

Eastern Virginia Medical Center Parking Facilities COPP CAMPUS PARKING RULES

I. Overview

Each campus partner will manage the parking assignments of their employees and staff as they see fit under the guidance and direction of their respective leadership. However, the enforcement of parking rules will be the responsibility of the Security department in control of the parking location (e.g., PG3 EVMS, Raleigh Garage SNGH, etc.). The attached rules have been agreed upon by the EVMS, CHKD and SNGH Security and Parking administration. We have agreed that the enforcement of these rules will result in a better parking situation for our staff and employees.

EVMC SURFACE LOTS AND GARAGES	
LOT	LOCATION AND DESCRIPTION
MT04	Hofheimer Hall West – Medical Tower Leased Lot
SL04	East side and back of Hofheimer Hall
SL06	NPH (Between NPH and Colley Ave)
SL07	Adjacent to Fire Department
SL17	Behind Fairfax
SL19	Intersection of Brambleton Ave & Colley Ave.
SL20	Church Lot
PG01	Raleigh Garage
PG02, SL02	Visitor Garage and surface lot
PG03	Staff Garage
HEART	SNGH Heart Hospital Garage
OUTPATIENT	SNGH Outpatient Parking
SERVICE OR OTHER DESIGNATED PARKING	Roads and areas: managed by responsible partner (e.g. ED parking, Valet parking, restricted parking, loading dock parking, delivery parking)

ENFORCEMENT GRID	
ENFORCEMENT	LOT DESIGNATION
EVMS	MT04, SL02, SL04, SL06, SL07, SL17, PG02, PG03
SNGH	SL19, PG01, Heart, Outpatient, Valet
NONE	MT04, SL20 ** Leased/shared lots – no scheduled patrol. EVMS Security may be called by parking coordinators to assist with issues.

II. Citations

Each Security department issues citations to parking and driving violators. The citation's intent is to inform the driver/owner to change a particular behavior. There is no fine involved and the citation does not become a part of the driver's/owner's official police record, but they are shared with the campus Security and Parking Departments. Citations written by Security are used to track and trend parking problems and repeat offenders across the campus.

City of Norfolk issued citations are not controlled or managed in any way by any authority within the EVMC. These citations are issued by the Norfolk Police Department or the Fire Marshall and must be resolved through the City of Norfolk court system.

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The Medical Tower Faculty Lot MT04 and the Church Lot SL20 are not subject to general citation procedures because of the shared utilization between EVMC and the leaseholders. EVMS Security may be called by parking coordinators to assist with issues.

A. Violations that are only citable:

1. **Speeding or going the wrong way through the facilities or gates.**
2. **Failure to provide partner ID on request.**
3. **Parking in the visitor system while at work for more than 2 hours.**
4. **Parking on the wrong level within a garage if restricted to certain levels (students, residents).**

Note: Chronic violators of these regulations may have their car booted or towed. See IV. B. 1 for details.

III. Booting

Violations of the following rules can result in a citation and/or the vehicle being rendered immobile (being booted).

A. Violations that must be cited before being bootable:

1. **Backing into spaces inside any EVMC garage unless authorized by signage.**
2. **Parking on sidewalks or lawns or along curbs not marked as a fire lane.**
3. **Failure to display or properly affix media.**

B. Violations bootable on first offense:

1. **Parking in an unauthorized non-visitor area or no parking zone.** This includes parking in areas that the employee is not assigned to park. Offenses include parking in unmarked streets/alleys/loading areas, blocking cross walks or handicap accesses, at a campus entrance, or after a Security Officer has warned the staff member to move their vehicle.
2. **Parking as to interfere with another parker.** This violation includes parking over the line to take up two or more spaces (a vehicle protection maneuver) or parking in a manner as to impede a parker from entering or exiting their vehicle.
3. **Parking in a reserved space.** Any space displaying signage designating specific use of that space is regarded as reserved space, (e.g., Maintenance vehicle parking, Safety and Security parking, Vehicle Watch List parking, lab vehicle parking, compact car parking, emergency department parking, decal controlled parking, etc.).
4. **Parking in an undesignated parking area such as in the street.**
5. **Parking in short-term spaces for longer than the allotted time.**

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6. **Driving through barricades or gates.** If the driver or vehicle can be identified and verified, the cost to repair damage to the parking facilities will be recovered from the driver or the vehicle owner.
7. **Sharing media with unauthorized persons.**
8. **Driving over concrete barricades, islands, or medians.**

NOTE: If the vehicle is booted, the driver must come to the Security Control Center responsible for the parking location to request that the boot be removed. Once the request to remove is made, **in person**, the boot will be removed.

IV. Towing

Towing as a general rule is the last resort. However, there are some circumstances in which a vehicle will be towed at the driver's/owner's expense, with or without prior notice or warning.

A. No Notice

1. **Illegal parking as indicated by the City of Norfolk, Virginia or federal statutes** such as parking in an emergency or fire lane, parking in a handicapped space without proper permit or plates, parking in alleys or other areas containing Fire Department connections, oxygen tank valves, curbs painted yellow, and the ambulance entrances.
2. **Parking in an unsafe manner** (e.g., blocking an entrance or exit, parking within a no parking area, parking in a manner that is unsafe to other parkers, etc.).
3. **Failing to follow the instructions of an Officer** in the performance of his or her duties or other insubordinate behavior (e.g., running a gate, assault, etc.).
4. **Abandoned vehicle:** Any vehicle parked in a staff lot or staff garage for more than 120 hours without notifying the proper Security Department.

B. Notice

1. Chronic Violators

Chronic violators are defined as active parkers who have received 3 or more citations within the most recent 90 day period for the violation of any of the defined rules or procedures. When a chronic violator is identified, the citing Security Office will notify the hosting partner's Security Office and allow 2 hours for the hosting partner's Security Office to contact the parker and have the situation remedied. After the 2 hour grace period the vehicle may be towed without additional notice or warning

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NOTE: Parkers who violate these rules and are towed will be towed by a contract towing service. All towing fees will be the responsibility of the vehicle's driver/owner. Once the tow truck has arrived at the scene, or the vehicle is "on the hook" of the tow truck, the driver/owner of the vehicle being towed is responsible for all fees.

V. Special Considerations:

A. Handicapped Parking: Only legitimately handicapped persons may park in designated spaces.

B. Patient Watch List Vehicles: Occasionally, a person scheduled for an outpatient procedure is admitted as an inpatient. If this occurs, a Nurse from the admitting unit should call SNGH Safety and Security who will report to the room, pick up the vehicle keys, obtain the patient's name and make of car, and move the vehicle to the watch list area. All relevant information will be placed on the Watch List Log. The vehicle will be checked at least twice per shift for the duration of the stay. When the person is released and escorted to the lobby, the appropriate unit's nursing staff will call SNGH Safety and Security who will pick up and transport the person to retrieve their vehicle.

C. Security Escorts to Parking Facilities: Staff should request escorts to their assigned parking from their organization's security department. Staff who so request will be provided with a Security Officer escort to their parking facility and the officer will remain with the employee until their vehicle starts and they are driving away.

D. AVI Media for Rental or Temporary Vehicles: Each partner will handle the issuing of AVI media for rental cars or other temporary vehicles according to the institution's policies and procedures. Parkers should see their institution's parking coordinator for details.

VI. Other

A. Accidents and/or damage: *All parkers park at their own risk.* Any accidents or damages to vehicles parked in any staff lot or garage must be reported immediately to Security before the vehicle is moved (as with any accident scene, accidents and damages not reported immediately will not be given the same level of credibility and/or validity). An Officer will respond to the scene, obtain information to complete a Security Incident Report (SIR), and take pictures of the damage. A copy of the report and a copy of the pictures may be obtained from the respective Security Office during working hours within three business days.

B. Basic Vehicle Services: Security will provide staff with battery jumps, and tire inflations (compressed air and Fix-A-Flat) depending on the size of the tire (large SUV or 4X4 tires will not be inflated). Services are free of charge and may be obtained by calling their respective Security departments. All services require the execution of a "Release of Liability Waiver".