag parking permits are issued by the City of Houston Administration and Regulatory Affairs Department, Park Houston Division. Blue hang tag parking permits illustrating the "scales of justice" are issued to officers whose primary work location is 1200 Travis. Yellow hang tag parking permits illustrating a "courtroom gavel" are issued to officers whose primary work location is *not* 1200 Travis. The "HT" number and barcode illustrated on the parking hang tag correspond to the employee number of the employee to whom it is assigned.

Officers displaying blue hang tag parking permits may park in unpaid metered spaces only if they are *outside* the *Police Headquarters Parking Zone*. Officers displaying yellow hang tag parking permits may park in unpaid metered spaces including those within the *Police Headquarters Parking Zone*.

Officers shall not park in an unpaid metered space for longer than four hours per City ordinance. A vehicle displaying a blue or yellow hang tag and parked for more than four hours in an unpaid metered space is subject to citation and the officer may be held responsible for the citation.

At no time shall employees park any vehicle in any of the No Parking Red Zones located near intersections or within 15 feet of a fire hydrant.

3 PARKING AT EDWARD A. THOMAS BUILDING

The Security Operations Unit's commander shall be responsible for the assignment and enforcement of parking in the 1200 Travis Garage and at any off-site Travis parking location. Parking in the Travis Garage shall be as follows:

- a. **Levels 2 and below.** Parking on these levels is for City vehicles and visitors.
- b. **Levels 3 through 8.** Parking on these levels is for employees with a Travis Garage hang tag parking permit. Floor 8 is also utilized for overflow visitor parking when spaces are available.
- c. **Named or Reserved Parking.** Parking spaces that are labeled with a name, office, or reserved parking signage are reserved 24 hours a day, 7 days a week. Employees shall not park in these spaces at any time unless it is their assigned parking space.

A division requesting permission for an employee or visitor to park in the 1200 Travis Garage shall make that request via email to hpd.travisparkingrequest@houstonpolice.org. All of the following shall be included in each parking request:

- d. The date parking is needed.
- e. The approximate time for the visit (e.g., 8 a.m.-11 a.m.).
- f. Name of every visitor requesting parking.
- g. Name of the division requesting parking.
- h. A contact person's name and telephone number.
- i. A brief description of the reason for the request.

Due to the limited number of parking spaces in the Travis Garage, parking requests must be made well in advance to ensure availability. Last minute requests may be denied depending on space availability.

Only employees with ID access to the garage and the appropriate department-issued hang tag parking permit are allowed routine parking in the 1200 Travis Garage during day shift. Parking permits are not required in the garage between 3 p.m. and 5 a.m. or on weekends or holidays (3rd – 8th floors only). However, employees shall not park in spaces that are labeled with a name, office, or reserved parking signage unless it is their assigned parking space. Employees who are authorized to park in the 1200 Travis Garage are restricted to one parking space. Only one vehicle at a time per employee shall be allowed to park in the garage.

Visitors to 1200 Travis (including HPD employees either without or unable to present ID access to park in the Travis Garage) shall enter the garage from Polk Street and obtain a visitor sticker from the Security Operations Unit. Private vehicles shall be parked in only the areas for which they are authorized.

Street Parking Around Edward A. Thomas Building

Only official marked police vehicles may be left parked in the areas posted for "Marked" or "Police" vehicles on either side of the streets immediately next to and surrounding the Edward A. Thomas Building at 1200 Travis Street. No unmarked vehicle shall be parked in one of these areas.

Regulations regarding parking in unpaid metered spaces are outlined in section 2 of this General Order. Employees assigned to work at the Edward A. Thomas Building and who receive a parking citation within the *Police Headquarters Parking Zone*, shall be responsible for the citation. Dismissal requests for such citations shall not be forwarded through the chain of command.

Officers assigned to other stations and who conduct official business at the Edward A. Thomas Building, shall park at a metered space and follow the instructions outlined in this General Order.

Parking Violations at Edward A. Thomas Building

In an effort to prevent parking violations in the 1200 Travis Garage or surrounding the Edward A. Thomas Building, the following actions shall be taken against employees who violate the rules and regulations as set forth in this section and in applicable Security Operations Unit's standard operating procedures:

- a. **First violation.** A notice shall be sent to the employee's division commander to ensure counseling is conducted.
- b. **Second violation.** The employee's parking privileges shall be revoked and the assistant chief in the employee's chain of command shall be notified. The assistant chief shall determine if further action is warranted.

Employees who violate parking regulations at 1200 Travis may be subject to discipline.

4 PARKING AT CENTRAL POLICE COMPLEX

A system of signage and color coded hang tag parking permits shall be used to designate and control parking assignments at the Central Police Complex. Central Division shall maintain a detailed list of the individual parking assignments and the color coded hang tag system authorized by the Central Division commander.

Designated parking areas within the Central Police Complex include:

- a. **Lot G.** The enclosed parking lot directly east of 61 Riesner. This lot is restricted to HPD employees assigned to the Central Police Complex only. The department issued HPD identification (ID) card shall be used to restrict access to this lot. A blue hang tag parking permit shall be issued to employees' personal vehicles assigned to park in Lot G. Gold hang tag parking permits shall be issued to supervisors' personal vehicles assigned to park in Lot G.
- b. **Artesian Lot.** The large enclosed parking lot directly north of 33 Artesian. This lot is restricted to assigned pool vehicles (all divisions) and for the overflow of personal vehicles for which parking in Lot G cannot be found. Off-site officers arriving for court shall also have access to this lot and parking shall be reserved for their use. No hang tag parking permit is required for vehicles in this lot.
- c. **Riesner Parking Garage.** The covered parking garage immediately north of the Central Division gas pumps. Only HPD vehicles are authorized to park in the Riesner Garage.
- d. **Preston Lot.** The triangular island parking lot north of the Artesian Lot located in the fork of Preston Street and Washington Avenue. Fleet vehicles awaiting repair may be parked in this lot. No parking permit is required.
- e. **Lot B.** The small enclosed parking lot east of the Artesian Lot. A red hang tag parking permit shall be assigned to vehicles authorized to park in this lot.

- f. **Front Lot.** The open area of parking spaces directly south of and in front of the entrance to 61 Riesner. Parking in the Front Lot, a.k.a. the "Front Circle Drive," is controlled by signage for official police vehicles only.
- g. **East Carport.** The covered parking area east of the jail and south of the tire shop. Vehicles parked in this area require an orange hang tag parking permit.
- h. **West Carport.** The covered parking area west of the jail and south of the Central Division gas pumps. Parking is controlled by signage.
- i. **Lot M1.** The parking lot east of Houston Avenue under the Memorial Dr. overpass. Parking in this lot requires either a blue or gold hang tag parking permit.
- j. **Lot M2.** The parking lot west of Houston Avenue under the Memorial Dr. overpass. No parking permit is required.

5 PARKING AT CITY HALL

Parking curbside by City Hall or the City Hall Annex is prohibited. Vehicles parked in any of these areas shall be subject to tow.

6 PARKING AT THE DISTRICT ATTORNEY'S INTAKE OFFICE

Employees on official City business at the district attorney's intake office at 1201 Franklin may use unpaid metered parking spaces by displaying a City of Houston blue or yellow hang tag parking permit.

7 PARKING AT THE AIRPORTS

Use of Parking Facilities Over 24 Hours

The Houston Airport System maintains control and regulation of all parking facilities including revenue generating lots and City employee parking lots for both Intercontinental (IAH) and Hobby Airports.

The Houston Police Department participates in the City Official Business Parking (COBP) program, which eliminates the need for employees to use personal funds for airport parking while conducting official City business travel.

Employees traveling on official City business shall indicate on their *Appendix B* form if airport parking is needed during their specified travel dates. Upon approval, a COBP access card or hang tag parking permit shall be issued to the employee by his command office.

COBP access cards allow employees access to any ECOPARK facility and Airport Terminal Parking Garage located at both IAH and Hobby Airports. Employees shall swipe the COBP access card at any ECOPARK facility or Terminal Parking Garage entrance gate and park their vehicle in that area. Upon return from travel, employees shall again swipe the COBP access

card to exit the parking facility. No ticket stub or receipt shall be collected. The transactions will be electronically recorded and billed to the department's designated parking account. At the conclusion of the business travel, employees shall return the COBP access card to their command office along with the completed *Appendix D* form.

COBP hang tag parking permits allow employees to enter and exit the designated Police Parking lots at IAH and Hobby Airports. Employees shall display the barcoded hang tag parking permit at all times during their stay in the Police Parking lot. No ticket stub or receipt shall be collected. The transactions shall be electronically recorded and billed to the department's designated parking account. At the conclusion of the business travel, employees shall return the hang tag parking permit to their command office along with the completed *Appendix D* form.

If issued a COBP hang tag parking permit, the employee shall contact the appropriate Airport Division in advance and ascertain if adequate parking spaces will be available in the Police Parking lot during the employee's travel dates. If parking will not be available then the employee shall be instructed to use a COBP access card.

Employees who park their assigned take-home City vehicle with specialized equipment are reminded to properly secure their equipment at a safe location, either at home or at their division, when possible.

Employees are not permitted to park their personal or City issued vehicle in the Police Parking lots of either IAH or Hobby Airports while on personal travel.

Use of Parking Facilities Under 24 Hours

Employees who need to conduct City business at either airport and require less than 24 hours parking, shall call the airport (Hobby 713-845-6800 or IAH 281-230-6800) and receive authorization from the desk sergeant or higher ranking supervisor. The employee shall provide to the authorizing supervisor his name, employee number, cellular telephone number, division assigned to, reason for parking, and length of stay. Employees shall then be directed to an available parking space in the Police Parking lot at no charge. Parking is limited and for official on-duty use only.

8 RESTRICTIONS

Employees shall not leave their personal vehicles parked in any of the department's permit controlled parking lots for more than 16 consecutive hours unless otherwise authorized by their division commander.

Employees shall obey all stop signs, restricted parking signs, etc. posted at any authorized HPD parking facility.

In the 1200 Travis Garage, uncontrolled pedestrian traffic is inherently dangerous. Therefore, only specifically authorized employees shall be allowed to walk in the central area of the first floor breezeway. Other pedestrian traffic is strictly prohibited in the breezeway area extending from the vehicle entrance on Polk to the vehicle exit on Milam. Pedestrian traffic is allowed in the 1200 Travis Garage first floor breezeway only as follows:

- a. In the breezeway area between the parking garage elevators and the employee entrance to the main building.
- b. In the breezeway area next to the main building extending from the employee entrance to Dallas Street and Polk Street.

9 LOST OR STOLEN PARKING PERMITS

Lost or stolen hang tag parking permits shall be replaced as follows and according to guidelines outlined in General Order 400-18, **Responsibility for City Property**.

- a. Blue or yellow City of Houston hang tag parking permits shall be replaced by the City of Houston Administration and Regulatory Affairs Department, Park Houston Division.
- b. Hang tag parking permits for the 1200 Travis Garage shall be replaced by the Security Operations Unit.
- c. Hang tag parking permits for the Central Police Complex shall be replaced by the Central Division.

10 DISMISSAL OF PARKING CITATIONS ISSUED TO OFFICERS

Except as otherwise noted in this General Order, an officer who receives a citation for a parking meter violation while in the performance of officially assigned duties may request that it be dismissed by completing all appropriate sections of a *dismissal pack* and submitting the *dismissal pack* in a timely manner.

An officer who parked a vehicle in an unpaid metered space for more than four hours and received a citation may still request that the citation be dismissed if the officer was continuously engaged in the performance of officially assigned duties of office the entire time the vehicle was parked and the officer was not at his customary (regular assigned) office or job site.

In a *dismissal pack*, an officer's letter shall explain the reason the citation should be dismissed. The officer shall print his full name and employee number on the back of the citation along with a brief reason for the dismissal request (e.g., officer in CCL#5). The entire *dismissal pack* shall be sent through the chain of command to the officer's assistant chief. For those divisions that do not have an assistant chief in their chain of command, the *dismissal pack* shall be sent to the officer's executive assistant chief.

Upon approval, the assistant chief or executive assistant chief, as applicable, shall forward both affidavits and the parking citation to the Municipal Courts Parking Adjudication Office within 30 *calendar* days following the date on the citation. A hearing officer will review the request and determine whether the parking citation will be dismissed. The officer will be notified to appear at a hearing if necessary.

Any request to dismiss a parking citation not received within the 30-*calendar*-day time period shall be denied. If the dismissal is denied, the officer shall assume full responsibility for handling the parking citation.

11 TOWED DEPARTMENT VEHICLES

If a Houston Police Department vehicle is towed because it was illegally parked, the below procedures shall be followed.

- a. The employee responsible for the vehicle shall immediately notify his supervisor. If the supervisor is unavailable, the employee shall notify another supervisor in his division. The employee shall provide the supervisor all available information regarding the vehicle description and the date, time, and location of the tow.
- b. The employee's supervisor shall contact the concerned storage lot to arrange for the release of the vehicle in accordance with the storage lot's policies and procedures. The supervisor may contact the department's Auto Dealers Detail if he has any questions.
- c. The employee who parked the vehicle illegally may be responsible for any towing and storage fees.
- d. The concerned employee's division commander shall require the employee to submit written correspondence to the Chief of Police through the chain of command. The employee's correspondence shall thoroughly outline the reason for parking illegally and the circumstances surrounding the tow and release of the vehicle.

If an employee's personal vehicle is towed because of a parking violation, the employee shall be subject to the same penalties as any other citizen.

12 RELATED GENERAL ORDERS AND REFERENCE MATERIAL

400-07, **Vehicle Use and Assignment**

400-18, **Responsibility for City and Other Government Property**

600-19, **Police Headquarters Security**

City of Houston, Code of Ordinances, Section 26-157



Art Acevedo
Chief of Police