



Commission on Animal Care & Control	General Order : #012
Subject: Parking Guidelines for Vehicles	Date Issued: 07-17-02 Manager's Approval: 

1. Parking of Commission Field Vehicles
 - A. Field vehicles will ENTER and EXIT the rear parking area via the gate and driveway on the West fence (North side of building).
 - B. NO field units will be allowed in the facility lot except at the regular times for unloading-unless the assigned operator obtained the permission of the Supervisor/Acting Supervisor on duty.
 1. Field vehicles in the facility at the times as designated will immediately, after cleaning vehicle, be taken to the parking area and completely secured.
 - a. Windows will be shut and doors locked.
 - b. Keys will be turned over to the Supervisor/Acting Supervisor.
 2. Assigned personnel will fill gasoline tanks of assigned vehicles prior to coming in to the facility and parking vehicles at the end of the tour of duty.
 3. If a Supervisor/Acting Supervisor grants permission for a field vehicle to enter the Facility Lot prior to the designated loading time, that Supervisor/Acting Supervisor will inspect the vehicle before it leaves.
2. Supervisors/Acting Supervisors responsibilities
 - A. Supervisor/Acting Supervisor will be responsible to ascertain that all gates are kept locked at all times.
 1. Keys to all locks will be kept in the possession of the Supervisor/Acting Supervisor.
 2. Supervisor/Acting Supervisor will turn keys over directly to the relieving Supervisor/Acting Supervisor at the end of the his/her tour of duty.
 3. Gate will be closed and locked after all field vehicles have departed.
 - B. The Supervisor/Acting Supervisor will inspect ALL field vehicles leaving the parking area at the start of the tour of duty.
 - C. Supervisor/Acting Supervisor will ensure that vehicles are parked only in authorized areas.

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- D. Field vehicles will not be permitted to park in front, or on the side, of the Animal Care and Control Center after the start or during their tour of duty.
1. Personnel will have in their possession all the equipment needed during their tour of duty PRIOR to leaving the parking area at the start of their tour of duty. This includes a valid state of Illinois driver's license.
 2. Commission Vehicles WILL NOT be parked inside the receiving (unloading) area unless temperature is expected to be, or is, zero degrees (0 F) or below.
- F. Ensure that at no time will a non-city vehicle be permitted in vehicle lot or in the front entrance driveway, unless authorized by a manager.
- G. 3rd Shift Supervisor/Acting Supervisor will:
1. Ensure that as many vehicles as possible are placed in the garage area PRIOR to the end of their tour of duty.
 2. Ensure that at no time will a non-city vehicle be permitted in vehicle lot, unless authorized.

Filename: GO-012
Revised: 07-17-02