

Parking

(Revised 12/29/23)

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Policies

The following policies apply to parking and any violations that may be incurred:

- All County Employees, during the performance of their regularly assigned duties, whether driving a County or personal vehicle, will observe all parking regulations.
- Staff are personally responsible for paying any and all parking fines and charges incurred while conducting County business.
- The number of parking citations received, the type(s) of parking violations, and the failure to pay parking citation fines and charges in a timely manner may be factors considered in an employee's performance evaluation.

Parking Citations Related to Personal Vehicles with Confidential Status

Effective September 2023, Child and Family Well-Being (CFWB) staff with the classifications of social worker and protective services worker may request that their personal vehicle license plate be protected with "confidential status" by the Department of Motor Vehicles (DMV). Protective Services Supervisors (PSS) may request confidential status if they are required to go in the field, however they must put social worker or child abuse investigator in parenthesis next to their title on the form. This confidential plate file prevents private individuals from accessing the home address of protected staff. By law, the DMV must notify an individual prior to giving out an address to a private individual.

Law enforcement agencies have access to the confidential file and parking enforcement agencies may notify CFWB instead of the individual staff person of any citations or violations when the confidential status is in place. As a result, there may be a delay before the staff person is notified of a violation and additional penalties and charges may accumulate. DMV may also place a "registration hold" on the vehicle until the parking citation is cleared.

Under special circumstances, CFWB may request that the parking enforcement agency dismiss the parking citation. However, the employee receiving the parking citation is ultimately responsible for the fine and any accumulated charges.

NOTE: To make a vehicle's plates confidential, staff may reach out to the program's administrative secretary and request the INV-32 form. The form must be completed by the SW non-electronically and returned to their administrative secretary. The administrative secretary will send the completed form to HHS Human Resources, Executive Secretary to send to the DMV.

**Juvenile Court/
Probation Parking
Lots**

All Juvenile Court and Probation parking lots have established rules for parking. Tickets are issued by County Security Personnel and are enforced and collected by the Sheriff's Department.

A CFWB parking sticker is NOT sufficient to avoid a parking citation.

**Parking at County
Offices**

Each County office, including CFWB offices, have different parking regulations for visitor and staff. Some County parking locations may have time limit posted signs. If you exceed the time permitted, you may be cited with a parking violation or at risk of having your car towed. For specific site information, contact your supervisor or the site manager for the office you are planning to visit.

Restricted Parking

The City of San Diego has established permitted parking for residential areas that are severely impacted by all-day commuter parking generated by a nearby facility or institution. The following residential areas in San Diego City are restricted parking:

- [Area A - Hillcrest Area](#) (PDF)
- [Area B - SDSU/ College Area](#) (PDF)
- [Area D - Logan Heights Area](#) (PDF)
- [Area E - Mesa College Area](#) (PDF)
- [Area F - El Cortez/Downtown San Diego Area](#) (PDF)

When making field visits or attending meetings in these areas, CFWB staff should park in the appropriate public parking areas or drive a County vehicle. The City of San Diego will not issue a parking citation to a government vehicle parked in these areas.

**Disabled Parking
Stickers**

Each regional site has Disabled Parking Placards to be used when transporting clients with disabilities. The placards are kept in the office mailroom, reception area, or with the manager's secretary and may be signed out for the period of time needed for transporting the client.

The placard will NOT be displayed when there is no disabled person being transported.

**Parking Citation
Dismissal Requests
for County Lots**

In rare instances, CFWB staff may request the dismissal of a parking citation from a county lot. Employees will document the reason why the parking violation should be dismissed. Acceptable reasons may include, but are not limited to a verified emergency confirmed by your supervisor.

**Parking Citation
Dismissal Requests
for County Lots
(cont.)**

Unacceptable reasons include, but are not limited to parking in:

- A red zone
 - Disabled parking (blue zone)
 - A commercial loading zone (yellow)
 - A passenger loading zone (white)
 - In front of a fire hydrant
- OR:
- Insufficient funds in a parking meter
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Procedures

Follow these steps to request a dismissal for a parking citation for a county owned lot:

Step	Who	Action
1	Employee	Provide your supervisor the details of the situation, parking citation via email with a copy of the citation or attached.
2	Supervisor	Send email to the manager regarding the situation.
3	CFWB Manager	Contact fiscal department and request their assistance with reimbursement.
4	Fiscal Department	Respond to manager and employee if citation will be able to be reimbursed.
5	Employee	Pay the fines and charges that are due.

Alignment with SET

This policy supports [SET Value 6](#) by providing valuable information for staff that promotes transparency and accountability in how to accomplish the work and tasks that are required.
