

## SMITH COUNTY PARKING POLICY

The following rules and regulations apply to all Smith County parking lots designated as “parking by permit only”. All other County owned parking facilities shall not be regulated unless otherwise specified.

1. Only vehicles authorized by Smith County shall park in Smith County parking facilities designated as “parking by permit only”.
2. All Smith County employees shall be assigned a numbered Smith County parking permit by the Personnel Department.
3. The parking permits may be hung from the rearview mirror or placed on the dashboard and should be displayed with the number facing forward.
4. The permit shall remain the property of Smith County and has been assigned to the employee for purposes of authorizing parking in Smith County facilities. This permit may be used in any vehicle driven by Smith County employees, but may not be loaned to any other employee, relative, friend, etc.
5. The employee shall be responsible for lost or stolen parking permits. The employee may purchase a replacement for a lost or stolen parking permit for a fee of \$5.00.
6. Upon termination of employment, the employee must return the assigned parking permit to the Personnel Department. Failure to return an assigned parking permit shall result in a charge of \$5.00 being withheld from the employee’s final paycheck from Smith County.
7. Parking in Smith County parking lots designated “parking by permit only” shall be on a “first come, first served basis” for all spaces not marked “reserved” or otherwise assigned. Reserved spaces or numbered spaces assigned to individual departments shall be for the exclusive use of the personnel assigned to that space. It shall be an offense under this policy to park a vehicle in a space reserved for exclusive parking without the consent of the person assigned to that space. Said consent can not be on a permanent basis.
8. It is an offense under this policy for unauthorized vehicles to be parked in a Smith County parking facility designated “parking by permit only”.