

Policy Title:		Parking	
	OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER	Category	Security
		Administrative Policy #	100-ADM-Parking
		Revision #	N/A
		Review Frequency	As Needed – no less frequently than triennially
Administrative Division	Security and Integrity Division	Reviewed By	Chief Administrative Officer, General Counsel, Chief of Security & Integrity Division
BOWC Approval	3/15/2019	Last Reviewed/Update Date	3/15/2019
Implementation Date	3/15/2019	Resolution #	19-0079

1. OBJECTIVES

- 1.1. To establish guidelines and internal controls for the use of parking facilities on DWSD property.

2. PURPOSE

- 2.1. The operation or parking of any motor vehicle on the property of DWSD is a privilege granted by DWSD. DWSD Security enforces regulations to maintain a safe and clear means for the movement and parking of vehicles.
- 2.2. To eliminate the unauthorized staging of vehicles around the DWSD Main Office Building (MOB), as well as to provide a record-keeping process for identifying the vehicles that have been granted parking authorization.

3. DEFINITIONS

“Citations” refers to a ticket or summons due to a traffic violation.

“DWSD” stands for Detroit Water and Sewerage Department.

“DWSD Security” means the DWSD Security and Integrity Division.

“MOB” refers to the DWSD Main Office Building.

“Officer” means any person employed by the DWSD Security and Integrity Division.

“Placard” refers to an identifying sticker with numerical sequences that is placed in a vehicle to distinguish parking privileges.

4. SCOPE

- 4.1. This policy applies to all permanent, full-time or part-time, and temporary employees of DWSD.
- 4.2. This policy applies to all DWSD customers and civilians present on DWSD properties.

5. RESPONSIBILITIES

5.1. DWSD Employees

- 5.1.1. Employees are responsible for their personal vehicle.
- 5.1.2. Employee/owner/operator is responsible for being familiar with the policy and procedures set forth in this document and will be held responsible for any violation.

5.2. DWSD Management and Security

- 5.2.1. DWSD management is responsible for maintaining all records and information regarding vehicles and approved parking privileges.
- 5.2.2. DWSD Security shall be responsible for enforcing this policy by properly managing placard distribution and initiating parking enforcement action when deemed necessary.

6. POLICY

6.1. Parking Authorization

- 6.1.1. All vehicles must be authorized to park in the designated parking area(s) and must display at all times a parking placard issued by DWSD. Placards are not transferable.

6.2. Disabled/Abandoned Vehicles

- 6.2.1. Any motor vehicle that has become disabled on DWSD property should be reported to DWSD Security immediately. Abandoned vehicles will be removed from the property. A vehicle shall be deemed abandoned if it does not display proper state registration (license plates) or is in an obvious state of disrepair and satisfactory arrangements for removal have not been made.

6.3. Overnight Parking

- 6.3.1. Only authorized vehicles will be allowed to park overnight on DWSD properties.

6.4. Placards

- 6.4.1. Authorized personnel shall be issued a placard by DWSD.
- 6.4.2. Development or use of counterfeit placards will result in termination of parking authorization and corrective action.
- 6.4.3. If a placard is lost or stolen the employee must report the incident to City of Detroit Municipal Parking Department and file a report. The report shall be provided to DWSD Security. Issuance of new placards shall be approved by the Chief of DWSD Security or designee.

6.5. Removal of Vehicle

- 6.5.1. DWSD reserves the right to remove or have removed any vehicle that is parked in such a way as to constitute a serious hazard or that impedes vehicular or pedestrian traffic movement, the operation of emergency equipment and/or making of essential repairs. Owners of such vehicles will be required to pay all costs involved in

removing, impounding, and storing such vehicles. Any vehicle parked on DWSD property without a valid placard or is believed to be disabled/abandoned will be subject to removal at the owner or operator's expense.

6.5.2. Vehicles may be ticketed and/or towed at the owner's expense whenever a vehicle is illegally parked in:

- a) Handicap area or ADA access area
- b) Fire Lane
- c) A restrictive manner or manner that creates a traffic hazard (i.e., roadways, curbs, bus lanes, etc.)
- d) A loading dock

6.6. Written Notice to Employees

6.6.1. DWSD will place signage to notify vehicle owners that they are subject to DWSD parking policies and non-compliance may result in towing.

6.7. Citations

6.7.1. For all information regarding citations, refer to the Municipal Parking Department and the Detroit Police Department.

6.8. Theft/Damage to Vehicles

6.8.1. DWSD assumes no responsibility for the care and/or protection of any vehicle or its contents at any time while it is parked or operated on DWSD property. Issuance of a parking placard shall create no liability on any property owned or otherwise controlled by DWSD.

6.9. Reasonable and Necessary Accommodations

6.9.1. Management may take reasonable and necessary actions to accomplish the intent of this policy.

7. PROCEDURES

7.1. Issuing a Placard

7.1.1. Placards will be issued to authorized personnel by DWSD based on the Director's direction (or designee).

7.1.2. DWSD will gather and record all relevant information that will include the vehicle type, model, color, and year, employee name, and assignment.

7.1.3. DWSD issues the placard to be displayed in the vehicle.

7.2. Customer Service and Employee Lots

7.2.1. The customer service and employee lots are monitored by contract security officers or DWSD Security to ensure that those doing business in the Customer Service Centers are afforded free parking during their visit. With approval by the Facilities Manager, space is provided for vendors, employees, and may be provided for

customers.

7.3. Shuttle Service

- 7.3.1. Employee parking has been provided for DWSD and GLWA personnel working in the Main Office Building at the Detroit Police Public Safety Headquarters parking facility. Contract security officers will have morning conveyance of employees from the parking facility 7am -10 am every 15 minutes to MOB. There will be evening shuttle service from 3pm - 6pm returning to the parking facility. Note that shuttle service is subject to cancellation or rescheduling without prior notice.