

Title: Parking
Policy Number: 503
Effective Date: July 1, 2009
Revision Date:
Authorized by: Board of Supervisors

Policy:

It is the policy of Pottawattamie County to provide parking facilities, when practical, for the benefit and convenience of its employees, customers, and visitors.

Comments:

- (1) The County will provide parking for employees as practical. Special spaces will be designated for certain employees, customers, and visitors. The Department Head or designee will notify new employees of their designate parking area(s) upon hire.
- (2) The County parking lot is considered part of the County premises; therefore, all County policies and rules apply to employees and their vehicles while on the lot. Employees are prohibited from entering County parking lots carrying weapons that can be used to commit bodily harm; this includes guns, hunting rifles, knives, clubs, and similar items. The County reserves the right to search vehicles parked in the County parking lot as provided by law.
- (3) Employees who use the County parking lot do so at their own risk. Employees are encouraged to lock their cars at all times when left in the parking facilities and to remove valuables. The County assumes no responsibility for any damage to, or theft of, any vehicle or personal property left in the vehicle while in the County parking lot.
- (4) Employees are not permitted to park in the metered lots designated for the general public. If an employee parks in a metered lot, they are responsible for any parking tickets they may incur and may be subject to disciplinary action. Employees are not permitted to leave their work station for the sole purpose of putting money into a parking meter.