

PARKING IN BUREAU OF ADMINISTRATION CONTROLLED PARKING FACILITIES

Policy EC-10

PURPOSE

Vehicles parked in parking lots controlled by the Bureau of Administration (BOA) are governed by this policy and South Dakota State Law. Drivers of vehicles who violate these policies may face fines and/or towing at owner expense.

POLICY REQUIREMENTS

1. DEFINITIONS

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

2. GENERAL PROVISIONS

- A. All parking lots in the Capitol Complex are open and available for parking by the public and employees except for:
 - 1) Parking spots designated as “Reserved,” identified by brown and white signage installed by BOA. These spots are individually assigned and no permit is required.
 - 2) Areas designated as “Reserved for Legislators.” All vehicles parked in this area must have a permit issued by the Legislative Research Council displayed in the windshield.
 - 3) Parking spots designated “NL Reserved,” All vehicles parked in this area must have a permit issued by the BOA displayed in the windshield.
 - 4) Handicap parking is provided in designated areas and is reserved for individuals with authorized permits. The handicap parking areas have been and will be assigned by BOA.
 - 5) Parking areas designated for service vehicles. Must have a permit issued by BOA displayed in the windshield.
- B. In those instances when a permit is forgotten, lost, or stolen, the permittee should contact either LRC for legislative permits or BOA for all other permits.
- C. The Bureau of Administration reserves the right to close, either temporarily or permanently, any portion or all of any BOA controlled parking lot. BOA is the authorizing organization for additional restricted or controlled parking spaces.

- D. Enforcement of these policies shall be administrated by the South Dakota Highway Patrol – Capitol Protective Services (CPS/SDHP) or any authorized law enforcement agency. Parking violations will be conducted on authorized local/state forms.
- E. Parking policies and violation fees will be established by BOA, in consultation with the South Dakota Highway Patrol. The parking violation fees are set as petty offenses in accordance with the State law.
- F. All vehicles parked in a BOA parking lot shall be in compliance with State and Local registration laws.
- G. BOA and CPS/SDHP reserves the right to authorize a vehicle to be towed at anytime, at the owner’s expense, if such vehicle constitutes a hazard, is abandoned, or is impeding state government functions.

3. VIOLATIONS

Violation of parking facility rules and/or policies shall include but is not limited to:

- A. Parking in a reserved spot.
- B. Parking on a sidewalk, drive or other area for which parking is not authorized.
- C. Parking or attaching a bicycle, motorcycle, or similar vehicle to property not specifically designed for such purpose.
- D. Failure to park entirely within the lines of parking stalls.
- E. Parking of vehicles in Capitol Complex lots between the hours of midnight and 6:00 a.m. unless in a designated area with the approval of BOA.
- F. Parking in a time restricted parking zone or an area that has been reserved for state use only.

POLICY INDEX

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REVISION LOG