Adjutant General's Department
Headquarters, Kansas National Guard
Topeka, Kansas 66611-1287
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JFHQ-SOP 190-5

Parking

Kansas National Guard Headquarters Complex Parking Policy

By Order of the Adjutant General:

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History. This is the first issue of JFHQ-SOP 190-5 which establishes the policies and procedures for parking.

Summary. This SOP establishes policies and procedures governing the Kansas National Guard Headquarters Complex Parking.

Supplementation. Supplementation is prohibited.

Suggested Improvements. The proponent for this SOP is the Director Operations, and Military Support. Comments and recommended changes should be sent to The Adjutant General of Kansas, ATTN: AGKS-DOMS, 2800 Topeka Blvd, Topeka, KS 66611-1287

Distribution. Special

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Chapter 1
General

1-1. Applicability. This Standard Operating Procedure (SOP) is applicable to all members of the Kansas National Guard, State of Kansas employees, agency contractors, vendors, and visitors who park in the Kansas National Guard Headquarters Complex (KHC). This SOP is effective on the date of publication and supersedes all previous polices or regulations.

1-2. Purpose. This SOP establishes policy and procedures for the use of motor vehicles on the KHC. These rules and regulations have been promulgated to provide sufficient parking while maintaining pedestrian and vehicular safety for employees and visitors to the KHC.

1-3. Authority. This SOP is effective under authority of the Installation Commander delegated from the Adjutant General for Kansas. The Installation Commander is the final authority for implementation and changes to this program.

Chapter 2
Parking Procedures

2-1. General Parking. Personnel will park their vehicle within the lines of any parking stall or in designated parking areas within the complex. Only authorized employees can park in reserved, handicapped, and visitor parking stalls. Employees are only authorized to park one vehicle on KHC.

2-2. Visitor Parking. Designated visitor parking stalls are identified with signage. No employee of the Adjutant General's Department assigned to or working within the complex may park in any stall provided and signed specifically for visitors or other special designation. Only employees requiring special accommodation will park in handicapped parking areas.

2-3. Parking Restrictions. Unless otherwise authorized by the Installation Commander no motor vehicle shall be parked in any of the following locations:

a. space marked by traffic cones or tape.
b. safety zones (diagonal striped areas at ends of parking rows).
c. any painted yellow or red curbing.
d. any signed "Loading" or "No Parking" zone unless loading or unloading.
e. during times of increased FPCON levels additional "No Parking" areas may be designated on a temporary basis.
f. any location other than a designated parking area, a parking stall or grassy areas.
g. any location in which the vehicle is double-parked.
h. vehicles will not be parked in driving lanes or places which make vehicular traffic difficult or impassable.
i. designated Fire Lanes.
j. Security Officer directed temporary parking restrictions.

2-4. Long Term Parking. Long-term parking in KHC is not available. Vehicle parking of deployed and extended TDY personnel must be coordinated thru the DOMS office and receive approval by the Installation Commander. Any vehicle improperly long term parked after seven days will be identified, if possible and the owner notified of potential removal action.

2-5. Agency Vehicle Parking. Agency vehicles assigned to KHC elements will be parked in designated parking areas at SDB, USPF&O, SDB Annex, USP&FO Warehouse, State Warehouse, CSMS, FMS #9, CCDF, and Nickell Armory.

2-6. Overflow Parking. When required, additional parking areas will be designated and approved by the Installation Commander. KHC Security Officers will clearly mark designated areas or provide directions for parking vehicles in these areas.

Chapter 3
Enforcement

3-1. Enforcement. KHC Security Officers are responsible for enforcement action of any illegally parked vehicle on KHC. Owners of vehicles violating the parking policy will be initially issued a warning. After three warnings to take corrective action or repeated similar occurrences owners will have their vehicle immobilized (booted) and reported to the Installation Commander. The boot will be removed after the owner is counseled by the Installation Commander. Capitol Area Police or other local law enforcement agencies may be summoned to issue a parking citation or assist in removal of the vehicle from KHC.

3-2. Vehicle Removal. Vehicles may be towed from KHC at any time if they interfere with the efficient operation of the traffic, parking, and/or safety. The cost of any towing or impoundment will be at the vehicle owner's expense.