



ADMINISTRATIVE PROCEDURE

SECTION: 700—Facilities and Property Management	PROCEDURE #: 702-E
TITLE: Facility Use - Parking Permits	IMPLEMENTS POLICY #: 702
SPONSORING DEPARTMENT/DIV: Support Services/Facilities and Parks Services	
EFFECTIVE DATE: 10/27/2021	REVIEWED:

OBJECTIVE:

Washington County issues three types of permits: Daily, Temporary, and Annual. All these permit types are for Washington County parking lots only. To ensure that the citizens of Washington County have convenient access to the services we provide, the County parking policy requires that these permits be issued only for the purposes they were intended. Instructions on how to use the permits above will accompany the distribution of the permits. Permit holders may be cited by the City of Hillsboro Police for improper use of these permit.

PROCEDURE:

1. Circumstances under which the parking permits are issued is as follows:
 - 1.1 Daily Parking Permits are intended to be used for single day instances. Larger quantities of daily parking permits may be obtained, in advance, from the F&PS Grounds Supervisor at the request of Department Managers. They are distributed with Annual Permits at the beginning of each calendar year and are to be used in good faith.
 - 1.2 Annual Parking Permits are intended to be distributed to County volunteers by their associated department. They will be distributed at the beginning of each calendar year and are to be used in good faith. These permits may be obtained from the Grounds Supervisor at the request of Department Managers.
 - 1.3 Daily and Annual Parking Permits may only be issued to:
 - 1.3.1 Volunteers assisting public agencies.

- 1.3.2 Volunteer members of citizen boards, committees, or commissions.
- 1.4 Daily and Annual Parking Permits may not be issued for:
 - 1.4.1 Any Washington County, or other public agency, employee.
 - 1.4.2 Any consultant, trainer or contractor who is being compensated for the services performed for any public agency.
- 1.5 Temporary Parking Permits are intended to be used for a period of 2-14 calendar days. They will be issued by request to Washington County employees who have a temporary need for reserved parking. Some instances include, but are not limited to, injury or surgery. Temporary Parking Permits will be approved with the discretion of the Facilities and Parks Services Manager. Temporary Parking Permits may not accommodate the need for parking closer to certain facilities. The person requesting the permit may want to contact the Oregon DMV and acquire a Disabled Person Parking Permit to allow for close proximity parking to County facilities.
 - 1.5.1 Temporary parking permits may be obtained from the Grounds Supervisor at the request of Department Managers or Supervisors of the employee requesting the permit.
 - 1.5.2 Temporary Parking Permits may be issued to vendors being compensated for services when parking is needed to provide said services.