




THE SOUTH CAROLINA
DEPARTMENT *of* ADMINISTRATION

A blurred photograph of a parking garage with several cars parked in rows, serving as a background for the title section.

STATE OF SOUTH CAROLINA STATE PARKING POLICY AND PROCEDURES MANUAL

Governing the S.C. Department of Administration
Parking Facilities and Parking Lots

REVISED FEBRUARY 2021
DIVISION OF FACILITIES MANAGEMENT AND PROPERTY SERVICES

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INTRODUCTION

As authorized by statutes and by provisions in the annual Appropriations Act (originally found in the Appropriations Act of 1986, Section 16), the South Carolina Department of Administration (Admin), acting through its Division of Facilities Management and Property Services (FMPS), is responsible for establishing and enforcing policies regarding the assignment and use of parking facilities, including decks, lots and garages (collectively, Parking Areas) under the control of Admin. This manual describes policies and procedures regarding the use of these Parking Areas and outlines the penalties for violations.

The intent of the operation of Admin-controlled Parking Areas is to provide as many parking spaces for state employees as possible. The demand for parking exceeds the number of available spaces. The following policies and procedures are set forth to minimize inconvenience and to ensure that all available space is well utilized and with a goal to manage the parking needs of state employees in an equitable manner.

FMPS maintains a Parking Services Office, which is located at 925-7 Main Street, Columbia, South Carolina 29201. The office hours are 8 a.m. – 4:30 p.m., Monday through Friday (except state holidays). Individuals requiring assistance may come to the office or call (803-734-1616, 803-734-4185 or 803-734-1638). The hours of operation of the Admin Parking Areas are listed on pages 4, 6 and 8.

The Parking Services Office administers approximately 6,090 parking spaces in Parking Areas located throughout the Columbia area. The policies and procedures set forth in this manual are mandatory and must be followed by all State employees. Smooth and efficient implementation of this manual will require the cooperation of all agencies and personnel.

STATE PARKING

The responsibilities of the Parking Services Office include, but are not limited to, working with Agency Parking Coordinators, assigning employee parking, and patrolling Parking Areas as a deterrent to crime and to ensure authorized use. Statutory authority for many of the Parking Services Office functions and rights are found in the South Carolina Code of Laws, including but not limited to the following: Title 1 – Administration of the Government - [S.C. Code Ann. §1-11-335](#), Title 10 - Public Buildings and Property - [S.C. Code Ann. §10-1-200](#), [§10-11-40](#), [§10-11-50](#), [§10-11-60](#), [§10-11-70](#), [§10-11-80](#), [§10-11-90](#), [§10-11-100](#), [§10-11-110](#), [§10-11-120](#), [§10-11-130](#), Title 11 - Public Finance – [S.C. Code Ann. §11-1-10](#), Title 16 - Crimes and Offenses - [S.C. Code Ann. §16-11-760](#), Title 56 - Motor Vehicles - [S.C. Code Ann. §56-3-1960](#), [§56-3-1965](#), [§56-3-1970](#), [§56-3-1975](#), [§56-5-2530](#), [§56-5-2540](#), [§56-5-6190](#).

TYPES OF PARKING ASSIGNMENTS AND RELATED PROCEDURES

PARKING FOR USING AGENCY EMPLOYEES

The three types of parking assignments available to employees of using agencies are:

- Parking in unassigned above-ground surface lots.
- Parking in assigned parking spaces in garages and lots.
- Parking assignments due to accommodation.

These types are detailed below.

TYPE 1 — Parking in unassigned above-ground Surface Lots

- **Available to:** temporary, permanent and part-time employees
- **Attained via:** first come, first-served basis
- **Vehicle Indicator:** decal

See the table below for a list of surface lots including where indicators are required.

List of Admin Surface Parking Lots — UNASSIGNED				
Decal Required	Lot Name	Address	Directions	Hours of Operation
YES	Main Street Lot	906 Main Street	opposite 915 and 921 Main St	6 a.m.–9 p.m.
YES	College Street Lot	1125 College Street	adjacent to the Energy Facility	6 a.m.–9 p.m.
YES	Marion Street Lot	1015 Marion Street	Pendleton and Marion (behind NBSC Bank)	6 a.m.–9 p.m.
YES	Columbia Mills Complex Lot	301 Gervais Street	adjacent to Columbia Mills	6 a.m.–9 p.m.



Decals

Affix to: Rear window on the passenger side (LOWER RIGHT HAND corner of rear window) from the outside. **Only if** the lower right-hand corner of vehicle is not glass or is tinted glass may the decal be affixed to front window on the driver’s side.

Return to the Parking Services Office if:

- Vehicle ownership changes.
- Resigning/changing employment location.
- Vehicle glass is replaced.
- A new decal is issued.
- Decal becomes damaged/unreadable.

If the decal is not returned to the Parking Service Office, the employee may incur a fine.

If the decal is transferred to another vehicle without approval of the Parking Services Office, employee parking privileges may be revoked for up to two years, and the employee will need to reapply for parking after suspension.

Alternate vehicles: If, for whatever reason, an employee must drive an alternate vehicle, the following steps must be taken:

- 1) Affix a 3x5 index card to the inside of the rear window on the lower right-hand corner noting “2nd vehicle,” your agency name and your decal number. If you do not know your decal number, check in with the Parking Services Office. DO NOT transfer the decal from your approved vehicle to the alternate vehicle.

If an alternate vehicle becomes a replacement vehicle, it is the responsibility of the employee to notify the Parking Services Office and to follow their instructions. Failure to do so may result in fines or towing.

Vehicles with letter “S” decals are authorized to park in any unassigned surface lots except the Columbia Mills Complex Lot (Surface Lot).

Vehicles with letter “M” decals are only authorized to park at the Columbia Mills Complex Lot (Surface Lot). “M” decals are **not authorized** to park in any other lots.

TYPE 2 — Parking in assigned Parking spaces in garages and lots

- **Available to:** permanent employees who work 30 hours per week or more
- **Attained via:** application at the Parking Services Office
- **Vehicle Indicator:** placard (for the McEachern Parking Facility and reserved surface lots only)

See the table below for a list of assigned-space lots including where indicators are required.

List of Admin Parking Areas-ASSIGNED				
Placard Required	Lot Name	Address	Directions (as applicable)	Hours of Operation
YES	Sumter Street Lot	1020 Sumter Street	adjacent to 1026	6 a.m.–9 p.m.

			Sumter St	
YES	Adult Virtual Education Lot	1401 Senate Street		6 a.m. –9 p.m.
YES	Pendleton Street Lot	1409 Pendleton Street	across from USC’s Thornwell College	6 a.m. –9 p.m.
YES	Rutledge Building Lot	1429 Senate Street	adjacent to the Rutledge Building	6a.m. –9 p.m.
YES	Senate Street Lot	1310 Senate Street		6 a.m.–9 p.m.
YES	Columbia Mills Complex Lot	301 Gervais Street	adjacent to Columbia Mills	6 a.m.–9 p.m.
YES	Human Affairs and Arts Commission Lot	1310 Senate Street		6a.m.–9 p.m.
NO	Robert Mills Building Lot	1751 Calhoun Street	adjacent to the Robert Mills Building	6 a.m.–9 p.m.
NO	North Tower Building Lot	1535 Confederate Avenue	adjacent to the Department of Social Services	6 a.m.–9 p.m.
NO	Sims/Aycock Building Lot	2600 Bull Street	adjacent to the Department of Health and Environmental Control	6 a.m.–9 p.m.
YES	McEachern Parking Facility	1201 Pendleton Street		6:15 a.m.–9 p.m.
YES	Assembly Street Deck ¹	1101 Assembly Street		6:30 a.m.–9 p.m.
YES	Assembly Street Deck/Senate Street Side	1101 Assembly Street		6:30 a.m. –6 p.m. (Senate St. side) 6:30 a.m.–9 p.m. (Assembly St. side)
YES	SC State Library Surface Lot	1500 Senate Street		6 a.m. –9 p.m.
YES-by Supreme Court	Supreme Court Reserved Surface Lot	1231 Gervais Street		6 a.m. –9 p.m.
YES	Facilities Management Complex	900 Block of South Main Street		6 a.m. –9 p.m.

¹ Please note that the Assembly Street Deck is only accessible for standard-sized vehicles. Conversion vans, 15-passenger vans and some SUVs and trucks will not be able to access parking here.



Placards

Purpose: Placards are **mandatory** to park in assigned spaces. Without a placard, the Bureau of Protective Services (BPS) will turn vehicles away at the McEachern Parking Facility. This policy allows BPS to minimize security threats. For any assigned spaces, the absence of a vehicle placard may result in fines or towing.

Placement: Placards should hang off of the rearview mirror, with the placard number facing outward, i.e. toward the front windshield.

Return to: Placards should be returned to Parking Services Office if resigning/changing employment location. If a placard is not returned to Parking Services Office, the employee's agency may incur a fine.

Alternate vehicles: If, for whatever reason, an employee must drive an alternative vehicle, the employee should take the placard with them and hang it appropriately in the alternative vehicle.

Note: Drivers should exercise caution and approach the entrance to the McEachern Parking Facility at 10 mph or less to allow BPS to verify placards.

Note: The McEachern Parking Facility may be open past normal closing hours (9 p.m.) while the general assembly is in session.

TYPE 3 — Parking Assignments due to accomodation

- **Available to:** employees or visitors under long-term disability, short-term disability, employees who are pregnant or employees requesting reasonable accommodation for another medical condition
- **Attained via:** Securing the permission from Parking Services Office. To do so, the employee should inform Agency Parking Coordinator or the Parking Services Office of his or her situation and/or request resonable accomodation.
- **Vehicle Indicator:** See below

Note: A handicapped placard or license plate issued by the South Carolina Department of Motor Vehicles is required when parking in handicapped spaces. Those requesting reasonable accommodation may simply receive a temporary new parking assignment as a reasonable accommodation. Due to a limited number of handicapped spaces, handicapped spaces are only to be parked in as assigned by the Parking Services Office. Parking Services may request reasonable documentation from an appropriate health-care professional regarding a request for reasonable accommodation. Should assigned handicapped spaces not be

available, please note that all handicapped parking meters on Sumter Street, Pendleton Street and Assembly Street are available free of charge to the general public.

List of Admin Parking Areas-ASSIGNED FOR DISABILITY/PREGNANCY				
Handicapped Placard Required	Lot Name	Address	Directions (as applicable)	Hours of Operation
YES (if parking in handicapped spaces) NO (accommodation)	McEachern Parking Facility	1201 Pendleton Street		6:15 a.m.–9 p.m.
YES (if parking in handicapped spaces) NO (accommodation)	Rutledge Building Lot	1429 Senate Street	adjacent to the Rutledge Building	6 a.m.–9 p.m.

PARKING FOR AGENCY NON-EMPLOYEES AND VISITORS

Agency Spaces

- **Available to:** using agency visitors
- **Attained via:** using agency
- **Vehicle Indicator:** placard

If available, using agencies may be allocated up to two parking spots for business use in the McEachern Parking Facility. These agency spaces are not assigned to individual employees but may be used by the using agency to host customers, guests, consultants, etc.

While agency spaces are not assigned to individuals, the using agency is required to provide users of agency spaces with the placards corresponding to these spaces. Using agencies should discuss questions regarding agency spaces with their designated Agency Parking Coordinator.

PARKING FOR REGISTERED MEDIA OUTLETS

Spaces for registered media outlets

- **Available to:** registered media personnel
- **Attained via:** registered media outlets
- **Vehicle Indicator:** placard

Registered media outlets, approved by the Parking Services Office, may be granted a certain number of spaces for media personnel in the McEachern Parking Facility.

To become a registered media outlet, media outlets must contact the Parking Services Office and provide at least the following information:

- Number of vehicles needing a space.
- Name of media outlet and personnel.
- Contact information (phone number/ mailing address/email).

The Parking Services Office will provide approved media outlets with placards corresponding to assigned spaces.

METHODS OF PAYMENT FOR ASSIGNED PARKING SPACES

Individually Assigned:

State Employees – Payroll Deduction. In order to have the parking payroll deductions stopped, it is the responsibility of the employee to notify the Agency Parking Coordinator and Parking Services Office. At least two weeks of advance notice are needed before terminating the payroll deduction. This notification results in cancellation of the employee’s parking space assignment.

Agency/Department Unassigned:

State Agencies – Inter-Departmental Transfer invoiced annually **one year in advance**

Authorized Media Personnel – Authorized by Parking Services and invoiced **annually one year in advance**

Federal Employees – Invoiced annually **one year in advance**

Legislative Delegation – Payroll Deduction once a year

LOST, STOLEN, OR DAMAGED PLACARDS OR DECALS

In the event that a vehicle placard is lost, stolen or damaged beyond use, it will be the responsibility of the individual entrusted with the placard to pay \$40 to replace it. This must be arranged with the Parking Services Office.

If a new vehicle decal is required, it will be the responsibility of the individual entrusted with the decal to arrange for a new decal with the Parking Services Office. If the old decal can be returned to the Parking Services Office, a new decal will be issued free of charge. If the old decal cannot be returned to the Parking Services Office, the employee will be responsible to pay \$5 to replace it.

WAITING LIST

If no assigned parking spaces are available for assignment, eligible employees will be placed on a waiting list.

The Agency Parking Coordinator will inform employees of whether they are placed on the list as well as the estimated time it may take to receive an assigned space.

When an assigned parking space becomes available, the Agency Parking Coordinator will inform the eligible employee. The state employee has three business days to contact the Parking Services Office to accept or refuse the available space. If the Parking Services Office does not receive a response within three business days, the employee shall be moved to the end of the Waiting List and the next applicant on the Waiting List will be contacted.

Employees should take the space offered unless there is an actual impediment to getting into the space (ex. a larger vehicle that has trouble fitting, etc.).

When an employee accepts an assigned parking space, the employee must:

- Return any previously issued parking decal or placard, if applicable, to the Agency Parking Coordinator;
- Fill out any pending forms (ex. PF-3 or CG withholding form) with the Parking Services Office; and
- Collect and properly affix to the vehicle any new decal, or hang any new placard, as applicable from the Parking Services Office.

All employees being put on the waiting list will be placed at the end of the waiting list unless one of the following conditions applies:

- The employee has long-term disability or short-term disability.
- The employee requires reasonable accommodation due to pregnancy or other medical conditions.
- A married couple that shares a single space, transferring who the space is assigned to within the couple (i.e. from husband's name to wife's name).

STAFF INVOLVED IN PARKING PROCEDURES

PARKING SERVICES OFFICE

The Parking Services Office is responsible for:

- Approving applications for parking spaces.

- Issuing parking decals, placards and instructions.
- Protecting the parking information of employees.
- Tracking and collecting outstanding balances or issuing refunds.
- Tracking, training and liaising with the Agency Parking Coordinators.
- Directing and managing Parking Attendants.
- Collecting and tracking payment for assigned parking spaces.
- Issuing tickets for parking area violations through Parking Attendants.
- Liaising with towing companies and the City of Columbia as needed for violations.
- Processing appeals to tickets within two business days of issuing date.

USING AGENCIES REQUESTING PARKING PRIVILEGES

Using agencies are those that use Admin-operated Parking Areas. Each using agency must designate an Agency Parking Coordinator as well as a designated alternate for cases where the primary coordinator is absent. The responsibilities of the Agency Parking Coordinator are listed in the section below.

To designate an Agency Parking Coordinator, the using agency should:

- Notify the Parking Services Office of the name, address and telephone number of the employee designated as their Agency Parking Coordinator, and that of the designated alternate. It is recommended that agencies choose employees from their payroll and/or human resources section since employees in those departments often have more timely information concerning the comings and goings of employees.
- Notify the Parking Services Office promptly of changes to the assignment of an Agency Parking Coordinator and a designated alternate.

The Parking Services Office will email a document to using agencies which should be used for submitting this information.

Upon notification of a new Agency Parking Coordinator or designated alternate, the Parking Services Office will contact the new Agency Parking Coordinator to set up a time for training and to provide a parking information packet. This packet will contain all the forms needed for requesting a parking space and/or decals or placards, requesting a change in parking assignment, and for a change in employment status.

AGENCY PARKING COORDINATOR

The Agency Parking Coordinator will act as the liaison between the Parking Services Office and using agency employees. It is the role of the Agency Parking Coordinator to make him or herself known to new staff within the using agency. The Parking Services Office may provide known contact information of Agency Parking Coordinators. Most agencies, except for the South

Carolina Department of Administration, have a single Agency Parking Coordinator.

A brief list of the Agency Parking Coordinator general responsibilities includes:

1. Informing agency personnel of the policies and procedures that apply to the Parking Areas as well as any recent developments in information or notifications issued from the Parking Services office.
2. Providing forms to and assisting agency personnel, if needed, with parking request forms, such as applications for parking spaces, parking decals or placards. The completed forms should be given to the Agency Parking Coordinator for review and authentication, and the Agency Parking Coordinator shall forward completed forms to the Parking Services Office for processing.
3. Processing W-4 Form (Pay deduction form) into SCEIS once a space has been assigned to an employee.
4. Reviewing quarterly reports of parking decals/placards issued, parking space applications and assignments which are provided by the Parking Services Office and ensuring such reports are accurate. Promptly notifying Parking Services of corrections required to such reports.
5. Collecting decals or placards as applicable.
6. Maintaining and updating the list of agency personnel who use agency spaces in the McEachern Parking Facility.
7. Accounting for and maintaining accessibility of vehicle placards for shared agency spaces in the McEachern Parking Facility.
8. Reporting lost or damaged McEachern Parking Facility access credentials to the Parking Services Office immediately.
9. Notifying the Parking Services Office immediately when an employee:
 - a. Changes status from full time to part time working less than 30 hours per week.
 - b. Requires use of a handicapped space.
 - c. Transfers to an outlying location.
 - d. Resigns.
 - e. Relinquishes assigned space.

Any other changes to using agency employee status that may affect a parking assignment or eligibility must be reported to the Parking Services Office.

PARKING ATTENDANTS

Parking Attendants are on duty from 6 a.m.–9 p.m., Monday through Friday (6 a.m.–11 p.m. Tuesday–Thursday during legislative hours). They are dispatched from the Parking Services Office to assist individuals with parking problems. Parking Attendants are **not** police officers. They do not have police powers.

Parking Attendants' Primary Duties Include:

- Opening and securing the McEachern Parking Facility and Assembly Street Parking Deck each business day.
- Conducting traffic control daily and during special events at the Capitol Complex.
- Patrolling the parking decks and surface lots to provide a visible deterrent to crime.
- Aiding patrons with parking related problems during business hours, such as jump-starting a vehicle or helping with a flat tire. For assistance, during regular business hours please call the Parking Services Office (803-734-1616, 803-734-4185 or 803-734-1638).
- Advising the Parking Services Office and/or Bureau of Protective Services of any noticed safety concerns or security issues.
- Issuing notices of fines for parking violations

BUREAU OF PROTECTIVE SERVICES

The Bureau of Protective Services (BPS) Operations Office provides security in parking areas and guides staff and the general public during emergency situations. Their office is located at the underground Parking Crosswalk entrance to the State House. They can be reached 24/7 (803-734-8700 or 803-734-2422).

STAFF CONTACT INFORMATION ACCORDING TO USER NEED

Need/Issue	Main contact/entity responsible	Contact information
<p>Parking applications</p>	<p>Parking Services Office</p> <p>Agency Parking Coordinator</p>	<p>Address: 925-7 Main Street, Columbia, South Carolina 29201 Phone: 803-734-1616, 803-734-4185 or 803-734-1638 Hours of operation: 8 a.m.–4:30 p.m., Monday through Friday (except state holidays)</p> <p><i>Speak with your supervisor or HR department to get the contact information of your Agency Parking Coordinator.</i></p>
<p>Parking questions</p>	<p>Parking Services Office</p> <p>Agency Parking Coordinator</p>	<p>Address: 925-7 Main Street, Columbia, South Carolina 29201 Phone: 803-734-1616, 803-734-4185 or 803-734-1638 Hours of operation: 8 a.m.–4:30 p.m., Monday through Friday (except state holidays)</p> <p><i>Speak with your supervisor or HR department to get the contact information of your Agency Parking Coordinator</i></p>
<p>Mechanical</p>	<p>Parking</p>	<p>Address: In booths or patrolling various parking areas</p>

Issues in parking areas	Attendants	Phone: 803-734-1616, 803-734-4185 or 803-734-1638 Hours of operation: 6 a.m.–9 p.m., Monday through Friday and 6 a.m.–11 p.m., Tuesday through Thursday during legislative hours (except state holidays)
Recuperating a towed vehicle	Parking Services Office	Address: 925-7 Main Street, Columbia, South Carolina 29201 Phone: 803-734-1616, 803-734-4185 or 803-734-1638 Hours of operation: 8 a.m.–4:30 p.m., Monday through Friday (except State holidays)
Appealing a ticket/fine	<i>Within two business days of receiving ticket/fine:</i> Parking Services Office	Address: 925-7 Main Street, Columbia, South Carolina 29201 Phone: 803-734-1616, 803-734-4185 or 803-734-1638 Hours of operation: 8 a.m.–4:30 p.m., Monday through Friday (except state holidays)
	<i>More than two business days after receiving ticket/fine:</i> City of Columbia-Municipal Court	Address: 811 Washington Street, Columbia, South Carolina 29201. Phone: 803-545-3135 Hours of operation: 7:30 a.m.–4 p.m., Monday through Friday (except holidays)
Security threats in parking areas	BPS	Address: State House (underground Parking Crosswalk entrance) 1100 Gervais Street, Columbia, South Carolina 29201 Phone: 803-734-8700 or 803-734-2422 Hours of operation: 24/7
Reporting a violation	<i>During Business Hours:</i> Parking Services Office	Address: 925-7 Main Street, Columbia, South Carolina 29201 Phone: 803-734-1616, 803-734-4185 or 803-734-1638 Hours of operation: 8 a.m.–4:30 p.m., Monday through Friday (except state holidays)
	<i>After Hours:</i> BPS	Address: State House (underground Parking Crosswalk entrance) 1100 Gervais Street, Columbia, South Carolina 29201 Phone: 803-734-8700 or 803-734-2422 Hours of operation: 24/7
Emergencies	BPS	Address: State House (underground Parking Crosswalk entrance) 1100 Gervais Street, Columbia, South Carolina 29201

		Phone: 803-734-8700 or 803-734-2422 Hours of operation: 24/7
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GENERAL RULES FOR PARKING AREAS

State employees are limited to one assigned parking space (as available).

Interns, Pages, etc. are **not authorized** to park in surface lots when **not** at work.

Parking Areas are for approved vehicles ONLY-not for storage, pets, boats, appliances, etc.

Discarding vehicle parts, chemicals or trash in Parking Areas is prohibited.

State employees with an assigned parking space are not authorized to park in surface lots or other Parking Areas other than their assigned space.

The sharing of an assigned space is strictly prohibited. Assigned spaces are designated for the assigned vehicle for which the space was given. Other vehicles are subject to towing and fines.

Loading zones are for unloading and loading ONLY. No vehicle shall remain in a loading zone to load or unload for more than 30 minutes. Any vehicle in a loading zone without authorization may be towed, or the employee issued a fine.

If, during normal business hours, an employee finds his/her **assigned space** to be **occupied or blocked**, the employee MUST report this to the Parking Services Office. Upon notification, a temporary parking space will be issued until the unauthorized vehicle is removed. Do **NOT** park in the nearest vacant space, driveway or loading zone, as doing so constitutes a violation subject to a fine and/or towing at the owner's expense.

State employees who will be absent for an extended period of time beyond six months (due to sick leave, long-term military leave, legislature out of session, etc.), must notify the Parking Services Office. This courtesy will allow the space to be temporarily reassigned during employee absence.

No smoking is allowed in assigned parking areas. Smoking material should be extinguished before leaving the vehicle. The designated outside smoking areas for the Capitol Complex are:

- Wade Hampton Building: south side, first-floor entry
- Dennis Building: west side, first-floor entry; north side, second-floor entry
- Gressette Building: north, south and east sides of first-floor entries
- Brown and Blatt Buildings: north, south, east and west sides, first-floor entries
- State Capitol Buildings: east side, first-floor entry

- Calhoun Building: west side, first- and basement-floor entries

If a vehicle is leaking hazardous or flammable materials, efforts will be made to stop the leak. If deemed a safety hazard, the vehicle will be removed from the Parking Area. The employee will be issued a temporary decal to park in an alternative Parking Area until repairs are completed. If the owner cannot be notified, the vehicle will be towed.

It is recommended to not store materials in cans or other storage containers in your vehicles. If this is the case, ensure the material is safe for storing and ensure the container is properly labelled so that its contents may be easily identified. DO NOT store unsafe chemicals or unlabeled containers in your vehicle.

Only emergency repairs may be done in Parking Areas. The Parking Services office must be notified when an outside vendor/mechanic must come to an assigned parking space to work on a vehicle. Provide the Parking Services Office with the name of the vendor, anticipated arrival time and repair to be done. No spare parts may be abandoned or disposed in a Parking Area.

No pets or animals of any kind shall be left unattended in any vehicle parked in Parking Areas.

Do not leave a car running unattended in any Parking Area.

It is the responsibility of the using agency employee to ensure that parking fees for assigned spaces are deducted from the employee's paycheck to avoid past due parking fees. This can be verified by reviewing employee pay stubs on SCEIS.

THEFT, VANDALISM, MALICIOUS MISCHIEF, BODILY INJURY

Neither FMPS nor the state of South Carolina assumes responsibility for damages, theft, vandalism, or malicious mischief to any vehicle or its contents or for bodily injury (or safety) to any person in the Parking Areas operated by Admin. Moreover, neither FMPS nor the state of South Carolina assumes responsibility for damage to vehicles or bodily injury, which may or may not have been caused by the physical condition of the Parking Areas.

Safety Suggestions When Parking A Vehicle:

- Be observant while walking and/or driving through parking facilities, and be aware of other people in the Parking Area.
- Always lock your vehicle.

- Do not leave valuables in plain sight in your vehicle.
- Close all vehicle windows.
- Call for help if concerned for your safety.
- Immediately report observed suspicious activity to the Bureau of Protective Services (803-734-8700 or 803-734-2422).
- If approached by a suspicious person in a Parking Area, stay in your vehicle, lock the doors, and when able, leave the area, and call the Bureau of Protective Services (803-734-8700 or 803-734-2422).

VIOLATIONS

Vehicles parked illegally or found in violation of any of the posted traffic rules shall be ticketed by the Parking Services Office personnel. The tickets are issued by the Parking Services Office via Parking Attendants, and fines are collected by the City of Columbia Police Department.

The table below lays out the corresponding consequences to violations.

Any employee who is ticketed for two traffic acts within any six-month period may have parking privileges revoked.

Violation	Fine	Other Potential Consequence
Exceeding posted speed limit		Incident reported to Parking Services Office.
Disregard to posted traffic rules		Incident reported to Parking Services Office.
Occupancy of loading zone or metered space longer than indicated by posted time limit	\$20	Subject to towing. Violators required to pay all costs involved in removing, impounding or storing vehicles.
Parking in areas designated NO PARKING	\$20	Subject to towing. Violators required to pay all costs involved in removing, impounding or storing vehicles.
Parking in spaces defined with yellow lines or a yellow curb		Subject to towing. Violators required to pay all costs involved in removing, impounding or storing vehicles.
Parking more than one vehicle in a space	\$20	Subject to towing. Violators required to pay all costs involved in removing, impounding or storing vehicles.
Unauthorized parking in an assigned space	\$20	Subject to towing. Violators required to pay all costs involved in removing, impounding or storing vehicles.
Parking without a valid		Incident reported to Parking Services

parking decal or proper alternative display or failure to display a decal/placard		Office.
Parking in a handicapped space without a handicapped tag or placard	Misdemeanor \$500-\$1,000 Or imprisoned 30 days or less ²	Subject to towing. Violators required to pay all costs involved in removing, impounding or storing vehicles.
Misuse of a handicapped tag or placard		Incident reported to Parking Services Office.
Unreasonable harassment or failure to cooperate with Parking Services Office staff		Possible call to BPS to report the incident, particularly if the Parking Attendant feels threatened or unsafe.
Blocking (i.e., driveway, loading zone, etc.)	\$20	Subject to towing. Violators required to pay all costs involved in removing, impounding or storing vehicles.
Parking improperly	\$20	Incident reported to Parking Services Office.
Meter Ordinance	\$8-City of Columbia	Incident reported to Parking Services Office.

*Fines may be changed without notice. Late fees apply. *The City of Columbia Police Department designates the amount for each violation.*

To recover a towed vehicle, contact the Parking Services Office to obtain the towing company name, telephone number and contact information.

Upon presentation of the release order to City Garage and payment of a towing fee, the City Garage will release the vehicle to the owner.

PARKING TICKET APPEAL

Tickets issued by the Parking Services personnel are held in the Parking Services Office for two business days to allow for appeals. Since the tickets are written on state property, all appeals are forwarded to the Parking Services Office Manager. Tickets must be appealed in writing within this two-business-day holding period via the following link:

<https://admin.sc.gov/parking-forms/parking-ticket-appeal>.

The Parking Services Office manager will notify appellant of the final decision.

After the expiration of the holding period, or if the appeal is unsuccessful, all tickets are routed to the City of Columbia for final disposition and any option to appeal to Parking Services is deemed expired. Any later appeal must be addressed with the Municipal Court located at 811 Washington Street. The Municipal Court can also be reached by phone (803-545-3135). Please

² Section 56-3-1960; Sections 56-3-1910; 56-3-1965; Section 56-3-1970

note that any tickets issued on city streets are handled exclusively by the City of Columbia.

EMERGENCY EXIT PROCEDURES

EMERGENCY COORDINATION BY PARKING SERVICES OFFICE

During an emergency, the Parking Services Office will coordinate the activities of Parking Attendants, weather service, emergency preparedness and law enforcement personnel. Where appropriate, Parking Attendants and/or Bureau of Protective Services will place traffic cones at exits and direct traffic as required to expedite the flow of traffic out of the Parking Areas. The Bureau of Protective Services will coordinate traffic flow out of the McEachern Facility with the Columbia Police Department, S.C. Highway Patrol and Parking Services Office personnel.

The RAVE Mobile Safety system will also be used to relay pertinent information (i.e., directions, weather conditions, garage entrance closures, etc.). If you do not currently receive RAVE alerts, please contact with your Human Resources department to start receiving them.

ENTERING AND EXITING THE MCEACHERN PARKING FACILITY DURING EMERGENCY SITUATIONS

Emergency situations can include but are not limited to:

1. Hazardous weather conditions (ex. heavy rain, snow/ice).
2. Declaration of a weather-related emergency (ex. hurricane, tornado, floods).
3. When employees from multiple agencies are exiting the McEachern Parking Facility at the same time and road conditions are so poor as to cause general traffic problems within the inner-city area.

During an emergency situation, drivers shall exit the McEachern Facility as they would under normal conditions. Do not attempt to move against traffic unless directed to do so by traffic officers on duty. Comply with traffic officers' instructions to facilitate a safe exit from the facility, even if requested to turn in a direction other than that desired.

Do not start your vehicle engine until it is safe to move from your assigned parking space. This will help to minimize the build-up of exhaust fumes containing carbon monoxide.

As a courtesy, do not blow vehicle horns in the McEachern Parking Facility.

Please note that during hazardous weather conditions, BPS may adjust which entrances are to be utilized to enter and exit the McEachern Parking Facility.