**Court Services and Offender Supervision Agency for the District of Columbia**

# POLICY STATEMENT

Policy Statement 5404
Policy Area: Facilities – Motor Vehicles
Effective Date: MAY 07 2004
Approved: _____
Paul A. Quander, Jr., Director

## PARKING SPACE ALLOCATION AND ASSIGNMENT

### I. COVERAGE

This Policy Statement establishes the procedures for the allocation and assignment of parking spaces for the Court Services and Offender Supervision Agency for the District of Columbia ("CSOSA" or "Agency"). This Policy Statement does not apply to the Pretrial Services Agency.

### II. BACKGROUND

The General Services Administration ("GSA") has issued regulations governing the allocation and assignment of parking for official need and, based upon availability of spaces, employee parking. GSA has established orders of priority for the allocation and assignment of parking spaces. The following categories of official need and eligible employee need are generally presented in order of priority.

1. Government-owned and leased vehicles;
2. Severely handicapped employees (medical documentation required);
3. Service vehicles (e.g. building maintenance contractors);
4. Executive personnel (Executive personnel means a government employee with management responsibilities who, in the judgment of the Agency head or his/her designee, requires preferential assignment of parking privileges.);
5. Employees or contractors required to work unusual hours;
6. Privately-owned vehicles of Agency employees which are regularly used for government business at least 12 days per month and which qualify for reimbursement of mileage and travel expenses under government travel regulations; and,
7. Employee carpools.

The GSA regulations further authorize the issuance of implementing agency procedures. CSOSA accordingly is issuing this Policy Statement to implement the GSA regulations.

## III. POLICY

A. Parking Privileges

Parking privileges are extended to Agency employees and contractors for official Agency business only. Any employee, who willfully uses or authorizes the use of parking facilities for other than official purposes, without appropriate authority, will be subject to disciplinary action.

B. Cost and Taxation

Parking provided under this policy shall be provided at no cost to the employee. However, Agency-provided parking is subject to income tax if the value of the parking exceeds specified monetary thresholds established by Internal Revenue Service Code and Publications.

The Office of Facilities Management will annually assess the value of parking and will notify employees and the Office of Human Resources (OHR) if Agency-provided parking must be reported as taxable income. If so notified, OHR will coordinate the proper reporting to the Agency payroll service provider for inclusion on employees' annual W-2, statement of earnings and taxes withheld.

C. Allocation, Assignment and Approval of Parking Spaces

The Associate Director for Management and Administration and the Associate Director for Community Supervision Services shall determine parking assignments and changes in accordance with GSA regulations, this policy, and the Agency Director or designee's review. The assignment of parking spaces for use by bargaining unit employees shall also be in accordance with applicable labor-management agreements (including appropriate provisions of 5 U.S.C. Chapter 71, Labor Management Relations).

D. Agency Not Liable for Damages

As a general policy, the Agency is not liable for the cost of any damages to any privately owned vehicles that are allowed to park on or in Agency-controlled or Agency-procured parking lots and garages. Limited exceptions to this general policy maybe possible if claims are approved pursuant to the Agency's Policy Statement 1104.1(draft), Employee Claims for Damages to or Loss of Personal Property Incident to Service, 31 U.S.C. § 3721, Claims of personnel of agencies and the District of Columbia government for personal property damage or loss, or 41 CFR 101-39, Interagency Fleet Management Systems. Employees are advised that their personal car insurance is the primary mechanism for monetary restitution for

damages arising from parking their privately owned vehicle in or on Agency controlled or procured parking lots and garages. The Agency is not liable for the cost of any damages or any costs associated with the towing of employee vehicles parked illegally or without appropriate authority.

## IV. AUTHORITIES, SUPERSEDURES, REFERENCES, AND ATTACHMENTS

A. Authorities

41 C.F.R. § 101.20.104 – Parking Facilities

41 C.F.R. § 101.20.104.1 – Allocation and assignment of parking for official needs

41 C.F.R. § 101.20.401.2 – Allocation and assignment of employee parking spaces

41 C.F.R. § 101.20.401.3 – Utilization of parking

31 U.S.C. § 3721, Claims of personnel of agencies and the District of Columbia government for personal property damage or loss

41 CFR 101-39, Interagency Fleet Management Systems

B. Supersedures

None.

C. Procedural References

CSOSA Policy Statement 1104.1 (draft) Employee Claims For Damages To Or Loss Of Personal Property Incident To Service (not effective at time of publication).

D. Attachments

Appendix A. Parking Regulations

Appendix B. Assignment of Parking Spaces

## APPENDIX A
## PARKING REGULATIONS

A. Parking assignments are not transferable. Permanent relocation of staff to another facility will terminate the assignment (also see Section III.C). Employees who are assigned a parking permit and who will not use the space for 7 or more consecutive days, due to leave or other matters, must notify the Office of Facilities Management or other designated official of the temporary availability of the parking space for other agency needs.

B. Supplemental parking regulations designed for each CSOSA controlled location will be issued as needed by the Office of Facilities Management.

C. Privately-owned vehicles parked in violation of parking garage or parking lot regulations will be cited, booted or towed as necessary.

D. Employees shall not attempt to move another vehicle without the owner's permission.

E. Handicap parking spaces are identified by the international handicapped symbol, appropriate signs, or painted lettering. These spaces are restricted to those users who meet the General Services Administration requirements for handicapped parking.

F. The speed is limited to 5 miles an hour in all parking areas.

## APPENDIX B
## ASSIGNMENT OF PARKING SPACES

1. Employees with parking assignments, but who are temporarily detailed to another location, will retain their parking assignment even though their assigned space may be used for other purposes during their absence.

2. Employees temporarily detailed to another location shall retain their standing on the parking list.

3. Assignment of Carpool Spaces

   The following criteria will be used in the assignment of parking spaces for carpools:

   a. The prime carpool applicant must be a full-time Agency employee.

   b. Applicants can only apply for one carpool space at a time and shall be considered in the order received.

   c. In the event of a tie, priority shall be given to applications containing the largest number of carpool riders. If a tie still exists, the carpool whose members have the greatest aggregate years of service with the Agency will be assigned the space.

   d. The primary carpool applicant must notify the Office of Facilities Management of any changes in the information originally submitted (e.g. carpool members, vehicles assigned, etc.) within 14 days after the change occurs.