


TEXARKANA POLICE DEPARTMENT

GENERAL ORDERS MANUAL

SUBJECT	Bi-State Justice Center Garage Security and Parking		
NUMBER	1109.07	EFFECTIVE DATE	April 12, 2011
Scheduled Review Date	July 01, 2016	ISSUE DATE	April 12, 2011
Date Reviewed	June 17, 2014	REVISION DATE	
APPROVED BY		(Reserved for Expansion)	

I. Purpose and Scope

- A. The purpose of this policy is to establish procedures and guidelines that direct employees of the Texarkana Police Department regarding employee access and parking within the basement portion of the Bi-State Justice Center.

II. Policy

- A. It shall be the policy of the Texarkana Police Department to control and limit certain access by Department employees into basement area of the Bi-State Justice Building. Security of the Bi-State should remain a primary concern for every employee, and those Department employees having controlled veri-card access into the basement of the building shall ensure the security of the basement is maintained to the best of his/her ability.
- B. Veri-Cards will not be used to open the machine operated garage door for the purpose of entry into the basement unless such entry includes a vehicle. Employees who enter into the basement on foot shall use the regular doorways positioned on either side of the garage doorways which can be opened utilizing an issued veri-card.
- C. The Texarkana Police Department has been provided with two (2) separate parking spaces reserved for police units within the basement area. These spaces are located on the north wall near the carwash area and are denoted by signs that indicate their reservation. A limited number of basement parking permits have been assigned to the Texarkana Police Department by the Law Enforcement Advisory Committee. Staff shall designate the vehicles authorized to receive the permits with the Department. With the exception of the two (2) reserved parking spaces and in the sally port, basement parking shall be limited to those vehicles that have been issued permits.
- D. Officers bringing prisoners into the jail are permitted to park their unit within the sally-port delivery area intended for the delivery of prisoners. Once the prisoner has been booked into the jail, officers should ensure their police unit is removed from the sally-port within an appropriate amount of time.
- E. Officers having business within the Bi-State Justice Building may park their marked unit in spaces adjacent to the basement entry door that are reserved for patrol units that are on-duty. Only on-duty units are permitted to park within these designated spaces.
- F. All members of the Texarkana Police Department shall recognize and adhere to the guidelines set forth within this policy.

Page 1 of 1	Effective Date: April 12, 2011
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