

Standard Operating Policy & Procedure

A-013

VIP Parking Decals

Scope: Medical Campus

Effective Date: 09/2004

Supersedes Policy: N/A

Review/ Revision Date(s): 11/18/2004, 08/15/2011

Last Update By: John Pepper

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Purpose

To provide guidelines for the use and distribution of VIP Parking Decals that are accepted at Jackson Memorial Hospital/ Jackson Health Trust parking garages on the Medical Campus.

Policy

The University of Miami School of Medicine Department of Security will provide VIP Parking Decals obtained from Jackson Health Trust (JHT).

Procedures

- 1.0 VIP's are defined as volunteers, indigent patients, participants in research studies, frequent therapy patients (e.g., radiation therapy patients), employment applicants, and off campus participants attending staff development programs.
- 2.0 The Department of Security will purchase from the JHT VIP Parking Decals that can be affixed to JHT parking garage tickets. This will allow the VIP to exit the parking lot without paying the parking fee.
 - 2.1 Once registered and approved, Medical Campus Departments can purchase VIP Parking Decals by interdepartmental requisition only, in increments of 10, but not to exceed 200 at any one time.
 - 2.2 VIP Parking Decals are limited and may only be given, free of charge, to eligible individuals. They cannot be sold!
- 3.0 Eligible individuals are VIPs, This policy does not indicate that department's must provide VIP Parking Decals to eligible individuals, but may elect to do so at the department's discretion when funds are available and the need exists.

- 4.0 VIP Parking Decals cannot be given to Medical Campus employees under any circumstances. Medical Campus employees who take public transportation and drive to work on a limited basis may purchase decals from the Department of Security by cash or check by presenting their University ID and public transportation pass. Employees are limited to 10 decals per month.
 - 4.1 Failure to follow this policy may result in the suspension of a department's or individual's authority to possess or distribute VIP Parking Decals and/or disciplinary action.
- 5.0 Departments who wish to give decals to eligible individuals must register with the Department of Security using the Parking Decal Registration Form.
 - 5.1 Departments must assign two individuals, a primary and an alternate, to issue the parking decals at the department level.
 - 5.2 Once approved the Department of Security will assign a registration number and fax the approved registration form back to the requesting department.
 - 5.3 Once the registration number is assigned the primary or alternate issuer may pick up VIP Parking Decals from the Department of Security.
 - 5.4 The requisition must be signed by an approved department administrator but cannot be signed by the primary or alternate issuer.
- 6.0 The department is required to record each decal issued on the Parking Decal Log.
 - 6.1 The form is self explanatory and must be completed in full. Blank, incomplete, or illegible entries will be grounds for disciplinary action and/or the suspension of your authority to possess and distribute VIP parking decals.
- 7.0 Individuals who are given a decal must be told that parking attendants at JHT garages will ask for identification on a random basis. The random identification checks will be used to audit the issuance of decals.