



GENERAL POLICE ORDER CLEVELAND DIVISION OF POLICE



ORIGINAL EFFECTIVE DATE: MARCH 1, 2002	REVISED DATE: JUNE 2, 2015	NO. PAGES: 1 of 1	NUMBER: 2.3.05
SUBJECT: <b style="text-align: center;">WILLARD PARK GARAGE PARKING			
ASSOCIATED MANUAL: COURT UNIT, RECORD SECTION		RELATED ORDERS:	
CHIEF OF POLICE: <b style="text-align: center;"><i>Calvin D. Williams, Chief</i>			

Substantive changes are italicized

PURPOSE: To provide parking guidelines for members of the Cleveland Division of Police using their private automobiles to attend court and conduct Division business at the Justice Center.

POLICY: Division members shall use the Willard Park Garage for their private automobiles when attending court and conducting Division business.

PROCEDURES:

- I. *During business hours or restricted parking hours on P-2, members attending court, consulting a prosecutor, or conducting other Division business (including fitness related activities) at Cleveland Police Headquarters shall:*
 - A. Park their private automobiles on the surface lot at the Willard Park Garage.
 - B. If the surface lot is full, park in the Willard Park Garage building.
 - C. If the Willard Park Garage building is full, members shall park *legally*.

- II. When entering Willard Park Garage, members shall:
 - A. Take the ticket from the parking attendant or ticket dispenser.
 - B. Have the ticket stamped at the Court Unit. If the Court Unit is closed, members shall have the ticket stamped at the Record Section.
 - C. Sign and write their badge number on the ticket and present it to the parking attendant when exiting the parking lot.