

**TYLER POLICE DEPARTMENT
GENERAL ORDER**

PARKING WHILE ON POLICE BUSINESS

13.100

REVISED 03/28/06

EFFECTIVE 7/31/95

13.101 PURPOSE

The purpose of this General Order is to establish guidelines necessary in conducting City of Tyler Police business that requires the parking of a vehicle in a metered parking space. While this type of activity is usually an officer being required in court, this order will apply to other forms of city business.

13.102 PARKING WHILE ON CITY BUSINESS

- A. Whenever practical, an employee should notify the employee's immediate supervisor prior to conducting the Police business in order to obtain parking meter money in advance from petty cash. The supervisor will make arrangements for the employee to have the parking meter money available.
- B. In the event that there is not time to notify the immediate supervisor, the employee will be required to pay any parking fees accrued. Upon returning to the Police Department, a copy of the subpoena or a memorandum explaining the reason for the fee shall be submitted through the chain of command for reimbursement.
- C. When possible a City owned vehicle should be used to conduct the business. Most Police department vehicles have a parking sticker attached to the vehicle that allows the vehicle to be parked in the designated law enforcement parking spaces on the east side of the courthouse. This parking sticker is not valid for use in any metered parking spaces. Employees parking in metered parking spaces in City owned vehicles that have the parking sticker are responsible for the payment of any parking fees unless arrangements are made according to section A above. When practical, employees should come to the Police department and sign out a vehicle or get a ride to the location where the business is to be conducted.
- D. Private vehicles used in conducting Police business shall be handled the same way as a City owned vehicle.
- E. Any parking tickets or subsequent warrants issued are the responsibility of the employee. The employee will not be reimbursed for parking tickets or warrant fees.

Approved: 03/28/06

