

## 7. CAMPUS PARKING POLICY

### POLICY

This purpose of this policy is to establish guidelines regarding the provision and use of parking spots for customers employees, volunteers, temporary and contract employees at the downtown county campus facilities. Facility and Support Services (FSS) shall manage and designate the available off street parking pursuant to guidelines in this policy. This policy does not guarantee no-cost, off-street parking for county or state employees (regular, contract or temporary), employees temporarily assigned to a campus building, other organizations occupying work space in or at county facilities, or volunteers working at the county campus.,

### SCOPE

This policy applies to all county departments, county and state offices or any other organization occupying work space in or at county campus facilities. Employees, volunteers, and contract employees shall adhere to the provisions herein as a condition of the use of county resources.

### DEFINITION OF TERMS

- A. **Employee** -
- a. Any hired employee, full or part time, with no defined employment end date; This does NOT include employees of other organizations visiting campus facilities to access services (example: abstractor, genealogist, car dealer, etc.).
  - b. **Volunteer** - Any non-paid person functioning as a volunteer worker, working for any department, office or agency covered under this policy.
  - c. **Temporary or Contracted Employee** - Any paid person working in a temporary or contracted capacity for any department, office, or agency located at the county campus. This may include actual temporary payroll employees, those in a contract capacity or those working through a temporary employment agency. ( example: Jail CADS staff, Auditor Elections staff, Family Resources staff, AEA staff)
  - d. **Visitor/ Customer** - Any person that does not fall into one of the other defined groups that is visiting the county campus to conduct legitimate, legal business at any department , office or agency located therein.
- B. **Loading Zone** - Signed spaces provided for short term loading and unloading of items into and out of campus facilities. Parking in these spaces is intended for employees, volunteers and contractors/vendors. Duration should not exceed 30 minutes.

- C. **Accessible Parking** - Parking provided according to federal, state and local codes intended for disabled drivers. To qualify for these spaces, drivers must display an official permanent or temporary handicapped placard issued by a recognized state agency. The use of a placard by a non-disabled driver while not accompanied by the disabled individual is not permitted.
- D. **Parking Diagram** - A diagram produced by FSS that indicates parking space designation and layout throughout the campus.
- E. **Employee Parking** - Parking designated for use by employees, volunteers, contract, and temporary employees. Customers/visitors are allowed to use these spaces when available. This parking is typically further from our facilities than visitor parking.
- F. **Visitor Parking** - Parking spaces designated for use by customer/visitors. Employees shall NOT park in spaces designated as visitor parking, except after 2:30 p.m. or when the buildings are closed to the general public (weekends and holidays).
- G. **Special Reserved Spaces** - Special parking spaces, signed (temporary or permanently) and designated by FSS in conjunction with organized events/activities (examples: County/state official vehicle parking, pool car parking, United Way Employee Spaces, special event parking, etc.) or special security use.
- H. **Restricted Parking** - Parking restricted to Scott County Jail and Sheriff's operations. Parking is restricted for security and limited access purposes.

## **CAMPUS PARKING DESIGNATIONS**

The official designation of parking on the county campus shall be via the county parking diagram. The diagram shall be prepared, maintained by, and kept on file in the FSS office. The diagram will be posted in each facility and available on the county intranet and internet web sites.

Persons meeting the definition of employee, volunteer, temporary or contracted employee when choosing to utilize county parking lots, shall park only in county provided spaces designated for employees. Vehicles must display a county parking placard or sticker and must utilize employee only spaces during the hours from 8:00 a.m. to 2:30 p.m., Monday through Friday on days that county facilities are open for business.

Persons meeting the definition of "visitor" may utilize spaces designated for visitor parking and may overflow into employee parking as needed.

Persons choosing to park in on-street (non-county) spaces are responsible to follow the rules and ordinances of the City of Davenport governing parking spaces.

## **ENFORCEMENT**

All users of county provided parking designated on the official parking diagram shall abide by the parking designations and definitions contained in this policy. Employees, volunteers, temporary or contracted employees shall park only in spaces designated for employee use. Visitors may utilize all visitor parking and may utilize employee parking as overflow when available. This policy supports the principal that our customers and visitors should, as a general rule, have available parking for the purpose of doing business within our facilities. There may be some unusual circumstances that limit available public parking spaces. (High volume jury call, construction, special events)

Employees violating the provisions of this policy shall be issued two warnings. After two warnings, FSS will revoke employee parking privileges, banning the violator from any county owned parking place, except for those spaces located in the lot at 5<sup>th</sup> & Western . Employees required to park in the 5<sup>th</sup> & Western lot must still follow rules with regards to spaces specifically designated as one of the classifications listed above.

Employees who have been banned are still eligible to park in one of the other county parking lots between the hours of 2:30 p.m.- 7:30 am Monday-Friday, and on weekends and holidays.

Employees who have lost parking privileges and found parking in any county owned space, with the noted exception of the 5th & Western lot, will be towed at the vehicle owner's expense. This section covers any vehicle a banned person knowingly is driving, whether registered to them or not.

The county recognizes that state offices or other organizations occupying work space in or at county facilities may request more stringent guidelines with respect to enforcement of this policy, but at no time may request less stringent guidelines for their employees, volunteers, temporary or contract employees. FSS will make every attempt to assist with these types of requests.

Persons not conducting business within county campus facilities that park vehicles in county spaces are subject to ticketing and/or towing per the Chapter 10 "Parking Ordinance" of the Scott County Code of Ordinances. Towing provisions also apply to vehicles parked illegally (e.g. not within marked spaces, blocking aisle, fire lane violations, etc.) These types of violations will not require any warnings prior to being towed.

FSS management staff will authorize the towing of a vehicle that has meet any violation criteria.

## **PARKING PLACARD/STICKER**

FSS shall issue a permanent identifying placard or sticker to all employees, volunteers, temporary and contract employees (see definitions). All persons falling under the definition of one of these groups must submit information to allow the issuance of the identifying placard or sticker. Once issued, a placard or sticker must be displayed per FSS placement guidelines. Failure to display the placard or sticker shall be considered a violation and be subject to enforcement procedures (see above). If there is a change in vehicle information the FSS reception desk should be advised of the updated information. If a loaner or rental vehicle is being driven, the reception desk should also be advised of the vehicle information. An employee, volunteer, temporary or contract employee is required to park any vehicle driven by them as designated in this policy even if the vehicle is not registered to them.

## **PARKING PRIVILEGE ACKNOWLEDGEMENT**

By utilizing county provided, off-street parking covered under this policy, drivers acknowledge the following:

- A. Free, off-street parking is a substantial benefit provided by the Scott County Board of Supervisors for their customers, employees and partners.
- B. Free, off-street parking is NOT an inherent right.
- C. The provisions of this policy will govern the use of county campus parking.