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| POLICY TITLE<br><b>Parking Management and Enforcement</b>                        | POLICY NUMBER<br><b>NW.SSO.BAO.001</b> |
| ACCOUNTABLE DEPARTMENT<br><b>Building Administration and Operations</b>          | EFFECTIVE DATE<br><b>05/05/2026</b>    |
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### 1.0 Policy Statement

The Parking Policy supports a managed approach to addressing limited parking available to employees, visitors, vendors, and contractors. This policy applies to all employees, visitors, vendors, and contractors who work or visit a Northwest Market facility.

### 2.0 Purpose

This policy is to provide a consistent and fair parking experience for Kaiser Permanente employees, members, and visitors that ensures parking is available across the region. It supports Kaiser Permanente’s Mission to provide accessible and affordable healthcare services.

This policy is not intended to be used for disciplinary purposes. Actions taken for violation of this policy is set forth in the provisions. There will be no disciplinary above and beyond those provisions, except in extraordinary circumstances of gross negligence.

### 3.0 Scope/Coverage

This policy applies to all individuals who are employed by the following entities (collectively referred to as “Kaiser Permanente”):

- 3.1** Kaiser Foundation Health Plan, Inc. (KFHP).
- 3.2** Kaiser Foundation Hospitals (KFH).
- 3.3** All contractors, vendors, volunteers, students, or other persons, who are KP workforce members, while performing functions or services for or on behalf of KFH, KFHP and/or the PMGs (individually, a “KP entity”).

### 4.0 Definitions

- 4.1 Abandoned Vehicle** – Any vehicle, boat, trailer, RV, or structure which shows evidence of being left unmoved or unattended for a period of 72 hours or more, appears to be disabled, dismantled, wrecked, inoperable, or does not display current license registration. The vehicle has remained on private property without the consent of Security Services.
- 4.2 License Plate Recognition (LPR)** – The LPR system captures images of observed vehicles: a context image of the vehicle and its immediate surroundings and an image of the license plate. Images are taken of the front of a vehicle as they drive into the designated parking area. Images taken are not of a resolution that allows for the identification of vehicle occupants, if any. Along with the images, the LPR system also records the global positioning system coordinates and date/time information of the observation. Further software processing of the license plate image generates an alphanumeric version of the license plate number, which is stored with the record. The

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LPR system does not contain individual parking patron’s account information but may be linked to such information by Security Services.

- 4.3 Citation** – A written or automated citation will be issued by Security Services that informs the driver of the parking policy violation. Citations will have no monetary fine and do not require a response from the person receiving the citation.
- 4.4 Vehicle Immobilization** – Vehicle Immobilization means a device that may be clamped and locked onto a part of a motor vehicle to immobilize the vehicle.

## **5.0 Provisions**

### **5.1 Member Parking**

- 5.1.1** Members/patients and visitors may use all general parking spaces.
- 5.1.2** When an employee receives care or service at a Northwest Market facility or is supporting a family member receiving care or service, the employee is considered a member and/or visitor and may park in member parking.

### **5.2 Employee and Clinician Parking**

- 5.2.1** Upon hire, employees and clinicians must register their vehicle with [KPNW Parking and Commuting - Home](#) by providing the make, model, color, and license plate. If an employee or clinician acquires a new vehicle or routinely uses a different vehicle to commute to work, that vehicle must be registered with [KPNW Parking and Commuting - Home](#).
- 5.2.2** Annually, all employees and clinicians will complete an online training that reviews the parking policy and directs the employee or clinician to update vehicle registration information.
- 5.2.3** Employees and clinicians must park in designated employee parking when on the property for work duty. Employee parking spaces may be identified with a blue tip. See attachments for authorized employee and clinician parking areas at the Sunnyside Medical Center campus, Westside Medical Center campus, and Interstate campus.

### **5.3 Carpool and Ride Share Parking**

- 5.3.1** Employees and clinicians who carpool or ride share may utilize carpool spaces, but must register annually with the [KPNW Parking and Commuting - Home](#). Carpool spaces are limited on the SMC campus and are assigned by KPNW Parking.

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#### **5.4 ADA Accessible Parking**

**5.4.1** Vehicles displaying a current, state-issued disabled parking permit or disabled license plate may park in designated ADA-accessible parking spaces. Employees and clinicians who have been issued an ADA parking placard for their own qualifying health condition are encouraged to use accessible parking spaces that are not immediately adjacent to building entrances, when available, to help preserve the closest accessible spaces for disabled members and visitors. Employees and clinicians with a valid ADA parking placard may also park in designated employee or visitor parking areas within parking garages or surface lots, as appropriate.

**5.4.2** A valid disabled parking permit must always be displayed.

#### **5.5 Electric Vehicle Charging Parking**

**5.5.1** Electric Vehicle Charging parking is designated for Battery Electric Vehicles and Plug-In Hybrid Electric vehicles only.

**5.5.2** Vehicles may only be parked in designated Electric Vehicle Charging spaces while actively charging their vehicle. Vehicles may only park in designated Electric Vehicle Charging spaces for four (4 hours).

#### **5.6 Preferred Parking**

**5.6.1** Eligibility to use preferred parking areas will be determined by the NWP Credentialed Medical Professional Staff Roster. Once full, NWP Credentialed Medical Professional Staff must park in employee designated spaces. Staff should not park in designated member or visitor parking in either the parking garage or surface lots.

**5.6.2** NWP Credentialed Medical Professional Staff must obtain a vehicle permit in person from Security Services.

#### **5.7 Vendor and Contractor Parking**

**5.7.1** Vendor and Contractor parking is limited to loading zones, service vehicles, or designated offsite employee parking.

#### **5.8 Citation, Towing, and/or Vehicle Immobilization**

**5.8.1** Citation, vehicle immobilization, and/or towing impoundment at the owner's expense may occur for those not following the direction of this policy including but not limited to the following circumstances:

**5.8.2** Employees, clinicians, vendors, or contractors parked in member parking and not receiving care or service as a member.

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- 5.8.3** Vehicles parked in more than one space or blocking vehicle exit or passage within all parking areas.
- 5.8.4** Vehicles parked in or on yellow loading zones or other designated-use spaces or curbs.
- 5.8.5** Vehicles parked in or around non-vehicle designated spaces such as sidewalks or planters.
- 5.8.6** Vehicles parked in red fire/emergency lanes. Vehicles parked in these areas are subject to citation by local law enforcement.
- 5.8.7** Vehicles parking in designated accessible parking spaces without valid state-issued permits. Vehicles parking in these areas are subject to citation by local law enforcement.
- 5.8.8** Vehicles blocking driveways leading to or from public roads or highways.
- 5.8.9** Vehicles left on KP property without written approval from Security Services for more than 72 hours.

## **5.9 General Parking Provisions**

- 5.9.1** Parking is limited to designated parking spaces with one vehicle per space.
- 5.10** Pets may not be left in vehicles unattended.
  - 5.10.1** Violations of the provisions above are subject to citation, vehicle immobilization, and towing at the vehicle owner's expense, as defined in the procedures below.

## **6.0 Appendices/References**

### **6.1 Appendices**

- 6.1.1** Appendix A: Sunnyside Medical Center Campus Parking Provisions
- 6.1.2** Appendix B: Westside Medical Center Campus Parking Provisions
- 6.1.3** Appendix C: Regional Parking Enforcement Procedures

### **6.2 References**

- 6.2.1** [Sunnyside Medical Center Campus Authorized Parking Areas Map](#)
- 6.2.2** [Westside Medical Center Campus Authorized Parking Areas Map](#)
- 6.2.3** [Interstate Campus Authorized Parking Areas Map](#)
- 6.2.4** [Automated License Plate Readers \(ALPR\) and Security of ALPR Data](#)

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### **Appendix A: Sunnyside Medical Center Campus Parking Provisions**

1. All employees, clinicians and physicians working or visiting the hospital campus must park only in designated areas (see Kaiser Sunnyside Medical Center (KSMC) [Parking Map](#))
  - a. During new tower construction, staff awarded on-site parking must park in designated areas and display the issued parking tag in their vehicle. **Parking tags are not transferable.**
2. Employees with an on-site parking space arriving between **5:30 a.m. - 5:00 p.m.** must park in designated employee parking areas.
  - a. Night shift employees may park in the “designated member parking” areas (except Emergency Department, Labor & Delivery and NICU) but must move their vehicle by **8:30 a.m.** to avoid receiving a citation.
  - b. Exceptions: Weekends and KP-recognized holidays (New Year’s Day, Martin Luther King Jr. Day, Memorial Day, July 4, Labor Day, Thanksgiving Day and Christmas Day).
3. NWP Credentialed Medical Professional Staff park on **level 3** of the Member/Visitor parking structure (first come, first served). Once full, staff must park in designated surface lots.
  - a. Eligibility is determined by the NWP Credentialed Medical Professional Staff Roster. Permits must be obtained in person from Campus Security and displayed predominantly.
4. All other employees and clinicians must park in designated employee parking areas, including off-site parking locations.
5. Off-site parking and shuttle services are available to all employees.
  - a. At Clackamas Town Center, shuttle service is provided Monday-Friday, 24 hours a day.
6. Do not park in spaces designated as Reserved or On-Call unless approval and a permit has been obtained from the accountable leader.
7. Do not park in spaces designated for KP Service or company-logged service vehicles.
8. **Students:** Those on campus for more than two days must park in designated employee parking spaces, including the off-site parking location at Clackamas Town Center
9. **Volunteers:** Are permitted to park on campus except in the Emergency Department, Labor & Delivery, NICU, or designated auction parking spaces.
10. Staff coded to the SMC Campus may not park at Clackamas Dental or Clackamas MRI/Vision unless they are coded to those locations and scheduled to work at those facilities.
11. Parking at Clackamas Dental, Vision and MRI is reserved exclusively for staff who are assigned to work at those specific locations.

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### **Appendix B: Westside Medical Center Campus Parking Provisions**

1. All Employees and clinicians working or visiting the hospital campus must park only in areas designated for them, see Kaiser Westside Medical Center (KWMC) [Parking Map](#).
2. Employees arriving to work between 5:30am and 6:00pm must park in designated employee parking areas.
  - a. Night shift employees may park in the “designated member parking” areas (except Emergency Department, and Labor & Delivery), however, they must move their vehicle by 8:30am to avoid receiving a citation.
  - b. Exceptions: Weekends and KP-recognized holidays (New Year’s Day, Martin Luther King Jr. Day, Memorial Day, July 4, Labor Day, Thanksgiving Day and Christmas Day).
3. At KWMC, in the parking structure, NWP Credentialed Medical Professional Staff park on the 4th floor and above. All other employees park on levels 5, 6, 7 or 8.
  - a. Eligibility to use permitted parking will be determined by the NWP Credentialed Medical Professional Staff Roster. NWP Credentialed Medical Professional Staff must obtain a vehicle permit in person from Campus Security and display them in the bottom left of the rear window of their vehicles readily visible to security officers when parked in the designated NWP Credentialed Medical Professional Staff parking area.
4. **Students:** Students who are on Kaiser Westside Campus for longer than 2 days need to park in designated employee parking spaces/lots. If parking is restricted by the card reader, contact security.
5. **Volunteers:** Volunteers are permitted to park in any space, excluding the Emergency Department and Labor & Delivery or designated auction parking space.

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### **Appendix C: Regional Parking Enforcement Procedures**

#### **1. Parking Enforcement**

- a. Northwest Security Services is responsible for the enforcement of the Parking policy and may use any or all the following methods to monitor and enforce the policy:
- b. Security Officer Observation: Security Officers who identify a violation of the provisions above while on routine patrol or in response to a call for service.
- c. License Plate Recognition Business Rules: Security Services may use License Plate Recognition technology to monitor vehicle entry into designated member parking areas and apply the business rules defined below to identify violations of the policy.
- d. License Plate Recognition Violation List: Security Services may establish a Violation List of vehicles that have previously violated the parking policy to monitor entry into designated member parking areas. Violations will be monitored on a rolling 12-month schedule.
- e. See policy License Plate Recognition (LPR); Collection, Use, & Retention for additional provisions and procedures on using that system.
- f. Security Services will record all parking violations in its citations database.
- g. Citations issued by Security Services will include the citation number, date and time of the violation, the specific policy provisions violated, and the issuing officer's identifier.

#### **2. Enforcement Actions**

- a. The first violation of the provisions of the parking policy will result in a citation. The vehicle will be placed on the Parking Violation List.
- b. The second violation of the provisions of the parking policy will result in a citation.
- c. The third violation of the provisions of the parking policy will result in vehicle immobilization by Security Services and a citation. Vehicle immobilization will not be conducted in the State of Washington (RCW 46.55.300).
- d. The fourth violation of the provisions of the parking policy will result in the vehicle being towed and/or impounded at the vehicle owner's expense.
- e. Violations will be monitored on a rolling 12-month schedule.
- f. The following violations may be subjected to immediate towing and impounding at the discretion of Security Services:
  - i. Vehicles parked in more than one space or blocking vehicle exit or passage within all parking areas.
  - ii. Vehicles parked in or on yellow loading zones or other designated-use spaces or curbs.

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- iii. Vehicles parked in or around non-vehicle designated spaces such as sidewalks or planters.
- iv. Vehicles parked in red fire/emergency lanes.
- v. Vehicles parking in designated accessible parking spaces without valid state-issued permits.
- g. Prior to vehicle towing and impounding, Security Services will obtain approval from the Building Leader or designee.

### **3. Erroneous Citations and Citation Appeals**

- a. If a vehicle owner believes they have been cited in error, the individual must complete the [appeals request form](#) for review by the appeals committee. The owner must provide the citation number and why the citation was issued in error.
- b. Fourth violations (vehicle towing and impounding) are not eligible for appeal, and the vehicle owner will be responsible for all expenses related to the towing and impounding of the vehicle.

### **4. Abandoned Vehicles**

- a. Abandoned vehicles on KP property may be subject to removal or relocating by towing at the owner's expense in accordance with Oregon or Washington State Law or applicable City or County ordinance.
- b. An abandoned vehicle may be towed 72 hours after notice of intent to tow has been affixed to or placed on the vehicle.
- c. The Building Leader will authorize towing of an abandoned vehicle from KP property.
- d. Abandoned vehicles must be reported to Security Services at (503) 571-4444. Security Services will complete the required notice of intent to tow and oversee vehicle removal or relocation by an authorized third-party operator.
- e. Abandoned vehicles that pose a hazard, block traffic or delivery zones, or interfere with care delivery may be immediately relocated at the owner's expense by an authorized third-party towing company to another parking spot on campus if approved by the Building Leader