




MILLERSVILLE MARYLAND

WRITTEN DIRECTIVE

MEMORANDUM: 05-058

FILE BEHIND: Index Code 500

TO: All Personnel

FROM: Deputy Chief James Teare Sr. 
Commander, Field Operations Bureau

EFFECTIVE DATE: November 14, 2005

SUBJECT: Parking Access Card for Annapolis District Court

PURPOSE

This written directive will outline the distribution and accountability of a parking access card to be utilized by employees attending Annapolis District Court. The implementation and distribution of this card is necessary due to changes put in place by the Naval Academy Athletic Association (NAAA), owner of the parking facility.

PROCEDURE

Effective November 14, 2005, the Annapolis District Court parking lot located at the Navy-Marine Corp. Memorial Stadium will become an unattended gated parking area. Employees will be required to utilize a parking access card to enter and exit the facility for District Court parking needs. These parking access cards will be distributed to all Anne Arundel County Police personnel who routinely utilize the Annapolis District Court facility. All other personnel, such as Eastern and Northern Districts, will have access to a parking access card within their district, section, or unit.

Employees will be responsible for the card that they are assigned. As part of this accountability, employees will complete a "Quartermaster Assistance Form" in their name, which fully details the parking access card number in the bottom right lined area of the form. All forms will be submitted to the Property Management Unit. Officers will return their card if transferred to a district or section that does not utilize Annapolis District Court. Any card that is lost or stolen must be reported immediately to the Property Management Unit.

District, section or unit commanders/managers whose personnel do not routinely utilize Annapolis District Court will be provided several parking access cards for their personnel. Commanders/managers will develop accountability logs for the cards, which will be signed in and out for each use. If an officer assigned to Northern or Eastern District regularly attends Annapolis District Court, that officer shall write an inter-office correspondence to their District Commander, via chain of command, requesting that they be issued a personal parking access card. If approved by the District Commander, that officer will take the approved inter-office correspondence to the Property Management Unit to obtain their personal parking access card.

An emergency back up has been established in case an officer/employee arrives for court but has forgotten a parking access card. In this situation, the officer/employee will travel to Gate #5 located off of Taylor Avenue. This is the only staffed gate on the facility. The officer/employee will identify themselves as an employee of the Anne Arundel County Police Department via their ID card and request a temporary access card. The officer/employee will be provided a parking access card for that court appearance. The officer/employee will sign out the card, enter and exit the facility via Gate #7, and return the pass upon completion of their appearance in court.