



DEPARTMENT NOTICE

19-199
10/02/19

Parking Protocol at Police Headquarters and Southern Station

Members are reminded that the following are procedures and protocols established to maintain safety and security at the Department's Police Headquarters and Southern Station:

- Members shall receive authorization prior to parking at Police Headquarters.
- Members assigned to Police Headquarters or Southern Station shall not park in any assigned parking space without prior authorization from the Deputy Chief of the Administrative Services Bureau.
- Members are not authorized to park in the visitor's parking area on the second floor (parking spaces 201-203) at any time day or night without an approved reservation for a space. To reserve one of these spaces, you can use the Outlook Reservation System available through the Outlook e-mail software or contact Kimberly Ng at Kimberly.A.Ng@sfgov.org.
- Members are not authorized to park either personal or city owned vehicles on the ramp areas of the parking garage.
- Members should not park in areas designated as "No Parking" as many of these areas need to remain clear so Building Engineers can access the Mechanical, Electrical and Plumbing (MEP) Control Rooms.
- Members are reminded that the Police Headquarters Building is owned by the City of San Francisco's Real Estate Division (RED) and the SFPD is simply a tenant of the building. Per RED "the Tenant shall only park authorized vehicles in their assigned spaces and is not authorized to use parking spaces that are not assigned to Tenant or in areas that are not designated for parking." The ramps and the marked "No Parking" zones in the parking garage are not designated parking areas per RED.


WILLIAM SCOTT
Chief of Police

Any questions or clarification regarding this policy should be made to sfpd.writtendirectives@sfgov.org who will provide additional guidance about the directive.