





San Francisco Juvenile Probation Department

Juvenile Hall Policy and Procedures Manual

Chapter 10 - Security and Control

Policy Number:	10.24
Policy Name:	Parking Permits
Authority:	Title 15, 1510
Replaces:	9.23 Parking Permits (04/21/1999)
Effective Date:	January 1, 2019
Revision Date:	April 16, 2018
Related Policies and Procedures:	10.21 - Building Access
Related Forms:	
Director of Juvenile Hall:	Bobby Uppal 
Chief Probation Officer:	Katherine Weinstein Miller 

I. POLICY

The Juvenile Probation Department has established requirements for the control and issuance of parking permits to maintain the security of the facility.

II. PROCEDURES

- A. All sworn staff assigned to Juvenile Hall are required to possess a valid driver's license. All Juvenile Hall staff shall be issued a parking pass granting access to the secure parking area located behind Juvenile Hall.
- B. All parking permits shall be displayed in plain view (e.g., hanging from rear view mirror or placed on the dashboard). Otherwise, the automobile may be ticketed.
- C. The secure parking lot shall be reserved for all Juvenile Probation Department employees who work on the Juvenile Justice Center campus.
- D. The west parking lot may be used by any department employee displaying a parking permit.
- E. Employees shall not park in spaces designated for use by the Public.
- F. All employees shall immediately report lost or misplaced Juvenile Probation Department parking permits and take the following actions:
 - i. Report the loss to each of the following: Director of Juvenile Hall, Officer of the Day, and Human Resources Division.
 - ii. Provide a verbal report including when the loss was discovered and the circumstances surrounding the loss.
 - iii. A written report reflecting the details and circumstances of the loss shall be submitted as soon as possible to the Officer of the Day for review by the Director of Juvenile Hall or designee.

- G. The employee will be charged a replacement fee and/or may be subject to denial of a replacement parking permit if a pattern of repeated lost or stolen parking permits is established.

- H. Employees who are on indefinite leave or terminate employment with the department shall surrender their parking permit and Department access badge to the Human Resources Division upon separation.