# Police Vehicle Parking

Eff. Date ~~02/08/2024~~

## Purpose

The Madison Police Department (MPD) shares parking with a number of other City and County agencies in the City-County Building (CCB). Due to the demand for limited 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. Monday through Friday, stalls **35-40** (police signed stalls) are restricted to one (1) hour. K9 Officers are exempt from this regulation. **Personnel assigned to other districts responding to the CCB for court should not park 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. Monday through Friday. First Detail early unit squads should be parked 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 shall not be used for the storage of impounded vehicles. Numbered parking stalls are assigned to specific positions or employees by the Executive Section and are always subject to change. As per past practice, personnel are permitted to park personally owned motorcycles/scooters in the ramp as long as they are not parked in or infringe upon a marked stall. Any deviation from this regulation requires the approval of the Chief of Police or designee.

## Other Locations

When advanced approval has been obtained, personnel may be reimbursed for the cost of parking fees associated with the parking of **police vehicles** during duty time. Contact the Captain of Traffic and Specialized Services for reimbursement approval. Parking fees or citations associated with the parking of non-city-owned vehicles by employees during duty time are the sole responsibility of the affected employee.

On-duty City of Madison Police Department employees shall attempt to find available off-street parking for their vehicles whenever possible while conducting official business. In the event that an on-duty MPD employee must park in a restricted/enforceable city parking space, the on-duty MPD employee shall display the squad placard issued to the employee's squad in the windshield dash area to park in such a spot while conducting official business. All placard information must be visible when displayed on the windshield dash area. Squad placards shall not be used in privately owned vehicles for any purpose. Replacement placards for lost or damaged placards may be obtained from the Captain of Traffic & Specialized Services.

## 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 in ramps. POV parking in the CCB basement is 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 (POV) **MAY BE** parked in the basement on weekends and on city 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.**

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