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|  | POLICY PROCEDURE GUIDELINES | POLICY NUMBER: 07.20.00. | PAGE NUMBER: 1 of 3 |
| | | SUBJECT: Parking Placards for Afterhours or Restricted Areas Policy | Adopted: 10/28/2014 Latest Revision: 04/15/2016 Next Review: |

07.20.00. POLICY STATEMENT

The Forest Preserve District of Cook County (the “District”) has developed parking and traffic regulations on its property to help maintain District safety. The District requires that all vehicles operated on District property observe all District parking and traffic regulations and all applicable provisions of state law and the District Code.

This policy is specific to District parking placards that may be used after normal business hours, overnight, and/or at restricted or undesignated locations, in order to avoid a District Law Enforcement vehicle parking citation.

07.20.01. PURPOSE

The purpose of this policy is to provide guidelines for the distribution and management of District parking placards. This policy also establishes the rules and regulations in which those who have been issued District approved parking placards are to comply.

07.20.02. REFERENCES

Forest Preserve District of Cook County, Title 4: Motor Vehicles and Traffic
(FPDCC Code Section 4-2: 1-15)

07.20.03. DEFINITIONS

Parking Placard: A parking placard is a standard District issued document that may be used in order to avoid receiving a District Law Enforcement issued vehicle parking citation.

07.20.04. SCOPE

The scope of this policy applies: **(1)** to all District employees; and, **(2)** those that have been issued a District parking placard.

07.20.05. RESPONSIBILITY

Law Enforcement Department: shall be responsible for enforcing applicable laws, the District code, and this policy as it related to motor vehicles and traffic.

User Departments: User Departments shall be responsible for: **(1)** assisting in the implementation of this policy; **(2)** communicating this policy to appropriate employees under their direction; **(3)** distributing, and/or managing District issues Parking Placards as described in this policy; **(4)** designate a staff person(s) to track the distribution of all parking placards; **(5)** informing the Law Enforcement Department of any special situation in which an individual parking placard date and/or time restriction will be amended and/or adjusted; and, **(6)** work to ensure that parking placards, under their jurisdiction, are distributed to the

appropriate individual(s) during times in which District Law Enforcement are authorized to issue parking citations.

Communications Department: The Communications Department shall be responsible for creating and distributing the standard parking placard template user departments are to use when distributing parking placards.

District Employees: District employees are required to comply with this policy. District employees who are issued a citation for violation of any parking ordinance shall be personally responsible for proper payment of any fine or other fee.

07.20.06. PROCEDURE

A. **GENERAL INFORMATION**

1. **Standard Guest Parking Placard Template:** District issued parking placards for guests should include, at a minimum, the following information: **(a)** the User Department name that authorized the parking placard; **(b)** a staff contact person's name, phone and/or email; **(c)** the date(s) and/or time(s) in which the permit shall be valid; **(d)** the location of where the parking placard is valid; **(e)** a brief description of the event/project taking place (i.e. Construction Activity; Volunteer Restoration Activity; Pavilion Permit Activity; Campground Permit Holder; District Work Assignment Activity; Research Activity; etc.); **(f)** the name of the individual to whom the parking placard was issued (e.g. name of the driver); and, **(g)** and a parking placard number for each placard distributed.

Special Note: The back of every parking placard shall be the "Rules & Regulations" referenced below. User Departments should update the Intranet parking placard master list when distributing guest parking placards.

2. **Employee Parking Placards:** District employees that use District issued vehicles (i.e. take home vehicles and/or pool cars), or personal vehicles for District related business, should use a District issued employee parking placard when necessary. The back of every parking placard shall be the "Rules & Regulations" referenced below. Departments should update the Intranet employee parking placard master list when distributing employee parking placards. In lieu of a District employee parking placard, employees may use their District issued business card when necessary.
3. **Parking Placard Requests:** All internal or external requests for parking placards should be directed to the appropriate Department Head, and/or their designee(s).

B. **STANDARD PARKING PLACARD RULES & REGULATIONS**

1. Parking placards are non-transferable and does not guarantee a parking space.
2. Any vehicle without a parking placard found to be parked in violation of any parking ordinance, or in a portion of District parking facility marked as parking for "authorized vehicles only", is subject to ticketing, where applicable (i.e. parking after hours, parking overnight, and parking in undesignated locations, etc.).

3. All parking placards must be properly and visibly displayed on the dashboard, passenger side, of the vehicle it is issued to in accordance with the instructions provided when the parking placard are issued.
4. The responsibility for the proper display of parking placards lie with the holder of that placard. Failure to properly display any parking placard will subject the holder to a citation.
5. Parking is allowed only within marked spaces. Every legal space within the District parking system is clearly marked. Any vehicle occupying more than one space, or extended beyond the marked space, is in violation of parking regulations and subject to a citation.
6. The District is not responsible or liable for any damage to and/or theft of any vehicle, its equipment or contents while the vehicle is parked on District-owned property.
7. Counterfeiting, altering or the possession and/or use of a lost, stolen, voided, counterfeited or altered parking placard will subject the individual to a citation and/or disciplinary action.
8. Driving and/or parking vehicles on grass/athletic fields are strictly prohibited, except for prior approved business necessity purposes.
9. Illegally parked vehicles may be towed at the owner's expense.

07.20.07. TRAINING REQUIREMENTS

N/A

07.20.08. ACTION PLAN TO COMMUNICATE/DISSEMINATE

1. This policy should be distributed to all individuals that will distribute, manage, or receive a parking placard, as appropriate and necessary.
2. User departments shall designate a staff person(s) to track the distribution of all parking placards.
3. This policy should be added to the District shared drive, intranet, and website.

If you have questions, comments, or suggestions concerning District policies, please contact:

Forest Preserve District of Cook County
Office of the General Superintendent
Attn: Anthony D. Tindall, Policy Director
69 W. Washington St., Suite 2040, Chicago, IL 60602
Office: (312) 603-8351; Email: Anthony.Tindall@cookcountyil.gov