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FIRE STATION PARKING

PURPOSE:

The purpose of the Fire Chief's Executive Directives, Fire Station Parking is to establish a procedure for Fire Station Parking.

PROCEDURE:

1. Fire Station Commanders will be responsible for assigning parking spaces at Fire Stations. Any person other than Fire Department personnel who wishes to park on Fire Department property must first obtain permission from the Station Commander.
2. Persons not having permission to park on Fire Department property will be left a note from the Station Commander informing them to get permission to use Fire Department parking areas.
3. City Employees will be allowed to park their personal vehicle on Fire Department property while using their City vehicle if the Fire Station Commander gives his approval.
4. A roster will be maintained at each fire station showing vehicles authorized to park there with the approving officer's signature. This will ensure that officers of the opposite shift will have current information for their use.

Attachment

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ALBUQUERQUE FIRE DEPARTMENT

TO: DRIVER OF VEHICLE
FROM: STATION COMMANDER
SUBJECT: PARKING PERMISSION

As of _____ you will be required to get permission from the Fire Station
Commander so you may continue to park in this parking lot.

Thank you.

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ALBUQUERQUE FIRE DEPARTMENT

DEPARTMENT/DIVISION _____

CITY VEHICLE DESCRIPTION

MAKE _____

MODEL _____

YEAR _____

COLOR _____

LICENSE NUMBER _____

DRIVER'S NAME (PRINT) _____

TITLE _____

TELEPHONE OFFICE _____

TELEPHONE HOME _____

ADDRESS OFFICE _____

DRIVER'S SUPERVISOR

NAME _____

TELEPHONE NUMBER _____

ADDRESS OFFICE _____

TITLE _____

COMMENTS

SIGNATURE OF FIRE STATION COMMANDER: NAME _____
 RANK _____ DATE _____