

WI STATE CAPITOL POLICE

PARKING RULES AND PROCEDURES

PURPOSE

To assist the Wisconsin Capitol Police in the uniform control of parking areas managed by the Department of Administration (DOA). This parking policy is established to ensure that the program is operated in accordance with the Wisconsin Statutes and Wisconsin Administrative Code.

AUTHORITY

Chapter Adm 1 of the Wisconsin Administrative Code and s. 16.843 of the Wisconsin Statutes authorizes the Wisconsin Capitol Police to enforce motor vehicle laws and parking rules on DOA owned and leased property.

DEFINITIONS

PARKING ADMINISTRATOR- A designated Division of Facilities Development and Management (DFDM) employee responsible for the administration and oversight of the state-wide DOA parking program.

PARKING COORDINATOR- A designated employee in each agency or building responsible for the day-to-day tasks of the parking program as it applies to their area (see Parking Coordinator Responsibilities).

SUBSCRIBER- An employee to whom a parking space/permit has been assigned.

ALTERNATE- An employee to whom the subscriber has given permission to use their parking stall when they are not using it. The alternate must display a permit for that stall number or call Capitol Police dispatch and advise them of the situation.

TOP MANAGEMENT - Recommended by tenant agency and approved by DOA {DOA Code 1.05(6)(A)}.

PHYSICALLY DISABLED - An individual who has been issued a DOT Disabled Identification card or a Disabled license plate.

CARPOOL - Three or more people including the driver who commute to and from work in the same vehicle (see carpool parking eligibility requirements).

EMPLOYMENT FACILITY/ORIGINATING WORK STATIONS - The assigned location of subscriber's permanent work site. If a subscriber has more than one work site, the originating work station is the site where the majority of time is spent on average per week. The subscriber's permanent work site is the only lot in which they are eligible to park.

PARKING STALL - A parking space in a parking area managed by DOA which a subscriber has permission to use during their hours of employment. The subscriber is only eligible to park at their originating work station.

OPEN LOT - Employee parking with non-designated parking stalls (i.e. Agriculture Building).

ASSIGNED LOT - Employee parking with designated parking stalls (i.e. GEF complex).

DAY PARKING - Parking assignment made to employees who work between the hours of 7:00am and 5:00pm, excluding legislative parking stalls.

NIGHT PARKING - Parking assignments made to employees who work between the hours of 4:30pm and 7:00am.

PERMANENT PART-TIME - Employees of the State hired to work 40 hours or less in a biweekly pay period, 12 months out of the year.

PERMANENT FULL-TIME - Employees of the State hired to work 80 hours in a biweekly pay period, 12 months out of the year.

CONTRACTED - Non-government employees that are employed by the State for a specified period of time.

SEASONAL – Employee who works for less than 12 months out of the year – a project employee.

LIMITED TERM EMPLOYEE – An employee who is hired for a short term, not to exceed 1044 hours in any one position.

PERSONAL VEHICLE – A personally owned vehicle; not state owned.

PERSONAL ASSIGNED STALL – A parking stall issued to the subscriber by the parking coordinator to park their personal vehicle or personally assigned state vehicle in. The subscriber is only eligible to park at their originating work station.

REGULAR WORK HOURS - Your regular workday hours, not including any overtime.

STORAGE – Leaving a vehicle in a lot or ramp when the employee is not at their job site or on State business.

CONSTITUTIONAL OFFICER – An Elected Official

STALL HOPPING – Moving a vehicle from one stall to another, such as the one-hour stalls at the Capitol Building. One-hour parking is for one hour only – you may not move to another one-hour stall around the Square on the Capitol side once the one hour has elapsed.

VISIBLE PERMIT – a visible permit is a static-cling permit which can be seen when affixed properly and placed in the proper location – lower left-hand side (driver’s side) of windshield.

PRIORITY OF ASSIGNMENT

1. Fire, police, and emergency vehicles
2. Disabled employees
3. Disabled visitors
4. State owned vehicles (fleet/pool cars)
5. Personal parking stalls
 - a. Top management
 - b. Carpools/van pools
 - c. Individual driver (permanent full-time employees)
 - d. Limited term/part-time/seasonal/contract employees

ALLOCATION FORMULA

Paid parking stall allocation for each department is determined by the following formula: the number of permanent full-time employees in each building is divided by the number of available stalls. Departments are then assigned stalls on a percentage basis in accordance with the number of permanent full-time employees stationed in the facility. Departments are encouraged to use the same formula for assigning stalls to their divisions. Once a lot is full, it is recommended that each department create a waiting list for their allocated stalls.

The subscriber will be allowed one parking stall. **The parking stall belongs to the department, NOT to the subscriber.** When the subscriber leaves a department, the parking stall remains with the original department (unless being reallocated). This also includes carpool stalls. The subscriber must work in the building at which they park.

PARKING STALL WAITING LISTS

The department parking coordinator will establish waiting lists for state parking when all allocated stalls are filled. Available department parking stalls will be assigned by the priority of assignment standards in the order in which applications are received. Each waiting list application should be date stamped. Parking privileges granted are limited to the employee’s regular work hours.

You may only get on a waiting list for the building you work in or where stalls have been allocated to your department. If you leave that building or department, you will lose your spot on the waiting list.

PARKING STALL CARPOOL WAITING LISTS

When a vacancy exists, the next name on the carpool waiting list will have fourteen (14) calendar days to provide a verifiable list of carpool members to the department parking coordinator. If unable to present a verifiable carpool list, that name will remain at the top of the waiting list and the next name on the list will be given fourteen (14) calendar days to present a verifiable carpool list to the coordinator. Parking privileges granted are limited to the subscriber's normal work hours and assigned work station.

CARPOOL PARKING STALL ELIGIBILITY REQUIREMENTS

A carpool must consist of three or more people (including the driver), where the members share the same vehicle for transportation to and from their place of employment.

At least two (2) of the members must be employed by the State of Wisconsin as permanent full-time employees.

The subscriber must be a full-time employee of the tenant agency and park in that lot only.

Three members must ride at least 50% of the time biweekly on average.

Three carpool members must work within one mile of the assigned stall.

Three carpool members must travel a total of three (3) or more miles one-way to the assigned stall in the carpool vehicle.

All carpool members must complete a carpool member information form (DOA-8126). Additionally, the subscriber must complete a parking permit application form (DOA-8124).

Quarterly verification of the carpools is required in all lots. Verification is the responsibility of the parking coordinator. Each member of the pool must sign the quarterly report (DOA-8127).

Exceptions may be made for carpools who travel over 60 miles round trip to and from their place of employment. Exceptions are decided by the Capitol Police.

An employee who is a member of a carpool and takes their own personal vehicle instead of the carpool MUST pay to park. If daily parking is not available in a certain lot, employees must find alternate means of parking.

If the stall was acquired specifically for the purpose of a carpool, the stall reverts to the agency for reassignment if the carpool disbands – the subscriber is not allowed to convert the stall into an individual stall.

One vehicle per permit number is allowed in the lot at a time.

Carpool vehicle may only be parked at subscriber's location.

Carpools are allowed five permits per pool at no cost. Additional permits may be purchased for \$2.00 each.

PARKING STALL FEES

With the exception of agency assigned stalls and contracted personnel, which shall be charged by monthly payment, fees for department allocated parking stalls will be paid by payroll deduction.

Constitutional Officers do not personally pay for parking. The parking fee is paid by the agency or office the Constitutional Officer is associated with.

Parking fees will NOT be prorated.

Motorcycle parking is to be paid in one lump sum. NO prorating of motorcycle parking fees. Motorcycle parking has two seasons:

- Summer: April 1 - October 31
- Winter: November 1 - March 31

Monthly and lump sum payment must be made by check, money order, or cash. The check should be made out to the Department of Administration and paid by the end of the first week of each month. There is a \$20.00 fee for returned checks.

A schedule of fees is available from the Parking Administrator.

Subleasing of a parking stall is **PROHIBITED** by Adm. Code 1.07. **NO** monies, services, favors, etc. may be exchanged for use of a parking stall. The collection of monies for carpool payment is permitted.

Violators may lose parking privileges and may be billed for any past parking fees.

ORIGINATING WORK STATION

Paid parking subscribers assigned to a work station will not have to pay for parking when temporarily assigned to a different workstation. However, a daily permit is required to be displayed if parking at a lot other than the originating work station. Daily permits may be obtained from the lot's departmental parking coordinator. **VISITING EMPLOYEES**

MUST PARK IN THE VISITOR OR DESIGNATED PARKING AREAS WHEN APPLICABLE.

State employees who do not pay for parking at their originating work station, and are temporarily assigned at another workstation, must pay for parking at the visiting work station.

NO storage of any vehicle in any State parking lot/structure is allowed.

PARKING PERMITS

ASSIGNED PERMITS

Two (2) parking permits will be issued to subscribers free of charge. Carpool stalls are allotted five (5) permits at no charge. Additional permits may be obtained at \$2.00 apiece.

Permits are to be affixed to the windshield and displayed in the window of your vehicle, as described on the parking application form. Permits must be affixed to the windshield using self-cling. Instructions are on the permit backing. Window must be clean and dry. Permits are not valid until the backing is peeled off and the permit is affixed to the windshield. A permit may not be affixed with tape or any other type of adhesive other than the permit itself.

Permit **MUST** be visible from outside the vehicle.

Permits or Capitol PD daily cards will be used for State fleet vehicles and temporary lots. The Capitol PD daily card must be displayed on the vehicle dashboard so that the permit number is in clear view from outside the vehicle.

Parking permits will not be distributed until the parking application has been received and approved by the parking coordinator.

Vehicles may be ticketed if the permit is not displayed properly, such as permit on tinted window making permit not visible from outside the vehicle, permit not applied correctly, permit not put in the correct area of the windshield, etc.

One vehicle per lot per permit number. One permit per vehicle.

Subscriber is responsible for use of additional permits. The subscriber is responsible for making sure payments on pay stub are correct. Contact parking coordinator with problems or changes.

HOW TO APPLY FOR PERMITS

In all lots, a parking permit application (DOA-8124) must be completed. No parking permits will be issued until application is received. If there are any changes or cancellations to a subscription, a permit change/cancellation form (DOA-8127) must be submitted.

Upon cancellation of a subscription, the subscriber is required to turn in all parking permits, including those additionally obtained, along with the permit cancellation form to the agency parking coordinator. **Until a cancellation form is returned to the Department of Administration and all permits are returned to the agency parking coordinator, the subscriber will be charged for use of the stall.**

LIMITED TERM EMPLOYEES/SEASONAL/CONTRACT/PERMITS

Parking permits/cards may be issued to limited term, seasonal or contracted employees, providing space is available. LTEs may be required to park in designated areas.

A permit or card will be issued and must be displayed in the same manner as a permanent employee. Improperly displaying a permit may result in a citation.

Monthly payment for parking is due by the end of the first week of each month, by check payable to the Department of Administration, money order, or cash, to be given to the parking coordinator.

Parking fees will NOT be prorated for partial month parking.

DAILY PERMITS

Eau Claire lot daily parking permits are available from a ticket dispenser. Permits are good for the date of purchase only.

If a subscriber is using a different vehicle temporarily, the static-cling permits should be moved from car to car. If the permit is damaged or unable to be moved, a Capitol Police Daily Permit should be obtained from your parking coordinator. Capitol Police must be contacted (608-266-8797) with the make, model, plate number, and location of all vehicles without a permit.

State Employees, contractors, LTEs, etc. are not permitted to park in the visitor lot or section of their original work station.

NIGHT PARKING

Night employees MUST apply for and display a valid parking permit to park in any DOA owned or operated parking lots.

FLEET PERMITS

Only fleet vehicles will be allowed to park in fleet stalls. If an employee will be using a fleet vehicle, the employee may park their personal vehicle in the same stall as the fleet vehicle which they will be using. Using a fleet stall does not allow a second vehicle on your permit.

DISABLED EMPLOYEES PARKING ACCOMMODATIONS

Disabled employees must pay for parking. Employee disabled parking must be assigned from the department allocated stalls.

- A. Parking stalls are allotted to disabled employees under the following criteria.
 - 1. A person to whom plates were issued under s. 341.14 (1a), (1q) or (1r) (a).
 - 2. A person or organization to which the special identification card was issued under s. 343.51.

- B. Use of the disabled employee assigned stall.
 - 1. Assigned parking stalls for disabled employees are for the exclusive use of the disabled individual.
 - 2. A qualified operator acting under the express direction of a disabled person, to whom plates or a special identification card was issued under s.341.14(1a), (1m), (1q), (1r) or 343.51, when such person is present in the vehicle.

- C. Display of DOT issued disabled identification card or plates.
 - 1. The DOT issued disabled identification card or plate shall always be displayed while parking in a disabled-signed stall.
 - 2. The identification card shall be displayed to enable a law enforcement officer to determine that the vehicle, when parked, is entitled to parking privileges, as required under s. 343.51.
 - 3. Employees receiving priority assignment due to disabled status must always display a handicap tag/plate while parked.
 - 4. If the stall was obtained due to a temporary disabled status, the stall must be forfeited after the subscriber fails to meet criteria for disabled status as stated above.

Note:

1. Parking privileges granted are limited to the regular hours of employment of the disabled employee.
2. The special assigned disabled parking stall is for the disabled individual only. This parking stall cannot be sublet or loaned to anyone (exception: vehicles displaying the special ride sharing permit for the assigned stall).
3. Any vehicle parked in a disabled parking stall not having a disabled plate or a disabled identification card is subject to enforcement measures by the Capitol Police.
4. Signed disabled stalls are for visitor use only.
5. Failure to comply with the above procedures may result in revocation of parking privileges.

MISUSE of disabled permits can result in a fine. Since the Department of Transportation has issued the DOT disabled permit, they will also be notified, which could result in the cancellation of the disabled permit.

HILL FARMS AND MONONA TERRACE LOTS

A state-issued electronic badge is required to enter the Hill Farms and Monona Terrace lots. If you don't have your badge, you must pull a ticket and pay to park. It is the subscriber's responsibility to get a replacement badge and notify their parking coordinator of the update. Subscribers will be responsible for all costs incurred during the time period that their badge was missing. If a missing badge is replaced during the workday, the subscriber is responsible for exiting the parking ramp by paying the ticket they pulled to enter, then re-entering with their badge to park for the remainder of the day.

MOTORCYCLE PARKING

Limited motorcycle parking is available in certain lots.

Summer parking runs from April 1 to October 31. Winter parking runs November 1 to March 31. Motorcycle permits are valid in designated motorcycle areas and in personally assigned stalls.

Subscriber **MUST** display a seasonal motorcycle parking tag on the cycle.

Summer and winter parking are for active motorcycle drivers only. **NO storage of cycles is allowed.**

If a subscriber pays for a parking stall, a motorcycle can be used as an alternate vehicle at no additional cost. However, a seasonal motorcycle parking tag must be displayed.

If you do not pay for a parking stall, you must purchase a motorcycle permit for a motorcycle stall where available.

One motorcycle parking tag will be provided to parking stall subscribers at no cost upon request. Any additional motorcycle parking tags may be purchased at \$2.00 apiece.

All motorcycles parked in designated motorcycle stalls or areas must have a parking tag affixed to the cycle. All permits/tags change seasonally. Motorcycle permits must be obtained from the department parking coordinator seasonally. Any violation of the motorcycle rules may result in enforcement measures by the Capitol Police.

The same permit application used for vehicle parking is used for motorcycle parking. In order to receive a permit/parking tag, the fee (check, cash, or money order) should be sent along with the application form. There is a \$20.00 charge for returned checks. Agencies are not allocated specific motorcycle stalls. Stalls will be assigned on a first come, first serve basis.

TRANSFER OF A PERMIT/LEAVE OF ABSENCE

A. Individual Subscriber

When an individual subscriber takes a leave of absence (60 days or longer) without pay and is removed from payroll deductions, their assigned parking stall may be reassigned on a temporary basis, under the premise that upon their return, the stall will be returned to them immediately. A leave of absence without pay cannot exceed 180 days or 6 months, or the subscriber forfeits rights to the stall and their name will be placed on the bottom of the waiting list.

When an individual subscriber leaves without pay for less than 60 days, their stall may not be temporarily reassigned. The subscriber may prepay via payroll deductions or check/cash/money order made out to the Department of Administration in order to be guaranteed their stall when they return, as well as avoid the agency being billed for a vacant stall in their absence.

A cancellation form must be filled out prior to the leave of absence and a permit application must be filled out after returning from the leave of absence. The parking coordinator must be notified before and after the leave.

The stall will be temporarily assigned to the person at the top of the waiting list using the priority of assignment standards. When the original subscriber returns to payroll, the

temporary subscriber will be placed back into their original spot on the waiting list. Should another opening for a parking stall become available during the original subscriber's leave of absence, the temporary subscriber in the stall will have the opportunity to take the permanent stall. The original subscriber's stall will then be temporarily assigned to the next person at the top of the waiting list. Temporary subscribers must display a permit and follow all policies and procedures.

B. Carpool Subscriber

If for any reason the original carpool subscriber leaves the carpool or does not wish to be the subscriber any longer, the permit may be transferred to another carpool member. This transfer is allowed on a **ONE TIME ONLY** basis and must be transferred to a carpool member employed by the same department in the same building as the original subscriber.

If there are no carpool members from the subscriber's employing department, the carpool members must forfeit the carpool stall and secure a parking stall through the normal waiting list within their employing department.

If the original subscriber of the carpool takes a leave of absence, the stall may be temporarily reassigned to another member of the carpool. The reassigned member's parking application form must be completed prior to the effective date of the leave of absence of the original subscriber. Failure to follow the above procedure will result in the loss of the carpool's parking stall.

The permit change in the case of a leave of absence will not be considered a change for the purpose of the "one time only" switch if the original subscriber intends to return as the main subscriber following their leave of absence. If the original subscriber does not return in the 180-day period, it will be counted as the one-time transfer. However, if the carpool has already used its one-time transfer prior to the leave of absence, this will be considered a second-time switch and will result in forfeiture of the carpool stall.

When a carpool no longer conforms to the regulations regarding carpool membership, the carpool will have **fourteen calendar days** to conform to the membership rules. Failure to do so by that time will be cause for a forfeiture of the stall.

Although there may be a few alternates, only one vehicle with that permit number is allowed in the lot at the same time. All other employees must pay if they drive their personal vehicles.

Parking stalls belong to the department – not the carpool.

VENDORS/CONTRACTORS

Only service and utility vehicles are permitted to park in designated service stalls.

RESTRICTED ACCESS SPECIAL EVENTS OR PARKING RAMP/LOT REPAIRS

The Wisconsin Capitol Police may designate any or all the ramps/lots as “Restricted Access-Special Events Area” for a certain period of time. The Division of Facilities Development and Management may also restrict access to ramps/lots for maintenance or repair projects. Parking permits are not valid in the specified lots during these times. Alternative parking arrangements may be provided at no cost to the affected permit holders. The permit holders will be notified in advance of the ramp/lot closing.

ADDITIONAL PERMITS

Additional permits may be obtained for a fee of \$2.00 apiece. If subscriber fails to remit the fee, the tenant agency will be billed.

Request for additional or replacement parking permits will be made to the department parking coordinator. All payments are to be made by cash, check, or money order to the Department of Administration.

Upon cancellation of a permit, the subscriber is required to turn in all parking permits, including those additionally obtained, along with the permit cancellation form to the agency parking coordinator.

PATROL OF LOTS

All State parking ramps/lots are patrolled on a regular basis. Vehicles without permits or non-visible permits or vehicles with a permit parked in the wrong stall are subject to citations.

Stall hopping is not allowed.

Visitor parking stalls, including one-hour stalls at the Capitol are for visitors only. Any employee parking in a visitor parking stall without explicit written permission will be subject to citations.

Signed disabled stalls are not for employee use – these are public stalls for visitor use only. Employee disabled stalls are assigned from the departments’ allocated stalls.

SPECIAL VEHICLE PARKING STALLS

Compact Car Stalls – the Department of Administration may establish compact vehicle parking stalls. A compact vehicle is one designated as having a width of no more than 70 inches and a length of 180 inches. If any vehicle other than a compact vehicle is parked in a designated compact car stall, the permit holder may be subject to enforcement action.

Truck/Van Stalls – The DOA may establish truck/van parking stalls. If a vehicle other than a truck or van is parked in a designated truck/van stall, the permit holder may be subject to enforcement action.

Motorcycle Stalls – The DOA has established seasonal parking stalls for motorcycles. Motorcycle parking is on a first come, first serve basis and is subject to fees as specified in the fee schedule. Any motorcycle parking in a stall without the seasonal permit is subject to citations.

ENFORCEMENT/PENALTIES

The Department of Administration Code 1.01 places the authority to enforce parking and traffic regulations on DOA owned and leased property with the Wisconsin Capitol Police.

1. Violation of any posted parking regulation may result in enforcement action, which may include verbal or written warnings, parking citations, and towing of vehicles.
2. Parking citations may be issued and vehicles may be towed for the following:
 1. No permit.
 2. Improper display of permit – incorrect placement, tinted windows, etc.
 3. Overtime parking, including a loading zone, or moving a vehicle within the same posted area.
 4. Not parking within designated stall if in an assigned lot.
 5. Parked in a no parking area.
 6. Parking two vehicles in the same lot at one time with same permit number.
 7. Parking in a disabled stall without proper identification.
 8. Parking in a manner requiring a vehicle to be towed.
 9. Blocking fire lanes.
 10. Parking when an outstanding warrant for parking tickets to owner or operator is held by WI Capitol Police.
 11. Parking in a loading zone more than 30 minutes or as designated by signed area, thereby prohibiting use of that zone.
 12. Blocking vehicle or pedestrian traffic ways.
 13. No parking zones where hazards exist.
 14. Abandoned vehicles.
 15. Unauthorized vehicles in a permit area prohibiting permit holders from parking in their assigned area.
 16. Parking that impedes progress of necessary maintenance projects such as snow removal, repaving, etc.
 17. Parking illegally in a lot designated by signs as a tow zone.
 18. Repeat violation.
 19. Altering a permit or fraudulent use of a permit.
 20. Violating special event parking.
 21. Vehicle presents a hazard to life or property (leaking gas, etc.).

22. Blocking loading dock.
23. Any other traffic regulation.

3. Enforcement action may include the suspension of vehicle registration for failure to pay overdue parking citations and/or an arrest warrant being issued.
4. DOA may charge back pay for any unpaid use of parking lots. There is also a risk of losing parking privileges in any state lots.
5. 345.28 (4) Wisconsin Statutes authorizes the State Capitol Police to remove suspended license plates from vehicles that are parked on DOA owned or managed property.
6. Violation of the parking rules may result in revocation of parking privileges in accordance with Administrative Code 1.09.
7. Parking more than one vehicle displaying the same parking permit number in DOA owned or managed lots is a rule violation and subject to a monetary forfeiture. This forfeiture will be the responsibility of the original parking permit subscriber. Continued offenses may result in the revocation of parking privileges.
8. Penalties for violation of the parking rules are set forth in s. 16.843 (2).
9. Violation reports to the WI Capitol Police will be investigated. Violators may also be cited if observed by members of the Capitol Police. Lots will be monitored and patrolled daily for security reasons and violations of parking.
10. Failure to display a valid parking permit in the prescribed location on the vehicle and not visible to the eye (such as tinted windows) may result in enforcement action.
11. No parking of personal vehicles in vanpool stalls.

BACK BILLING

Payment plan may not exceed six months. Options to pay off backpay include payroll deductions or a lump sum paid by check, money order, or cash.

SHORT SUMMARY

No prorating of any fees for any reason.

One parking stall per person.

When using someone's stall (with permission), you must display a valid permit issued by parking coordinator.

The State cannot pay for parking fees or citations for any personally owned vehicle or personally assigned State vehicle.

Parking stalls stay with the department.

Waiting list – an applicant can only be on the list with their employing department parking coordinator for their employing department's allocated stalls.

NO subletting allowed (which includes money, gratuities, favors, etc.)

Parking permits are reusable and must be turned in when the subscriber cancels.

Subscribers are eligible to park only in their originating work station.

PARKING COORDINATOR RESPONSIBILITIES

- Make sure applications and cancellations are filled out completely and accurately and sent to DOA Parking Administration (via email: DOAParkingManagement@wisconsin.gov) in a timely manner. DOA Parking needs forms before effective start date when possible.
 - If a parking form is not filled out completely or accurately, the parking coordinator shall not approve the subscriber for parking privileges until problem is rectified.
 - Subscribers may only start or stop parking at the beginning or end of a pay period – do not assign parking stalls mid-pay period since payroll does not prorate parking fees.
- Only distribute parking permits after application is received and approved.
- Maintain accurate and up-to-date records and database of all subscribers.
- Ensure Carpool Quarterly Reports are collected and sent to the DOA Parking Administrator promptly at the beginning of each quarter (January 1, April 1, July 1, October 1).
- Maintain waiting list when needed. Waiting lists must comply with the priority of assignment as outlined in the Parking Rules and Procedures.
- Collect for reuse cling parking permits upon cancellation of a subscriber. Until a cancellation form is returned to the Department of Administration and all permits are returned to the agency parking coordinator, the permit holder will be charged for use of the stall.

- Collect and turn in with an explanation to DOA Parking any money due from permit purchases, contractors, motorcycle permits, etc. Parking coordinator is responsible for all owed money – do not issue permits until after money is collected.
- In ramps/lots with a waiting list, make sure vacant stalls are filled within two weeks of being vacated. If assigned stalls are not filled within 30 days, the department will be charged for the stall at the monthly rate.
- DOA Parking Administration maintains the master parking list. Compare your occupancy reports against theirs and report any discrepancies to DOA in order to reconcile lists.
- Notify DOA Parking Administration of any changes to permits or leaves of absence as soon as possible.

CONTACT INFORMATION

DEPARTMENT OF ADMINISTRATION
 DIVISION OF FACILITIES DEVELOPMENT AND MANAGEMENT
 PARKING ADMINISTRATION
DOAPARKINGMANAGEMENT@WISCONSIN.GOV
 608-264-9507
 101 E WILSON STREET, 4TH FLOOR
 MADISON, WI 53703

STATE OF WISCONSIN DEPARTMENT OF ADMINISTRATION
 DIVISION OF CAPITOL POLICE
 NON-EMERGENCY DISPATCH: 608-266-8797
 17 W MAIN STREET, 3RD FLOOR
 MADISON, WI 53703