

# DHMH POLICY

<http://www.dhmh.state.md.us/policies/inpolm.htm>

Office of Procurement and Support Services- Central Services Division - DHMH 02.12.06  
Effective Date September 18, 2006

## DHMH (HQ) PARKING POLICY

### **I. EXECUTIVE SUMMARY**

The Department of General Services (DGS) regulates parking lots and garages at the State Office Complex. This policy sets forth for Department of Health and Mental Hygiene (DHMH) employees, the general guidelines of the parking system as they relate to DHMH headquarters at the State Office Complex. When a DHMH employee's parking privileges are approved, the employee's State ID card's functions are extended to allow use of the card to access the appropriate parking areas.

The roles and responsibilities of the DHMH program are described: the Secretary has overall responsibility for the DHMH Parking Program, delegating program management and oversight responsibility to the Director, Office of Procurement and Support Services (OPASS). The Chief, Central Services Division of OPASS, designates the DHMH Parking Coordinator who is charged with managing the DHMH Parking Program and implementing specific criteria by which the policy will be carried out. Elements of the DHMH Parking Program are explained, including program records; applications; medical, discretionary, and carpool permits; the scoring system; upgrades; violations; visitor parking; and other relevant information.

### **II. BACKGROUND**

Parking lots and garages at the State Office Complex are regulated by the Department of General Services (DGS), which allots parking permits to DHMH and other agencies proportionate to the number of each agency's full-time employees. The DHMH allotment is approximately 33% of the number of DHMH employees at Preston Street. Within DHMH, parking privileges are determined by evaluation of criteria such as grade, length of State service, work requirements, medical or physical necessity, time of application, and participating in car pools.

Abuse of parking privileges shall not be tolerated. Everyone who is authorized parking privileges must comply with all associated rules, including this policy, the DGS Buildings and Grounds regulations, and Governor's Executive Order 01.01.1992.20 -*the State Agency Smoking Policy*, which specifically prohibits smoking or carrying lighted tobacco products in the parking garage or elsewhere in State buildings. Violation of these directives may result in termination of parking privileges or other disciplinary action. This policy is compatible with DGS parking requirements.

This version supersedes the DHMH Parking Policy 02.03.08 issued June 30, 2004. Changes include transfer of program responsibility from the General Services Administration (GSA) to OPASS, the related policy number change, elimination of the administration parking liaisons, the change in the use of B lot, and other DGS changes.

**Department of Health & Mental Hygiene**

**Office of Regulation and Policy Coordination - Policy Administrator**

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### III. POLICY STATEMENTS

#### A. DEFINITIONS

1. A “**carpool**”, for the purposes of this policy, is defined as a group of State employees whose primary work site is the State Office Complex, and who share a vehicle to travel to and from work each day. DHHM carpool permit applicants are entitled to additional points to enhance placement on the permit waiting list, based on the number of participants and if they are DHHM employees. The carpool points are added to the applicants score.

<http://www.dhhm.state.md.us/forms/download/personnl/Parkapp-03.pdf>

2. “**Medical parking permits**” are special parking privileges issued on either a temporary or long-term basis. The applicant’s physician submits an application form to the Parking Coordinator with a medical certification of disability, which is then reviewed by a DHHM physician evaluator. Approval is based on the evaluator’s determination of medical needs or hardships in accordance with a medical parking permit rating system.

[http://www.dhhm.state.md.us/forms/download/personnl/020308sof\(1\).pdf](http://www.dhhm.state.md.us/forms/download/personnl/020308sof(1).pdf)

3. “**Parking permits**” are privileges allocated by DGS through the DHHM Central Services Division which allow employees in approved vehicles to use their State ID cards to access specific parking areas during normal working hours. Access is provided to either the O’Conor building garage (A, B and/or C level) or to one of the surface lots. Criteria used to grant parking privileges include an employee’s grade, length of service, work requirements, medical or physical necessity, time of application, and participation in carpools.

<http://www.dhhm.state.md.us/forms/download/personnl/Parkapp-03.pdf>

#### B. ROLES AND RESPONSIBILITIES

1. The Maryland Department of General Services (DGS) regulates parking lots and garages at the State Office Complex.

2. The Secretary, DHHM, has overall responsibility for the Department’s parking program, and has delegated parking program management authority and oversight responsibility to the Director, Office of Procurement and Support Services (OPASS).

3. The Chief of the Central Services Division (CSD), OPASS shall designate a DHHM Parking Coordinator to represent DHHM and act as liaison regarding the parking program between the Department of General Services and DHHM employees. The telephone number in CSD for parking issues is 410-767-6809.

4. The DHHM Parking Coordinator is responsible for the following:

a. maintaining records of DHHM permit holders;

b. overseeing the waiting list;

- c. processing applications for permits;
- d. acting as the official custodian of all DHHM permits.

### C. THE DHHM PARKING PROGRAM

#### 1. Parking Program Records

- a. The DHHM Parking Coordinator will maintain the DHHM Parking Program records.
- b. Listings of all DHHM authorized parking permits and permit holders will be kept current.
- c. Permit records will be screened periodically to update data.
- d. **Any change** relevant to a permit holder's status, e.g., a change of vehicle, transfer to another program or an individual's leaving / joining a car pool, **must be reported to CSD within two weeks.**
- e. An employee leaving a position at the State Office Complex shall have his/her clearance sheet signed by the Parking Coordinator, or CSD designee. The Office of Human Resources will not accept a final exit clearance if parking is not signed off.

#### 2. Applications for Permits

- a. Any **full-time DHHM employee** may apply for a parking permit, [http://www.dhmm.state.md.us/forms/sf\\_app.htm](http://www.dhmm.state.md.us/forms/sf_app.htm), and submit the application to the DHHM Parking Coordinator at CSD.
- b. Employees in grade 20 and higher will be authorized garage parking regardless of time in service, subject to availability.
- c. Applications will be ranked according to the established scoring system (See Section III-C-7) and permits will be issued, as available, to the individual on the waiting list with the highest score.
- d. When more than one individual has the same score, the next permit will be issued to the individual with the longest time in State service.
- e. The Office of Human Resources will verify the grade and tenure on the parking permit application before a permit is issued.

#### 3. Issuing of Permits

- a. The DHHM Parking Coordinator will authorize all permits allocated by the Department.
- b. Employees who leave DHHM or move to another program not located at the State Office Complex shall have their parking privileges rescinded by the Parking Coordinator. Those permits will then be reissued as appropriate.

c. Except as otherwise noted in this policy, an employee who transfers programs within DHMH at the State Office Complex may retain parking privileges but must notify the Parking Coordinator of the transfer. (Exception: See Item 5. Discretionary Permits.)

4. **Medical Parking Permits**

a. Employees who are seeking a medical parking permit are responsible for having a licensed physician submit the completed medical parking permit application form to the DHMH Parking Coordinator. The appropriate form can be downloaded from the following site: [http://www.dhmh.state.md.us/forms/sf\\_app.htm](http://www.dhmh.state.md.us/forms/sf_app.htm).

b. The completed forms must be sent from the employee's physician's office either **by fax** to 410 333-7482, or **by mail** to:  
**DHMH PARKING COORDINATOR, OPASS-CSD**  
**201 WEST PRESTON STREET- ROOM LL-4**  
**BALTIMORE MD 21201**

c. Applications that are **hand delivered** by the applicants or their representatives **are not acceptable**.

d. The medical parking permit application evaluation process consists of two steps:

1) Receipt of a completed application form by the Parking Coordinator directly from a licensed physician that includes a written certification of the applicant's physical disability which substantially impairs the applicant's mobility and which causes the applicant serious hardship or risk of injury if denied a medical permit.

2) Review of the completed application and certification by a DHMH-designated licensed physician in accordance with the medical permit rating system to evaluate the applicant's disability and determine if a serious hardship or risk of injury to the applicant exists.

e. Approved applicants will be authorized garage parking subject to availability. When garage permits are not available, approved applicants will be added to a waiting list, and permits will be issued based on the date applied.

f. Medical parking permits may be issued on a long term or temporary basis. The Parking Coordinator may require annual re-certification of medical parking permits.

g. Due to the limited number of parking spaces in the garage, medical parking permits are restricted to not more than twelve percent (12%) of the Department's total allocated garage spaces.

5. **Discretionary Parking Permits**

a. The Director, OPASS or designee may issue a discretionary

parking permit to an employee based on the requirements of the employee's position, when the employee would not otherwise qualify for approved parking.

- b. Requests for discretionary parking permits must be made in writing to the Chief of the Central Services Division (CSD).
- c. The Director, OPASS or designee will have final approval authority over all discretionary parking permits.
- d. Employees with discretionary parking permits who are reassigned must notify CSD and relinquish their parking privileges.

**6. Carpools:**

- a. Carpool members must be State employees whose primary place of work is the State Office Complex, at least one from DHMH.
- b. DHMH employees participating in car pools or interested in forming a car pool may apply for a DHMH permit using the appropriate form, [http://www.dhmh.state.md.us/forms/sf\\_app.htm](http://www.dhmh.state.md.us/forms/sf_app.htm).
- c. An employee issued car pool parking privileges must be present when his/her State ID card is used to gain access to a building or parking lot. **Employee ID cards are not to be loaned to others** -violations shall be subject to disciplinary action.
- c. Ongoing use of carpool parking privileges by one person is a violation of the conditions under which the permit is issued. When a carpool is reduced to a single member, the employee must notify Central Services and relinquish parking privileges.
- d. Rescinded carpool permits will be reassigned to the applicant on the waiting list with the highest score.
- e. If the employee authorized carpool parking privileges leaves DHMH or the State Office Complex, that permit may be reassigned to another DHMH employee in the carpool as long as at least two people remain in the carpool (a driver and at least one passenger).

**7. DHMH Parking Permit Scoring System**

EMPLOYEE CRITERIA	POINTS
▪ TIME IN SERVICE	(TS): 1/12 POINT FOR EACH MONTH OF SERVICE
▪ GRADE:	(GR): ONE POINT PER PAY GRADE
▪ TIME OF APPLICATION	(TA): 1/12 POINT PER MONTH FROM DATE APPLIED

  

CARPOOL CRITERIA	CARPOOL POINTS (CP)
▪ FOUR PERSON (ALL DHMH)	TWELVE POINTS
▪ FOUR PERSON (DHMH & OTHER STATE AGENCY)	TEN POINTS
▪ THREE PERSON (ALL DHMH)	EIGHT POINTS
▪ THREE PERSON (DHMH & OTHER STATE AGENCY)	SIX POINTS
▪ TWO PERSON	FOUR POINTS

FORMULA: (TS) + (GR) + (TA) + (CP) = TOTAL SCORE

EXAMPLE:

Time in Service (TS)	Grade (GR)	Time of Application (TA)	Carpool(CP)	= SCORE
# months x 1/12 of service	current x 1 grade	# of months from x 1/12 application date	car pool points	total points

**8 Parking Upgrades**

- a. An employee issued outside parking may apply for garage parking using the DHMH Application for Parking Permit. <http://www.dhmh.state.md.us/forms/download/personnl/applica.pdf>
- b. Applications for garage permits are ranked according to the scoring system. Highest scores are issued garage permits, subject to availability.

**9. Private Parking Facilities**

- a. DGS may at times allocate to DHMH parking spaces leased from private vendors. Because these parking spaces are leased, the Department cannot guarantee their permanent availability.
- b. Allotting of these permits to DHMH employees will be made from the waiting list according to the provisions of this policy. Employees who choose not to accept a permit for private parking facilities will remain on the waiting list.
- c. In the event that the Department is required to relinquish any or all of these private spaces, the individuals assigned to park there will be placed at the top of the waiting list for parking at the State Office Complex if permits for the O'Conor Building garage or surface lots are not available.
- d. Provisions of the parking policy dealing with misuse or abuse of parking privileges shall apply to DGS-leased parking at private parking facilities as well.

**11. Visitor Parking**

- a. DHMH units may schedule parking for visitors. Requests for visitor parking must be made at least one working day prior to visitor arrival. Call 410-767-6809.
- b. Requests must be submitted to the Parking Coordinator or CSD designee, and include the name of the driver; make, model and license number of vehicle; date and place of the event or meeting; estimated time of arrival and duration of event. Central Services will contact DGS for authorization and have the visitors' names placed on the parking list.
- c. DHMH is allocated 15 guest parking spaces per day in the garage.
- d. DHMH employees who work at the State Office Complex **may not use parking spaces allocated for public use.**

12. **Lost or Stolen State ID Card**
  - a. Immediately report lost or stolen State ID cards to DGS Security Office at 410 767-4447 and also Central Services at 410-767-6809.
  - b. Employees seeking a replacement ID will be obligated to pay any fees required by the DGS Police.
  - c. Parking privileges cannot be restored until an employee's ID card is replaced.
  - d. Employees are responsible for safeguarding and protecting ID cards and parking privileges from unauthorized use.

**D. POLICY VIOLATIONS AND DISCIPLINE**

1. Employees' State ID cards with parking privileges must not be loaned, borrowed, or left in vehicles. DHMH will actively monitor the use and abuse of parking privileges.
2. Executive Order Number 01.01.1992.20, Executive Agency Policy on Smoking, specifically prohibits smoking or carrying of any lighted tobacco product in State buildings, which includes the O'Connor building garage. **Violation may result in the termination of parking privileges.** <http://www.dsd.state.md.us/comar/01/01.01.1992.20.htm>.
3. The DGS Buildings and Grounds Regulations, COMAR 04.05.01 are applicable to the parking lots and garages in the State Office Complex. Parking without authority or parking in unauthorized locations or in locations reserved for others is prohibited. <http://www.dsd.state.md.us/comar/04/04.05.01.05.htm>.
4. When deliberate misconduct is discovered or suspected, the appropriate authority will be notified and requested to investigate. If misconduct is determined, parking privileges may be rescinded and other disciplinary action may be taken, as appropriate.
5. When misuse or misrepresentation is determined, the employees may be disciplined as allowed by applicable State or Department policies, regulations, or laws, including Executive Orders.
6. The employees may appeal the above-described actions (both parking action and discipline) through, and within the prescribed timelines of the regular grievance process.
7. In cases where the DGS discovers and determines misconduct, and/or rescinds a permit for other reasons, the employee may request that DHMH appeal the decision to DGS. An appeal may be made if it is determined that there are unusual mitigating circumstances. Otherwise, the employee may pursue the grievance process.
8. When other provisions of this policy are violated, the responsible

parties may be disciplined in accordance with State or Department policies, regulations, or laws, including Executive Orders that may govern such disciplinary action.

## E. OTHER STATE OFFICE COMPLEX PARKING GUIDELINES

### 1. Parking After Normal Business Hours

Any permanent State employee, whether a permit holder or not, may park his/her vehicle in the O'Connor Building garage from 3:00 p.m. until 9:30 p.m., Monday through Friday, provided he/she is working during these hours and presents a valid State ID card. The employee must submit a prox access form to Central Services before using this feature.

### 2. State Vehicles

a. State vehicles may be parked in the O'Connor Building garage overnight and on weekends.

b. State vehicles that are not authorized to be parked in the garage must be removed from the garage by 8:00 a.m. of any normal business day.

### 3. Trucks/Vans:

Rules that apply to automobiles also apply to trucks and vans except that vehicles too large to enter the O'Connor Building garage may be parked on surface lots.

### 4. Overnight Parking

Employees who do not have parking permits and who want to leave their vehicle at the State Office Complex overnight while away on business, may request permission to park in the O'Connor Building garage. Requests must be made to the Parking Coordinator in Central Services at least 24 hours in advance.

### 5. Bicycles/Motorcycles:

a. Permanent State employees may park bicycles in racks in the O'Connor Building garage or in front of 300 and 301 West Preston Street.

b. Permanent State employees may only park motorcycles in aisle six of the A, B, and C levels of the O'Connor Building garage.

c. The privilege of parking bicycles or motorcycles in the garage is subject to availability of parking space in the racks or aisle six. State ID cards must be presented to use the garage parking areas for bicycles and motorcycles.

### 6. Escorts

An employee working after 5:00 p.m. may arrange to be escorted to his/her car in the State Office Complex parking areas by a DGS Security Officer by calling the Security Office at 767-4448 or 260-2911 in advance.

7. **Messenger/Courier Parking**

Parking is available for messengers and couriers at the O'Conor Building loading dock.

**IV. REFERENCES**

- Executive Order 01.01.1992, 20, Executive Agency Policy on Smoking  
<http://www.dsd.state.md.us/comar/01/01.01.1992.20.htm> .
- COMAR 04.05.01.05, DGS Buildings and Grounds Regulations, Vehicular Traffic  
<http://www.dsd.state.md.us/comar/04/04.05.01.05.htm> .
- DHMH Individual/Car-pool Parking Application and Forms  
[http://www.dhmh.state.md.us/forms/sf\\_app.htm](http://www.dhmh.state.md.us/forms/sf_app.htm)
- DHMH Medical Parking Application [http://www.dhmh.state.md.us/forms/sf\\_app.htm](http://www.dhmh.state.md.us/forms/sf_app.htm)

**APPROVED:**

/s/ Signature on file

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S. Anthony McCann, Secretary

**September 18, 2006**  
Effective Date