

**Palmer State Office Building**  
**Access Card Holder and Parking Agreement - State Employee**

This agreement states the terms and conditions under which you will receive an access card that will allow you to access the various areas within the Palmer State Office Building. Failure to follow the requirements listed below may result in the revocation of your Access Card privileges.

**AGREEMENT**

1. I will protect the access card from loss or damage. I will immediately report a lost access card to my agency rep/supervisor and Building Management (907-707-1701) so that the card may be deactivated. I understand that failure to report a lost access card may result in revocation of privileges. I will wait the required 3 day waiting period after losing a card to go to the Building Management office and request a new one.
2. If I leave my card at home, I will request entry through my supervisor or office administrator. Building Management Office will not be able to grant temporary access or access cards.
3. I will always use the access card to enter and exit when a card reader is present and door is in a locked mode.
4. I will not transfer or loan my access card to anyone.
5. I will return the access card and issued hang tag to my supervisor or to Building Management if I no longer work in the Palmer State Office Building.
6. I understand that parking my vehicle in an authorized State of Alaska parking area is a privilege of being an employee of the State of Alaska and working in the Palmer State Office Building.
7. I will always display my vehicle hangtag clearly and without obstruction from the rearview mirror in the vehicle I have driven that day.
8. I will NOT park my vehicle in any reserved parking spaces. These spaces have signs that say reserved.
9. I will NOT park my vehicle in the Palmer State Office Building parking lot overnight without consent from building management.
10. I understand the privilege of parking in the parking lot is for State of Alaska business at the Palmer State Office Building, and if I abuse this privilege, I am subject to punishment as outlined in The State of Alaska, Palmer State Office Building Employee Parking Rules and Policies.
11. I understand the rules and policies outlined in The State of Alaska, Palmer State Office Building Employee Parking Rules and Policies that can result in my vehicle being ticketed, my loss of parking privileges, or my vehicle being towed.
12. SOA owned and operated vehicles are permitted to park at the Palmer State Office Building. Secure Badge and Building Management must have Model, License Plate, Year, and Color on file.

***I have reviewed the terms and conditions set forth above and understand that failure to comply with these terms may result in the loss of my access card and parking privileges, additionally further action may be taken. I acknowledge that I have received a copy of the The State of Alaska, Palmer State Office Building Employee Parking Rules and Policies. I understand that the parking areas are under camera surveillance.***

**I DO NOT HAVE ANY PARKING NEEDS FOR THE PALMER STATE OFFICE BUILDING AREAS.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Legal Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Palmer Access Card #

\_\_\_\_\_  
Hang Tag #

## **Palmer State Office Building Employee Parking Rules & Policies**

The parking areas designated to the palmer state office building consist of assigned lots Green, Blue, Red, and Purple. **The state of Alaska assumes no responsibility for damage, theft or property loss for any reason while a vehicle is operated or parked on State properties, including flooding and/or other weather-related incidents to vehicles and / or content.**

**The responsibility of finding an authorized parking space rests with driver. Lack of space, mechanical problems, and inclement weather conditions are not considered valid excuses for failure to comply with traffic and parking regulations.**

### **Parking Areas**

<b><u>Lot Green</u></b>	30 surface spaces (SOA Palmer State Office Building hang tag required for DOC Training, Building Management, and DOC Probation & Parole staff members)
<b><u>Lot Blue</u></b>	111 Surface spaces (SOA Palmer State Office Building hang tag required for Public Defenders, Department of Labor, OPA, Governor's Office, DOC Training Academy, and DOC Pretrial staff members)
<b><u>Lot Red</u></b>	59 surface spaces (SOA Palmer State Office Building hang tag required for District Attorney staff members)
<b><u>Lot Purple</u></b>	57 surface spaces (SOA Palmer State Office Building hang tag required for DOC Probation & Parole and DMV staff members)

### **Enforcement**

1. All PSOB lots are monitored and policed by the Building Security Staff (under contract through Building Management).
2. Building Security patrols State of Alaska Palmer State Office Building parking areas for violations at a minimum of twice a day.
3. A patrol of Visitor Parking is performed continuously. License plates are noted and vehicles found exceeding the two-hour limit are subject to a \$20.00 minimum fine or towing at owners expense.
4. "Warning Tickets" will be issued to offenders. All tickets are tracked and logged into a database maintained by Building Management; repeat offender are subject to loss all parking privileges and/or being towed at the vehicle owner's expense.
5. All snow removal, hauling, sanding, sweeping and washing of the parking areas and sidewalks are maintained through a separate Service Contract(s) under Building Management's administration.
6. The Palmer State Office Building parking areas have a zero tolerance policy for any vehicle found without a proper hangtag. Vehicles without a hangtag are subject to the Sate of Alaska Palmer State Office building Employee Parking Reules and Policy of this document and are subject to change.
7. All vehicular accidents occurring on State property must be reported to the Palmer Police Department immediately. The State of Alaska assumes no responsibility for damage caused by others to any vehicle, person, or personal property.

**Palmer State Office Building Parking Lot  
EMPLOYEE PARKING RULES & POLICIES**

**Parking Violations**

A person who violates the parking rules will be subject to a ticket and/or disciplinary actions as listed below. This document is subject to change as needed.

***The responsibility of finding an authorized parking space rests with the driver. Lack of space, mechanical problems, and inclement weather conditions are not considered valid excuses for failure to comply with traffic and parking regulations.***

## **Offenses**

The following violations are ticket-able offenses when parking in any of the Palmer State Office Building Parking Areas.

- 1.) Collision or near collision with another vehicle or State property.
- 2.) Endangering or hitting pedestrians.
- 3.) Driving the wrong way.
- 4.) Blocking access ways or other vehicles.
- 5.) Speeding or tailgating.
- 6.) Causing Damage to property.
- 7.) Unauthorized overnight parking.
- 8.) Palmer State Office Building State Employee parked in designated visitor spaces at any time.
- 9.) Parking in Handicap parking without proper tags or plates visible (This offense is also called into the Anchorage Parking Authority and carries a municipal fine and ticket)
- 10.) Parking unevenly or over the parking lines, taking up two parking spaces.

**The following disciplinary actions will be taken upon discovery and review of the above violations. The State of Alaska reserves the right to suspend parking privileges for longer periods of time according to the degree of any violation(s) or any behavior deemed as dangerous or illegal.**

- 1<sup>st</sup> Violation Ticket issued. Ticket to remain on record for 12 months.
- 2<sup>nd</sup> Violation Ticket issued. Building Management notifies your departments HR Manager. Ticket to remain on record for 12 months.
- 3<sup>rd</sup> Violation Ticket issued. Parking privileges will be revoked for a minimum of thirty (30) days at all parking facilities for the Palmer State Office Building, if third violation is recorded within 12 months of previous two violations. Ticket to remain on record for 12 months.
- 4<sup>th</sup> Violation Parking privileges will be revoked for a minimum of ninety (90) days or longer at all parking facilities for the Palmer State Office Building, if fourth violation is recorded within 12 months of previous three violations.

## **Towing Violations**

In addition to the above the following violations will result in your vehicle being towed at owner's expense. The state and/or building management are not liable for damages as a result of the vehicle being towed.

**Note – Building Management has final authority over enforcement of this written policy.**

1. Multiple ticket offenses, 3 or more.
2. Double parking or parking in a manner that restricts other vehicles from being able to leave and/or maneuver safely in the parking lot.
3. Parking without Palmer State Office SOA decal visible.
4. Parking in the Palmer State Office Building lots overnight except for pre-authorized state owned and operated vehicles.
5. Parking in the Visitor 2-Hour Parking area.
6. Use of State Access Card to park in the Palmer State Office parking lot for non state business.

- Authorized signers must notify Secure Badge of any changes related to the employee, this includes but is not limited to:
  - Change in position or PCN
  - Change in access required
  - Leaving state service
  - Change in duty station or job location
- A Secure Badge form is required in order for access to be processed. Delays in processing will be experienced if the form is not provided or not filled out properly.
- Authorized signers are only able to request access for the area that they are delegated for, if an employee requires dual access to another or departments space, the authorized signer for that space must also sign the form.

#### **Lost Cards**

- If an employee loses their keycard there is a 72 hour waiting period. Employees must notify Secure Badge immediately upon discovering they have lost their card. The card will be temporarily deactivated to give time to locate the card. If after 72 hours the card has not been found, the card may be reissued.
- Excessive lost cards, 3 or more within a 6 month period, may result in loss of use of the card entirely or a fee to cover the cost of the card and staff time.

#### **Temporary Access**

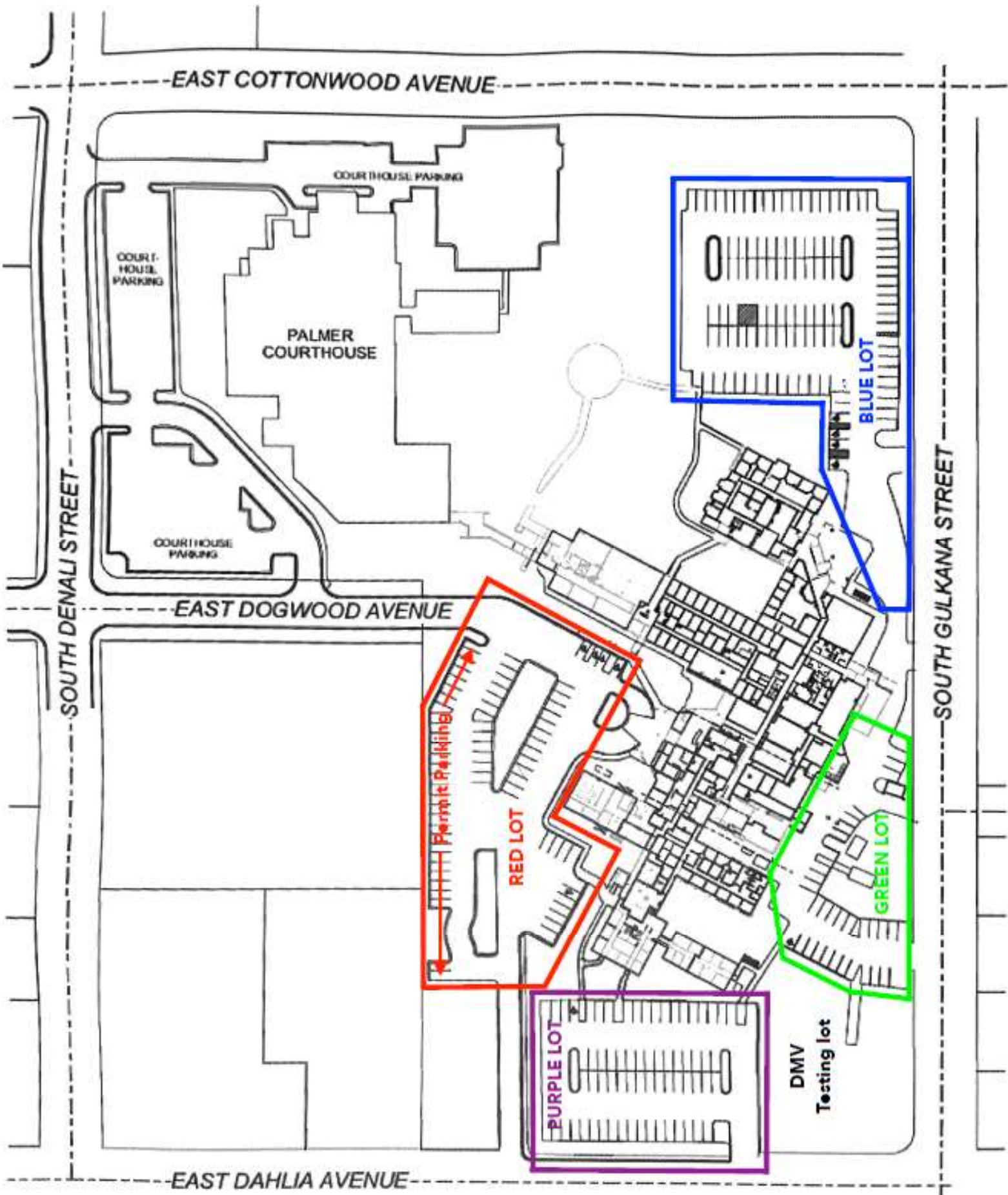
- Temporary access to certain areas may be approved on an as needed basis. This includes things such as temporary Executive Garage parking access in the event of a medical issue. This is approved on a case by case basis with proper justification from Human Resources.

#### **Special Access Areas**

- There are special access areas in a number of the building, if you require special access, i.e. Freight Elevator, Shipping & Receiving entrance, or Executive Garage, you will need to provide a justification for this request which is reviewed on a case-by-case basis. Misuse of the Freight Elevator or Shipping & Receiving door may result in the access being immediately removed.
  - Freight Elevator Access: Freight access should only be used by Building Management, Delivery companies i.e. USPS, UPS, and when actively loading or moving items not appropriate for the passenger elevators.
  - Using the freight out of convenience to move between floors it not acceptable and access will be terminated.

#### **Reports/ Audits**

- Reports may be pulled upon request from the system. Reports are time consuming so it's very important that the request is clear.
  - Reports related to who has access to a certain door(s) may be provided to the Authorized Signer.
  - Reports for specific information about who has entered the suite or specific reports on an employee(s) require approval form the Division of Personnel and Labor Relations Director. These reports will require a justification as to the reason for the request. No report can or will be provided until DOP&LR Director approves.



**PSOB Site Layout**