

REGISTRATION OF PRIVATELY OWNED VEHICLES

1. PURPOSE

To provide for the registration of all staff members and contractor vehicles which are parked or operated on the Medical Center grounds. This program will allow VA Police Officers to identify the ownership of vehicles, monitor and control vehicle parking, enforce applicable traffic regulations and facilitate contact with the owners of vehicles when it is necessary and in the interest of safety, security and legitimate enforcement efforts.

2. POLICY

a. All staff members must register their vehicles with the VA Police Service within 48 hours after their reporting for duty at the Medical Center. Compliance with this policy is a condition of employment.

b. The registration process will include issuance of a numbered VA parking decal. This decal must be displayed on the inside, driver side, lower corner of the windshield or inside, center, of the windshield by the rear-view mirror. Decals may be displayed in any visible location on motorcycles.

3. DEFINITIONS

a. Staff - for the purpose of this policy, staff shall include all VA employees, non-compensated employees, medical residents and volunteers.

b. Contractor Supervisors - for the purpose of this policy, Contractor Supervisors include those individuals who represent a company, who is under contractual obligation to the government for services related to the maintenance and construction of the Medical Center's infrastructure. Supervisors are designated by project managers. Supervisors are allowed to park on site for the purpose of managing their assigned tasks. Those contractors not designated as supervisors will not park on property. Supervisors will ensure that their employees meet the requirements of this policy.

c. Contractors - for the purpose of this policy, contractors include those individuals employed by a company which is obligated by contract to the government for services related to the maintenance and construction of the Medical Center's infrastructure. Contractors are required to register their vehicles on property and maintain a valid parking permit with their vehicles. That permit will be displayed at all times. Contractors will not park on VA property; however, they may park in a designated area off property.

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4. MEMBERSHIP

None.

5. PROCEDURES

a. All staff members and contractor supervisors will complete the vehicle registration form at the time of initial employment or service and will report to the VA Police Service for issuance of a decal. Proof of a valid state vehicle registration and current motor vehicle insurance policy must be provided at the time of registration. Color coded and numbered decals will be issued as follows:

- (1) Staff Physicians, the Director and Associate Directors - RED.
- (2) Employees - GREEN or Employees in Car Pool Program - BROWN.
- (3) Volunteers - YELLOW.
- (4) Temporary - BLACK.
- (5) Contractor Supervisor - ORANGE (hanging style).
- (6) Special Permit- As directed by Police Services.

b. All staff members who have previously registered their vehicles must re-register their vehicle each time any of the following occurs:

- (1) Change of state registration plate number.
- (2) Change of vehicle.
- (3) Loss of decal (i.e., windshield replacement).

c. Vehicle decals are considered a controlled item and as such, must be returned to the VA Police upon completion of a staff member's employment or service at the Medical Center.

d. Handicapped parking spaces, located in all parking lots on Medical Center grounds, may be utilized by any staff member who has been issued a state or VA handicap placard. The placard must be displayed at all times while said vehicles are parked in a handicapped designated space.

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(1) Requests for VA handicap placards will be submitted to the Chief of Police. The requesting employee will be referred to the Employee Health Clinician for determination of the extent of disability. The Employee Health Clinician will then forward this determination to the Chief of Police for determination of issuance or non-issuance of the placard.

(2) All VA handicap placards will be issued for a limited period of time. Long term disabilities will require issuance of a state handicap placard. VA handicap placards are considered a controlled item and as such, must be returned to the VA Police.

e. Vendors and contract staff for all services are required to obtain a temporary parking placard issued by either the Facilities Management Service or the Police Service.

6. RESPONSIBILITY

a. The Human Resources Management Service is responsible for instructing new employees as to this policy and the requirement to respond to the VA Police office to process a vehicle registration form.

b. Service Chiefs/Line Managers are responsible for instructing new volunteers as to this policy and the requirement to respond to the VA Police office to process a vehicle registration form.

c. The VA Police Service is responsible for issuance of all parking decals and placards and maintaining accurate records of all motor vehicles registered at the Medical Center.

d. The Employee Health Clinician is responsible for assisting the Chief of Police in determining a staff member's eligibility for issuance of a VA handicap placard for acute or episodic illnesses requiring short-term parking needs.

e. All staff members are responsible for compliance with this policy and notifying the VA Police Service of all incidences of lost, stolen or damaged decals.

7. REFERENCES

VA Handbook 0730 "Security and Law Enforcement Operations"

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8. **RESCISSIONS**

Policy Memorandum 07B-03, Registration of Privately Owned Vehicles, dated May 10, 2013.

SUSAN A. MACKENZIE, PhD
Medical Center Director

Attachments: None

DISTRIBUTION: D