



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT POLK
6661 WARRIOR TRAIL, BLDG 350
FORT POLK, LOUISIANA 71459-5339

IMPO-ZA

FEB 25 2020

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Command Policy #18 Building 350 Parking Policy

1. References.

- a. Army Regulation 190-5, Motor Vehicle Traffic Supervision, 7 June 2000.
- b. Louisiana Revised Statute (LRS) 32:143, 32:143.1, 32:143.2 and 32:144, Motor Vehicle Traffic Regulation, 2009.
- c. Americans with Disabilities Act of 1990.

2. Purpose. This memorandum establishes the standards and enforcement measures for building 350 parking.

3. Applicability. This policy is applicable to all Military, Civilian and Contract employees of JRTC and Fort Polk

4. Definitions.

a. The term vehicle as used in this policy, refers to any self-propelled vehicle, including but not limited to, automobiles, vans, trucks, motorcycles, motor scooters, and/or motorized bicycles and any non-self propelled vehicle such as bicycles.

b. The term open parking, as used in this policy, refers to those parking spaces which are not specifically marked as assigned (#)/reserved, or handicap.

c. The term visitor parking, as used in this policy, specifically refers to those parking spaces marked "VIS."

d. The term assigned parking, as used in this policy specifically refers to those parking spaces marked with numbers or which say "RES."

e. The term handicap parking as used in this policy, specifically refers to those parking spaces marked with appropriate disability designations such as signs and blue stripes.

f. The term reasonable accommodations, as used in the policy, refers to parking accommodations made for employees with ambulatory disabilities. Reasonable accommodation (RA) parking is a specific subset of assigned parking. Employees must go through the EEO channels with their supervisor for RA assigned parking.

5. General Policy.

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a. Assigned parking is used only by those personnel issued a current parking permit by the parking manager, corresponding with the number in the assigned parking spot. Parking permits must be visually displayed inside the vehicle hanging from the rearview mirror or placed on top of the vehicle's dashboard, while parked in a numbered slot. In those instances when a permit is forgotten, a clearly dated note should be visibly placed on the dashboard of the vehicle to properly inform police and the parking lot manager. Failing to display the permit or to leave a note may result in the issuance of a DD Form 1408. Lost or stolen permits should be reported immediately to the parking lot manager.

b. Disability parking is reserved for individuals with authorized permits, which have been issued by the State of Louisiana or any other legally recognized state or government issuing agency. Employees with such a permit should immediately contact their supervisor upon receipt of the permit for assignment of an assigned space to accommodate their needs. After notifying their supervisor, such employees may park in the disability parking spaces until a numbered Reasonable Accommodation space is assigned. Supervisors who receive such a request shall consult with the installation disability manager and the installation labor counselor before responding to the request.

c. Reasonable accommodation parking is reserved for those employees assigned a numbered spot and are provided a parking permit for that spot after the request for accommodation is approved through EEO. Users of reasonable accommodation parking spots shall comply with the requirements for assigned parking use otherwise discussed in this policy. If an employee does not have a disability permit issued by an appropriate government agency but believes he/she needs reasonable accommodation parking, the employee must submit a written request for reasonable accommodation parking through their supervisor outlining the reason and requested duration of the accommodation. Supervisors must consult with the installation disability manager and the installation labor counselor. The EEO office issues an approval for the request back to the parking manager.

d. Visitor parking (VIS) is reserved for use by visitors to Building 350, for example, other installation Soldiers, Family members, employees and visitors to the installation. Visitor parking **WILL NOT** be used by any individual who works at, in or around Building 350 for parking of any duration, including parking of short durations.

e. All open unmarked parking spaces may be used by any driver on a first-come first-served basis and no guarantee of a parking space is either expressed or implied.

f. No vehicle shall be left unattended in any area not designated as a parking spot. A vehicle is considered unattended if the driver or a person with ability to operate the vehicle is not with the vehicle.

g. The undersigned reserves the right to close either temporarily or permanently, any portion or all of Building 350 controlled parking.

h. Enforcement of this policy is administrated by the designated parking lot manager, Building 350 SDO, the Directorate of Emergency Services (DES) Police Division, and other personnel assigned.

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i. The use of any parking space is at the owner's risk. The command or parking lot manager is not responsible for personal injuries or liability for loss resulting from fire, theft, vandalism or damage to any vehicle or article left therein.

j. All vehicles parked in a Building 350 parking space shall be in compliance with state, local and installation regulations.

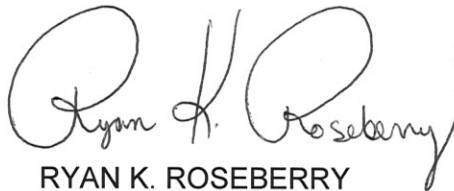
k. Violations of this policy may result in the owner/operator receiving a DD Form 1408, Armed Forces Traffic Citation, a Central Violation Bureau Notification (CVN) resulting in a monetary fine, loss of installation driving privileges and/or other administrative action as appropriate.

l. Any individual who observes violations of this policy should report them to the violator's chain of command, the DES Police or the parking lot manager as appropriate.

m. Parking on end caps of marked parking stalls is prohibited. All vehicles will park within a marked parking stall.

6. This policy remains in effect until superseded or rescinded.

7. The Office of the Garrison Commander is the proponent for this policy at (337) 531-1606.

A handwritten signature in black ink, appearing to read "Ryan K. Roseberry". The signature is stylized with large, flowing loops.

RYAN K. ROSEBERRY
COL, MI
Commanding

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