



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

---

Policy Statement 5404

Policy Area: Office of Administration

Effective Date: May 19, 2017

# **POLICY STATEMENT**

X   
Nancy Ware  
CSOSA Director

Approved:

---

## **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. CSOSA is governed by GSA’s regulations for the issuance and assignment of government parking spaces. Parking space requirements and guidelines are noted in the listing of priority in GSA’s Leasing Desk Guide, Appendix H, Parking Acquisition. The GSA regulations further authorize the issuance of implementing Agency procedures. CSOSA accordingly is issuing this Policy Statement to operate in compliance with GSA regulations.

It is the responsibility of an employee or contractor to furnish his or her own transportation to and from their place of employment, and if they choose to use a vehicle for such purpose, CSOSA is under no obligation to provide parking. However, there are limited situations where CSOSA may acquire and allocate parking for government owned/leased vehicles (GOVs), service vehicles used by employees or contractors, and personally owned vehicles (POVs).

### III. POLICY

#### A. Parking Privileges

Parking privileges are extended to Agency employees and contractors for official Agency business only when available. Any employee who uses Agency provided parking facilities for other than official purposes must have appropriate authority or approval to do so. The opportunity to park in available CSOSA parking is a privilege, not a right.

Employees that park their POVs on CSOSA sites must have a valid driver's license and current auto insurance. Employees that request CSOSA parking permits must provide proof of a valid driver's license, current auto insurance information and may be required to provide proof of insurance.

The following categories of official need and eligible employee need are generally presented in order of priority when parking is available or approved.

1. Severely handicapped employees as defined per CFR part 102.74-305
2. Government owned and leased vehicles;
3. Service vehicles (e.g. building maintenance contractors of OIT and Facilities when included as a contract requirement);
4. Executive personnel (Executive personnel means SES or GS-15 government employee with management responsibilities who, in the judgment of the Agency Director or his/her designee, requires preferential assignment of parking privileges.);
5. Privately Owned Vehicles (POV) 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,
6. Employees required to work unusual hours and whose nature of work fulfill the requirements defined in #5 above;
7. Contractors required to work unusual hours and whose nature of work fulfill the requirements defined in #5 above and included in their contract as a contract requirement; and,
8. Employee carpools;

#### B. Cost and Taxation

Agency-provided parking is subject to income tax if the value of the parking exceeds specified monetary fringe benefit thresholds established by Internal Revenue Service Code and Publications.

The Office of Facilities 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 Available Parking Spaces

The Associate Director for the Office of Administration (OA) shall determine parking assignments and changes in accordance with GSA regulations, this Policy, current available parking, and decisions of the Agency Director.

Parking spaces are reviewed and allocated by the OA Associate Director on an annual basis (calendar year). Any interim parking assignments will only be approved through the end of the annual calendar year. All parking must be reapplied for annually.

Parking space assignments provided under the accommodation of severely handicapped employees pursuant to CFR Part 102.74-305, and as defined per CFR part 102.71-20 will be determined by the Office of Human Resources (OHR), Employee Labor Relations.

**Upon approval and implementation of this policy, the Office of Administration will provide guidance on the application for and assignment of parking spaces.**

D. Agency Not Liable for Damages

As a general policy, the Agency is not liable for the cost of any damages to any POVs that are allowed to park on or in Agency-controlled or Agency-procured parking lots and garages. Limited exceptions to this general policy may be possible if claims are approved pursuant to the Agency's Policy Statement 1104.1, "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.

E. Parking and Transit Subsidy

In most circumstances, employees receiving Agency Transit Subsidy Benefits may not receive Agency provided parking for their POV.

F. Carpool and Shared Parking Spaces

The OA Associate Director has the discretion to assign multiple staff persons that qualify for a parking space under Section III, A 5 or 6, to a single parking space to support shared telework programs. The OA Associate Director and the Office of Facilities will make the

determination when a shared parking space is appropriate and in the best interest of the Agency. Only those persons that qualify for a parking space under Section III, A 5 or 6, and approved by the OA Associate Director to share a parking space may use the space.

A request for a Carpool space must contain a minimum of three CSOSA employees located at the same field site. Each employee must complete a separate Parking Request Form. The OA Associate Director has the discretion to assign a carpool space. Use of a carpool space is subject to all of the requirements and procedures of this policy.

G. Acquisition of Additional Agency Parking

The OA Associate Director shall limit the amount of available parking to the minimum necessary to efficiently achieve the Agency's mission. The purchase of new or additional parking through a lessor or commercial vendor should be limited to only that necessary to meet specific operational needs that meet GSA parking allowability criteria outlined in Section II of this Policy, based on funds availability.

#### **IV. AUTHORITIES, SUPERCEDESURES, REFERENCES, AND ATTACHMENTS**

A. Authorities

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

41 C.F.R. § 102-74.430 – What is the Policy Concerning Vehicular & Pedestrian Traffic on Federal Property?

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

Policy Statement 5404, Parking Space Allocation and Assignment, Dated May 7, 2004

Procedures for Providing Reasonable Accommodations for Individuals With Disabilities, Section 7-6, Determining Which Agency Official Will Handle the Request for Reasonable Accommodation, c (2) Accessible Parking, Dated November 29, 2001

C. Procedural References

CSOSA Policy Statement 1104.1 Employee Claims For Damages to Or Loss Of Personal Property Incident To Service, Dated 01/21/2005

CSOSA Policy Statement 5401 – Use of Agency Vehicles, Dated June 8, 2004

CSOSA Policy Statement 5205 – Employee Use of Privately Owned Vehicles, Dated May 1, 2012

CSOSA Policy Statement 5403 – Contractor Use of GOVs and POVs, Dated May 26, 2011

General Services Administration Leasing Desk Guide, Appendix H, Parking Acquisition

CSOSA Policy Statement 5200 – Employee Transit Subsidy Policy dated May 29, 2013

D. Attachments

Appendix A - Guidelines and Procedures

Appendix B - CSOSA Parking Request Form

## **APPENDIX A GUIDELINES AND PROCEDURES**

### **A. Application**

1. To request CSOSA parking, employees must complete and submit a Parking Request Form (Appendix B) approved by their current supervisor and AD, to the Office of Facilities Helpdesk via email. The Form should contain detailed justification for Agency parking that specifically satisfies one or more of the GSA allowable parking categories outlined in Section II of this Policy.
  - a. All CSOSA parking requests justified by individuals with qualified disabilities must meet the requirements under the accommodation of severely handicapped employees pursuant to CFR Part 102.74-305, and as defined per CFR part 102.71-20. The qualifications will be certified by OHR, Employee Labor Relations (ELR). The requester should submit appropriate medical documentation to ELR for review. ELR will review the documentation and if approved, issue a certification letter. The requester should include the ELR certification letter with the request.
  - b. CSOSA parking requests for employees at the GS-14 or lower level must meet the requirements under Section III A. 5 or 6 of this policy and include a written approval from the Agency Director.
2. The Office of Facilities will process all requests through the OA Associate Director for decision (when appropriate) and issuance. Facilities will notify the employee via email of the approval or denial of the request normally within fifteen (15) business days but no longer than thirty (30) days of the submission deadline.
3. Parking allocations are issued and approved on a calendar year basis and approval will not exceed the calendar year. Short-term or interim parking requests will only be considered in certain cases, such as employee transfers, changes in job classification or functions and/or employee medical issues. Short-term requests will only be approved through the requested period or the end of the calendar year, whichever is shorter.
4. To renew a current parking allocation, a completed and approved Parking Request Form (to include justification) must be submitted by the employee to the Office of Facilities Helpdesk via email no later than January 31<sup>st</sup> of each year. A late request may result in the re-allocation of the assigned parking spot.

### **B. Parking Assignment**

1. Approved requests will be assigned a parking space and the employee will receive a CSOSA/OA Parking Permit.

2. The following GSA categories of official need and eligible employee and contractor need as stated in Section III A, Parking Privileges, are used to determine priority of approval and assignment when parking is available.
  - a. Severely handicapped employees as defined per 41 CFR part 102.71-20.
  - b. Government owned and leased vehicles;
  - c. Service vehicles (e.g. building maintenance contractors of OIT and Facilities when included as a contract requirement);
  - d. Executive personnel (Executive personnel means SES or GS-15 government employee with management responsibilities who, in the judgment of the Agency head or his/her designee, requires preferential assignment of parking privileges.);
  - e. POVs 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,
  - f. Employees required to work unusual hours and whose nature of their work fulfill the requirements defined in #e above;
  - g. Contractors required to work unusual hours and whose nature of their work fulfill the requirements defined in #e above and included in their contract as a contract requirement.
  - h. Employee carpools.

Note: CSOSA employees with a qualified disability may be granted permission to park in facilities under CSOSA's current jurisdiction, custody or control, if space is available. CSOSA employees with a qualified disability are those who have a severe, permanent impairment, which, for all practical purposes, precludes the use of public transportation, or are unable to operate a motor vehicle as a result of a permanent impairment and are driven to work by another Agency employee, in accordance with the definition of "disabled employee" in FMR, 41 C.F.R. 102-71.20.

3. All POVs parked in a CSOSA space must display a valid CSOSA/OA issued parking permit. If the CSOSA parking permit is not displayed the employee's vehicle may be subject to towing at the employee's expense.
4. All CSOSA parking spaces are for official use only at all sites.
5. Parking space assignments and permits are **not** transferable. Relocation of staff to another facility or duty station will automatically terminate the approved parking assignment. The permit and parking space will be reassigned by the Office of Facilities through the OA Associate Director. **The relocated employee cannot transfer the permit or the assigned parking space to another employee.**

Parking at all locations are reviewed independently of prior parking assignments and are subject to availability at the new assigned location. Parking at one facility or duty station does not create an entitlement to parking at another facility or duty station if the

employee is relocated. All parking assignments are subject to availability of space and the conditions set forth herein.

6. Employees must notify the Office of Facilities via email to the Facilities Helpdesk and their immediate supervisor of the temporary availability of the parking space when they will not use the space for five (5) or more consecutive business days, due to leave or other matters. In cases where an employee is expected to be out of the office for an extended period due to an unplanned circumstance, the employee's supervisor is responsible for immediately notifying the Office of Facilities of the available parking spot.

### C. Guidelines

1. POVs parked in violation of their parking assignment, parking garage or parking lot regulations will be cited, booted or towed as necessary. Employees may also be subjected to additional disciplinary action, when warranted. Any costs incurred by the employee or contractor due to failure to adhere to established rules or procedures of the parking facility are to be borne by the employee or the contractor. Additionally, CSOSA will not assume the responsibility for any property damage in the event a car is towed or booted while parked at a CSOSA site.
2. Employees shall not attempt to move another vehicle without the owner's permission. The employee should notify the Site Security Desk and call the Facilities Helpdesk on 202.220.5740 for assistance.
3. Employees must park their vehicle carefully and completely within the space provided. Any damage to the facility while parking their POV, must be reported to the Site Security Desk and the Facilities Helpdesk immediately. Damage to the facility may result in the determination of employee liability by the Board of Survey. If the damage occurred to a government owned vehicle, the GSA Standard Form 91 must be completed per P.S. 5401, Use of Agency Vehicles.
4. Accessible Parking Spaces (special accommodation) in accordance with this policy statement, 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.
5. The speed is limited to 5 miles per hour in all parking areas.
6. Supplemental parking guidelines may be designed for each CSOSA controlled location as needed by the Office of Administration.

### D. Program Management

1. Program management and Contracting Officer Representative (COR) responsibilities for Agency parking are performed by OA Facilities.

**APPENDIX B  
CSOSA – PARKING REQUEST FORM**

Employee Name: \_\_\_\_\_ Employee Title: \_\_\_\_\_

Work Address: \_\_\_\_\_ Work Office or Cell Phone# \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Supervisor Phone#: \_\_\_\_\_

Date of Request: \_\_\_\_\_ Carpool Request? Yes \_\_\_\_\_ No \_\_\_\_\_

**Effective date: (If this is a temporary request, please add end date):**

From: \_\_\_\_\_ to \_\_\_\_\_

**Driver’s License Number:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

**Auto Insurance Company Name:** \_\_\_\_\_ **Policy Number:** \_\_\_\_\_

**Insurance Policy Effective Dates:** \_\_\_\_\_

**Vehicle Information:** Make \_\_\_\_\_ Model \_\_\_\_\_ Tag# \_\_\_\_\_ State: \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Tag# \_\_\_\_\_ State: \_\_\_\_\_

**Carpool Requests only:**

Employee Name: Make \_\_\_\_\_ Model \_\_\_\_\_ Tag# \_\_\_\_\_ State: \_\_\_\_\_

Employee Name: Make \_\_\_\_\_ Model \_\_\_\_\_ Tag# \_\_\_\_\_ State: \_\_\_\_\_

Employee Name: Make \_\_\_\_\_ Model \_\_\_\_\_ Tag# \_\_\_\_\_ State: \_\_\_\_\_

(Each driver in a Carpool Request must complete a separate Parking Request Form and note the other drivers)

**Justification:**

Please check appropriate justification for parking request. Approval is based on standards set forth in CSOSA Policy Statement 5404, Parking Space Allocation and Assignment.

1.  *Severely handicapped employees as defined per CFR part 102.71-20;[Include ELR certification letter.]*
2.  *Government owned and leased vehicles;*
3.  *Service vehicles (e.g. building maintenance contractors of OIT and Facilities when included as a contract requirement);*
4.  *Executive personnel (Executive personnel means SES or GS-15 government employee with management responsibilities who, in the judgment of the Agency Director or his/her designee, requires preferential assignment of parking privileges.);*

- 5.  *Privately Owned Vehicles (POV) 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,*
- 6.  *Employees required to work unusual hours and whose nature of work fulfill the requirements defined in #5 above;*
- 7.  *Contractors required to work unusual hours and whose nature of work fulfill the requirements defined in #5 above and included in their contract as a contract requirement; and*
- 8.  *Employee carpools.*

Describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By my signature below, I certify that all the statements made above and supporting documentation are true and accurate.

Signature of Requesting Employee: \_\_\_\_\_ Date \_\_\_\_\_

**Approvals**

Concur  Do Not Concur

Reason for non-concurrence: \_\_\_\_\_

**First Line Supervisor:** \_\_\_\_\_ Date: \_\_\_\_\_

Concur  Do Not Concur

Reason for non-concurrence: \_\_\_\_\_

**Associate Director:** \_\_\_\_\_ Date: \_\_\_\_\_

Concur  Do Not Concur

Reason for non-concurrence: \_\_\_\_\_

**Director, Office of Facilities:** \_\_\_\_\_ Date: \_\_\_\_\_

Approved  Do Not Approve

Reason for non-approval: \_\_\_\_\_

**Associate Director, Office of Administration:** \_\_\_\_\_ Date: \_\_\_\_\_

*Please submit completed and supervisory approved form via email to the Facilities Helpdesk*