

STATE CAPITOL POLICE

PARKING RULES AND PROCEDURES

PURPOSE

Assist the Wisconsin Capitol Police in the uniform control of parking areas managed by the Department of Administration (DOA). This parking policy is established to insure that the program is operated in accordance with the Wisconsin Statutes and parking codes.

AUTHORITY

Chapter one of the Department of Administration Code and s.s. 16.843 of the Wisconsin Statutes authorizes the Wisconsin Capitol Police to enforce motor vehicle laws and parking rules on DOA owned and leased property.

DEFINITIONS

PARKING COORDINATOR- A designated employee in each agency or building responsible for the day to day maintenance of the parking program.

ORIGINAL SUBSCRIBER- an employee to which a parking space/sticker has been assigned.

ALTERNATE- An employee whom the original subscriber has given permission to use his/her stall when he/she is not. The alternate must work the same hours as the original subscriber and display a permit for that stall number or call dispatch and advise them of the situation.

TOP MANAGEMENT - Recommended by tenant agency and approved by DOA {DOA Code 1.05(6)(A)}.

PHYSICALLY DISABLED - An individual who has been issued a DOT Disabled Identification card or a Disabled license plate.

CAR POOL - Three or more people including the driver who share the same vehicle of transportation. (See car pool parking eligibility requirements.)

EMPLOYMENT FACILITY/ORIGINATING WORK STATIONS - The assigned location of and employee's permanent work site.

PARKING STALL - A parking space which and employee has permission to use during employee's hours of employment in exchange for parking fees.

OPEN LOT - Employee parking with non-designated parking stalls (i.e. Hill Farm).

ASSIGNED LOT - Employee parking with designated parking stalls (i.e. GEF complex).

DAY PARKING - Parking assignment made to employees who work between the hours of 6:30am and 4:30pm, excluding legislative parking stalls.

NIGHT PARKING - Parking assignments made to employees who work between the hours of 4:30pm and 6:30am.

PERMANENT PART-TIME - Employees of the State hired to work 40 hours or less biweekly, 12 months out of the year.

PERMANENT FULL-TIME - Employees of the State hired to work 41 hours or more biweekly, 12 months out of the year.

CONTRACTED/CONTRACTUAL - Non-government employee's that are employed by the State for a specified period of time. (I.e. Credit Union, Cafeteria)

SEASONAL - Employee who works 41 or more hours biweekly for less than 12 months out of the year. A project employee.

LIMITED TERM EMPLOYEE -An employee that is hired for a short term, not to exceed 1044 hours in any one position.

PERSONAL VEHICLE- A vehicle, which is registered with DOT and is not a state owned vehicle.

PERSONAL ASSIGNED STALL- A parking stall issued to the employee by the parking coordinator for the use of a personal vehicle.

REGULAR WORK HOURS- Hours which your 'normal' work day consists of - this does not include any overtime.

STORAGE- leaving a vehicle in a lot/ramp when the employee is not at his/her job site or on State Business.

CONSTITUTIONAL OFFICER- Elected Official

STALL HOPPING-Moving a vehicle from one stall to another. Such as the 1 hour stalls at the Capitol Bldg. 1 hour parking is for 1 hour only - you may not move to another 1 hr. stall once the 1 hour has elapsed.

VISIBLE-a visible sticker is a sticker which is able to be seen when affixed properly and placed in the proper location.

PARKING PRIORITIES

PRIORITY OF ASSIGNMENT

1. Fire, police, and emergency vehicles
2. Disabled Employee's
3. Disabled visitors
4. State owned vehicles (fleet/pool cars)
5. Personal parking stalls
 - a. Top management
 - b. Car pool/ van pools
 - c. Single driver
 - d. Limited term employee/part-time/seasonal/contract

ALLOCATION FORMULA

Paid parking stall allocation for each department is determined by the following formula: The number of permanent employee's in each building is divided by the number of available stalls. Departments are then assigned stalls on a percentage basis in accordance with the number of employees stationed in the facility. Departments should use the same formulas for assigning stalls to their bureaus.

Once a lot is full, it is recommended that each department create a waiting list for their allocated stalls.

The employee will be allowed 1 parking stall.

The parking stall belongs to the department NOT to the employee. When the employee leaves a department, the parking stall remains with the original dept. This does include carpool stalls.

PARKING PRIVILEGES GRANTED ARE LIMITED TO THE EMPLOYEES 'REGULAR' WORK HOURS.

PARKING STALL WAITING LISTS

The department parking coordinator-when all allocated stalls are full-will establish waiting lists for state parking. Available department parking stalls will be assigned in the order in which applications are received. Each waiting list application should be date stamped. Parking privileges granted are limited to the hours the employee 'normal work hours'.

You may only get on a waiting list for the bldg. you work in or where stalls have been allocated to you dept. If you leave that bldg. or dept. you will lose your spot on the waiting list.

PARKING STALL CAR POOL WAITING LISTS

When a vacancy exists, the next name on the car pool waiting list will have 7 days to provide a verifiable list of car pool members to the department parking coordinator. If unable to present a verifiable car pool list, that name will remain at the top of the waiting list and the next name on the list will be given 7 days to present a verifiable car pool list to the coordinator. Parking privileges granted are limited to the hours of the employees 'normal work hours'.

CAR POOL PARKING STALL ELIGIBILITY REQUIREMENTS

A car pool must consist of three or more people including the driver, where the members share the same vehicle for transportation to and from their place of employment.

Two of the members must be employed by the State of Wisconsin as permanent full-time employees.

The original subscriber must be a full-time employee of the tenant agency and park in that lot only.

Three members must ride at least 50% of the time biweekly.

Three car pool members must work within eight blocks of the assigned stall.

Three car pool members must travel a total of 3 or more miles to the assigned stall, within the car pool vehicle.

All car pool members must complete a car pool member information form (DOA 8126)

Quarterly verification of the car pools is required in assigned lots. Verification is the responsibility of the parking coordinator. Each Member of the pool must sign the quarterly report.

Exceptions may be made for carpool members who travel over 60 miles round trip to and from place of employment. The decision will be made by the Capitol Police.

An employee who is a member of a carpool and takes his/her own personal vehicle instead of the car pool in lots where daily parking is available MUST purchase a daily permit from the parking coordinator.

One vehicle per sticker/stall is allowed in the lot at a time.

Car Pool vehicle may only be parked at its subscriber's location.

Car pools are allowed 5 stickers per pool at no cost. Additional stickers may be purchased for \$2 each.

PARKING STALL FEES

Fees for Department allocated parking stalls will be paid by means of payroll deduction for State employees. Monthly payments are for departments (fleet), lump sum payment for motorcycles and monthly payments for contracted/contractual personnel.

Constitutional Officers do not pay for parking.

Parking fees will NOT be prorated.

Motorcycle parking is to be paid in one lump sum. NO prorating of motorcycle parking fees.

Motorcycle parking has 2 seasons:

Summer - April 1 - October 31

Winter - November 1 - March 31

Monthly and lump sum payment must be made by check. The check should be made out to the Department of Administration and paid in the first week of each month.

A "schedule of fees" is available through the department parking coordinator.

The State will not pay for parking of any personally owned vehicle or personally assigned State cars

Subleasing of parking stall is **PROHIBITED**. Adm. Code 1.07. **NO** monies, services, favours, etc. may be exchanged for use of a parking stall. The collection of monies for carpool payment is permitted.

Violators may lose parking privileges and may be billed for any past parking fees.

ORIGINATING WORK STATION

Paid parking subscribers assigned to a workstation will not have to pay for parking when temporarily assigned to a different workstation. However, a daily permit will be required to be displayed if parking at a lot other than the originating station. Daily permits may be obtained from the lot's departmental parking coordinator. **VISITING EMPLOYEES MUST PARK IN THE VISITOR OR DESIGNATED PARKING AREAS, WHEN APPLICABLE.**

State employees who do not pay for parking at their originating work- station, and are temporally assigned at another work- station, must pay for parking at the visiting work- station.

If the employee is at the original work- station on a day off- the employee must park in the employee lot OR buy a sticker to park in the visitor lot.

NO storage of any vehicle in any State parking lot/structure is allowed.

PARKING PERMITS

ASSIGNED PERMITS

Two parking stickers will be issued to subscribers free of charge. Additional stickers may be obtained at a cost. Carpool stalls are allotted stickers for each carpool member with a maximum of 5 car pool members being issued stickers at no charge.

Stickers are to be permanently affixed to the windshield and displayed on the Window of your vehicle, as described on the parking application form. Stickers must be affixed to the windshield using the adhesive that is on the sticker. This can be done by peeling the backing off of the supplied sticker and placing it in the proper location. Instructions are on the sticker backing.

Sticker **MUST** be visible from outside the vehicle.

Stickers are not valid until the backing is peeled off and affixed to the windshield with the adhesive on the sticker.

Hangtags / Capitol PD daily cards will be used for State fleet vehicles and temporary lots. This tag will be hung from the vehicles' rear view mirror / or Capitol PD daily card so that the tag number is in clear view from outside the vehicle.

Parking stickers will not be distributed until the parking application has been received by the parking coordinator.

Vehicles' may be ticketed if the permit is not displayed properly. Such as sticker on tinted window making sticker not visible from outside the vehicle, sticker not applied correctly, etc.

One vehicle in lot per sticker number.

Original subscriber is responsible for use of additional stickers. You as the original subscriber are responsible for making sure payments on pay stub are correct. Contact coordinator with problems or changes.

HOW TO APPLY FOR PERMITS

In all lots an "original" parking permit application must be completed. No parking stickers will be issued until application is received. If there are any changes or cancellations on permits, a "change/cancellation" form must be submitted.

Upon cancellation of a permit, the original permit holder is required to turn the parking permit in with the cancellation notice, through the parking coordinator, to the Wisconsin Capitol Police. **Until the permit is returned to the Wisconsin Capitol Police, the permit holder will be charged for use of the stall.** The permit must be removed from vehicle upon cancellation.

LIMITED TERM EMPLOYEES/SEASONAL/CONTRACTED/CONTRACTUAL PERMITS

Parking permits/stickers/cards will be issued to limited term, seasonal or project employees, providing space is available.
LTE's may be required to park in designated areas.

A permit/sticker/card will be issued and must be displayed in the same manner as a permanent employee. Improperly displaying a permit may result in a citation.

Monthly payment for parking is due the first week of each month, payable to the State of Wisconsin- and given to the coordinator.

Parking fees will NOT be prorated for partial parking.

DAILY PERMITS

Eau Claire & new Revenue bldg. daily parking permits are available from a dispenser. Permits are good for the date of purchase only unless they are purchased after 3:00pm, which allows parking for the next day.

Contractors must receive permission and a permit to park at state parking lots. A permit may be obtained from the department parking coordinator at the parking location. Only where parking is available.

A permit holder will be issued a daily permit as a replacement if he or she is using a different car temporarily. There is no charge for this permit. Daily permits can be obtained from your parking coordinator. Capitol Police must be contacted (266-8797) with the make, model, plate number, and location of all vehicles without a permit.

State Employees, contractors, LTE's, etc. are not permitted to park in the visitor lot of their original work station.

Failure to display this daily/temp. Permit may result in a parking citation.

NIGHT PARKING

Night employees MUST apply for and display a valid parking permit to park in any state-managed parking lot.

FLEET PERMITS

Only fleet vehicles will be allowed to park in the fleet stall. If an employee will be using a fleet vehicle, the employee may park his/her personal vehicle in the same stall as the fleet vehicle, which he/she will be using. Take the permit assigned to the fleet vehicle, located within the vehicle, and place this on your vehicles' rear-view mirror or dash. If the permit is not available within the vehicle call Capitol Police at (608) 266-8797 and advise the dispatcher of your location and plate number of your vehicle. Any vehicles left in fleet stalls without displaying a permit or notifying the Capitol Police Dispatch will be Subject to enforcement action.

Using a fleet stall does not allow a second vehicle on your permit.

DISABLED EMPLOYEES PARKING ACCOMMODATIONS

Disabled employees must pay for parking. Employee disabled parking must be assigned from the department allocated stalls.

- A. Parking stalls are allotted to disabled employees under the following criteria.
 - 1. A person to who plates was issued under s.341.14(1a), (1q) or (1r)(a).
 - 2. A person or organization to which the special identification card was issued under s. 343.51.
- B. Use of the disabled employee assigned stall.
 - 1. Assigned parking stalls for disabled employees are for the exclusive use of the disabled individual.
 - 2. A qualified operator acting under the express direction of a disabled person, to whom plates or a special identification card was issued under s.341.14(1a), (1m), (1q), (1r) or 343.51, when such person is present in the vehicle.
- C. Display of DOT issued disabled identification card or plates.
 - 1. The DOT issued disabled identification card or plate shall be displayed at all times while parking in a disabled-signed stall.
 - 2. The identification card shall be displayed so as to enable a law enforcement officer to determine that the vehicle, when parked, is entitled to parking privileges, as required under s. 343.51.
 - 3. Employees receiving priority assignment due to Handicap status must display a handicap tag/plate at all times while parked.

D. Employee Pickup/drop off

1. Disabled State employee, without parking, must display a Capitol Police/State pkg. card while in the structure - this may be obtained from the parking coordinator.

Note:

1. Parking privileges granted are limited to the hours of employment of the disabled employee.
2. The special assigned disabled parking stall is for the disabled individual only. This parking stall cannot be sublet or loaned to anyone (exception: vehicles displaying the special ride sharing permit for the assigned stall).
3. Enforcement: Any vehicle parked in a disabled parking stall not having a disabled plate, a disabled identification card.
4. Signed handicap stalls are for visitor use only.
5. Failure to comply with the above procedures may result in revocation of parking privileges.

MISUSE of disabled permits can result in a fine. Since the Department of Transportation has issued the DOT disabled permit, they also will be notified, which could result in the cancellation of the disabled permit.

MOTORCYCLE PARKING

Limited motorcycle parking is available in most lots.

Summer parking runs from April 1 to October 30. Starting April 1, Stalls 512 & 511 in GEF 3 are converted to summer motorcycle stalls. Winter parking is available November 1 to March 30. **NO storage of vehicles is allowed.** Motorcycle permits are valid in designated motorcycle areas and in personally assigned stalls.

Employee **MUST** display a seasonal motorcycle parking tag on the cycle.

Summer and winter parking is for active motorcycle drivers only. **NO storage of cycles.**

If an employee pays for a parking stall, a motorcycle can be used as an alternate vehicle at no additional cost (you must display a seasonal tag), or you can purchase a separate motorcycle permit for a motorcycle stall if any stalls are available. If you do not pay for a parking stall, you must purchase a motorcycle permit for a motorcycle stall, where available.

All motorcycles parked in designated motorcycle stalls or areas must have a permit affixed to the cycle. All permits/tags change seasonally.

Motorcycle permits must be obtained for the department parking coordinator seasonally.

The same permit application used for vehicle parking will be required for motorcycle parking. In order to receive a permit, the fee (check or money order only) should be sent along with the application form. Stalls will be assigned on a first come, first serve basis.

TRANSFER OF A PERMIT/LEAVE OF ABSENCE

A. Single Subscriber

When a single subscriber takes a leave of absence (60 days or longer) without pay and is removed from the payroll, his/her assigned parking stall will be reassigned on a temporary basis. A leave of absence without pay cannot exceed 180 days or 6 months, or the subscriber forfeits rights to the stall and his/her name will be placed on the bottom of the waiting list.

A cancellation form must be filled out.

The stall will be temporarily assigned to the person at the top of the waiting list using the priority of assignment standards. When the original subscriber returns to the payroll, the temporary subscriber will be placed back in the original spot on the waiting list. Should another opening for a parking stall become available, it will start at the top of the waiting list again. Temporary Parker's' must display a permit and follow all policies and procedures.

B. Car Pool Subscriber

If for any reason the original car pool subscriber leaves the car pool, the permit may be transferred to another car pool member. This transfer is allowed on a **ONE TIME ONLY** basis and must be transferred to a car pool member employed by the same department in the same building as the original subscriber.

If there are no original car pool members from the subscribers employing department, the car pool members must then secure a parking stall through the normal waiting list application provided within their employing department.

If the original subscriber of the car pool takes a leave of absence, the stall may be reassigned to another member of the car pool. The reassigned member's parking application form must be completed prior to the effective date of the leave of absence of the original subscriber. Failure to follow the above procedure will result in the loss of the car pool's parking stall.

The change in the case of leave of absence will not be considered a change for the purpose of the "one time only" switch. If the original subscriber does not return in the 180-day period that is allowed, it will be counted a first time switch. However, if there has been a switch prior to this, this will be considered a second time switch. If it is a second time switch, the car pool will lose their parking permit.

When a car pool no longer conforms to the regulation regarding car pool membership, the car pool will have seven calendar days to conform to the membership rules. Failure to do so at that time will be cause for termination.

Although there may be a few alternates, only one vehicle is allowed in the lot. All other employees must pay for a daily permit.

Parking stalls belong to the department -not the carpool.

VENDORS/CONTRACTORS

Only service and utility vehicles are permitted to park in designated service stalls. Permission to park in stalls not designated, as service stalls must be obtained from Wisconsin Capitol Police, 266-8797, RM. B2 North, State Capitol.

RESTRICTED ACCESS SPECIAL EVENTS

The Wisconsin Capitol Police may designate any or all of the lots as "restricted Access-Special Events Area" for a certain period of time. Annual permits are not valid in the specified lots during that time. Alternative parking arrangements would be provided at no cost to the affected permit holders. The permit holders will be notified in advance of the lot closing.

ADDITIONAL PERMITS

Additional stickers may be obtained for a cost.

If subscriber fails to remit the fee, the tenant agency will be billed.

Request for additional or replacement-parking permits will be made to the Department parking coordinator. All payments are to be made by check or money order to the Department of Administration. All collections are to be forwarded to the Wisconsin Capitol Police.

PATROL OF LOTS

All State parking lots/structures are patrolled on a regular basis. Vehicles without stickers/stickers not visible due to tinted window are subject to citations.

Stall hopping is not allowed.

Visitor parking stalls, including 1 hour stalls are for visitors only.

Signed handicap stalls are not for employee use - these are public stalls for visitor use only. Employee Handicap stalls are given out of the departments allocated stalls.

SPECIAL VEHICLE PARKING STALLS

Compact Car Stalls- the Department of Administration may establish compact vehicle parking stalls. A compact vehicle is one designated as having a width of no more than 70 inches and a length of 180 inches. If other than a compact vehicle is parked in a stall designated as such, the permit holder may be subject to enforcement action.

Truck/Van Stalls - The DOA may establish truck/van parking stalls. If other than a truck or van is parked in a stall designated as such, the permit holder may be subject to enforcement action.

Motorcycle Stalls - The DOA has established seasonal parking stalls for motorcycles. Motorcycle parking is on a first come, first serve basis and is subject to fees as specified in the fee schedule.

ENFORCEMENT/PENALTIES

The Department of Administration Code 1.01 places the authority to enforce parking and traffic regulations on DOA owned and leased property with the Wisconsin Capitol Police.

1. Violation of any posted parking regulation will result in enforcement action, which may include verbal or written warnings, parking citations, and towing of vehicles.
2. Parking citations may be issued and vehicles may be towed for the following:
 1. No permit.
 2. Improper display of permit- tinted windows, etc.
 3. Overtime parking, including a loading zone, or moving a vehicle within the same posted area.
 4. Parked in a no parking area.
 5. Parking two vehicles in the same lot at one time with same sticker number.
 6. Parking in a handicap stall without proper identification.
 7. Parking in a manner requiring a vehicle to be towed.
 8. Blocking fire lanes.
 9. Parking when an outstanding warrant for parking tickets to owner or operator is held by WI Capitol Police.
 10. Parking in a loading zone more than 30 minutes or as designated by signed area -prohibiting actual use of that zone.
 11. Blocking vehicle or pedestrian traffic ways.
 12. No parking zones where hazards exist.
 13. Abandoned vehicles.
 14. Unauthorised vehicles in a permit area prohibiting permit holders from parking in their assigned area.
 15. Parking that impedes progress of necessary maintenance projects: i.e. snow removal, re-paving, etc.
 16. Parking illegally in a lot designated by signs as a tow zone.
 17. Repeat violation.
 18. Altering a permit or fraudulent use of a permit.

19. Violating special event parking.
 20. Vehicle presents a hazard to life or property (leaking gas, etc.).
 21. Blocking loading dock.
 22. Not parking within designated stall.
 23. Any other traffic regulation.
3. Enforcement action may include the suspension of vehicle registration for failure to pay overdue parking citations and/or an arrest warrant being issued.
 4. The Capitol Police may back bill for any unpaid use of parking lots. You may also risk losing parking privileges in any state lots.
 5. 345.28 (4) Wisconsin Statutes authorizes the State Capitol Police to remove suspended license plates from vehicles that are parked on DOA owned or managed property.
 6. Violation of the parking rules may result in revocation of parking privileges in accordance with Administrative Code 1.09.
 7. Parking more than one vehicle displaying the same parking permit number in DOA owned or Managed lots is a rule violation and subject to a monetary forfeiture. This forfeiture will be the responsibility of the original parking permit subscriber. Continued offences may result in the revocation of parking privileges.
 8. Penalties for violation of the parking rules are set forth in s. 16.843 (2).
 9. Violation reports to the WI Capitol Police will be responded to. Violators may also be cited if observed by members of the Capitol Police. Lots will be monitored & patrolled daily for security reasons and violations of parking.
 10. Failure to display a valid parking permit in the prescribed location on the vehicle and not visible to the eye (such as tinted windows) may result in enforcement action.
 11. If the parking area at open lots in which you are assigned, is full when you arrive, go to the daily pay lot, notify the Capitol Police dispatch 266-8797 immediately. Give your permit number, name and work telephone. Any citations received while parked in a different area will be excused only if you have notified Capitol Police at the time you were forced from your assigned lot. **EXCEPT AS STATED ABOVE, CALLS REQUESTING THAT VEHICLES PARKED IN AN AREA BE EXEMPT FROM PARKING CITATIONS WILL NOT BE HONORED.**
 12. No parking of personal vehicles in vanpool Stalls.

BACK BILLING

Payment plan must not exceed 6 months.

SHORT SUMMARY

No prorating of any fees.

1 parking stall per person.

When using someone's stall (with permission) you must display a valid permit.

The State cannot pay for parking fees for any personally owned vehicle or personally assigned State vehicle.

Parking stalls stay with the department.

Waiting list- you can only be on the list with your employing department's allocated stalls.

NO subletting allowed (with includes money, gratuities, favours, etc.)

PARKING COORDINATORS RESPONSIBILITIES

-Make sure applications and cancellations are filled out completely and accurately and sent to Capitol Police in a timely manner.

-Give out parking stickers only after application is received.

-Keep Data Based of all Parker's.

-Keep waiting list where needed.

-Collect and turn in with an explanation to Capitol police any money due from sticker purchase, contractors, etc.

-Make sure vacant stalls are filled within 2 weeks of being vacated. If assigned stalls are not filled within 30 days, the department will lose them and they revert to Capitol police stalls.

-Verify monthly your data base against your payroll deduction print out for discrepancies.

-Report these discrepancies to payroll and Capitol Police parking office.

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