

OFFICE OF SUPPORT SERVICES

NOTICE

May 13, 2020

1.10

TO: All Sworn and Civilian Department Personnel

FROM: Director, Office of Support Services

SUBJECT: REQUESTING IDENTIFICATION CARD ACCESS TO THE POLICE ADMINISTRATION BUILDING PARKING AREA

BACKGROUND

This Notice codifies the procedures to requesting Identification Card (ID) access to the parking area of the Police Administration Building (PAB), 100 West First Street.

POLICE ADMINISTRATIVE BUILDING PARKING AREA

Parking at PAB is generally limited to command staff, and employees who are assigned parking by Commute Options and Parking Section, City Personnel Department, and pay a monthly fee via the City Commute Options and Parking Services. However, the Department recognizes that several employees assigned to PAB do not have assigned parking and may require access to the parking area while conducting official business as part of their assignment.

Commanding Officers (COs) assigned to PAB may request an employee under their command be granted parking access to the PAB garage by completing an Intradepartmental Correspondence (Form 15.02.00) to the Commanding Officer, Administrative Services Bureau (ASB). The 15.02.00 **shall** include the following information:

- Name and Serial Number of the employee(s);
- The numeric identifier assigned to the employee's ID Card (example 2*123456- imprinted on the lower right corner on the reverse side of the ID Card);
- The specific parking space(s) the employee will utilize and the Shop Number(s) the employee will be utilizing while on-duty;
- The **specific duties** the employee performs which require access to the parking area;
- A notation that the commanding officer informed the employee that access is being requested for **official Department business** while using **a Department vehicle**;
- A notation that the commanding officer advised the employee that parking their personal vehicles at PAB is strictly prohibited and is a violation of City Parking Rules; and,
- The employee was provided a copy of this Notice.

The Commanding Officer, ASB, shall review each request, and based on the information provided, will determine the appropriateness of granting access. When necessary, the Director, Office of Support Services, shall be the final determining authority for both granting and denying access.

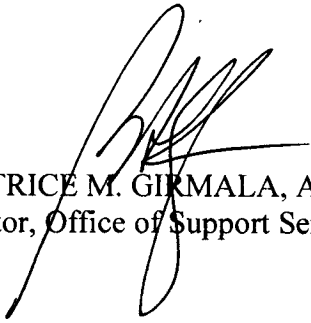
Commanding Officers are reminded that they do not have the authority to allow employees to park personal vehicles in the parking spaces within PAB. Personnel conducting business at PAB shall coordinate visitor parking for both personal and Department vehicles through ASB via email at PABparking@lapd.online, or by calling (213) 486-7060, Monday through Friday, during regular business hours as delineated in the Office of Support Services Notice, dated October 23, 2018.

Note: This does not apply to the Office of the Chief of Police (OCOP) or to the Directors of each Office, which have designated parking spaces reserved for their use.

Administrative staff assigned to ASB will be responsible for conducting periodic audits to ensure compliance with this Notice, including identifying vehicles occupying non-designated parking spaces and when necessary, issuing parking citations. Administrative Services Bureau Staff shall report all violations to the Director, Office of Support Services.

Employees who violate this Notice will have their access revoked. Individual commanding officers will be notified by their respective Director, or the OCOP, of any parking violation involving a vehicle, or personnel, assigned to their command. The respective COs will be required to investigate the matter and report their findings to the concerned Director (or OCOP) to include the corrective action taken, and if warranted, the imposition of discipline.

Should you have any questions reading this Notice, please contact Lieutenant John A. Russo, Administrative Services Bureau, at (213) 486-7060.



BEATRICE M. GIRMALA, Assistant Chief
Director, Office of Support Services

APPROVED:



DOMINIC H. CHOI, Deputy Chief
Chief of Staff
Office of the Chief of Police

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