



# Memorandum

## RULES FOR DAS – PROVIDED PARKING AREAS

*Speed Limit In Parking Lots And Garages Is 5 Miles Per Hour.*

### A. Parking Permits:

Parking Permits for the State Office Building parking lot, the 315 Buckingham Street Garage and 129 Lafayette Street in Hartford are managed by the Department of Administrative Services (DAS), Statewide Security Unit (SSU), 450 Columbus Boulevard, Suite 10, Hartford, CT 06103, contact number - (860) 713-5901. The DAS/SSU does not issue assigned area parking privileges (e.g. State Office Building upper level lot). "Assigned" area parking permits can only be obtained through the employee's agency parking liaison officer. A complete list of agency parking liaison officers may be found on the DAS website at: <http://das.ct.gov/images/1090/Parking%20liaisons.pdf>

All other DAS controlled parking locations are managed by various contract property management companies under the direction of the DAS Facilities Unit. You may find these other locations and their respective contact information on the following list:

Town	Address	Contact	Phone Number
Farmington	11 Shuttle Road	Amanda Garcia	860-418-8792
Hartford	Capitol Ave & Oak Street	John Reilly Debbie Scully	860-418-8792 860-418-8798
Hartford	340 Capitol Avenue	John Reilly Debbie Scully	860-418-8792 860-418-8798
Hartford	410–474 Capitol Avenue	John Reilly Debbie Scully	860-418-8792 860-418-8798
Hartford	10 Clinton Street	Peter Donohue	860-727-0203
Hartford	79 Elm Street	Peter Donohue	860-727-0203
Hartford	50 Farmington Avenue	Shane Mulready	860-622-2489
Hartford	55 Farmington Avenue	Shane Mulready	860-622-2489
Hartford	Flower Street	Shane Mulready	860-622-2489
Hartford	Forest Street	John Reilly Debbie Scully	860-418-8792 860-418-8798
Hartford	505 Hudson	John Reilly	860-560-5060
Hartford	240 Park & Cedar Street	John Reilly	860-560-5060
Hartford	25 Sigourney Street	Brian Nicknair Sarah Branciforte	860-951-4004 860-951-4004
Hartford	110 Sherman Street	Kenny Garreau	860-727-0892
Hartford	18-20 Trinity Street	Bob Kozma	860-509-6252
Hartford	30 Trinity Street	Bob Kozma	860-509-6252
Hartford	39 Woodland Street	Kenny Garreau	860-727-0892



**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
**Bureau of Properties and Facilities Management**  
Statewide Security Unit  
450 Columbus Boulevard, Suite 10, Hartford, CT 06103

Town	Address	Contact	Phone Number
Hartford	61 Woodland Street	Kenny Garreau	860-727-0892
New Britain	10 Franklin Square	Laurie Wood	860-614-8926
Norwich	Uncas on the Thames	Morgan Tiberio	860-889-8615
Rocky Hill	300 Corporate Place	Tom Bergeron	860-313-5400 - X155
Rocky Hill	395 West Street	David Rezendes	860-529-1727
Waterbury	55 West Main Street	Kathleen Cioffi	203-756-5553
Waterbury	395 West Main Street	Kathleen Cioffi	203-756-5553
Wethersfield	24 Wolcott Hill Road	Kim Tellerico	860-614-2379
Wethersfield	38 Wolcott Hill Road	Kim Tellerico	860-614-2379

To apply for a parking permit, employees must:

1. Obtain a parking application form from the:  
<http://das.ct.gov/images/1090/Parking%20Permit%20App.pdf>
2. Fill out the application form completely and legibly.
3. Submit completed parking applications with their agency Human Resources' signature as verification of employment; and
4. Not have DAS parking privileges elsewhere.

**B. Parking Rules:**

In order to keep parking in DAS maintained facilities as orderly, accident free and safe as possible, the following rules and regulations must be observed:

1. Parking privileges cannot be re-assigned or transferred; these privileges are solely for the use of the individual to which they are assigned.
2. It is the responsibility of the employee's supervisor or his/her designee to show the employee the appropriate areas to park. Security officers assigned to the various parking lots may also assist with questions concerning where you may park.
3. Parking permits must be visibly displayed while utilizing any DAS Parking facility (hang tags must be hanging from rearview mirror).
4. One parking permit per employee.
5. All cars must be registered with DAS/SSU or the designated property management company as noted in the above list, before parking cars in a DAS managed parking facility.
6. Certain parking areas are "reserved" and/or "assigned," which include the carpool and vanpool areas. Employees who do not have hang tags to park in these areas cannot park in these areas.
7. Employees must park only in the appropriate area to which they have been assigned.
8. Reserved and assigned parking areas are for individuals assigned to them only and cannot be loaned or utilized by anyone else.
9. If an employee's parking area at the State Office Building, Buckingham Street Garage or 129 Lafayette Street lot is not available for his/her use, the employee should contact DAS Statewide Security Operations' Center (DASSOC) at 860-713-5299 for resolution. For all other DAS managed parking locations referred to the above noted list for the proper contact Under no circumstances should the employee park in another's assigned area until his/her parking area becomes available.
10. When a vehicle is sold or traded, the employee must remove the parking permit from the vehicle.



11. DAS reserves the right at all times to reassign individuals to other DAS parking locations.
12. Failure to comply with DAS Parking policies may result in the loss of parking privileges or other administrative action.
13. The employee must promptly report to DAS/SSU or to the appropriate contract property management company as noted in the list above, any and all changes in parking status, vehicle or driver information.
14. The employee must report to DAS/SSU or the appropriate property management company as noted above, all lost or damaged hangtags. Replacement fees will be assessed.
15. Employees must comply with the directions from the security officers who are posted in the parking lots.

**C. Enforcement**

Violators may be subject to immediate ticket or other enforcement action. If DAS is able to resolve a parking violation by having the violator immediately move the vehicle, DAS will endeavor to do so. This however is at the discretion of DAS.

The following violations will result in enforcement action at the vehicle owner's expense:

1. Parking in a handicapped space without visibility displaying a current valid handicapped permit sign, placard or marker plate
2. Not displaying a DAS parking permit
3. Parking in an unauthorized or reserved area
4. Double-parking
5. Parallel parking
6. Overnight parking without authorization
7. Parking on the sidewalk, entrance or exit
8. Parking in a fire lane
9. Blocking traffic
10. Creating a public hazard
11. Impeding snow removal operations
12. Obstructing normal business operations (blocking loading dock, dumpsters, etc.)
13. Parking outside existing parking lines
14. Driving or parking unauthorized vehicles

**D. Liability**

The State of Connecticut is not liable or responsible for the loss or theft of vehicles, parts of vehicles, or any article or item left in an employee's vehicle. In addition, the State of Connecticut assumes no liability or responsibility for any damage resulting from vandalism or accidents in DAS provided parking locations. Remember that parking in a DAS facilities parking lot or garage is a privilege, and abuse of it can lead to revocation of those parking privileges.

***The Department Of Administrative Services  
Will Strictly Enforce All Parking Rules And Regulations.***