

CPO Volunteer Parking Permit Procedures

Community Participation Organization (CPO) and Committee for Community Involvement (CCI) volunteers often attend meetings and events at Washington County facilities. When those events occur within the City of Hillsboro Washington County campus much of the available parking is time limited (generally for two hours). This procedure defines the circumstances under which CPO volunteers may request a limited-duration parking permit from Washington County that would allow them to park longer than two hours.

Washington County's policy on parking permits is as follows:

Washington County Facilities and Parks Services Division Public Services Center - Parking Permit Policy

Parking permits may be issued to:

- *Volunteers assisting public agencies.*
- *Volunteer members of citizen boards, committees or commissions.*

Parking permits may not be issued to:

- *Any Washington County, or other public agency, employee.*
- *Any consultant, trainer or contractor who is being compensated for the services performed for any public agency.*

In order to ensure that the citizens of Washington County have convenient access to the services we provide, County parking policy requires that these permits be issued for only those purposes for which they were intended.

Please, make copies of the enclosed "How to Use..." instructions and distribute the appropriate one to each person receiving a parking permit.

Distribution of this memo/map is necessary to ensure that permit holders are aware of the proper areas to park while using these permits. Permit holders may be cited by the City of Hillsboro Police for improper use of these permits.

CPO/CCI elected volunteers wishing to request a parking permit allowing use of a time-limited space for more than the two hour allotted time may do so under the following circumstances:

- *CPO/CCI elected volunteers (including representatives approved by their respective CPO or the CCI Steering Committee) when they are attending a CPO / CCI meeting or training lasting more than two (2) hours during normal business hours.*
- *CPO/CCI elected volunteers presenting an agenda topic to the Board of Commissioners or Planning Commission when their agenda topic is likely to last longer than two hours.*

Parking permits will not be issued to volunteers attending Board of Commissioners or Planning Commission meetings as audience members or with the intent to provide testimony.

All issued parking permits will be for a specified date and duration. To request a parking permit the CPO/CCI volunteer should submit her/his request in writing (preferably via email) at least a week before

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the date the permit is needed. The Community Engagement Program Coordinator will either mail the permit to the volunteer (if there is sufficient time) or make arrangements with the volunteer for pick-up.

If conflict occurs between the County's policy and this procedure, the County's policy takes priority. The Community Engagement program manager has final authority to interpret this procedure.

Attachments:

Washington County Public Services Center campus parking map

"How to Use Your Parking Permit"