



## Directive

# Parking Assignment and Responsibilities

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## Contents

2	Authority and Coverage.....	1
3	Definition(s).....	1
4	General Policy .....	1
5	<i>Parking Violations</i> .....	2
6	<i>Notice of Violations</i> .....	3
7	Responsibilities/Procedures .....	3
8	<i>Employee</i> .....	3
9	Obtaining a Parking Permit .....	3
10	Employee Resignation, Reassignment or	
11	Termination.....	3
12	Lost Parking Permits .....	3
13	<i>Office of Facilities and Logistics USCP-TIP Program</i>	
14	<i>Manager</i> .....	4
15	<i>Parking Administrator</i> .....	4
16	Additional Information .....	4
17	<i>Reference</i> .....	4
18	Cancellation .....	5
19	Appendix A: CP-1521, Parking Request .....	6
20	Appendix B: Employees Assigned Fairchild Parking...	7
21	Appendix C: Employees Assigned House Parking.....	8
22	Appendix D: Employees Assigned Senate Parking..	11
23	Appendix E: Employees Assigned USCP	
24	Headquarters Parking.....	14
25	Appendix F: Employees Assigned Library Parking ..	15

## Authority and Coverage

The Chief of Police (COP) is the chief executive officer of the United States Capitol Police (USCP) and is responsible for the day-to-day operation and administration of the USCP.

This policy may be revised at the discretion of the Chief of Police consistent with applicable law, rule, and regulation.

## Definition(s)

**Parking Permits.** A sticker, placard, or hang tag affixed to a vehicle which allows employees or visitors to park in areas under the jurisdiction of the House Parking Office, Senate Parking Office, Library of Congress (LOC) Parking Office, Fairchild Building Management (Garages and Lots), and the Office of Facilities and Logistics (OFL) Facilities Management Division (FMD).

**USCP Parking.** Parking areas that are only designated for authorized personnel.

**USCP Parking Administrator.** OFL/FMD employee responsible for administering all USCP Parking.

## General Policy

- The availability of parking for USCP employees is based on the allotment of parking spaces provided by the House, Senate, and LOC Parking Authorities, as well as the spaces provided by Fairchild Building Management in association with the lease of the Fairchild Building. As a result, parking at times may not be a benefit provided to all USCP employees.
- The USCP Parking Administrator will allocate parking for USCP employees dependent upon available parking spaces, with the total allocation of parking spaces distributed amongst sworn and civilian employees based on the percentage of authorized sworn and civilian personnel. Therefore, the following criteria will be used to determine the type of parking permit and location:
  - Assigned parking for officials and management are to be based on rank and position as prescribed by this Directive.

- 1 b. Designated parking areas in close proximity to  
2 an employee's duty station, as outlined in the  
3 Appendices.
  - 4 c. Seniority within the Department for either  
5 sworn or civilian employees within the  
6 authorized parking percentages. For the  
7 purpose of seniority, the Department will use  
8 Hire Dates (HD) for law enforcement  
9 personnel and Service Computation Dates  
10 (SCD) for civilian personnel.
  - 11 d. If parking spaces in close proximity to an  
12 employee's duty station are not available, the  
13 USCP Parking Administrator will apply the  
14 seniority criteria respectively to either sworn or  
15 civilian personnel across the entire  
16 Department, to ensure senior personnel are  
17 provided parking in order of seniority in other  
18 authorized parking locations.
  - 19 3. The seniority of employees assigned to  
20 designated parking areas will be continually  
21 monitored.
  - 22 a. Newly hired, promoted, or reassigned  
23 employees, and employees terminating their  
24 transit benefits that have seniority over  
25 currently assigned employees in a designated  
26 parking area, will be offered a Parking Permit  
27 based on the above criteria.
  - 28 b. Incumbent employees of lesser seniority will  
29 be required to surrender their parking permit  
30 and may, if available, be offered parking in  
31 another designated parking location based on  
32 their seniority. (See Appendices B–F.)
  - 33 4. Parking permits will not be issued to employees  
34 participating in the USCP Transit Incentive  
35 Program (USCP-TIP) and those who are assigned  
36 to off-site locations (e.g. Federal Law Enforcement  
37 Training Center - Cheltenham, K-9 Training  
38 Facility, Off-Site Delivery Center, Hazardous  
39 Incident Response Division, and the Vehicle  
40 Management Division).
  - 41 5. A valid and current parking permit must be  
42 displayed on all vehicles parked in designated  
43 areas, including motorcycles and bicycles, at all  
44 times.
  - 45 6. Employees will not park their personal vehicles in  
46 the Headquarters Parking Lot, Orange Permit  
47 spaces or the Fairchild Parking Lot, unless  
48 permitted.
  - 49 7. Employees in a Temporary Restricted Duty (TRD)  
50 assignment may be assigned temporary parking  
51 based on their temporary work assignment, if  
52 available. To qualify TRD employees cannot  
53 participate in the USCP-TIP and must relinquish  
54 their current parking assignment once temporary  
55 parking has been assigned.
  - 56 a. If the TRD assignment period extends longer  
57 than 14 days, the employee must relinquish  
58 their current parking permit for the duration of  
59 their TRD assignment.
  - 60 b. Upon the employee's return to full unrestricted  
61 duty, a new parking permit may be issued, if  
62 available.
  - 63 8. Parking permits are not transferrable and may not  
64 be duplicated.
  - 65 9. House, Senate, and LOC parking permits are not  
66 reciprocal: House permits are not honored by  
67 Senate or LOC parking; Senate permits are not  
68 honored by House or LOC parking; and LOC  
69 permits are not honored by House or Senate  
70 parking.
  - 71 10. House, Senate, and LOC Parking Offices and  
72 Fairchild Building Management (Garage and Lots)  
73 are not liable for any damages or thefts caused to  
74 any vehicle or its contents while parked in  
75 congressional garages or in designated parking  
76 areas.
  - 77 11. All rules of the House, Senate, and LOC Parking  
78 authorities and Fairchild Building Management  
79 must be followed by USCP employees at all times  
80 when parking in their facilities. Failure to do so will  
81 result in parking violations.
- ## 82 Parking Violations
- 83 Parking violations include but are not limited to:
- 84 1. Failure to display the proper parking permit.
  - 85 2. Failure to park in the assigned space, garage, lot,  
86 or parking area.

- 1 3. Failure to park within marked spaces.
- 2 4. Unauthorized parking in reserved spaces for
- 3 Members of Congress or Congressional staff.
- 4 5. Storing of a vehicle in any Congressional garage,
- 5 lot, or designated parking area.
- 6 6. Blocking entrances or ramps.
- 7 7. Parking vehicles in the wrong direction.

## 8 Notice of Violations

- 9 1. Violations of parking regulations may result in
- 10 suspension or revocation of parking privileges,
- 11 parking ticket(s) issued by the House, Senate, or
- 12 LOC Parking authority, and/or towing at the
- 13 owner's expense.
- 14 2. Vehicles that are determined to be a security risk
- 15 or create a hazard, as defined by the House,
- 16 Senate, or LOC Parking Offices, will be
- 17 immediately towed at the owner's expense.
- 18 3. Vehicles may be ticketed.
- 19 4. An email notification of parking violations will be
- 20 sent to employees and their Division Command by
- 21 the USCP Parking Administrator and/or the
- 22 respective House, Senate, or LOC Parking Office.

## 23 Responsibilities/Procedures

### 24 Employee

- 25 Ensure your vehicle is parked in the assigned parking
- 26 area with the permit visible at all times.

#### 27 Obtaining a Parking Permit

- 28 1. Employees interested in acquiring a USCP
- 29 Parking Permit must complete and submit a
- 30 CP-1521, Parking Request Form. The CP-1521
- 31 will not be processed if the form is incomplete.
- 32 2. Employees must discontinue participation in the
- 33 USCP-TIP before a final parking assignment may
- 34 be allocated. A parking assignment may not be
- 35 effective simultaneously during a time period
- 36 covered by an employee's USCP-TIP enrollment.

37 To cancel participation in the USCP-TIP,

38 employees must:

- 39 a. First confirm permit availability and accept a
- 40 preliminary parking location/assignment with
- 41 the USCP Parking Administrator prior to
- 42 withdrawing from the USCP-TIP.
- 43 b. Notify the USCP-TIP Program Manager, in the
- 44 Office of Facilities and Logistics, in writing to
- 45 withdraw from the USCP-TIP to become
- 46 eligible for a parking permit.

47 3. Upon canceling USCP-TIP participation, if

48 applicable, employees shall:

- 49 a. Allow one week for the request to be
- 50 processed.
- 51 b. Proceed to the respective parking office to
- 52 pick up the permit or hang tag after receiving
- 53 notification from the USCP Parking
- 54 Administrator that the permit is available.

#### 55 Employee Resignation, Reassignment or Termination

- 56 Return all permits to the USCP Parking Administrator
- 57 upon resignation, reassignment, or termination.
- 58 Parking permits are considered part of the employee's
- 59 property record. The employee check-out process will
- 60 not be finalized until this action is complete.

#### 61 Lost Parking Permits

- 62 1. In the event that a House, Senate, or LOC parking
- 63 permit is lost, submit a CP-564,
- 64 Missing/Damaged/Condemned Clothing and
- 65 Equipment Form, to the USCP Parking
- 66 Administrator.
- 67 2. In the event that a Fairchild Building Parking
- 68 Permit is lost, the employee will be required to pay
- 69 a \$300 replacement fee, per the lease agreement
- 70 with Fairchild Building Management.
- 71 a. To receive a replacement Fairchild Building
- 72 Parking Permit, the employee must submit a
- 73 \$300 check to the Fairchild Building
- 74 management company via the USCP Parking
- 75 Administrator. A replacement permit will not be
- 76 issued until the fee is paid in full.

- b. Failure to submit payment to replace the permit will result in the relinquishment of parking by the employee. Alternate parking will not be provided.

## Office of Facilities and Logistics USCP-TIP Program Manager

The USCP-TIP Program Manager or designee shall provide confirmation of the permissible benefits entitled to the employee. For information concerning the USCP-TIP, see Directive 2053.003, "Transit Incentive Program."

## Parking Administrator

1. Maintain current employee, vehicle, and parking data (parking and transit) for all USCP employees in the USCP Parking Database.
2. Determine permit assignments for officials and management based on Command Directed assigned parking, as determined by the Executive Team.
  - a. Sworn personnel in the rank of Captain and above and civilians at the grade of CP-12 and above will be assigned permits in parking areas in close proximity to the employee's duty station.
  - b. When parking is limited, the parking assignment priority for these employees will be based on their position and prioritized as follows: Chief, Assistant Chiefs, Chief Administrative Officer, Deputy Chiefs, CP-14 civilians, Inspectors, CP-13 civilians, Captains, and CP-12 civilians.
  - c. When two employees of the same position are assigned parking locations, prioritization falls to seniority within the location based on the Department HD for law enforcement personnel and SCD for civilian personnel.
3. Determine assignments for the balance of available permits issued to law enforcement personnel and civilian personnel based on:
  - a. Designated parking locations in close proximity to the employee's duty station. (See

designated parking listings in Appendices B–F.)

- b. Seniority within the Department, utilizing Department HD for law enforcement personnel and SCD for civilian personnel based on official records.

## Additional Information

1. House Parking does not offer one-day parking permits if an employee receives a transit subsidy.
2. Senate Parking allows up to a one-day parking permit once a month for employees who receive a transit subsidy.
3. LOC Parking does not offer one-day parking permits if an employee receives a transit subsidy.
4. Fairchild Building Management does not offer free one-day parking permits at the Fairchild Building. Upon availability, paid parking may be procured independently by the employee directly with Fairchild Building Management. Employees will not be reimbursed for any such costs incurred.
5. Upon availability, on a first-come basis, a one-day parking permit will be made available in the Virginia Avenue lot for employees who are assigned to off-site locations and have to travel to the Fairchild Building for work-related activities.
  - a. A 48-hour advance notice is required, and one-day permits will be issued by the USCP Parking Administrator.
  - b. Employees will not be reimbursed for any costs incurred should temporary parking not be available and the employee is required to park off of the grounds.


## Reference

The following publication should be reviewed in conjunction with this Policy Directive:

1. USCP Policy Directive 2053.003, "Transit Incentive Program."

1 **Cancellation**

2 None.

3   
4 Yogananda D. Pittman  
Acting Chief of Police

# Appendix A:

## CP-1521, Parking Request



### UNITED STATES CAPITOL POLICE PARKING REQUEST

CP-1521  
(03/21)

(Please Type or Print Legibly)

1. LOCATION OF PARKING				
<input type="checkbox"/> HOUSE <input type="checkbox"/> SENATE <input type="checkbox"/> LOC <input type="checkbox"/> FAIRCHILD BUILDING				
2. TYPE OF REQUEST				
<input type="checkbox"/> New Employee <input type="checkbox"/> Reassignment <input type="checkbox"/> Temporary <input type="checkbox"/> Special Event <input type="checkbox"/> Other _____				
3. CURRENT/PREVIOUS PARKING (check one) *required				
<input type="checkbox"/> House <input type="checkbox"/> Senate <input type="checkbox"/> LOC <input type="checkbox"/> Fairchild Building <input type="checkbox"/> None				
4. NAME (First and Last)		5. PIN		6. DIRECT PHONE NUMBER
7. BUREAU/OFFICE/DIVISION		8. SHIFT		9. DATES NEEDED (If Temporary)
10. EMAIL ADDRESS (Frequently Used Address)		11. DRIVER'S LICENSE NUMBER (State and Number)		12. PROXIMITY CARD (Number on Back of Badge)
13. VEHICLE 1 (Make/Model)		YEAR	COLOR	TAG NUMBER    STATE
14. VEHICLE 2 (Make/Model)		YEAR	COLOR	TAG NUMBER    STATE
<p>Please email this form to <a href="mailto:parkingrequest@uscp.gov">parkingrequest@uscp.gov</a> by clicking <a href="#">HERE</a>. Once received, your request will be processed and an email will be sent to you. Please allow 1 to 2 days for processing. Parking requests with missing information will not be processed.</p>				



# Appendix B:

## Employees Assigned Fairchild Parking

### Fairchild Building Garage, Fairchild Building Back Lot, Virginia Avenue, Lot 7 and Lot 10

#### Fairchild Building Garage and Back Lot Parking

Fairchild Building Management has allocated a limited number of parking permits for the USCP for the Fairchild Building underground garage and surface parking (back side of the building) per the lease agreement. USCP employee parking in the Fairchild Building Garage and back lot must adhere to the parking policies set forth by Fairchild Building Management. Permits must be displayed at all times. Vehicles not displaying proper parking permits will be ticketed and towed at the owner's expense. Any lost or missing Fairchild Building Garage or back lot parking permits must be reported to the USCP Parking Administrator with a completed CP-564, Missing, Damaged, and Condemned Clothing and Equipment Form. Employees must pay a \$300 replacement fee to the Fairchild Building management company via the USCP Parking to receive a new permit. Nonpayment of parking permit replacement fees will result in forfeiture of the parking permit and the employee will not be issued a permit from either the House or Senate Congressional Parking Offices. Lost permit fees will not be paid by the USCP.

#### Virginia Avenue Lot

Parking spaces in the Virginia Avenue Lot are allocated to the USCP by the terms of the lease agreement with Fairchild Building Management. Parking assignments for this lot are controlled by the USCP Parking Administrator. Parking here by any non-permit holder is subject to a violation notice, issued by the District of Columbia Parking Violations, and/or towing at the owner's expense.

#### Lot 7 and Lot 10

Additional parking for Fairchild Building employees is located in House Office Building Parking Lots 7 and 10. See Appendix C for parking guidance within these lots.

#### Fairchild Fleet Parking Lot

The Fairchild Fleet Parking lot is reserved for USCP fleet vehicles. EMT civilian members assigned to USCP Headquarters will be issued parking permits for the purpose of temporarily parking their personal vehicles in the USCP West parking lot during official visits to the USCP Headquarters Building.

#### Handicap Parking

The Fairchild Building provides handicap parking in the garage and in the back lot on a first-come, first-serve basis. A valid Fairchild Building Parking Permit is required to park in these spaces.

#### Parking Violations

Violations of parking regulations may result in suspension or revocation of parking privileges, parking ticket(s), and/or towing at the owner's expense.

## Appendix C: Employees Assigned House Parking

### House Parking

**Street Parking (SST), Lot 5, Lot 7, Lot 10, Maryland Avenue and Virginia Avenue provide parking for Employees assigned to House Office Buildings. East and West Longworth House Office Building Underground Garages (HUGs) Level E and F are for Officer Evening Parking (OEP) assigned personnel only.**

Permit holders must park in their respective lot and not in any other House designated parking area, to include during a legislative recess, unless otherwise noted in this Directive. Permit holders are not authorized to park in any House Office Building garage (i.e. Cannon, Ford, Longworth, O'Neill, and Rayburn) unless specifically authorized by the Office of House Parking Security. If all non-reserved areas are full, permit holders must seek parking off House grounds and will not be reimbursed for any costs incurred.

If an employee parks in one of these areas, they must:

1. Not park in areas marked reserved;
2. Park in their assigned parking space and not in any Member's parking space; and
3. Lock the door and take the ignition key.

To access any of the House parking lots, an employee's Congressional ID must be programmed by House Parking Office personnel.

Employees assigned to the Ford and O'Neill House Office Buildings will generally have command directed parking on Maryland Avenue, Lots 5 and 7, or Levels E and F of the East and West HUGs.

### Street Parking

House permit holders must park in their assigned areas, even during legislative recess, unless otherwise noted in this Directive. If all non-reserved areas are full, permit holders must seek parking off House grounds and will not be reimbursed for any costs incurred.

### Evening and Night Parking

Officials and personnel (sworn and civilian) with duty shift one and three, or duty hours between 1130 and 0730 hours, on the House Side of the Capitol Complex will only be issued Officer Evening parking permits. The designated parking area for OEP permits is within the East and West HUGs, Levels E and F.

Swing shift employees with work schedules starting at 1130 hours or later are allowed to park on Level F of the West HUG and/or in Lot 7. Employees with work schedules between 2300 and 0730 hours are allowed to park on Levels E and F of both the East and West HUGs. All vehicles must be removed by 0800 hours to avoid ticketing.

If the permit holder is required, due to mission requirements, to report to duty early or be held over, the USCP Parking Administrator must be notified by phone, 202-593-0152 or email, [parkingrequest@uscp.gov](mailto:parkingrequest@uscp.gov) by the Division Official identifying the individual or individuals that are required to report to duty early or held over so the USCP Parking Administrator can coordinate with House, or Senate Parking Offices, as applicable.



## 1 Handicap Parking

2 Handicap spaces are located for House permit holders in Lots 1, 5, 7 and 10. Employees must submit a copy of the  
3 hang tag and/or handicap verification to the USCP Parking Administrator. This is required by the parking offices as  
4 proof of eligibility to receive a permit allowing parking in handicapped-designed parking spaces.

## 5 Temporary Parking Permits

6 House permit holders can obtain a temporary permit for up to 14 days or less within a six-month period while an  
7 employee's vehicle is being repaired. A temporary permit can be requested by submitting a CP-1521, Parking  
8 Request Form, to the USCP Parking Administrator. The USCP Parking Administrator will process the request through  
9 the House Parking Office. If using an alternate vehicle, proof of ownership (registration) must be presented at that  
10 time. If a temporary permit extension is necessary, please allow three days for the USCP Parking Administrator and  
11 House Parking Office to process the extension before the current temporary permit expires. The House Parking Office  
12 will review extension requests on a case-by-case basis. If an employee's temporary permit has expired and they must  
13 extend it, but have not requested the extension, the employee is responsible for securing their parking at an off-  
14 campus location at the employee's expense until the extension has been submitted, reviewed, and granted.

## 15 Parking Violations

16 House parking violations include, but are not limited to:

- 17 • Failure to display proper identification (license plates and parking permit) while in a garage, lot, or designated
- 18 on-street parking area;
- 19 • Failure to park in the assigned space, garage, lot, or parking area;
- 20 • Failure to park within marked spaces;
- 21 • Unauthorized parking in reserved spaces, handicap parking spaces, special needs parking spaces or
- 22 charging stations; and
- 23 • Storing of a vehicle in any House garage, lot, or designated parking area.

24 Generally, the notice of violation(s) will be provided as follows:

- 25 • First Violation: Written notice from House Garages and Parking Security placed on vehicle;
- 26 • Second Violation: E-mail or letter to permit holder;
- 27 • Third Violation: E-mail or letter to employing authority and permit holder;
- 28 • Fourth Violation: Suspension of parking privileges for thirty (30) days. The employing authority may not issue
- 29 this permit to another employee during the suspension.
- 30 • Fifth Violation: Suspension of parking privileges for sixty (60) days. The employing authority may not issue
- 31 this permit to another employee during the suspension.
- 32 • Sixth Violation: Suspension of parking privileges for the remainder of the Congress or 180 days (whichever is
- 33 greater). The employing authority may not issue this permit to another employee for 90 days.

34 Violations of parking regulations may result in suspension or revocation of parking privileges, parking ticket(s), and/or  
35 towing at the owner's expense. Habitual parking policy violators will be potentially banned from parking on the House  
36 side of the Capitol Complex permanently, subject to the direction of the Committee on House Administration.

1 **Additional Information**

2 All employees must adhere to parking policies set forth by the Committee on House Administration. For additional  
3 parking information, please visit the following website: [https://cha.house.gov/member-services/handbooks/parking-](https://cha.house.gov/member-services/handbooks/parking-policy)  
4 [policy](https://cha.house.gov/member-services/handbooks/parking-policy)

# Appendix D:

## Employees Assigned Senate Parking

### Senate Parking

#### **Lot 16, Lot 18, Lot 19, Senate General (GEN), Constitution Avenue (CNA), and Thurgood Marshall Judiciary Office Building (TMJOB)**

GEN and JOB permit holders are authorized to park in Lot 11, along Louisiana Avenue, on Pennsylvania Avenue (below Northwest Drive), and on the lower level of the JOB at all times. GEN permit holders can also park in Lots 16, 18, and 19 after 1000 hours, if space is available. JOB permit holders must only park on the upper levels of the TMJOB garage.

Permit holders must park in their respective lot and not in any other Senate designated parking area unless otherwise noted in this Directive. CNA permit holders must park along Constitution Avenue between Second Street N.E. and Third Street N.W. only. If there are no spaces on Constitution Avenue, parking is permitted in Lots 16, 18, and 19. In order to do so, employees must notify the lot attendant of the lack of available spaces in their assigned parking area. If there is no attendant on duty, employees should contact the Senate Parking Office at 202-224-8888 and leave a message to include their name and permit number and the nature of the call.

If an employee parks in any lot where vehicles are stacked, he/she must:

1. Leave the key in the ignition with only the driver's door unlocked;
2. Park in the same direction as all other vehicles in the stacks;
3. Disengage or remove any security systems, including alarms and security "clubs";
4. Have a spare key available in order to prevent "lockout"; and
5. Provide identification to the parking attendant when exiting the lot to ensure the authorized ownership of the vehicle.

The parking attendants will move any vehicles blocking a car, if required. Employees are required to notify the attendant upon arrival if they plan to leave earlier than the normal workday. Only parking attendants are allowed to enter or operate vehicles parked on these lots. Anyone else entering or moving the vehicle of another person will be subject to potential criminal prosecution and forfeiture of parking privileges.

#### **Street Parking**

Senate permit holders must park in their assigned areas, even during a legislative recess, unless otherwise noted in this Directive. If all non-reserved areas are full, permit holders must seek parking off Senate grounds and will not be reimbursed for any costs incurred. Street parking includes: Louisiana, Pennsylvania, and Massachusetts Avenues; D Street and New Jersey Avenue N.W. (adjacent to the Japanese-American Memorial); and the lower level of the JOB. After 1000 hours, most streets and lots located outside of police barricades are open to all valid permit holders. GEN permit holders can also park on Pennsylvania Avenue after 1200 hours, unless otherwise noted in this Directive.

#### **Evening and Night Parking**

Officials and personnel (sworn and civilian) on duty shift one are required to park outside of the police barricades in the GEN areas only. Night shift personnel will only be issued PM permits. Shift three personnel are issued PM Permits

1 and are required to park on Louisiana Avenue, Pennsylvania Avenue (below Northwest Drive) or on the lower level of  
2 the JOB only. Stacked lots are not available until after 1800 hours.

3 If the permit holder is required, due to mission requirement, to report to duty early or be held over, the USCP Parking  
4 Administrator must be notified by phone, 202-593-0152 or email, parkingrequest@uscp.gov by the Division Official  
5 identifying the individual or individual's that were required to report to duty early or held over so the USCP Parking  
6 Administrator can coordinate with House, Senate, or LOC Parking Offices, as applicable.

#### 7 **Handicap Parking**

8 Staff requiring accessible parking based on American with Disabilities Act considerations will be accommodated on an  
9 as-needed basis in spaces clearly marked for handicap use. Handicapped parking spaces are provided in Lots 12, 16,  
10 and 19 as well as spaces along C Street. Employees must submit a copy of the state-issued hang tag and/or  
11 handicap verification to the USCP Parking Administrator as proof of eligibility to park in these areas.

#### 12 **Temporary Parking Permits**

13 Senate permit holders can obtain a temporary permit for up to five days if their vehicle is being repaired. If more than  
14 five days, but less than 14 days, a temporary permit can be requested by submitting a CP-1521, Parking Request  
15 Form, to the USCP Parking Administrator. The USCP Parking Administrator will process the request through the  
16 Senate Parking Office. Once approved, the requestor can pick up the temporary permit at the Senate Parking Office  
17 (Room SD-G 84). If using an alternate vehicle, proof of ownership (registration) must be presented at that time.  
18 Temporary permits are issued for 14 days or less, one time within a six month period. If an extension is necessary,  
19 please allow three days for the USCP Parking Administrator and Senate Parking Office to process the extension  
20 before the current temporary permit expires. The Senate Parking Office will review extension requests on a case-by-  
21 case basis. If an employee's temporary permit has expired and they must extend it, but have not requested the  
22 extension, the employee is responsible for securing their parking at an off campus location at the employee's expense  
23 until the extension has been submitted, reviewed, and granted.

#### 24 **Parking Violations**

##### 25 Yellow Tickets issued by Senate Parking

26 Violations accumulate over the course of each Congress. In addition to the yellow slips placed on a vehicle, the permit  
27 holder and the USCP Parking Administrator will receive e-mail notifications. After four violations, parking stickers will  
28 be scraped and parking privileges suspended for 30 days. Continued violations will result in parking privileges being  
29 revoked for the remainder of the Congress.

30 Yellow parking violations will be issued if a vehicle is:

- 31 • Not parked in the assigned area between 0800 hours and 1000 hours.
- 32 • Parked in an area, lot or space that is reserved for another permit.
- 33 • Displaying an invalid, expired, altered or unreadable permit.
- 34 • Displaying a Senate permit incorrectly (face-down temporary, sticker affixed to the inside of the windshield,  
35 etc.).
- 36 • Displaying a temporary permit that is issued for a different vehicle and/or if the license plates do not match.
- 37 • Parked repeatedly in a stacked lane with locked doors and/or keys are not made available to a Parking  
38 Specialist.
- 39 • Disregarding Parking Operations personnel's instructions.
- 40 • Not parked in a valid space (valid spaces have lines on both sides of the space).
- 41 • In a stacked lane and facing the wrong direction.
- 42 • Not the only vehicle parked on Senate grounds with the same permit number. This will also result in a permit  
43 being scraped from one of the vehicles.

- Parking in a hash marked area.
- Parked so as to occupy more than one valid space.
- Being stored on Senate grounds. (Senate Parking is provided for the daily transportation needs of staff. Vehicles may not be stored in Senate Parking areas.)

In addition, permit holders may not access vehicles other than their own. Unauthorized entry into another permit holder's vehicle will result in immediate suspension of parking privileges.

#### Tickets or Notices of Infraction issued by USCP

Notices of Infraction (NOIs) or Parking Tickets are issued by the USCP and include a fine which is payable to the District of Columbia. The Parking Office may request that an NOI be issued to a vehicle parked on Senate grounds if the vehicle:

- Does not display a valid parking permit.
- Is parked in a space reserved for persons with disabilities without the proper DMV-issued hang tag or license plate.
- Displays expired license plates/registration.

The above list is not intended to be inclusive; NOIs may be issued for a variety of reasons.

In addition, the USCP are authorized to independently issue NOIs for any reason, including parking violations, without a Senate Parking request. If you have received an NOI, please follow the instructions on the reverse side of the ticket.

Depending on the situation, vehicles may also be towed at an owner's expense.

#### Suspended Parking Privileges

Permit holders may not park on Senate grounds during a parking suspension. Once a suspension has been served, the Department must submit a written request, through the USCP Parking Administrator, to have parking privileges reinstated. New permits will need to be obtained on all vehicles as the permit number and corresponding exit sticker number will change.

If a vehicle is found parked on Senate grounds during a parking suspension, the suspension may be extended, a parking ticket may be issued by the USCP, the vehicle could be towed, or any combination of the three.

#### **Additional Information**

For additional parking information, please visit the following website: <https://webster.senate.gov/parking/>

# Appendix E:

## Employees Assigned USCP Headquarters Parking

### Headquarters Building

#### West Lot/Orange Parking Spaces

The Headquarters Building West Lot is reserved for fleet vehicles and visitor parking approved by the Chief of Police, Assistant Chiefs of Police, Chief Administrative Officer and the Watch Commander in accordance with SOP AC-000-87, *Headquarters Building Temporary Parking Permit for the West Lot and Orange Parking Spaces*.

The Watch Commander's office will issue temporary parking permits for approved visitors and guests to the Headquarters Building, which must be displayed in the visitor's vehicle.

Permanent parking permits will be issued by the USCP Parking Administrator to civilian Executive Management Team (EMT) Members whose duty station is not located at the Headquarters Building, for the purpose of temporarily parking their personally owned vehicles during official visits to the Headquarters Building. EMT civilian members assigned to Headquarters will be issued parking permits for the purpose of temporarily parking their personal vehicles in the Fairchild Fleet parking lot during official visits to the Fairchild Building.

#### Lot 16, Lot 18, Lot 19, Senate General (GEN), Constitution Avenue (CNA), and Thurgood Marshall Judiciary Office Building (JOB)

Additional parking for USCP Headquarters Building employees is located in Senate Office Building Parking Lot 16, Lot 18, Lot 19, GEN, CNA and JOB. See Appendix D for parking guidance within these lots.

#### Handicap Parking

Staff requiring accessible parking based on American with Disabilities Act considerations will be accommodated on an as-needed basis in spaces clearly marked for handicap use. Employees must submit a copy of the state-issued hang tag and/or handicap verification to the USCP Parking Administrator as proof of eligibility to park in these areas.

#### Parking Violations

Parking violations in the West Lot and Orange Parking Spaces will be handled in accordance with SOP AC-000-87.

See Appendix D for parking violation information for Senate Office Building Parking Lot 16, Lot 18, Lot 19, GEN, CNA and JOB.



# 1 Appendix F:

## 2 Employees Assigned Library Parking

### 3 Library Parking

4 **Parking in Library Parking lots and garages is restricted to USCP employees assigned to the Library Division.**

- 5 1. Parking motor vehicles in or on Library premises or in Library-controlled spaces on streets adjacent to Library  
6 buildings is not allowed without a permit. Parking without authority, parking in unauthorized locations or in  
7 locations reserved for other persons, or parking contrary to the direction of posted signs is prohibited.
- 8 2. Parking permits will be prominently displayed while the vehicle is parked in a parking facility. Holders of parking  
9 permits will park only in the space indicated on the permit.
- 10 3. Parking facilities will be inspected daily by the USCP to ensure compliance with parking regulations.

### 11 Handicap Parking

12 Applications for permits for designated handicap spaces on Library Grounds must be submitted to the Architect of the  
13 Capitol, Health Services Office (HSO). Applicants are responsible for contacting their medical provider's office to  
14 coordinate the release of appropriate medical documentation to HSO. HSO staff will review the medical  
15 documentation to assess staff eligibility for a Library handicap parking permit. When approved, the HSO staff will  
16 forward their authorization to the Library Parking Office. Only staff with Library-issued handicap hang tags and  
17 docents with state or DC-issued handicap plates or hang tags may park in designated handicap parking spaces.

### 18 Parking Violations

19 Failure to observe parking rules and regulations is subject to responsive action by either the USCP or the District of  
20 Columbia Public Works (DC DPW). Notices of Infraction (NOIs) or parking tickets are issued by the USCP and include  
21 a fine which is payable to the District of Columbia. The Library Parking Office may request that an NOI be issued or  
22 the vehicle impounded if:

- 23 • The vehicle is parked by someone other than the authorized permit holder;
- 24 • The parked vehicle is blocking driveways, entrances, walks, loading platforms, or fire hydrants; and
- 25 • If the vehicle is parked in an area designated as a "No Parking" area.