



PRACTICE

Approved by
The Executive Committee

No. 2-81

Initially issued: 10/03/1983

Last amended: 09/11/2017

Last reviewed: 09/11/2017

M-NCPPC PARKING AREA RESPONSIBILITIES

AUTHORITY This Practice was originally approved by the Executive Committee on October 3, 1983. It was last amended by the Executive Committee on September 11, 2017.



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PURPOSE & BACKGROUND This Practice was established on October 3, 1983, to communicate responsibilities regarding the use of parking facilities. Since its inception, this Practice has been amended as follows:

1. April 16, 2003: Revised to update policy on the use of parking facilities that are owned by M-NCPPC; acknowledge M-NCPPC offices that are located on property owned or operated by third parties; and to encourage the use of alternative commuting resources.
2. September 11, 2017: Policy updated to reflect minor amendments clarifying responsibilities of users of parking facilities, and address requirements for the use of parking permits and overnight parking.

APPLICATION This Practice applies to all M-NCPPC appointed officials, employees, volunteers, and visitors.

REFERENCES

- M-NCPPC Administrative Practice 2-18, Work/Life Program
- M-NCPPC Administrative Procedures 03-02, Alternative Commuting Resources

DEFINITIONS

The Commission: The governing body of the Maryland-National Capital Park and Planning Commission, which is comprised of five members from each of the agency’s two Planning Boards for Montgomery County and Prince George’s County.

The Maryland-National Capital Park and Planning Commission: The organizational entity. For purposes of this Practice, the terms “M-NCPPC” or “agency” shall be used to reference the organizational entity.

Parking Facility Users: For purposes of this policy, users shall include employees, volunteers, visitors, and Appointed Officers of M-NCPPC.

POLICY

The M-NCPPC will provide access to parking at its offices or alternate locations, as appropriate.

The Department Heads or his/her designee will communicate general responsibilities for users of parking areas located within their respective departments.

1. Parking areas, which are owned and operated by the M-NCPPC, shall include parking that is allocated for visitors, persons with disabilities, M-NCPPC-owned/leased vehicles, appointed officials and staff. The designation of M-NCPPC-owned parking spaces shall be based on available space and meet applicable federal, state, and local parking regulations. Parking requirements shall be communicated to users, and signage shall be included in reserved or restricted areas.
2. In some instances, M-NCPPC offices/facilities must use public or private parking areas owned/operated by a third party. Designation of parking spaces and user requirements are established by the owner/operator of the respective parking areas.

In the effort to preserve the environment and reduce costs associated with parking facilities, M-NCPPC also encourages staff to use alternative commuting resources such as car/van pooling, public transportation, and non-motorized transportation such as bicycling. Employees may obtain information on these resources through the M-NCPPC's Administrative Procedures 03-02, Alternative Commuting Resources.

RESPONSIBILITIES

This section explains responsibilities regarding parking at M-NCPPC-owned facilities and those owned/operated by third parties.

M-NCPPC-OWNED/OPERATED PARKING AREAS

Department Heads

The Department Head or his/her designee shall make decisions related to the M-NCPPC owned parking areas under his/her operation in accordance with applicable parking regulations. The Department Head or his/her designee shall determine when permits/placards are needed at their respective offices and facilities, and communicate the designation of spaces, requirements for vehicle parking permits/placards, and posting of signs in areas where parking is reserved or restricted.

M-NCPPC Facility Managers will:

1. Ensure that all M-NCPPC users are aware of requirements to park at the facility and responsibilities for obtaining a parking permit.
2. Maintain records of all issued parking permits/placards for his/her facility, and provide this information to the Park Police Division responsible for his/her county.

Parking Facility Users

Individuals are responsible for parking in spaces designated for their use and obeying all applicable parking rules and restrictions. At the discretion of the Department Head responsible for their respective office or facility, employees may be required to register their personal vehicle to permit parking. If registration is required:

1. Employees must provide information on their personal vehicle to the M-NCPPC facility manager or other individual designated by the Department Head.
2. The facility manager will then provide a parking permit that may be used at M-NCPPC facilities and third party facilities which specifically designate parking for M-NCPPC.

Individuals assigned a parking permit/placard shall adhere to the following:

1. Parking permits/placards must be displayed prominently at all times.
2. Lost or stolen permits must be reported immediately to the facility manager and the Park Police.
3. Permit holders may not transfer or share their permits for use in non-registered vehicles.
4. All permits must be returned upon termination from M-NCPPC employment.

Prohibited Activities

1. Unauthorized parking is prohibited, which includes parking illegally, in spaces reserved for others, or without proper permits.
2. Overnight parking of personal vehicles is not permitted at M-NCPPC offices and facilities unless prior approval is received, in writing, from the Department Head or his/her designee. Upon receiving approval for overnight parking, the employee must notify the M-NCPPC's Park Police covering the county in which the parking facility is located. The employee should provide the following information to the Park Police:
 - a. Number of days approved to stay;
 - b. License plate number;
 - c. Vehicle Make and Model; and
 - d. Permit/Placard number issued by M-NCPPC (if applicable).

In exceptional cases, where the Department Head or his/her designee is unavailable to approve overnight parking, the employee must notify the designated Facility Manager and the M-NCPPC's Park Police assigned to the county in which the parking facility is located.

The Park Police periodically monitor the use of the M-NCPPC's parking areas. Violators of parking rules set forth in this policy or communicated at facilities are subject to citations and fines. The M-NCPPC is not responsible for damages incurred to private vehicles due to violation of parking privileges/restrictions, or the negligence of a third party.

THIRD PARTY-OWNED/OPERATED PARKING AREAS

The M-NCPPC does not have decision-making authority over non-M-NCPPC parking areas owned and operated by third parties. In some cases, the M-NCPPC may be permitted use of limited, designated spaces.

Department Heads

When the M-NCPPC has leased parking spaces from a third-party owner, the Department Head or his/her designee shall communicate the responsibilities for use of the parking area, and the procedures for reporting parking concerns.

Parking Facility Users

Users of third-party facilities are responsible for complying with the designation of spaces and any other parking responsibilities established by the owner/operator of the facility. Users also are responsible for reporting parking concerns and damage incurred at these parking facilities to the owner/operator of the parking facility. The M-NCPPC is not responsible for any damage to personal vehicles.

IMPORTANT NUMBERS

- Montgomery County Park Police: (301) 949-8010.
- Prince George's County Park Police: (301) 459-9088.
- Risk Management: (301) 484-1693.