



CITY OF MADISON POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE



Police Vehicle Parking

Eff. Date 12/03/2018

Purpose

The Madison Police Department (MPD) shares parking with a number of other City and County agencies in the City-County Building. Due to the demand for existing parking space, it is essential that we abide by the following regulations to provide for an orderly and systematic parking scheme within the confines of that building. See attached MAP.

Procedure

PARKING OF MPD VEHICLES AT THE FOLLOWING LOCATIONS

City-County Building Basement

1. Police Parking stalls **31-43** are signed for specific use. **These stalls are restricted to On Duty MPD vehicles only 24/7 for the designated use as described on the sign.** During the hours of 8:00 a.m. to 4:00 p.m., stalls **35-40** (police signed stall) are restricted to 1 hour. K9 Officers are exempt from this regulation. **Personnel assigned to other districts responding to the CCB for court should park in the Fairchild ramp and not in the CCB basement.**
2. Vehicles should not be parked in the aisles of the basement between the hours of 7:00 a.m. to 5:00 p.m. First Detail early units should park along the north wall or be taken to the Fairchild Ramp at the end of their shift.
3. Stalls marked **City, County OR Reserved** are assigned to other departments and **ARE NOT** to be used by MPD employees for police vehicle parking. The Dane County Facilities Manager may request that citations be issued to offending vehicles parked illegally in these stalls.
4. MPD Vehicles may park in the parking lane **behind** stalls 31-43, along the north wall, as long as the keys are left in the vehicle key lock box (if not fleet keyed).
5. All 4th and 5th detail patrol personnel working out of the Central District shall take their squads to the Fairchild Ramp at the end of their shift.
6. Afternoon Detective personnel assigned to the CCB shall take their vehicles to the Fairchild Ramp at the end of each tour.

South Carroll Street

Police vehicle parking along the 200 block of S. Carroll St parking is for on-duty working staff only. Overnight storage of squads should be in the Fairchild Ramp.

Personnel using parking space in this block must ensure that assigned vehicles are removed from the block during periods of snow emergency.

Fairchild Ramp

This facility is for police vehicle parking only. It is not to be used for the storage of impounded vehicles or for the parking of personal vehicles by employees. As per past practice, personnel are permitted to park personally owned motorcycles/scooters in the ramp as long as they are not parked or infringe upon a marked stall. Any deviation from this regulation requires the approval of the Chief of Police or designee.

Other Locations

Personnel may be reimbursed for the cost of parking fees associated with the parking of **police vehicles** during duty time. Contact the Captain of Investigative Support or his/her designee for reimbursement.

PARKING OF PERSONAL VEHICLES (POV) BY MPD EMPLOYEES AT CCB

1. On Duty MPD employees may park their Personal Vehicle (POV) in the CCB basement in the general **CITY STALLS marked #45, #47-49, #52-63 and #69-73. Highlighted green on map.** If these stalls are occupied, MPD employees shall find alternative parking on the street or ramps. Subject to the time restrictions in #4 below.
2. **ALL OTHER** stalls in basement are reserved for specific City or County staff.
3. Personal vehicles (POV) **SHALL NOT** be parked in the basement of the CCB on Tuesday or Thursday evenings.
4. Personal vehicles (POV) of police employees **MAY BE** parked in the basement, as described in #1 above, on other weekdays from 6:15 p.m. until 7:00 a.m. the following day. Personnel must ensure that their vehicles are removed from the basement **by 7:00 a.m. Monday through Friday. There are no exceptions.**
5. Personal vehicles **MAY BE** parked in the basement on weekends and holidays, as described in #1 above. Vehicles must be removed from the basement **by 7:00 a.m. following the weekend or holiday.**
6. Officers shall adhere to all parking regulations consistent with their permit approval. **VIOLATIONS OF PARKING REGULATIONS MAY LEAD TO THE ISSUANCE OF A CITATION AND/OR REVOCATION OF THE PARKING PERMIT.**

Original SOP: 02/08/2016
(Reviewed Only: 11/01/2016, 12/26/2017)
(Revised: 12/03/2018)

EXISTING GARAGE FLOOR PLAN
 CITY-COUNTY BUILDING

