



Judicial Branch of the Virgin Islands' Personnel Rules

PARKING POLICY

Effective: May 1, 2022

I. COVERAGE

This policy applies to all employees who operate company or personal vehicles while at work, including permanent, temporary, contract employees, interns, and volunteers. The policy is applicable to all parking property under the control of the Judicial Branch of the Virgin Islands.

II. BACKGROUND

The parking policy aims to make parking more efficient and equitable for employees, ensure a seamless flow of vehicles, whether in or out of the parking space, and a fair and enforceable system for the control and allocation of parking spaces.

III. POLICY

The Judicial Branch of the U.S. Virgin Islands will provide eligible employees with free parking, on a first come, first serve basis where the number of available spaces regularly exceeds the demand. All privately owned vehicles must display a parking permit issued by the Office of the Virgin Islands Marshal (OVIM). The parking permit must be displayed on the back of the rearview mirror with the number facing outward toward the windshield. Employees can be issued a maximum of two permits. If the permit is lost, the employee must submit a written statement to OVIM and seek approval to be issued another permit. Any employee seeking a replacement parking permit will be subjected to paying the replacement cost of the permit. This benefit can be revoked at any time.

The Judiciary provides reserved parking for Judicial Officers and selected employees. The reserved parking spaces are specifically assigned and not subject to the requirement of first come first serve basis. The Judiciary may also designate certain parking areas for Judicial Officers, supervisors and/or certain Marshals that meet a prescribed criteria as determined by OVIM.

Employees working at the St. Thomas Superior Court Facility may also park at the Fort Christian Parking Lot for a reduced fee, payable to the parking attendant each day. Employees will need to notify the Parking Attendant that they work for the Judiciary. As the Fort Christian Parking Lot is not under the control of the Judiciary, this policy is not applicable to those employees utilizing the Fort Christian Parking Lot.

The Judiciary of the U.S. Virgin Islands will not be liable for any damage, fire, vandalism, or theft caused to any motor vehicle, or contents thereof, while parked on our premises.

Employees:

1. Can only occupy one parking space during working hours
2. Must respect others' property.
3. May not permit a non-employee to drive and park their vehicle in the parking area
4. Are expected to preserve the parking lot by maintaining a clean and safe parking space by observing the following:
 - a. No littering
 - b. No obstruction or vandalism of other's property
 - c. Refrain from speeding, turning carelessly or driving irresponsibly.
 - d. Refrain from maintenance or repair jobs in the parking lot, unless vehicle cannot start or an emergency; extensive mechanical or routine maintenance is not permitted
 - e. Shall not
 - i. block entrances, obstruct loading/unloading of company vehicles,
 - ii. park at reserved spaces if not authorized (i.e., Judicial Officers, supervisors, etc.)
 - iii. park at spaces reserved for disabled persons
 - iv. Park Judicial Branch vehicles illegally or at high-risk spaces (e.g., near construction sites)
 - v. give out access code or cards to unauthorized personnel

IV. TEMPORARY PARKING PERMITS

Employees may request temporary permits in the event the authorized vehicle is not being used. Permits with expiration dates will be issued by OVIM. Permits must be prominently displayed on the windshield or dashboard.

Temporary parking may be provided to vendors performing active work at court facilities. OVIM will manage temporary parking provided to vendors to ensure that they are limited in use and limit any impact to employee parking.

V. DISABLED PARKING

Specific parking reserved for the physically disabled are marked by signs. Parking by special permit is available only for disabled persons. A motor vehicle with a special license plate or identification card issued by the Department of Motor Vehicles that is being operated by, or used for transportation of a disabled person, may park in any space which is clearly marked as being reserved for the use of the disabled or persons responsible for the transportation of a disabled person.

VI. REMOVAL

At the owner's sole expense and retrieval, the Judiciary will remove:

- Illegally parked vehicles
- Vehicles without a parking permit.

Unattended vehicles parked in spaces for more than 30 days will result in the immediate removal of the vehicle.

If a vehicle does not properly display a permit or is inappropriately parked, an announcement will be made over the public address (PA) system and/or e-mail or other notification method, identifying the license plate number and the needed corrective action. Ten minutes will be allowed to correct the situation. If not corrected, the vehicle may be towed.

VII. VIOLATIONS

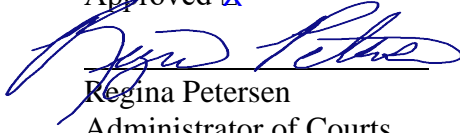
Any employee who violates this policy in any way will be given a written warning by the Office of the Virgin Islands Marshal. A second offence will result in temporary suspension of the parking benefit for two work weeks. If the employee continues to blatantly disrespect this policy, further disciplinary consequences can be implemented.

VIII. QUESTIONS

This policy established guidelines for parking at Judicial facilities but does not attempt to address every potential issue. The Office of the Virgin Islands Marshal will be responsible for enforcing the policy. Questions concerning this policy should be directed to the Administrator of Courts or the Human Resources Division of the Judicial Branch Administrative Office at P. O. Box 590, St. Thomas, U.S. Virgin Islands 00804 or Human.Resources@vicourts.org.

Approved

Disapproved

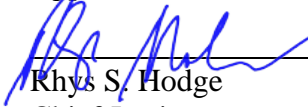


Date: 4/4/2022

Regina Petersen
Administrator of Courts

Approved

Disapproved



Date: 04/04/2022

Rhys S. Hodge
Chief Justice