

OFFICE OF SUPPORT SERVICES

NOTICE
1.3

November 3, 2022

TO: All Concerned Personnel

FROM: Director, Office of Support Services

SUBJECT: COURTHOUSE PARKING

Beginning Monday, October 31, 2022, the parking lot located at 130 Judge John Aiso Street will have a reduced number of parking spaces available for Department personnel who are appearing in court. The Department has made arrangements for alternate parking at the Mangrove Parking Lot, located at 414 East Temple Street. Parking is available Monday through Friday, from 0500 hours to 1600 hours.

Department personnel utilizing the Mangrove Parking Lot will be required to pay \$5.00 for parking, obtain a receipt, and submit for reimbursement using the following procedures:

- Complete Declaration of Receipt/Expenditure of Funds, Form 15.24, include location of the court, type of vehicle used, case number, mileage calculation, and parking cost;
- At the bottom of the form, enter the amount of reimbursement being requested, obtain supervisor's approval and Commanding Officer's signature;
- Attach a copy of the court subpoena to Form 15.24 (or attach an explanation of the circumstances of the court visit, utilizing Form 15.07), along with parking receipt; and,
- Submit to Fiscal Group (Police Administration Building, 7th Floor, Room 767) for reimbursement.

Department personnel are reminded that the parking of unauthorized vehicles at Motor Transport Division – Main Street Facility, located at 260 South Main Street, is prohibited.

Should you have any questions regarding this Notice, please contact Lieutenant Chris Porter, Facilities Management Division at (213) 482-7320.



DOMINIC H. CHOI, Assistant Chief
Director, Office of Support Services

APPROVED:



DANIEL RANDOLPH, Deputy Chief
Chief of Staff
Office of the Chief of Police

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