



Parking at Police Stations Policy

Policy

1. Introduction

To provide a vehicle parking policy for all officers and staff.

2. Policy Statement

- 2.1 Like many organisations Surrey Police premises have limited parking available.
- 2.2 All staff and officers should work on the assumption that onsite parking for personal vehicles cannot be guaranteed.
- 2.3 The accompanying procedure documents detail those circumstances under which parking may occur.

Procedure

1. Introduction

- 1.1 To provide direction in relation to parking at Surrey Police premises.

2. Procurement Statement

- 2.1 Like many organisations Surrey Police premises have limited parking provision for the increasing number of vehicles that want to park or require access.
- 2.2 Ensuring the Surrey Public has access to our sites and can park where it is feasible to do so and ensuring that the operational fleet can access, park and leave our premises expediently remains our priority.
- 2.3 We appreciate the importance individuals place on parking, but all staff and officers should be cognisant that onsite parking for personal vehicles cannot be guaranteed.

3. Instructions for parking at all Surrey Police premises

3.1 Priorities

Since demand for parking spaces exceeds supply, it is necessary to have restrictions on whom and which vehicles can park at all Surrey Police premises.

The priority, when considering the allocation of parking spaces at Surrey Police premises is as follows:

- a) Blue Badge Holders (both staff and visitors).
- b) Operational and other fleet vehicles (owned or leased by Surrey Police)
- c) Officers or staff using their own vehicles when performing an operational role that has been designated by their Chief Superintendent as requiring a vehicle (for instance a DI on call).
- d) Visitors to custody or front counters including Mount Browne Reception.
- e) Other visitors

4. Restrictions

4.1 Any vehicle parking at Surrey Police premises must observe the following restrictions:

- a) No parking that would restrict access or egress in any way.
- b) All vehicles must clearly display in their windscreen a FIN number and contact telephone number.
- c) All operational and other fleet vehicles must clearly display the logbook in their windscreen.

4.1 Parking near Police Stations and Mount Browne

In line with our Surrey Public First principles, staff are reminded to park with care and consideration when using public roads near to our police sites. Individuals should not block the public in or cause any obstructions. Many local residents to our site will be aware that these vehicles are owned by Surrey police officers and staff so individuals must be cognisant of this and not undermine their confidence in us.

4.2 Instructions for parking at Mount Browne

In order to manage parking effectively at Mount Browne, it is necessary to impose additional restrictions. These cover which vehicles may park on site and the rules to be followed for parking once on site.

Vehicles that may park on site at any time

The following vehicles may park on site at any time:

- a) Those belonging to visitors to ensure we continue to put the Surrey Public first. Dedicated spaces will be provided.
- b) Those belonging to Blue Badge Holders (both staff and visitors). Dedicated spaces will be provided.
- c) Operational vehicles and other fleet vehicles (owned or leased by Surrey Police), whether permanently based at Mount Browne or visiting for operational purposes. This includes Sussex Police operational vehicles. These vehicles will be required to park in the car park next to the Pavilion (Firearms and PSU only), in the car park behind the Scientific Support block or in the car park behind Munstead View (all other operational and fleet vehicles).
- d) Officers or staff using their own vehicles when performing an operational role that has been designated by their Chief Superintendent as requiring a vehicle (for instance a DI on call).
- e) Those belonging to officers and staff whose permanent place of work is Mount Browne, including Contact and Deployment Staff on their initial training course.

Vehicles not permitted to park on site between 6am and 5pm on weekdays but which can park at other times by requesting access at the barrier:

4.3 Personal vehicles belonging to:

- a) Officers and staff based at locations other than Mount Browne.
- b) Officers and staff attending training courses.
- c) Officers and staff attending meetings.

4.4 Restrictions to be observed when parking on HQ site

In addition to the restrictions listed in the previous section above, any vehicle parking at Mount Browne must also observe the following additional restrictions:

- a) All personal vehicles must clearly display in their windscreens a vehicle permit which is available from Headquarters reception.
- b) No parking on red lines or hatched red areas at any times.
- c) No parking in front of bollards.
- d) No parking on verges where there are white posts/fencing.
- e) No parking of cars in areas reserved for motorcycles.

5. Visitor and contractor parking

- 5.1 Any officer or staff member who has visitor or contractor attending Headquarters must **submit** a visitor form on the Intranet. Visitors or Contractors will be issued with a parking permit by Reception valid for the day of their visit. These must be clearly displayed in the windscreen of the vehicle.
- 5.2 Once all visitors' parking has been taken, visitors will be invited to seek alternative spaces on site or to make alternative arrangements to reach the site. Visitors who wish to use public transport can utilise the minibus service which must be pre-booked with Reception if being used at 1200hrs from HQ otherwise it is first come, first served service throughout the day between HQ and Guildford PS

6. HQ Minibus service

- 6.1 Officers and staff attending meetings or training at Mount Browne should utilise the park and ride facilities at either Merrow (No. 300) or Artington (No. 70,71,72) and take the shuttle bus into Guildford Town Centre. A regular minibus service will run throughout the day between Guildford Police Station/Town Centre and Mount Browne.

7. Enforcement

- 7.1 It is incumbent on all officers and staff to help manage the security of all our sites and challenge vehicles that do not have passes displayed (both visitor and personal passes).

- 7.2 Enforcement of parking regulations can be costly and inefficient particularly in the current challenging financial climate. It is incumbent on managers at each site to ensure that their staff comply with Surrey Police policy & procedure in relation to parking. Any individual that does not comply will be subject to the normal management interventions in relation to failing to comply with Surrey Police policies & procedures.

8. Parking Initiatives

- 8.1 There are initiatives that are available i.e. refer to [Travel for Surrey](#). For Discount Rail and Bus travel discounts please refer to [EasitNETWORK Induction Pack.pdf](#) or Visit or visit [EasitWEBSITE](#) at <https://www.easit.org.uk>
- 8.2 Walking to work, the use of motorcycles and bicycles will be encouraged by providing showering and changing facilities and adequate covered storage where practicable. Incentives will be used to encourage staff to cycle to work; details of the [Cycle2Work](#) scheme under Stop and Save.