STATE OF ALASKA STANDARD OPERATING PROCEDURE Division of General Services	S.O.P. # DGS 05-01	PAGE 1 of 3
SUBJECT: State Employee Parking – Juneau Core Area	EFFECTIVE DATE: May 6, 2003	
APPROVED BY: Vern Jones, Chief Procurement Officer	SUPERSEDES S.O.P. # N/A	DATED: REVISED: June 29, 2006

Purpose:
The following is intended to provide guidance for administration of State owned, leased and certain other municipal parking lots in the Juneau core area. The Juneau core area is defined as an area of Juneau bounded by Gold Creek to the north, the Gastineau Channel to the east, and Mt. Roberts Tram to the south.

Authority:
AS 44.21.020 (Duties of Department); AS 37.05.570 (Alaska Public Building Fund), and Labor Contracts

A) General Requirements and Restrictions:
Parking in the State's general parking pool, or an area reserved for State employee parking requires:

1. A State parking permit issued to qualified employees, contractors and visitors whose duty station and state business creates a substantial dependence upon the parking lots covered by this policy. A dependence exists when, to a significant degree, the individual's duty station or temporary business requires to them to park in a lot covered by this policy.
2. The permit must be displayed on the vehicles rear view mirror attached to the front windshield with the permit number visible from the front exterior of the vehicle. Temporary parking permits are to be taped or otherwise affixed to the front window, lower passenger side corner with the permit information visible from the front exterior of the vehicle. Motorcycles need not display a permit, but the motorcycle must be registered.
3. Only one permit is issued per employee/visitor/contractor, and only the permit holder may use the permit to park in lots covered by this policy. Permit holders who want to utilize multiple vehicles must register all alternate vehicles, and use the same permit by removing and reinstalling the permit between the vehicles. Other individuals are prohibited from incidental use of the employee's permit.
4. The permit holder is responsible for proper use and displaying of the permit. Vehicles are prohibited from parking in such a way that blocks driving lanes or other parked vehicles. Further, the permit holder must not cause damage to parking areas and ensure that their vehicles are properly secured. Violations may result in issuance of citations, loss of parking privileges, vehicle impoundment, and/or disciplinary action up to and including dismissal.
5. The vehicle displaying the parking permit must be registered in the State of Alaska with State license plates within 10 days of commencement of employment (AS 28.10.121), unless the owner is in active military service.
6. Upon separation from State employment, the employee is responsible for returning the permit to Division of General Services.

B) Registration Requirements:
A Parking Control Card shall be completed and all information kept up to date for each vehicle authorized to utilize lots covered by this policy;

C) Parking Permit Types:

The State issues five types of parking permits:

1) Temporary Parking Permits:

Temporary permits are issued for a period to be established at the permit's issuance.
Seasonal and non-permanent State employees are issued temporary permits for the duration of their employment. In addition, a temporary permit may be issued to a State contractor.

2) General Parking Permits:

General parking permits are issued to members of the General Government Bargaining Unit and other State employees not eligible for Temporary, Supervisory/Confidential, and Executive permits.

3) Supervisory/Confidential Permits:

Supervisory/confidential permits are issued to members of the Supervisory or Confidential Bargaining Units. Documentation of the applicant's membership in the appropriate bargaining unit must be provided at the time of registration.

4) Executive Parking Permits:

Executive parking permits are issued to Commissioners, Deputy Commissioners, Directors, Deputy Directors and other employees who are at least the functional equivalent of a Deputy Director and at range 23 or higher.

5) Posted Parking:

Selected parking spaces are reserved specifically for Commissioners, and others approved by the Chief Procurement Officer. Only the authorized individual may utilize their posted space.

D) Parking Guidelines and Restrictions:

Permit holders are required to abide by all parking restrictions. Parking restrictions include, but are not limited to the following:

1) General Parking:

Includes all parking spaces covered by this policy (unless otherwise restricted and posted). These parking spaces are available to permit holders as open, unassigned, first-come, first-served for State employees who display a valid state parking permit.

2) Parking for Persons with Disabilities:

Persons with disabilities must possess and display a Handicapped Parking Permit issued by the Division of Motor Vehicles in order to park in parking spaces designated as handicapped. These parking spaces are available to Handicapped Parking Permit holders on an open, unassigned, first-come first-served basis.

3) Unregistered Visitor Parking:

Designated visitor parking spaces covered by this policy are available for up to three hours. Visitor parking is not for use by State employees. If a vehicle is registered for State parking, it may not utilize visitor parking.

4) Contractor Parking:

If a contractor (generally the construction trades) has work on a full time basis or for an extended period, a temporary permit may be issued for their use. The contracting agency is required to provide documentation explaining the need and duration of the contract.

5) Executive Parking:

Executive State employees displaying executive parking permits may park in the Juneau State Office

Building on the first level, or P1, in spaces marked reserved. Executives may also park in visitor parking spaces when other P1 Executive parking spaces are full. Executives utilizing visitor parking must notify the parking enforcement contractor.

6) Supervisory & Confidential Bargaining Unit Parking
Spaces for bargaining unit members properly displaying their valid permit are available on level 3 of the Juneau State Office Building.

7) Parking Lots Covered by this Policy:
There are a number (maps are available at http://www.state.ak.us/local/akpages/ADMIN/dgs/home.htm and at the division's front desk) of State-owned and leased buildings in the core area of Juneau covered by this policy with parking available to permit holders including:
Armory Parking Lot – Parking is available for all State employees except where designated for Centennial Hall, National Guard Armory, and the Zach Gordon Youth Center.
City and Borough of Juneau parking Lot (between the Public Safety Building and Bullwinkles Pizza Parlor) - is available to permit holders as authorized through the City except during Legislative session; the Legislature has exclusive use of those spaces as marked.
State Leases – There are a number of State leased buildings in the core, which have parking spaces associated with them. These parking spaces are available to permit holders as open, unassigned, first-come, first-served basis, except where specifically designated as reserved, or posted.
Public Parking Lot- All spaces are available to permit holders as well as the general public on an unassigned, first-come, first-served basis.

E) AUTOMOBILE DAMAGES/THEFTS

1. Parking in a State parking lot is done so at the permit holder's own risk. The State does not have responsibility or liability for damage or theft.

2. Reports of damaged or stolen property are to be reported to the Juneau Police Department and the State parking security contractor.

F) Parking Violations, Fines and Penalties and Enforcement:

1. Penalties for parking in an unauthorized location, or without a valid permit, may result in the issuance of a Uniform Traffic Citation. Parking in violation of Alaska Administrative Code (13 AAC 02.340) parking and other pertinent regulations will result in a fine of up to $20.00 (exception: parking in a handicapped space without authorization will result in $100 fine + $10 fee). Repeated violations may result in further issuance of citations, loss of parking privileges, towing and impoundment of the vehicle, and/or disciplinary action up to and including dismissal.

2. Enforcement of these rules is the responsibility of the parking enforcement contractor. The parking enforcement contract is managed by the division's Facilities program staff.

F Legislative Parking:
Legislative employees are to obtain parking permits from the Legislative Affairs agency and abide by this permits issuance and eligibility policies. These permits may be used in restricted legislative parking areas/lots and in all parking areas designated as a part of the State's general parking pool as open and unassigned for State employees. Legislative permit holders may not park in parking spaces designated reserved, executive, supervisory/confidential, handicapped, and visitors parking.