

JO DAVIESS COUNTY, ILLINOIS
COURTHOUSE PARKING POLICY

PURPOSE: To provide regulations concerning Courthouse parking.

SCOPE: All Full-Time, Part-Time, and Temporary Employees and County Board members.

POLICY: It is the policy of the County to provide parking during normal business hours, when practical, for the benefit and convenience of its employees.

PROCEDURES:

- A. When appropriate, the County will provide parking for as many employees as practical.
- B. Parking spaces may be provided on a reserved basis. Eligibility shall be determined in the following order:
 - a. Disabled Employees-Those employees that hold a valid handicapped certification will be eligible for handicapped parking spaces available in the main parking lot. If all available handicapped spaces are taken, the employee will be allowed to utilize an available space in the main parking lot.
 - b. Elected/Appointed Department Heads and Judges.
- C. All Employees will be issued one (1) parking permit to display when parking in reserved spots in the Main Parking Lot (if applicable), the Meeker Street Parking Lot, and the St. Mary's Church Parking Lot.
- D. Parking in the Main parking lot, unless specifically marked "Handicapped Parking" or "Reserved" is for general public use ONLY.
- E. Parking in the Meeker Street parking lot is for employees only on a first come, first serve basis.
- F. Parking in the rear Public Safety Building lot is for Sheriff Personnel ONLY.
- G. Parking in the St. Mary's Church parking lot is for up to twenty (20) employees on a first come, first serve basis.
- H. Parking on any public street is subject to availability.

DISCIPLINARY ACTION:

- A. Employees are expected to observe the parking rules established. Employees found to be parked in any unreserved spot in the Main parking lot may be subject to disciplinary action as listed below:
 - a. 1st Offense – Verbal Warning and immediate removal of the vehicle.

P2019-10

- b. 2nd Offense – Written Warning and immediate removal of the vehicle.
 - c. 3rd Offense – Written Warning, immediate removal of the vehicle, and loss of Meeker Street Parking Lot privileges for a period of three (3) months.
- B. Written disciplinary offenses will be held by the department head in the Employee’s file for a period of six (6) months and will be removed when the Employee has completed the period with no further parking violations.
- C. Court Security will monitor parking activity and notify the appropriate department heads with any violations.

RESERVED PARKING ASSIGNMENTS:

- A. Main Parking Lot
- 1 – Judge
 - 2 – Clerk/Recorder
 - 3 – Treasurer
 - 4 – Probation
 - 5 – Assessor
 - 6 – Administration
 - 7 – State’s Attorney
 - 8 – Judge
 - 9 – Circuit Clerk
 - 10 – IT/GIS