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## 610 – Parking Regulations

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Effective Date: August 1, 1990

Revision Dates: 10/95; 4/02, 5/02; 5/03; 3/04; 8/04; 3/05; 11/05; 02/07; 1/09; 11/09; 10/11; 4/12; 10/14; 4/15; 4/17, 4/19

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### 1. Purpose:

To control and assign parking areas for patients, visitors, clergy, employees, students, contract and agency staff, physicians, physician office building staff and volunteers. All vehicles which are regularly parking on any Health Center campus must be registered with Southwest General Police Department, Medical Staff Office or Volunteer Services Office.

### 2. Policy Statement:

This policy is designed to regulate and control all parking at Southwest General to ensure a safe and convenient environment for patients, visitors, staff, physicians, and volunteers.

### 3. Definition of Terms:

**Decal-** Colored/Numbered sticker affixed to windshield.

**Placard-** Colored/Numbered card hung from the rearview mirror.

**Citation-** A carbon copy form used to document, record, fine and notify employees of a parking violation.

**Tire Lock-** An immobilizing device, often referred to as an alligator clamp, which is used on unidentified vehicles that accumulate 3 or more citations.

**1<sup>st</sup> Shift** – Majority of hours worked falls between 07:00-15:00.

**2<sup>nd</sup> Shift** – Majority of hours worked falls between 15:00-23:00.

**3<sup>rd</sup> Shift** – Majority of hours worked falls between 23:00-07:00.

**Weekend Shift** – All shifts with a start time between Friday at 19:00 hours through Monday at 01:00 hours.

### 4. Resources:

Attached map identifying lot numbers.

### 5. Policy Authority:

- Southwest General Police Department
- Chief of Southwest General Police Department

### 6. Related (Supporting) Policies:

- A. Southwest General Police Department Policy – EP II Parking Enforcement
- B. SWG Policy #501 Discipline

### 7. Implementation Procedures:

## **Parking Decals / Placards:**

All employees, volunteers, clergy, students, physician's office building staff and physicians using Health Center parking areas must have a parking decal displayed in the lower inside corner of the vehicle windshield (passenger side) or a mirror-hanging placard displayed when the vehicle is parked on any Health Center campus. The numbers on the decal must be visible at all times.

### **A. Employees**

Parking decals or placards for employees, clergy and Physicians Office staff will be issued by the Southwest General Police Department Control Center. The parking decal may be affixed with the decal's adhesive side or displayed on clear plastic in the lower right corner of the windshield (passenger side) as allowed by Ohio law. The placard must hang from the inside rear view mirror.

To obtain a parking decal or placard, an **"Employee Information Form" (#12495)** must be **completely filled out**. This form is available in the Southwest General Police Department Control Center and on the intranet. Every employee vehicle which will be parked on the Health Center campus **must** be identified by make, model and vehicle license number.

In case a decal or placard is lost or destroyed, or a different vehicle is being used, Southwest General Police Department will issue an additional or a replacement decal. In addition, new license plates on an old vehicle must be reported to Southwest General Police Department along with the use of a second vehicle. Employees are permitted to use one hanging placard on multiple vehicles as long as all vehicles are registered with Southwest General Police Department.

### **B. Visitors / Patients**

In addition to handicapped, valet and surface lot parking, spaces will be reserved for visitors / patients on the 2<sup>nd</sup> floor of the Hospital parking garage and on level one of the bed tower parking garage.

### **C. Medical Staff**

Parking decals or placards for members of the Medical Staff will be issued by the Southwest General Police Department. Only physicians with a red decal or placard may park in spaces marked "Physician Parking".

### **D. Decal Color Classification**

<b>Decal</b>	<b>Classification</b>
Teal	Employees/Students
Red	Physicians
Pink	Volunteers
Blue	Physician Office Staff and 20+ Year Employees
Orange	Pay to Park Employees

## **E. Decal / Approved Parking Areas**

1. Physicians (Red Decals)
  - 1<sup>st</sup> Level of the Hospital Parking Garage and other designated spots
  - Surface Lots #D C1, C2, and the A3 lot
  - Level P2 in the Bed Tower “E” garage in designated spots
2. Volunteers (Pink Decals)
  - Hospital Parking Garage Levels - Basement, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> floors
  - Surface Lots #D, C1, C2,, 8 and the A3 lot
3. Physician Office Staff, 20+ Year Employees (Blue Decals)
  - Hospital Parking Garage Levels - Basement, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> floors
  - Surface Lots #D, C1, C2, and the A3 lot
4. Employees / Students (Teal Decals)
  - a. 1<sup>st</sup> Shift Monday-Friday
    - Surface Lots #D, C1, C2 and the A3 lot
  - b. 2<sup>nd</sup> Shift Monday-Friday
    - Surface Lots #D, C1, C2, and the A3 lot
    - Hospital Parking Garage levels - Basement, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> Floors
  - c. 3<sup>rd</sup> Shift
    - Hospital Parking Garage levels - Basement, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> Floors
5. Pay to Park Employees (Orange Decals)
  - Hospital Parking Garage Levels - Basement, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> floors
  - Surface Lots #D, C1, C2, and the A3 lot
  - Bed Tower “E” Garage, level P2 only

## **F. Weekends and Night Shift**

All weekend shift employees and all night shift employees must park in the Hospital Parking Garage “D” year round (Parking Garage Levels - Basement, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> Floors), unless they pay to park then they can park in Parking Garage “E”, level P2.

## **G. All Health Center Surface Parking Lots and Parking Garages**

1. Emergency Lot (located in front of the ER) - Emergency Room patients only.
2. Lot #D (located in the lower lots east of the HR entrance) - Volunteer parking.
3. Lot #D (located in the lower lots east of the HR entrance) - Teal, Red, Pink, and Blue Decals permitted to park here.
4. Lot #C2 (located south of the Hospital behind the parking garage) - Teal, Red, Pink, and Blue Decals permitted to park here

5. Lot #C1 (located south of the Hospital adjacent to Lot C2) - Teal, Red, Pink, and Blue Decals permitted to park here except in designated visitor or valet parking spots.
6. Lot #C (located south of the Hospital, directly behind Building "C") – Handicap and Patient parking only.
7. Lot #A1 / A2 and B lots (located in front of the Hospital) - Patients and visitors parking only.
8. Lot A3 (located west of the Hospital, across Old Oak Blvd.) Employee, Physician, and Physician Office staff parking except for designated Valet spots.
9. Hospital Parking Garage D  
Basement – Blue and Pink decals permitted to park here.  
Level 1 – Red (Physician) decals only.  
Level 2 – Blue and Pink decals and visitor parking in designated spots.  
Level 3 - Blue and Pink decals permitted to park here.  
Level 4 - Blue and Pink decals permitted to park here.  
Level 5 – Teal, Blue and Pink decals permitted to park here (overflow area)
10. Bed Tower Parking Garage E  
Level 1 (and ramp) – Patient and visitor parking only and designated valet spots.  
Level 2 – Pay to park employees (orange decals) and physicians (red decals) in designated physician parking spots.

#### **H. Designated Parking Spots**

All parking spots (garage and surface lots) that have a posted sign (examples: "On-Call", "Patient Parking", "Expectant Mothers", etc...) take precedence over all other parking assignments outlined in this policy.

#### **I. Pay to Park**

Employees have the option of paying to park in the Hospital Parking Garage. This is available to a set number of employees upon request and by paying via payroll deduction at the current rate. The employee agrees that he/she commits to a one-year period to park in the garage. Vacancies will be filled on a first come, first serve basis and a waiting list will be maintained by Southwest General Police Department.

#### **J. Medical Parking Privileges**

1. If temporary close-in parking is required for medical reasons, the employee must bring to the Chief of Southwest General Police Department a written request from his/her attending physician indicating the reason for this need. The employee will be issued a special placard pass allowing them to park in the basement of the garage only. These temporary requests will be evaluated and approved on an individual basis and will not exceed 12 weeks.

2. Employees with state issued Handicap placards are permitted to park in any handicap designated parking spots. Employees must provide a copy of the state handicap registration to the Southwest General Police Department as proof of owning a handicap placard. Southwest General Police Department will register that placard with your vehicle.

#### **K. Violations**

Vehicles parked in violation of the parking policy will be ticketed by Southwest General Police Department. A copy of the citation will be forwarded to the payroll office to advise of infraction and payroll deduction. A second copy will be kept on file in the Southwest General Police Department Department.

1. Violations of Parking Policy shall result in the following fine schedule.

First Offense: \$5.00 Fine  
Second Offense: \$25.00 Fine  
Third Offense: \$50.00 Fine  
Fourth: \$125.00 Fine

2. Contesting a Citation

If an employee believes they have received a citation in error, it is the employee's responsibility to contact the Southwest General Police Department within 72 hours of receipt of the ticket as well as completing a form explaining the reasons for contesting the ticket. The Chief of Southwest General Police Department will review circumstances and the employee will be advised of the ticket status.

After twelve months following an offense, the violation will be removed from the employee's file. Excessive violations will be reported to the employee's Director / Manager and Health Center disciplinary action will occur.

3. Unidentified Vehicle Violations

Upon a third violation based on the lack of display of a decal/placard (unregistered vehicle), Southwest General Police Department may apply a vehicle tire lock with a notice to the owner to report to the Southwest General Police Department Office , first floor, parking garage, south end of spine hallway. The employee's fine will align with the number of recorded parking violations.

**L. Parking for Employees Not On Duty**

Employees on any Health Center premises for personal business, and not on duty, may park in designated visitor parking. To avoid a parking violation, the employee must notify Southwest General Police Department at ext. 8884 that they will not be on duty and will be parking as a visitor; identify the date this will occur, their name, vehicle make/model, license plate number and decal number. Or the employee may leave a note on their dashboard indicating they are not on duty. Southwest General Police Department will periodically validate these events with department management.

**M. Off-Site Campus Locations / Employee Parking**

1. Strongsville Ambulatory Care Center - Employees are to park in the lot behind the Ambulatory Care Center.
2. LifeWorks - Employees are to park in the far southeast corner adjacent to Old Oak Boulevard.
3. Oakview - Northeast part of lot
4. Home Health - As directed by Manager of Home Health.
5. Hospice - As directed by Manager of Hospice.
6. Community Outreach - There is an agreement that is reviewed on an annual basis for employees to park in the lot of the Methodist Church.
7. Brunswick Medical Facility – Employees are to park behind the building in the north lot.

All employees are required to acknowledge that they have read and understand this policy through Training Partner.

**8. Attachments:**

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**Applicability: (Select all that apply)**

**WHO:** ☒ Employees ☒ Physicians ☒ Volunteers ☐ Contractors ☐ Other:

**SITES:** ☒ **All Sites** – (if not all, check applicable sites)

- |  |  |
|--|--|
| <input type="checkbox"/> Big Creek Surgery Center  | <input type="checkbox"/> Lifeworks   |
| <input type="checkbox"/> Brunswick Medical Center  | <input type="checkbox"/> Middleburg Medical Center                         |
| <input type="checkbox"/> Commerce Park             | <input type="checkbox"/> Oakview   |
| <input type="checkbox"/> Health Center Main Campus | <input type="checkbox"/> Off Campus Business Locations                     |
| <input type="checkbox"/> Home Health               | <input type="checkbox"/> Southwest General Medical Group Physician Offices |
| <input type="checkbox"/> Hospice                   | <input type="checkbox"/> Strongsville Medical Center                       |
| <input type="checkbox"/> Jefferson Park            | <input type="checkbox"/> The Surgery Center on Bagley                      |

☐ Other:

APPROVED:

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