

OREGON STATE HOSPITAL

PORTLAND – SALEM

POLICIES AND PROCEDURES

SECTION 8: SAFETY, SECURITY, EMERGENCY MANAGEMENT

POLICY: 8.023

SUBJECT: HOSPITAL PARKING

**POINT PERSON: KAREN GARCIA
DIRECTOR OF SECURITY**

**APPROVED: GREGORY P. ROBERTS
SUPERINTENDENT**



DATE: JUNE 21, 2012

I. POLICY

- A. In recognition of traffic congestion within the Salem and Portland city limits, and the environmental impact of motor vehicle operation, Oregon State Hospital (OSH) and the Department of Administrative Services (DAS) encourage employees to seek alternative modes of transportation to and from work. Public transportation, bicycles and carpools/vanpools are to be actively supported.
- B. The OSH Parking Program, which applies to OSH-Salem and OSH-Portland, is established to promote patient and staff safety and to ensure that emergency vehicles have direct access to all buildings on OSH property. Fire lanes, roads, and parking areas have been designated in cooperation with the State Fire Marshal's Office to maintain emergency vehicle access at all times.
 - 1. Vehicles are not allowed to park in or on emergency vehicle lanes, lawns, sidewalks, walkways, driveways, or any other area not designated for parking a vehicle.
 - 2. Misuse of short-term parking spaces is prohibited.
 - 3. The OSH Communication Center is authorized to order improperly parked or unregistered vehicles removed or towed at the owners' expense.

4. OSH assumes no liability for damages incurred to vehicles towed and the owner shall be liable for all towing costs and storage fees.
- C. OSH provides parking spaces for all OSH visitors and staff. Parking lots are located at various points throughout the Salem and Portland campus.
- D. All OSH employees, visitors, patients, contractors, and vendors must park their vehicles in designated parking spaces.
 1. Staff are not permitted to park in visitor designated parking spaces or the museum parking area.
 2. Handicapped/disabled parking shall be designated. Only persons with disabled parking approval shall be allowed to park in designated disabled parking spaces. All vehicles illegally parked in disabled parking areas shall be reported to State or City Police officials and are subject to towing at the owner's expense.
- E. It is a violation of the Oregon Vehicle Code to operate a motor vehicle on OSH property without a current driver's license, vehicle registration, and insurance.
- F. Vehicles parked on OSH grounds are to be parked head-in only.
- G. Pets shall not be left in parked vehicles. ORS 167.310 to 167.350 requires animals have adequate access to potable water, space for exercise, and have access to suitable air temperatures, among other requirements. Staff shall not house pets in a personal vehicle of any type while parked on OSH grounds (including Salem and Portland campuses).
- H. There shall be no reserved parking spaces without the expressed approval of the Superintendent.

II. PROCEDURES

- A. When a vehicle is found to be illegally parked on the OSH Salem campus, the Security Department shall place written notification on the vehicle's windshield. This notification shall be completed on a OSH Parking Violation form #PV-224. The form shall be completed with all required information that is attainable.

- B. If the same vehicle is found to be illegally parked on a second occasion or more, it is subject to being towed. Prior to removal of an improperly parked vehicle, OSH Communication Center shall complete the following steps:
1. Notify the Deputy Superintendent or Director of Security where the vehicle is parked, the current violation, and the actions to be taken.
 2. Authorize a towing company to remove the vehicle.
 3. Record all information and actions taken in the OSH Communication Center Log.
 4. In the event that a vehicle is illegally parked in a fire lane or location that blocks access to emergency response vehicles, the Director of Security may have the vehicle towed immediately and without prior warning.
- C. The OSH Communication Center shall be responsible for registering all staff vehicles parked on OSH property. Legacy Security is responsible for registering vehicles at the OSH-Portland campus.
- D. All OSH permanent and temporary employees; agency, contractor, and vendor staff regularly assigned to OSH; volunteers; Marion County Court staff; and Psychiatric Security Review Board staff shall complete a Parking Registration Form (Attachment A) available from the OSH Communication Center or Legacy Reception Desk. Once completed, the OSH Communication Center/Legacy Reception Desk shall supply a parking permit for each vehicle registered. The permit shall be displayed in the lower rear window of the driver's side (front window on convertibles).
- E. Outdoor bicycle storage racks shall be provided in front of each Oregon State Hospital building for those who wish to commute by bicycle.
- F. Parking at OSH-Portland is permitted in the north and east parking lots.

III. REFERENCES

ORS 98.805 through 98.992, Unauthorized parking of vehicle at parking facility or residential property prohibited.

ORS 98.812, Storage of unlawfully parked vehicle; lien for storage charges; notice requirements.

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ORS 167.310 to 167.350, Offenses against public health, decency and animals

Replaces OSH Policy and Procedure 8.023, *Hospital Parking*, dated 1/26/2012