


<b>POLICY 137.0</b>	<b>DEPARTMENT ISSUED PARKING PLACARD</b>	
	NEW: 12/21	RELATED POLICIES:
	CFA STANDARDS:	REVIEWED: AS NEEDED

**A. PURPOSE**

The purpose of this policy is to establish a formal system for the issuance, use, and limitations of Department issued parking placards.

**B. POLICY**

It is the policy of the Fort Lauderdale Police Department to issue parking placards to members of the department, including the police legal advisor and chaplains, who utilize unmarked vehicles or their personal vehicles to conduct official business in the City of Fort Lauderdale.

**C. SCOPE**

All Police Department employees and chaplains shall be responsible for any parking placards issued to them and for obeying department policies, city ordinances, and state laws while using the placard.

**D. DEPARTMENT ISSUED PARKING PLACARDS**

1. Issuance

- a. All parking placards shall be issued under the authority of the Chief of Police by the Staff Inspections Office.
- b. Parking placards may only be issued to Police Department members or chaplains who utilize their unmarked or personal vehicle for official duties.

2. Official Business Parking Placards Shall Display:

- a. “Fort Lauderdale Police Department Official Business Parking Permit”
- b. Placard number
- c. Expiration date, which is not valid for more than two years
- d. Name and electronic signature of the Chief of Police

3. Members Responsibilities:

- a. Members shall ensure that the parking placard is kept in a safe location, to ensure it is not lost, missing or stolen.
- b. Members utilizing a parking placard shall place it on the dashboard of the vehicle, visible from the outside without obstruction.

- c. Members shall park their vehicles in a safe and authorized location per this policy, Florida State Statute, and City of Fort Lauderdale Parking Ordinances.
    - (1). Members shall not utilize a parking placard to park their vehicles improperly, unless there is an active emergency, the area is secured for an active crime scene, or other exigent circumstances requiring the parking of the vehicle in a particular location in order to conduct official duties.
    - (2). Members shall not utilize a parking placard to park in privately owned, for-profit parking lots without the authorization of the property owner/operator.
    - (3). A member is not exempt from being penalized via citation, booting, or towing and may be responsible for payment of any penalties issued for violation of applicable parking laws.
  - d. Lost, missing, or stolen placards shall be documented via a supplement to the “master” lost parking placard incident report prior to the issuance of a new parking placard. Members shall contact the Staff Inspections Office to obtain the current master case number.
  - e. Members shall return the parking placard to the Staff Inspections Office when they are no longer issued an unmarked vehicle, upon expiration of the parking placard, or separation from the agency as a result of retirement, resignation or dismissal.
  - f. Members are not authorized to display expired parking placards.
4. Staff Inspections Office Responsibilities:
- a. Keep record of all Official Business Parking Placards and the placard number issued to each member.
  - b. Parking placards may only be issued, transferred, or destroyed by a member of the Staff Inspections Office.
  - c. After the expiration of parking placards, the Staff Inspections Office may conduct an audit to account for all issued placards.

## **E. LIMITATIONS**

- 1. Members issued a marked police vehicle shall not be issued a parking placard.
- 2. Parking placards shall only be used by the individual to whom it was issued.
- 3. A member shall only be issued ONE parking placard; all exceptions must be authorized by the Chief of Police or designee.
- 4. All parking placards are the property of the Fort Lauderdale Police Department and may be revoked at any time by the Chief of Police or designee.