



CIVIC CENTER AREA INDIVIDUAL PERMIT PARKING RULES

(Revised August 2002)

NOTE: Failure to comply with the Parking Rules may subject your permit to revocation; your vehicle to citation and/or towing (LAMC Sec 80.71.4 and Vehicle Code Sections 22500.1 and 22658.a); loss of parking privileges for one year to permanently; and possible disciplinary action. These rules apply to City employees with permits for City-owned and leased parking facilities.

1. "City employee" as used herein refers to an employee of the City of Los Angeles who is paid directly by the City.
2. Permit holders must have an Individual Parking Application, updated annually, on file in the Commute Options and Parking Section.
3. Unless specifically excluded, ALL employees parking in a City-owned, leased or subsidized parking space must pay a monthly fee for that parking space according to the fee schedules outlined in the Special Memorandum of Understanding of 1987 and 1998 and amendments thereto.
4. City employees are allowed one transportation or parking benefit at a time from the City.
5. The Parking Rules apply equally to all vehicles on City-owned lots, lots leased by the City for employee parking, and parking spaces provided with leased office space used by City Departments or entities.
6. Motorcycle parking is permitted on all lots as directed by a parking attendant or security officer. All motorcycles must have a permit that must be displayed on request. Unless instructed otherwise, motorcycles should not occupy a regular parking space. Parking is not allowed on parking structure ramps. Los Angeles Mall motorcycle parking is on the entry level of the South Loading Dock between City Hall East and City Hall South.
7. Employees who are occasional riders with a vanpool, are included on Vanpool Waiting lists, or are listed as potential regular vanpoolers, may continue to hold and use parking permit until they become regular vanpool members. At that time, they must relinquish their parking permit to COPS and sign a payroll cancellation card to stop deduction for individual parking.
8. Automobile and motorcycle (as requested) permits must be displayed by being hung on the vehicle rearview mirror, or placed clearly, face-up, on driver's side dashboard, and be fully visible to lot attendants, on entrance and while parked. Vehicles with permit that does not fully and clearly displays the lot designation, expiration date, and permit number, will be subject to ticketing. (Lots with keycards should follow parking attendant instructions.)
9. Employees who have Mileage status must update their Mileage Justification Permit each renewal period. Failure to update the Mileage status will invalidate his/her status and will be subject to paying the full price of the parking space used by the employee during this period. COPS will give no refunds due to this action.
10. Parking permits may not be transferred to any other person or used in a vehicle not listed with the COPS as belonging to the permit holder. Duplicated or reproduced permits are forgeries and parking privileges will be **permanently** revoked for all parties involved in their use. Disciplinary action may also be imposed for fraudulent use of a permit.
11. When a parking permit is lost or stolen, the permit holder must notify the COPS immediately. There is a fee to replace a permit; the amount depends on the lot.
12. Should a permit be forgotten, the permit holder may park for the day at LOT 7 ONLY upon receipt of a one-day permit form the Department of General Services/Parking Services Office, or the Parking Attendant at Lot 7. There is no guaranteed parking in this situation, and the permit holder must follow instructions of the Parking Attendant.
13. **Employees wishing to cancel a parking permit must relinquish the permit directly to the COPS and fill out a payroll deduction cancellation card. No refunds of parking fees will be made for periods of time that an employee has failed to relinquish the permit and had not completed a payroll deduction cancellation card.**

14. An expired permit does not automatically cancel the employee's payroll deduction for parking. COPS will not refund any deduction that has occurred after a permit has expired and not renewed during the renewal period. Expired permits may subject the vehicle to be cited or towed. If a keycard is used, the COPS will have the card deactivated.
15. **A permit holder must notify COPS immediately when his/her status, personal or employment information changes for any reason. This includes changes such as transfer to another department, promotions, IOD, any kind of leaves of absence, deployment status, new work phone number, etc. No refunds will be granted during the period that the notification was not done on a timely basis.**
16. Finding a space in the assigned lot is the responsibility of the driver. Parking is prohibited in all marked or designated spaces unless a permit or other authorization is used for that space has been issued to the employee, **unless** directed to do so by a Parking Attendant.
17. Spaces marked for the disabled may be used by authorized Disabled permit holders. The vehicle must display **both** a state-authorized DMV placard and a City-authorized parking permit issued by COPS.
18. In lots where the Parking Attendant to park behind another vehicle instructs the permit holder, keys must be left in the ignition. Exceptions are allowed only when prior arrangements have been made with all vehicle owners, Parker Services, and the COPS (e.g., the "Buddy Parking" spaces at Piper Tech).
19. Oversize vehicles may be restricted from parking where height an/or width limitations exist. Only small cars may park in spaces marked for compact vehicles. Parked vehicles may not obstruct driveways, aisles, or the safe entrance or exit of any vehicle from another parking space.
20. Permit holders must present valid identification when requested by a Parking Attendant or Security Officer.
21. Vehicles whose conditions present a nuisance or hazard to persons or property (excessive noise, noxious fumes, leakage, etc.) will not be admitted to City parking lots.
22. Any person operating a vehicle in manner which potentially endangers pedestrians or other vehicles or who disobeys parking garage rules and regulations may face revocation of parking privileges, up to permanently.
23. Personal vehicles may not be parked overnight without prior authorization from Parking Services and General Services Security. Vehicle breakdowns or unusual occurrences in parking spaces, on ramps and aisles, or on driveways must be reported immediately to Parking Services at (213) 978-0212 or the City Security Office at (213) 485-5605.
24. Employees with Mall permits who enter after 8:30 a.m. on weekends, or anytime on weekends or holidays, must enter via the south ramp of the LA Mall (between City Hall East and City Hall South).
25. Spaces marked for Vanpools are reserved for City Commuter Vanpool vans only, unless otherwise instructed.
26. No children shall be left unattended inside a parked vehicle in a City-owned or City-leased parking facility. Violators will be reported immediately to the appropriate authority.
27. No animals shall be left unattended inside a parked vehicle in a City-owned or City-leased parking facility.
28. Night Parking permits is valid from 2:00 p.m. to 7:30 a.m. for P3 and P4 in the LA Mall garage, and Lot 7. Night shift employees whose schedules require earlier arrival or later departure must make prior arrangements with the COPS. Exceptions are granted at the discretion of Parking Management and will take into consideration space availability and the reason for the request.
29. The Parking Rules may be changed, amended and/or interpreted by Parking Management as required and in accordance to the language and intent of the Special Parking MOU. Appeals of the parking rules must be made in writing to the COPS.

Personnel Department
Employee Benefits Division/Commute Options and Parking Section
Room 867, City Hall, 200 North Spring Street, Los Angeles, CA 90012
Tel. No. (213) 978-1655 Fax No. (213) 978-1590 // Mail Stop 621