



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

*Community Supervision Services
Interstate Compact Branch*

MEMORANDUM

TO: Occupants of 25 K Street

FROM: Thomas H. Williams, Associate Director *(signed)*
Community Supervision Services

DATE: September 24, 2003

SUBJECT: 25 K Street Parking Assignments

RE: Guidance for Requesting Temporary Parking Spaces

This memorandum will provide guidance to staff located at 25 K Street in requesting temporary parking spaces due to medical difficulties or emergency situations. Instances may occur where staff are unable to continue their normal pattern of transportation to the work site. In those cases, staff with supporting medical or other appropriate supporting documentation will be provided temporary parking assignments not to exceed 90 days.

A memorandum outlining the need for temporary parking with supporting documentation is to be forwarded through the identified chain of command to the Branch Chief with operational authority for the facility. The request for temporary parking will be evaluated and a decision rendered within five working days; and, spaces allocated based on availability.

These procedures are intended to provide temporary assistance to staff and will not be used to secure a permanent parking assignment.