



DIVISION OF DEVELOPMENTAL DISABILITIES  
Olympia, Washington

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TITLE: FACILITY TRAFFIC CONTROL AND PARKING POLICY 10.02

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Authority: RCW 46.08.190, 71A.20.020, 71A.20.030, 71A.20.050, 79.01.004  
DSHS Personnel Policy 520

**PURPOSE**

This policy describes vehicle traffic control and parking practices to provide traffic safety on the campus of Residential Habilitation Centers (RHCs) for clients, staff and visitors.

**SCOPE**

This policy applies to all RHCs within the Division of Developmental Disabilities (DDD).

**POLICY**

Each RHC shall develop a traffic control and parking plan for the facility grounds which establish a safe environment for clients, staff, and any others who may use the facility. Emergency vehicles shall have unrestricted access to all areas of the facility. Traffic control and parking plans shall include:

- A. Access for public, emergency, and maintenance vehicles;
- B. Access for persons with disabilities;
- C. Procedures when vehicles are damaged on facility grounds;
- D. Procedures to limit access to vehicles on facility grounds;
- E. Consideration of appropriate state, county, and city laws so that officials will have clear jurisdictions as needed;
- F. Authority to have vehicles removed or impounded when laws and/or facility procedures are violated;

- G. Methods to provide traffic and parking policy information for employees and visitors;
- H. Enforcement of parking policies and procedures;
- I. Criteria for contact and dealing with law enforcement or other public officials on traffic control and parking;
- J. Vehicle registration requirements of the facility;
- K. Procedures for visual search of a vehicle when there is cause to believe the vehicle may contain stolen property, firearms, or weapons, and for contacting local law enforcement, as appropriate; and
- L. An annual review and update of the Traffic Control and Parking Plans.

**SUPERSESSION**

Division Policy Directive: 360.1.5  
Issued November 1986

Approved:  /s/ Norm Davis  
Director, Division of Developmental Disabilities

Date: 2/14/94