



## Parking Administration Unit – Parking Policy



**Prepared by: Department of General Services Parking Administration Unit**

**June 2021**

## Parking Policy Overview

The Department of General Services (DGS) 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:** [dgsofamparking@dgs.ca.gov](mailto:dgsofamparking@dgs.ca.gov)
- **Phone:** (844) 832-5423

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# 1. Parking Facilities

## 1.1. DGS-Managed 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 10 <sup>th</sup> St., Sacramento, CA 95814	Mon-Fri: 5:30 a.m. to 7:30 p.m.	N/A	Lottery
7	Garage	715 P St., Sacramento, CA 95814	24/7	N/A	Waitlist
12	Garage	1215 O St., Sacramento, CA 95814	24/7	N/A	Waitlist
14	Garage	1517 13 <sup>th</sup> St., Sacramento, CA 95814	24/7	Mon-Fri: 6 a.m. to 7 p.m.	Lottery
24	Garage	1500 10 <sup>th</sup> St., Sacramento, CA 95814	24/7	Mon-Fri: 5:30 a.m. to 10:30 p.m. Sat: 8 a.m. to 10:30 p.m.	Lottery
33	Lot	1100 P St., Sacramento, CA 95814	24/7	N/A	Lottery
36	Garage	1500 11 <sup>th</sup> 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 17 <sup>th</sup> St., Sacramento, CA 95814	24/7	Mon-Fri: 4 p.m. to 9:30 p.m. Sat: 11 a.m. to 11 p.m. Sun: 11 a.m. to 6 p.m.	Waitlist
48	Lot	1723 8 <sup>th</sup> St., Sacramento, CA 95814	24/7	N/A	Lottery
50	Garage	1517 11 <sup>th</sup> 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: 5:30 a.m. to 6 p.m.	Mon-Fri: 5:30 a.m. to 6 p.m.	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	N/A	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: 6:30 a.m. to 6 p.m.	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	24/7	Mon-Fri: 6 a.m. to 7 p.m.	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	N/A	Waitlist
32	Garage	6150 Van Nuys St., Van Nuys, CA 91401	24/7	Mon-Fri: 7 a.m. to 7 p.m.	Waitlist
49	Lot	345 W. Ash St., San Diego, CA 92101	24/7	N/A	Waitlist
51	Lot	1350 Front St., San Diego, CA 92101	24/7	N/A	Waitlist
52	Garage	320 W. 4 <sup>th</sup> St., Los Angeles, CA 90013	24/7	N/A	Waitlist

## 1.2. Parking Overnight

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.

## 1.3. Daily Parking Hourly Rates and Availability

- 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.

## 1.4. Monthly Parking Rates and Payments

- All standard parking fees must be paid via automatic payroll deduction. All payroll deduction fees are pre-tax. It is the responsibility of the parking permit holder to contact DGS PAU if removed from payroll via State Controller's Office (i.e., leave of absence, separation, retirement, etc.).
- Prior to commencement of the employee's first payroll deduction, parking fees will be prorated based on first day of parking and collected in advance by a credit/debit card. No cash or personal checks will be accepted.
- In parking facilities where contract employees, retired annuitants, seasonal employees, and student assistants are eligible for parking, these types of employees must pay monthly via invoice by credit/debit card or personal/cashier's check as they cannot be set up with payroll deduction. Payments must be sent to:

**DGS Office of Fiscal Services  
P.O. Box 989053  
West Sacramento, CA 95798-9053**

- State agencies opting to pay monthly parking charges will be billed through their DGS customer account number (CAN).
- State employees whose normal work hours are outside of normal business hours (night shift or graveyard) 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.

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

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.

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 to 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 by this permit.

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

- California Highway Patrol (CHP): (916) 445-2895
- DGS PAU: (844) 832-5423 (Monday through Friday, 8 a.m. – 5 p.m.)

## **3. Application Process**

### **3.1. Eligibility and Application**

Applicants must be either: a state employee; an employee of the Senate, Assembly, or governor's office; or an approved state contractor. Parking availability is subject to change and space distribution is based on DGS facility vacancies, which are determined by DGS PAU.

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

### **3.2 Monthly Parking Availability, Waitlists, and Parking Lottery**

Due to a high demand for parking, many DGS parking facilities are filled to capacity. Parking availability is managed by waitlist or online parking lottery by DGS PAU, with assistance from the assigned Department Parking Coordinator in facilities at or above capacity. See section 1.1 to determine the waitlist type for each parking facility.

#### **Waitlist Process/Policies**

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 parking space 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 complete the parking application and submit it in the DGS Parking Portal within seven business days.
  - If the individual fails to reply within seven business days after receiving the email notification, one phone call attempt will be made to reach the individual. If no confirmation is received within 48 hours, the offer will be considered declined and the individual's name will be removed from the waitlist.
- Contact the assigned Department Parking Coordinator or DGS PAU to be added to a waitlist. See section 1.1 for DGS parking facilities and hours of operation.
- Individuals may be added to a waitlist and be entered in the parking lottery concurrently.
- Only one individually paid parking space is available per person. Current paid parking must be canceled prior to accepting parking at another parking facility. Parking permit holders risk losing all parking privileges if found to have multiple parking spaces in their name.

### **Online Parking Lottery System Process/Policies**

The Online Parking Lottery System (OPLS) was established to manage multiple lots in the downtown Sacramento area. Names are drawn randomly from the lottery to fill 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 parking lottery to obtain a preferred parking facility assignment.

- The OPLS covers multiple downtown Sacramento parking garages and lots. Individuals may not request to be entered into the lottery for a specific lot. When subscribing to OPLS, individuals are subscribing to the following downtown Sacramento parking facilities:

*Lots: 2, 14, 24, 33, 39, 48, and 55  
(See section 1.1 for DGS parking facilities and hours of operation)*

- Subscribers to the lottery will remain in the lottery until selected and a parking space is received; until the subscriber requests to be removed from the OPLS; or when the subscriber does not respond to PAU's attempts to contact them upon being selected for a parking space, as outlined below.
- 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 name. If an individual is found to have entered the OPLS more than once using multiple names, they may be subject to removal from the OPLS.
- When a name is drawn from the OPLS, the individual will receive a notification via email from DGS PAU providing them with the information on the number of spaces available in each specific lot.
- Upon receiving the notification email, the individual must complete the parking application in the DGS Parking Portal within seven business days. If the individual fails to reply within seven business days of the date the email notification is sent, DGS PAU will make one phone call attempt to reach the individual. If no confirmation is received within 48 hours, the offer will be considered declined and the individual's name will be removed from the lottery.
- State employees may subscribe to the OPLS at the [Statewide Parking and Commute Program website](#) or [www.dgs.ca.gov](http://www.dgs.ca.gov).

#### **4. General Policy and Rules**

##### **4.1. Terms and Conditions**

- All vehicles entering the parking facility must be registered by parking permit holders.
- Parking permits are nontransferable between parties; only the person to whom the permit was assigned can use the parking permit.
- In parking facilities where parking hangtags or decals are issued, the parking hangtag or decal must be properly displayed and visible to be valid.
- Vehicles must be in operable condition, must be currently registered with the Department of Motor Vehicles (DMV), and must display proof of current registration.
- Driving or parking vehicles in cross-hatch 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.
- Only one parking space is available per individual or carpool parking application.
- Animals, other than service animals, may not be brought into the parking facility. Service animals are not to be left unattended in a vehicle.
- Smoking and vaping is not permitted anywhere in the parking facility, including inside a vehicle.

- The speed limit is 5 miles per hour (MPH) throughout the parking facility.
- Pedestrians and bicyclists have the right of way at all times.
- 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 should be disposed of properly in the provided receptacles to assist in keeping the parking facility clean. Do not leave hazardous materials such as batteries, used oil or filters, tires, coolant, etc., in DGS parking facilities or in trash containers located in the parking facility.
- Leaving an unattended vehicle running in a parking facility is prohibited.
- 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 lottery 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.
- 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.
- It is the responsibility of the parking permit holder to notify DGS PAU and/or their Department Parking Coordinator of any changes to the parking application (i.e., department transfer, change of address, vehicle information, and/or carpool members).
- 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.
- State agency paid parking permits may only be used to park agency owned/leased vehicles. The employee utilizing the state vehicle may not park a personal/private vehicle in place of the state vehicle. The employee must have a separate parking space for their personal/private vehicle.
- Only oversized/tall vehicles with a proper decal/permit may park in oversized/tall vehicle designated parking spaces. If a vehicle is found parked in an oversized/tall vehicle parking space without a decal/permit a citation will be issued and the vehicle may be towed at the owner's expense.



## **4.2. Tall Vehicles**

Tall vehicle parking is offered in multiple parking facilities in the Sacramento area. Vehicles must be measured and approved by DGS PAU before receiving a tall vehicle permit/decal.

- Vehicles must be brought to 1416 10th Street, Sacramento (alley) to be measured and approved to receive a tall vehicle permit/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 tall vehicle spaces available and may be suspended at any time based on space availability.
- Vehicles found parked in an oversized/tall vehicle parking space without a decal/permit will be cited and/or towed at the owner's expense.

## **4.3. Vehicle Repairs**

- 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 state employee is required to accompany the repair service personnel at all times within the parking facility.

## **5. Carpools**

### **5.1. Carpool Policy**

The carpool program was designated 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 holders must be state employees.
- The primary permit holder must complete a parking application in the DGS Parking Portal. The primary carpooler must include the carpool members' information (i.e., 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.
- The primary permit holder must be coming into the downtown core area and park within a five-block radius from headquarters/primary reporting location.
- 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 monthly parking waitlist or lottery.
- 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 carpool 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.

## **6. Disabled Parking**

### **6.1. Eligibility**

- Parking spaces clearly marked with blue lines and signage are restricted for use only by disabled (temporary or permanent) parking permit holders. Per the 2010 standards of the Americans with Disabilities Act (ADA), permitted parking holders who have a Disabled Person (DP) permit issued by the DMV (i.e., placard and/or special plates) are entitled to barrier-free access.
- A DP placard/license plate allows for the utilization of the disabled parking spots for registered parking permit holders or daily parking permit holders.

## 6.2. Displaying the Placard

- Accessible parking authorization must be displayed in clear sight via DP license plate or placard hanging from the rearview mirror.
- Vehicles parked in accessible spaces without clearly displayed authorization are subject to ticketing and towing at the vehicle owner's risk and expense.
- Displaying a DP license plate or placard does not provide authority to park in an electric vehicle (EV), tall vehicle, or otherwise reserved parking space unless noted on signs.

## 7. Zero-Emission Vehicle Parking Policy

### 7.1. Background and Purpose

On September 20, 2019, Governor Gavin Newsom 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 (ZEV) 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 7.3 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.

### 7.2. 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 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.

### 7.3. ZEV Monthly Parking Discount Rate

ZEV Monthly Parking Discount Rate	
ZEV	\$40.00
PHEV (original vehicle)	\$40.00
PHEV (replacement vehicle)	Individual lot rate

State agency operated ZEVs do not qualify for the discounted monthly parking rate and are subject to the agency lot rate.

Once the ZEV occupancy rate exceeds 20%, as determined by 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. After 60 days, the following monthly parking rate deduction will reflect the individual lot rate.

### 7.4. ZEV Charging

While occupying a designated electric vehicle parking space, ZEVs must be plugged in and actively charging.

#### A. Fee-Based Charging

DGS offers Level 2 and/or DC fast charging options at several parking facilities. Customers interested in utilizing fee-based charging stations must pay at the station or create a separate payment account. Use of a DGS fee-based charging station is limited to a maximum of four-hours per day, after which the ZEV must relocate to an unoccupied parking space.

#### B. Free Charging

DGS offers Level 1 charging in designated electric vehicle charging spaces only. There is no fee associated with Level 1 charging. Use of undesignated outlets or extension cords is strictly prohibited.

EVSE	Time Limit	Cost
DC Fast Charging	4 hours	\$0.17/kWh*
Level 2	4 hours	\$0.17/kWh*
Level 1	24 hours	N/A

\*After the four-hour time limit, a \$1.15 per hour idle fee may apply.

### 7.5. ZEV Parking Application

- Applicants must contact the DGS PAU to register for the program.
- Applicants must provide a copy of the ZEV registration in the applicant's name, 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.

## **7.6. 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.
- On rare occasions, charging sessions may be remotely suspended in order to avoid overloading the electrical service panel.
- 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.
- All parkers agree to DGS Parking Policy, hereby incorporated by reference.

## **7.7. Additional Information**

Additional information can be found in the Electric Vehicle Charging Guide, or by contacting DGS PAU at [dgsofamparking@dgs.ca.gov](mailto:dgsofamparking@dgs.ca.gov) or (844) 832-5423.

## **8. Motorcycles**

- Motorcycle parking permit holders will not be issued a parking access card but instead a parking decal.
- Motorcycle parking permit holders may only access the parking facilities during business hours. If a motorcycle parking permit holder fails to retrieve their motorcycle during business hours, the motorcycle will be locked in the facility until business hours resume.
- 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 advised to go 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 spaces only.
- Motorcycle parking permit holders may not bring another type of vehicle into parking facilities.
- 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.

## 9. Bicycle Cage/Lockers

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.

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

Lot	Type	Monthly Fee
14	locker	\$4
24	cage	\$2
55	cage	\$2

- Bicycle cages and lockers are for daily commute purposes only, not storage.
- Participation requires submission of a parking application in the DGS Parking Portal.
- 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.

## 10. 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.

## **11. Revocation of Parking Privileges**

Serious or accumulated violations may result in permanently revoked parking privileges.

- If parking privileges are ever permanently revoked; DGS PAU will not add revoked parking permit holders to any waitlist or parking lottery nor approve access to any state parking facilities.

## **12. Enforcement**

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 may be issued to the parking permit holder of the vehicle.
  - 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.

## **13. 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.

## **14. Card Key Policies**

### **14.1. Anti-Pass Back**

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.

### **14.2. Lost Parking Card Keys/Hang Tags**

- Parking permit holders will be charged \$25.00 for lost cardkeys or hangtags.
- Parking permit holders may be subject to a complete refund of the \$25.00 payment, if the reported lost cardkey or hangtag is found and returned to DGS PAU within 30 days of the date the payment was made.

### **14.3. Reconciliation and Verification**

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 the 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 loss of parking privileges.
- Payment information and deductions will be verified by the PAU.

### **15. Additional Information**

Additional information can be found on the [Statewide Parking and Commute Program website](#), or by emailing DGS PAU at [dgsfamarking@dgs.ca.gov](mailto:dgsfamarking@dgs.ca.gov), or by calling (844) 832-5423.

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