

## CWJ - Volunteer Visitor Parking Validations

### 5018.1 PARKING VALIDATIONS

- (a) Main Control staff will maintain a Parking Validation machine or validated tickets 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. Validate the parking tickets prior to admitting the volunteer into the facility.
  - 2. The parking ticket validation will only be used to validate parking tickets for members of recognized volunteer groups.
  - 3. The parking ticket validation will not be used to validate parking tickets for employees, official visitors, or the general public.
  - 4. The parking validation machine or validated tickets will be secured in the Main Control Guard Station at each facility.