RENO POLICE DEPARTMENT GENERAL ORDER

This directive is for internal use only and does not enlarge this department's, governmental entity's and/or any of this department's employees' civil or criminal liability in any way. It is not to be construed as the creation of a particular standard of safety or care in an evidentiary sense, with respect to any complaint, demand for settlement, or any other form of grievance or litigation. Violations of this directive, if substantiated, can only form the basis for intra-departmental administrative sanctions.

Chief of Police: Jason Soto /s/		
Approving Deputy Chief: Thomas Robinson V /s/		
General Order No: E-600-18	Issued: Sept 27th, 2018	Revised:
General Order Title: **EMPLOYEE PARKING**		

I. POLICY

Recognizing that employee parking around the Reno Police Station is limited, the department authorizes parking of employee vehicles in accordance with certain restrictions listed in this general order. Nothing herein constitutes a contract to provide neither services nor a guarantee that parking will be provided by the City. Neither the City of Reno nor the Reno Police Department is liable for any damage to private property or personally owned vehicle parked in the motor-pool or basement.

II. RESTRICTIONS

Employees may not park their personally owned vehicles in the motor-pool and/or basement unless they have filed a completed and signed Hold Harmless and Indemnity Agreement with their assigned supervisor. Employees may only park personally owned vehicles in the motor-pool or basement that they have listed on the Active Authorized Vehicle Access list that is maintained in the Departmental Intranet (J:\Operations\Patrol Sergeant\adminsgt\Motor Pool Parking).

If all of the above conditions are met, employees may only park their personally owned vehicles in the areas so designated. Employees may only park their personally owned vehicles in the motor-pool on Mondays through Fridays between 1700 hours until 0630 hours, and; between1700 hours on Fridays until 0630 hours on Mondays. Personally owned vehicles must be moved prior to 0630 hours whenever practical. Parking personally owned motorcycles in the basement may occur on anytime, so long as there are no more than 12 personally owned motorcycles parked in the designated area. Authorization to park a personally owned vehicle in the motor pool or basement may be revoked at any time.

III. PROCEDURES

A. Employee Responsibilities – any employee that wishes to park their personally owned vehicle in the motor-pool or basement shall:

1. Ensure they have filed a completed and signed Hold Harmless and Indemnity Agreement Form with their supervisor.

2. Ensure that, prior to parking any vehicle in the motor-pool or basement, said vehicle is listed on the Active Authorized Vehicle Access list.
3. Only park in the western lot of the motor-pool and only in non-reserved spaces.
4. Only park motorcycles in the western lot in non-reserved spaces, and only park in the basement if there are less than twelve other motorcycles parked in the designated area.
5. Park outside of the motor-pool or basement if there is no space to park a vehicle within designated areas, as the other areas are reserved for city and police vehicles.
6. Report any crash or damage that occurs to any vehicle parked within the motor-pool or basement to a supervisor. For damage occurring to their own vehicle, employees may file a report online.
7. Access the motor-pool and/or basement through use of their employee card and card reader. No remote gate controls will be issued.
8. If a member of the SWAT Team, and if their personally owned vehicle contains equipment or weapons of a sensitive nature, may park their vehicles in the motor pool area while the equipment is being stored within their private vehicle, during the time that they are in an active duty capacity and only if no other secured parking is available.
9. Notify their supervisor and ensure the Active Authorized Vehicle Access List is updated, if a vehicle will no longer be parked in the motor-pool or basement.

B. Supervisor Responsibilities – supervisors are responsible for managing this program and shall do so by:

1. Reviewing any Hold Harmless and Indemnity Agreement Form submitted by an employee in their chain of command and ensure it is appropriately completed and signed.
2. Ensuring completed Hold Harmless and Indemnity Agreement Forms are filed in the employee's personnel file.
2. Ensuring the Active Authorized Vehicle Access List on the Department's Intranet is updated.
3. Monitoring the motor pool for violations of this general order and take corrective action.
4. Reporting any incidents or issues to the Operations Division Deputy Chief.

C. Patrol Secretary Responsibilities – the patrol secretary will ensure all approved forms are maintained in the employee's personnel file and may assist in updating the Active Authorized Vehicle Access List.