September 8, 2004

DEPARTMENT MEMORANDUM NO. 04-14

SUBJECT: Parking at 1501 Holmes

RESCINDS: Department Memorandum 86-4

Authorized department employees who work in the Headquarters or Communications Center facilities may utilize the parking lot located at 1501 Holmes to park their private vehicles. Department employees who desire to use this lot must first obtain a vehicle-parking permit provided by the Building Operations Unit. To obtain this permit, the following procedure will apply:

1. Respond to the Building Operations Unit office located in the basement of Police Headquarters.

2. Provide the Building Operations Unit with your current assignment, watch, and serial number. Your serial number will be placed on the permit and will be used as the permit number.

3. Once the permit is obtained, the employee will affix the permit on their rear-view mirror with the numbered side facing forward, or visible through the front windshield. If placing the permit on the rear-view mirror is unachievable, the permit will be placed in a manner, such as on the dash, where the serial number can be visible at all times.

4. Additional or replacement permits may be obtained by responding to the Building Operations Unit office.

Parking in the lot will be on a first come basis and will be at the employee's own risk. The department will not assume any financial responsibility for theft, vandalism, etc., to the member's private vehicle. Vehicles parked in the lot without a valid permit are subject to being ticketed or towed.

Richard D. Easley
Chief of Police

DISTRIBUTION: All personnel
All Department Elements
To be posted on bulletin boards for one week.