



Office of Fleet and Asset Management  
Parking Administration Unit

## **Parking Policy**



March 2024

## Parking Policy Overview

The Department of General Services (DGS) Office of Fleet and Asset Management (OFAM) is a fee-for-service organization that provides a multitude of services to state employees, agencies, and departments, including oversight of the State's fleet, long term vehicle rentals, monthly/daily parking, State and Federal surplus property reutilization and disposal, automotive inspection services, travel, and warehousing services.

The OFAM Parking Administration Unit (PAU) operates and manages DGS owned parking facilities in accordance with [Government Code Sections 14677 and 14678](#). The DGS Parking Policy was created to define policies and procedures governing the assignment, use, and management of parking spaces controlled by DGS PAU. The policies and procedures found herein were developed to provide equitable parking opportunities and maximize use of all parking spaces to accommodate the maximum number of parking permit holders.

DGS PAU contact information:

- **Business address:** 1416 10th Street, 2nd Floor, Sacramento, CA 95814
- **Email address:** [Parking@dgs.ca.gov](mailto:Parking@dgs.ca.gov)
- **Phone:** (844) 832-5423

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# 1. Parking Facilities & Hours of Operation

## Northern California

Lot Code	Facility Type	Address	Hours of Operation	Daily Parking Hours of Operation	Waitlist Types
2	Garage	1416 10th St, Sacramento, CA 95814	Mon-Fri: 5:00am-9:00pm	N/A	Lottery
7	Garage	715 P St, Sacramento, CA 95814	24/7	N/A	Waitlist
10	Garage	201 N. 6 <sup>th</sup> St, Sacramento, CA 95811	24/7	6:00am-6:00pm	Waitlist
12	Garage	1215 O St, Sacramento, CA 95814	24/7	N/A	Waitlist
14	Garage	1517 13th St, Sacramento, CA 95814	24/7	Mon-Fri: 6:00am-7:00pm	Lottery
24	Garage	1500 10th St, Sacramento, CA 95814	24/7	Mon-Fri: 5:30am-9:30pm Sat: 8:00am-6:30pm	Lottery
33	Lot	1100 P St, Sacramento, CA 95814	24/7	N/A	Lottery
36	Garage	1500 11th St, Sacramento, CA 95814	24/7	N/A	Waitlist
39	Lot	1130 P St, Sacramento, CA 95814	24/7	N/A	Lottery
40	Garage	1430 N St, Sacramento, CA 95814	24/7	N/A	Waitlist
43	Garage	1214 17th St, Sacramento, CA 95814	24/7	Mon-Fri: 6:00am-4:00pm (tenants only) Mon-Fri: 4:00pm-9:30pm Sat: 11:00am-11:00pm Sun: 11:00am-6:00pm	Waitlist
48	Lot	1723 8th St, Sacramento, CA 95814	24/7	N/A	Lottery
50	Garage	1517 11th St, Sacramento, CA 95814	24/7	N/A	Waitlist
55	Garage	800 Q St, Sacramento, CA 95814	24/7	N/A	Lottery
60	Garage	450 N. St, Sacramento, CA 95814	Mon-Fri: 5:30am-6:00pm	Mon-Fri: 5:30am-6:00pm	Waitlist
61	Garage	1300 I St, Sacramento, CA 95814	24/7	N/A	Waitlist

## Bay Area

Lot Code	Facility Type	Address	Hours of Operation	Daily Parking Hours of Operation	Waitlist Types
6	Garage	1515 Clay St, Oakland, CA 94612	24/7	Mon-Fri: 6:00am-6:00pm (tenants only)	Waitlist
42	Garage	455 Golden Gate Ave San Francisco, CA 94102	24/7	N/A	Waitlist
88	Garage	505 Van Ness Ave San Francisco, CA 94102	24/7	Mon-Fri: 6:30am-6:00pm (tenants only)	Waitlist

## Central Valley

Lot Code	Facility Type	Address	Hours of Operation	Daily Parking Hours of Operation	Waitlist Types
30	Lot	31 E. Channel St, Stockton, CA 95202	Mon-Fri: 6:00am-7:00pm	Mon-Fri: 6:00am-7:00pm	Waitlist
41	Garage	1025 P St, Fresno, CA 93721	24/7	N/A	Waitlist

## Southern California

Lot Code	Facility Type	Address	Hours of Operation	Daily Parking Hours of Operation	Waitlist Types
15	Garage	300 S. Spring St, Los Angeles, CA 90013	24/7	Mon-Fri: 6:00am-6:00pm (tenants only)	Waitlist
32	Garage	6150 Van Nuys St, Van Nuys, CA 91401	24/7	Mon-Fri: 7:00am-7:00pm	Waitlist
52	Garage	320 W. 4th St, Los Angeles, CA 90013	24/7	N/A	Waitlist

## **2. State Liability and Indemnification**

Parking permit holders agree to indemnify, defend, and hold harmless the state, its officers, agents, and employees from any and all claims and losses occurring or resulting from any person, firm, or corporation who may be injured or damaged by the parking permit holder by reason of the exercise of any rights or privileges granted to the parking permit holder.

DGS will not be liable for loss or damage to any vehicle, or contents thereof, parked in DGS facilities. DGS assumes no liability for damage to persons or property arising from parking in a DGS facility.

Should any loss or damage occur in a parking facility, the parking permit holder shall contact the following:

- California Highway Patrol (CHP): (916) 445-2895
- DGS PAU: (844) 832-5423

## **3. Overnight Parking**

Parking permit holders traveling on official state business may store vehicles overnight. Prior to overnight parking, the parking permit holder must notify the assigned Department Parking Coordinator, follow any department-established approval processes, and provide the following information to DGS PAU: vehicle make, model, color, license plate number, and duration of business trip.

## **4. Daily Parking**

- DGS offers a discounted, daily parking rate for state employees. The state employee daily rate is available on a first-come, first-served basis. A state employee identification badge is required at the time of payment and there are no in/out privileges.
- Daily parking availability is subject to change based on the number of spaces left unused by monthly parking permit holders during daily parking hours.
- Daily parkers may only access facilities during the daily parking hours. After normal business hours, parking facilities open 24/7 may only be accessed by monthly parking permit holders.
- Vehicles left after normal daily parking hours will be subject to overnight storage until normal daily parking resumes. Any vehicle left overnight will be charged the maximum rate from the previous day(s) and current day use. After 48 hours, vehicles will be towed at vehicle owner's expense.
- No refunds for daily parking fees.

## 5. State Agency Parking

- State agencies shall be direct billed for monthly parking fees via DGS customer account number (CAN). Agency owned or operated vehicles do not qualify for discounted ZEV, tandem, or carpool parking rates. DGS PAU does not direct bill state agencies for daily parking fees. Any individual utilizing daily parking for an agency owned or operated vehicle is personally liable for the daily parking fee.
- All state agency owned or operated vehicles utilizing monthly parking credentials must be registered in the DGS Parking Portal.
- It is the responsibility of the state agency to perform a monthly review of the parking agreement in the DGS Parking Portal. Any request to modify the parking agreement on behalf of the state agency must be submitted in the DGS Parking Portal. Billing changes shall be processed by DGS PAU monthly.
- State agency paid parking permits may only be used to park agency owned or operated vehicles. An individual utilizing an agency owned or operated vehicle may not park a personal or private vehicle in place of the agency owned or operated vehicle. The employee must secure a separate parking space for the personal or private vehicle.

## 6. Monthly Parking

- Applicants must be a state employee, Senate employee, Assembly employee, or Governor's Office employee. Contract employees, retired annuitants, permanent intermittent, limited term, seasonal employees, and student assistants are not eligible for monthly parking.
- DGS parking fees are collected through a pre-tax payroll deduction, processed by the State Controller's Office (SCO). Parking fees are deducted in advance of the service period. For example, the payroll deduction collected in June pay period pays ahead for July parking dues.
- Prior to commencement of the employee's first payroll deduction, parking fees may be prorated based on first day of parking and collected in advance through a one-time credit/debit card payment. No cash or personal checks will be accepted.
- State employees whose normal work hours are outside of normal business hours (night shift or graveyard) may qualify for a 50% reduction in the monthly parking rate for parking during those hours. Contact DGS PAU for further information or to sign up.
- Parking rates are subject to change. Every effort will be made to notify parking permit holders at least 60 but no less than 30 days prior to parking rate increase.

## 6.1. Application

Applicants must complete the parking application in the DGS Parking Portal to participate in the statewide parking program. The [DGS Parking Portal](https://dgs.service-now.com/ofam) is available by invitation only at <https://dgs.service-now.com/ofam>. Contact DGS PAU or the Department Parking Coordinator to apply.

If a parking application remains incomplete 30 days after the invitation email is sent, the offer will be considered declined, and the applicant must go through the lottery or waitlist process to reestablish eligibility.

## 6.2. Waitlists

In facilities at or above capacity, monthly parking is assigned through a waitlist or the online parking lottery. See section 1 to determine the waitlist type for each parking facility.

- Waitlists are reserved for tenant employees who occupy the building where the parking structure is located. Parking spaces will be distributed in numerical order as spaces become available. Parking is issued per facility and cannot be traded or swapped for parking in an alternate parking facility location. Once an individual has been offered parking, they may sign up for, or remain on, an alternate waitlist or in a parking lottery to obtain a more preferable parking facility assignment.
- Parking spaces are released in waitlisted facilities as cancellations occur. Availability directly correlates with quantity of cancellations. As a result of this, the number of names pulled from the waitlist – and how often names are pulled – fluctuates month to month.
- When parking becomes available, individuals on the waitlist will receive a notification via email. Upon receiving the notification email, the individual must submit a parking application in the DGS Parking Portal within seven business days.
  - If the individual fails to reply within seven business days, the offer will be considered declined, and the individual's name may be removed from the waitlist.
- Individuals may be added to a waitlist and be entered in the parking lottery concurrently.

## 6.3. Online Parking Lottery System (OPLS)

- The Online Parking Lottery System (OPLS) was established to manage multiple lots in the downtown Sacramento area. Names are drawn randomly from the OPLS to backfill available parking spaces as cancellations occur. Once an individual has been issued parking, they may sign up for, or remain on, an alternate waitlist or remain in the OPLS to obtain a preferred parking facility assignment.

- Individuals may not request to be entered into the OPLS for a specific lot. When subscribing to OPLS, individuals are subscribing to the following downtown Sacramento parking facilities:

*Lot 2, Lot 14, Lot 24, Lot 33, Lot 39, and Lot 55*

- The number of available spaces directly correlates with the number of canceled parking spaces. As a result of this, the number of names pulled from the OPLS – and how often names are pulled – fluctuates from month to month.
- The OPLS does not guarantee any subscriber a parking space. The OPLS is based on random selection. No name is more likely to be drawn than the next.
- The amount of time registered in the OPLS does not affect chances of being drawn.
- Individuals may only enter the OPLS under one email address. If an individual is found to have entered the OPLS more than once using multiple email addresses, the individual may be subject to removal from the OPLS.
- When an individual is selected from the OPLS, the individual will receive a notification via email from DGS PAU providing information on parking availability per facility. Upon receiving the notification email, the individual must submit a parking application in the DGS Parking Portal within seven business days.
  - If the individual fails to reply within seven business days, the offer will be considered declined, and the individual's name may be removed from the OPLS.
- OPLS subscribers will remain in the OPLS until selected and a parking space is received; until the subscriber requests to be removed from the OPLS; or until the subscriber fails to respond to DGS PAU's contact attempts.
- State employees may subscribe to the OPLS at the [Statewide Parking and Commute Program website](#) found at <https://www.dgs.ca.gov/>.

## **7. Carpools**

The carpool program was designed to assist in reducing greenhouse gases through the reduction of petroleum consumption, and to reduce the number of vehicles on the road. A carpool is defined as two or more persons sharing a vehicle to and from work. The following criteria must be met in order to be considered a carpool:

- All carpool members must be of legal driving age.
- Permit holder and all carpool members must be state employees.
- The primary permit holder must complete a parking application in the DGS Parking Portal. The primary permit holder must input the carpool members' information (agency/department,

business email, business phone, city, date, home ZIP code, name of carpooler, nearest major cross street to home, route to work, and work start/end time).

- Make, model, and license plate number of all vehicles used in the carpool must be identified on the primary permit holder's parking application.
- A Zero Emission Vehicle (ZEV) must be registered to the primary permit holder to qualify for the ZEV monthly parking discount rate. A ZEV registered to a carpool member does not qualify for the ZEV monthly parking discount rate.
- The primary permit holder and carpool members must be headquartered within a five-block radius from the parking facility.
- The carpool program is available only to state employees who have already been issued a monthly parking space. Applying for the program will not increase an individual's chances of being selected from a waitlist or the OPLS.
- The parking permit may be reassigned to one of the other carpool members if the individual has been a documented carpool member for a minimum of six months.
- Carpool members are restricted to one carpool and shall not appear on another parking application.
- A carpool is authorized to have one vehicle in the parking facility during hours of operation.
- If a carpool loses all members, the primary permit holder must register a new carpool member within 30 days. If no carpool member is registered within 30 days, the primary permit holder must contact the assigned Department Parking Coordinator or DGS PAU to be reverted to individual parking status and monthly rate. Failure to provide notification may result in the permit being forfeited.
- The primary permit holder will receive a discounted monthly parking rate at applicable parking facilities, provided the primary permit holder meets all the criteria to be considered a carpool. If a parking application is reclassified from individual to carpool, DGS PAU will apply the discounted monthly carpool rate within 30 days of the effective date listed on the parking application.



## 8. Zero Emission Vehicles (ZEV)

On September 20, 2019, the Governor issued [Executive Order N-19-19](#) requiring “that every aspect of state government redouble its efforts to reduce greenhouse gas emissions and mitigate the impacts of climate change while building a sustainable, inclusive economy.” The Department of General Services (DGS) promotes the purchasing and use of zero-emission vehicles as part of an effort to reduce greenhouse gas emissions, build economic growth, and improve the quality of life for all. DGS offers several incentives for state employees who own or lease a ZEV:

- Discounted monthly parking rate at DGS parking facilities until discontinued (see section 8.2 ZEV Monthly Parking Discount Rate).
- Priority access to DGS monthly parking when a waitlist exists for the facility.
- First-come, first-serve access to electric vehicle charging.

### 8.1. ZEV Eligibility

#### A. Zero-Emission Vehicles

A ZEV for the purposes of this policy and incentive is defined as a 100% battery powered electric vehicle or hydrogen fuel cell vehicle.

#### B. Plug-in Hybrid Electric Vehicles

Plug-in Hybrid Electric Vehicles (PHEV) do not qualify for the ZEV program. State employees who obtained parking through the ZEV program with a PHEV will be allowed to retain the ZEV monthly parking discount rate for as long as they own or lease that vehicle. Once the PHEV is sold, or the lease has expired, the parker is required to submit an updated Parking Agreement with an eligible ZEV in order to retain the ZEV monthly parking discount rate. If another PHEV is leased or purchased, the parker may retain parking at the individual lot rate. If an ineligible vehicle other than a PHEV is purchased, the parker will forfeit the parking agreement.

### 8.2. ZEV Monthly Parking Discount Rate

ZEV Monthly Parking Discount Rate	
ZEV	\$40.00

Once the ZEV occupancy rate exceeds 20%, as determined by the total quantity of state employee monthly parkers combined across all DGS owned or operated parking facilities, the ZEV monthly parking discount rate will be discontinued and will revert to the individual lot rate. When the ZEV occupancy rate exceeds 20%, a memorandum signaling the discontinuation of the ZEV monthly parking discount rate will be distributed to all ZEV parkers via the business email address on record with DGS. Sixty days after notification, the ZEV monthly parking discount rate will increase to the individual lot rate.

### 8.3. EV Charging

While occupying a designated electric vehicle charging stall, vehicles must be plugged in and actively charging. Once the charging session is complete, the vehicle must be unplugged and moved to an unoccupied parking stall. Idle fees commence once the vehicle stops actively charging.

Charging Type	Electricity Fee	Idle Fee	Time Limit
Level 1 (120V)	N/A	N/A	24 hours
Level 2 (240V)	\$0.17/kWh	\$1.50 per hour	No time limit while actively charging.

Solar chargers and non-networked chargers carry a 24 hour time limit.

Electricity fees and idle fees are subject to change. Electricity fees may increase during summer or during peak demand. When a Cal-ISO flex alert is scheduled, charging speeds may be temporarily reduced or paused to maintain grid integrity.

#### A. Level 1 (120V) charging

Level 1 charging is slow speed, and commonly available at standard wall outlets. Level 1 charging is offered at designated NEMA 5-15R, 5-20R, or J1772 connectors in designated parking stalls only. The use of undesignated outlets or extension cords is strictly prohibited.

#### B. Level 2 (240V) charging

Level 2 charging is intermediate speed, and often found in residential and public areas. When a Level 2 charging station requires a fee, parkers must pay at the station or create a personal payment account.

### 8.4. ZEV Parking Application

- Applicants must contact DGS PAU to register for the program.
- Applicants must provide a copy of the DMV registration in the applicant's name, or purchase agreement, or lease agreement. Address or confidential information may be redacted from the document(s).
- DGS reserves the right to request a visual inspection to verify eligibility.

### 8.5. ZEV Terms and Conditions

- Parkers participating in the ZEV program must certify the parking pass will not be used for a non-ZEV.

- Temporary exemptions may be obtained with prior notification and authorization by DGS Parking Administration Unit.
- ADA or accessible parking spaces containing charging stations may only be occupied by ZEVs displaying a valid Disabled Person (DP) parking placard or license plate.
- If the charging time limit is exceeded, customers may receive a warning to move the vehicle. Repeated warnings may result in the loss of parking privileges for the agency or individual.
- Valid documentation is required on an ongoing basis to maintain eligibility. Parkers may lose access to the parking facility when ZEV documentation is expired past 30 days or otherwise invalid.
- DGS will not be held liable for any vehicle damage or personal injury resulting from misuse of the charging devices.

## **9. Motorcycles**

- Motorcycle parking permit holders will not be issued a parking cardkey. Motorcycle parking permit holders will be issued a parking decal.
- Failure to place the decal in a conspicuous location may result in a parking violation.
- Due to the fact motorcycles do not meet the required minimum weight to trigger the motorized arm at the facility entrance, motorcyclists are allowed to ride around the motorized arm when entering and exiting the parking facility. If the facility does not have a motorized arm at the entrance or exit, then the motorcyclists may simply pass through.
- Motorcycles must park in designated motorcycle parking stalls only. If a parking facility does not offer designated motorcycle parking stalls, motorcycles may use standard parking stalls.
- Motorcycle parking permit holders may not bring another type of vehicle into parking facilities.
- Motorcycle parking permit holders may only access the parking facilities during business hours. If a motorcycle parking permit holder fails to retrieve the motorcycle during business hours, the motorcycle will be locked in the facility until business hours resume.
- Parking permit holders paying the individual monthly parking fee may bring a motorcycle into the parking facility once it has been added to the parking application.

## 10. Bicycles

At DGS standalone parking facilities, bicycle cages or lockers are offered for a monthly fee:

Type	Monthly Fee
Cage	\$2.00
Locker	\$4.00

- Bicycle cages and lockers are for daily commute purposes only, not storage.
- Participation requires submission of a parking application in the DGS Parking Portal.
- A moped or motorized bicycle, as defined in CVC §406, may enroll in the bicycle program
- Monthly parking permit holders may take part in the bike locker or cage program at no additional cost if they already have obtained a space in a facility that offers these services.
- Non-monthly parking permit holders must receive authorization to utilize the bicycle cage or bicycle lockers through the application process. Monthly payments must be established through payroll deductions where appropriate.

For cost and availability of bicycle cages or lockers located in a facility not managed by DGS PAU, please contact the respective parking coordinator, fleet coordinator, or building manager's office.

## 11. Oversized Vehicles

Oversized vehicle parking is offered in multiple parking facilities in the Sacramento area. Vehicles must be measured and approved by DGS PAU before receiving an oversized vehicle permit/decals. Contact DGS PAU for garage entrance clearances and maximum vehicle height per facility.

- Vehicles must be brought to 1416 10th Street, Sacramento (alley) to be measured and approved to receive an oversized vehicle decal.
- Vehicles will be measured from the pavement to the roof of the vehicle.
- Aftermarket modifications on the top of a vehicle (i.e., lights, roof racks, cargo box, antennae) will not be included in the vehicle measurement. The only exception will be agency enforcement or health and safety vehicles with required safety equipment needed to conduct state business.
- Decals shall be issued proportionate to the number of oversized vehicle spaces available and may be suspended at any time based on space availability.
- Vehicles parked in an oversized or tall vehicle parking space without displaying a valid decal are subject to ticketing and towing at the vehicle owner's risk and expense.

## **12. Accessible (ADA) Parking**

- Parking spaces clearly marked with the international symbol of access and/or accessibility signage are restricted for use only by disabled (temporary or permanent) parking permit holders.
- A valid DP placard or DP license plate allows for the use of an accessible parking space by a registered parking permit holder or daily parking permit holder.
- DP placards shall be displayed with the registration information and expiration date clearly visible through the windshield.
- A DP placard or DP license plate does not provide authority to park in a designated electric vehicle, tall vehicle, or reserved parking space unless the parking space is also clearly marked with the international symbol of access and/or accessibility signage.
- Vehicles parked in accessible space without displaying a valid DP placard or DP license plate are subject to ticketing and towing at the vehicle owner's risk and expense.

## **13. General Terms and Conditions**

- All vehicles entering the parking facility must be registered in the DGS Parking Portal.
- Vehicles must be in operable condition, must be currently registered with the Department of Motor Vehicles (DMV), and must display proof of current registration.
- The speed limit is 5 miles per hour (MPH) throughout the parking facility.
- Pedestrians and bicyclists have the right of way at all times.
- Monthly parkers must present valid parking credentials upon entrance to the parking facility. Parkers that fail to present the proper credentials may be denied entry into the parking facility and are subject to citation and/or towing of the vehicle at owner's expense.
- Credentials are valid at one facility only. Only one parking space available per account holder.
- In parking facilities where parking hangtags or decals are issued, the parking hangtag or decal must be properly displayed and visible to be valid.
- Driving or parking vehicles in crosshatch walkways or across parking space lines is prohibited.
- Parking permit holders must park within the parking space lines. No double parking or lined corner parking is permitted.

- Animals, other than service animals, may not be brought into the parking facility. Service animals are not to be left unattended in a vehicle.
- Leaving an unattended internal combustion engine vehicle running in a parking facility is prohibited.
- Storage of personal property in parking facilities is prohibited.
- Storage of state property in parking facilities is prohibited without the express written consent of DGS PAU.
- Lost items turned into DGS will be held in a locked area for 30 days. After 30 days, DGS will donate and/or dispose of these items as deemed appropriate.
- Smoking and vaping is prohibited, including inside a vehicle.
- No person may park or operate a vehicle in such a manner as to cause interference with operations or in such a manner as to disturb the peace.
- Trash shall be disposed of properly in the provided receptacles to assist in keeping the parking facility clean. Disposal of hazardous materials, including but not limited to batteries, oil, oil filters, tires, automotive fluids, fluorescent light bulbs, etc., is prohibited.
- Subleasing is strictly prohibited. Parking permits are nontransferable between parties; only the individual to whom the permit was assigned can use the parking permit.
- DGS does not waive or suspend parking deductions for leaves of absence. Refunds will not be processed for extended absences. If parking is cancelled for an extended absence, parkers will need to go through the OPLS or waitlist process to reestablish parking. A new parking application will be required.
- If payment for an active parking account is more than 60 days past due, garage access is subject to suspension until the account is brought current or is in good standing.
- Disputes regarding the validity of a payroll deduction must be submitted in writing to [parking@dgs.ca.gov](mailto:parking@dgs.ca.gov) no later than 60 calendar days from the pay issue date. Refunds shall not exceed the sum of parking fees collected from the individual during the contested pay period(s).
- It is the responsibility of the parking permit holder to notify DGS PAU of any changes to the parking application (i.e., department transfer, change of address, vehicle information, and/or carpool members). An updated parking application must be submitted in the DGS Parking Portal within 30 days of any changes to the parking application.
- DGS PAU reserves the right to close a facility/lot or impose limitations on parking in emergencies, for construction or for safety reasons. In such instances, advance notice will be

given when practical and as time allows.

- Any individual who damages an unattended vehicle in the parking facility must notify DGS PAU and/or their Department Parking Coordinator and provide their name, address, phone number, and a statement of the circumstances in a conspicuous place on the damaged vehicle. Provisions of Vehicle Code Sections 20000 – 20018 are applicable in DGS parking facilities.
- If state property is damaged by a vehicle, please contact DGS PAU, the Department Parking Coordinator, and the DGS Office of Risk and Insurance Management (ORIM) at (916) 376-5300.

### **13.1. Vehicle Repair Policy**

- Vehicle repairs are not allowed in the parking facility other than simple repairs required to make a vehicle operational (i.e., jumping the battery, changing a flat tire).
- Should a vehicle need outside assistance (i.e., towing or locksmith service), contact DGS PAU and/or your assigned Department Parking Coordinator first for further instructions.
- The vehicle operator is required to accompany the repair service personnel at all times within the parking facility.

### **13.2. Access Credential Policies**

DGS parking facilities are equipped with an Anti-Pass Back system. Once an authorized parking cardkey is used to enter the parking facility, the same parking cardkey must be used to exit the facility before the parking cardkey can be used to enter again.

- Parking permit holders are subject to a \$25.00 fee to replace lost cardkeys or hangtags.
- Parking permit holders may be subject to a complete refund of the \$25.00 fee if the parking credentials are found and returned to DGS PAU the same business day the payment was processed.

DGS parking facilities may be equipped with license plate recognition (LPR) cameras. LPR may be disabled without notice for maintenance, system updates, or other purposes. At LPR equipped facilities, parkers must keep custody of the assigned cardkey while accessing the parking facility.

- Individual parking agreements may have up to one license plate registered for LPR.
- Carpool parking agreements are not eligible for enrollment in LPR.
- State agency vehicles are not eligible for enrollment in LPR.

### **13.3. Reconciliation Policy**

Parking facilities are subject to biennial reconciliation and parking permit holder verification. DGS will notify parking permit holders when the reconciliation will take place. Parking applications will be verified by the assigned Department Parking Coordinator and/or DGS PAU for completeness and adherence to the DGS guidelines and policies.

- Biennial reconciliations will occur on a rotating basis throughout the state.
- All parking permit holders are required to participate in the reconciliation and verification process by submitting an updated parking application in the DGS Parking Portal.
- Failure to submit an updated parking application may result in the suspension or loss of parking privileges.

### **14. Violations**

A parking permit may be forfeited and parking privileges revoked for violating any state and/or federal anti-harassment, discrimination, or violence at the workplace law and/or DGS PAU parking policies contained herein. DGS parking facilities are recognized as state property and are an extension of an employee's workplace; therefore, it is expected that all parking permit holders adhere to the state and federal laws aforementioned. If there is a violation of these laws, the parking permit holder's management and human resources office will be notified and a discussion with each office will take place.

- Examples of violations include behavior that is hostile or exhibits acts of malice, such as damaging personal property; verbally or physically assaulting another individual; or damaging or removing state property without authorization. Exhibiting any hostilities or unsafe driving behaviors in state parking facilities will result in possible investigation involving the permit holder's department and/or a report to the California Highway Patrol (CHP) and/or local police department. This also may result in loss of parking privileges.

#### **14.1. Enforcement and Revocation of Parking Privileges**

Serious or accumulated violations may result in permanently revoked parking privileges. Security contractors, DGS PAU, and assigned Department Parking Coordinators will patrol the parking areas on a regular basis. All violations will be recorded and maintained.

- When a violation occurs, one or more of the following actions will be taken:
  - Parking permit holder and carpooler members will be contacted as applicable.
  - A violation notice or email may be issued to the parking permit holder.
  - CHP may be contacted to ticket and/or tow the vehicle at the owner's expense.
  - Parking access may be temporarily or permanently revoked.
  - Management at the agency or department where the parking permit holder is employed may be contacted.



- First violation:
  - Parkers will receive a courtesy notice on windshield and/or a courtesy email detailing violation and a reminder of the parking terms and conditions.
- Second violation:
  - Parkers will receive a final notice on windshield and/or a final notice email detailing violation and a final reminder of the parking terms and conditions.
- Third violation:
  - Parkers will receive email notice detailing violation and a revocation of parking privileges.

If parking privileges are ever permanently revoked, DGS PAU will not add the revoked parker to any carpool, waitlist, or OPLS, nor will the parker be approved to access any state parking facilities.

## 15. Cancellation

- To cancel parking and payroll deduction, a parking cancellation must be submitted 30 days in advance via the DGS Parking Portal. Cancellations received by/on the eighth day of the month are effective at the end of the pay period. Cancellations received after the eighth day of the month will be processed by the State Controller's Office the following pay period. No partial month refunds will be processed.
- Refunds for parking fees will not be issued unless a parking cancellation was submitted in the DGS Parking Portal in accordance with guidelines.
- Parkers are subject to a \$25 fee for unreturned parking cardkeys and/or hangtags

## 16. Additional Information

Additional information can be found on the [Statewide Parking and Commute Program website](https://www.dgs.ca.gov/) or <https://www.dgs.ca.gov/>.

The DGS Parking Administration Unit can be reached at [Parking@dgs.ca.gov](mailto:Parking@dgs.ca.gov) or (844) 832-5423.

The [DGS Parking Portal](https://dgs.service-now.com/ofam) is available at <https://dgs.service-now.com/ofam>.