

IRC - Volunteer Visitor Parking Validations

3012.1 PARKING VALIDATIONS

- (a) Main Control staff will maintain a Parking Validation machine to be used for validating the parking tickets of volunteer visitors participating in Correctional Programs Services.
 - 1. Procedure for using Parking Validation machine:
 - i. Properly identify the volunteer as a member of a recognized group utilizing listed names provided by Correctional Programs.
 - ii. The parking ticket validation will only be used to validate parking tickets for members of recognized volunteer groups.
 - 2. The parking ticket validation will not be used to validate parking tickets for employees, official visitors, or the general public.
 - 3. Validate the parking tickets prior to admitting the volunteer into the facility.
 - 4. The parking validation machine will be secured in the Main Control at each facility.