

**Cuyahoga County Division of Children and Family Services
(CCDCFS)
Policy Statement**

Policy Chapter: Building Management
Policy Number: 10.01.05
Policy Name: General Parking

Original Effective Date: 08/20/1999
Revision Date(s): 06/01/2013, 03/23/2006
Current Revision Date: 07/01/2016
Approved By: Thomas D. Pristow

PURPOSE: To unify the policies and procedures of Cuyahoga County Division of Children and Family Services (CCDCFS) governing parking.

SCOPE: This policy applies to all CCDCFS staff, community liaisons, and any other county employees assigned to Jane Edna Hunter (JEH).

POLICY

I. Responsibility for implementation and enforcement:

Parking lot assignment and related issues are the responsibility of the Building Manager and the Deputy Director of Business Services, in accordance with the procedures outlined below.

- A. CCDCFS provides paid parking for bargaining and non-bargaining unit staff.
- B. Access Cards:
 - 1. All employees assigned to a parking lot are issued an access card.
 - 2. Access cards are required to enter all leased and owned lots.
- C. Display of Parking Passes:
 - 1. The color and number on the parking pass indicates the lot and the person assigned the pass.
 - 2. All recipients of parking passes must display them on the windshield of the vehicle at all times.
- D. Handicapped Parking Spaces; Handicapped/Physically Challenged Parking; JEH Parking Lot:
 - 1. Building Management requires a copy of the doctor's orders and/or a copy of the bureau of motor vehicles handicapped registration.
 - 2. Permanent accommodations for handicapped parking:
 - a. There are eight marked handicapped spaces. Only vehicles displaying a state issued handicapped placard or license plate may occupy these spaces.

- b. The Jane Edna Hunter Lot will always accommodate the number of handicapped spaces required by law.
- 3. Temporary accommodations for handicapped parking:
 - a. Employees wishing to obtain temporary handicapped parking accommodations must do so by obtaining a doctor's order or prescription to park closer to the building. The orders must clearly state the effective and end date of the accommodation for the individual. (Based on circumstances and the nature of the request, reassigning an individual to a lot closer than their assigned lot is an acceptable accommodation).

PROCEDURES

I. **Non-Paid Parking**

- A. Building Management distributes permits bi-annually and access cards upon lot assignment.
 - B. Permits and access cards are not transferable.
- II. Employees must report their lost/stolen access card within 24 hours of loss, by submitting a service center request for replacement. Replacement cost is \$5.00, made payable to CCDCFS, by check or money order.

SEE ALSO:

Cuyahoga County Division of Children and Family Services Policies and Procedure Manual

Policy 10.01.04 Visitor Parking in the Priemer Lot

Note: Policy applies to **Non-Staff** and/or **CCDCFS Customers**