

DEPARTMENT OF TRANSPORTATION ADMINISTRATIVE ISSUANCE SYSTEM

DEPARTMENTAL ORDER NO. 301.03 DATE: December 19, 2003

SUBJECT: DDOT Public Space Security Policy

I. PURPOSE

To establish guidelines to aid District Department of Transportation (DDOT) staff when handling security requests affecting District controlled public space that could impact vehicular, transit, pedestrian or bicycle traffic flows and to ensure the proper use of public spaces.

II. AUTHORITY

Sec. 5(D)(i) and (iii) and Sec. (2)(E) of the Department of Transportation Establishment Act

III. POLICY

- A. The District Department of Transportation (DDOT) is responsible for the safe and efficient movement of goods, persons and information throughout the District of Columbia. Consistent with this Mission Statement, DDOT shall review applications for public space permits to install security measures in a manner designed to balance public transportation needs with building security needs.
- B. The first priority of DDOT will be to maintain a safe transportation system to efficiently move persons and goods throughout the city.
- C. Security measures installed to protect buildings shall require a Public Space Permit from the Government of the District of Columbia, and applicants shall use the public space permit application procedures and forms authorized by the DDOT, Public Space Management Administration.
- D. Due to emergency conditions associated with requests for building security public space permit applications, DDOT shall respond to requests for review of such applications within 5 business days of receiving the Public Space Permit application form.
- E. Applicants will be required to pay for all design, installation and maintenance costs of approved security measures. Applicants will also be required to pay

the District of Columbia an annual fee equivalent to the value of any lost public space, as determined by DDOT.

IV. **GUIDELINES**

- A. DDOT shall NOT approve any application to close a roadway on a permanent basis and shall limit temporary closures to limited locations during Security Threat Level Red conditions.
- B. DDOT shall NOT approve any application to permanently or temporarily block any travel lane on a designated Emergency Evacuation Route.
- C. DDOT shall NOT approve any application that permanently or temporarily restricts access to mass transit facilities, including Metrorail Station entrances (escalators or elevators) or Metrobus stops or designated commuter bus stops.
- D. DDOT shall NOT approve any requests for permanent or temporary facilities or structures that would have the effect of blocking handicapped ramps.
- E. DDOT shall NOT approve additional requests to remove or restrict parking along the curb lane except at limited locations during Security Threat Level Orange or Red.
- F. Where metered parking is removed due to an approved Public Space Permit request, the applicant shall be responsible for compensating the District government for lost parking meter revenue. In addition, the applicant shall be required to pay the District of Columbia an annual fee equivalent to the value of any lost public space, as determined by DDOT.
- G. Requests to install perimeter barriers shall be consistent with the policies established in the National Capital Urban Design and Security Plan, issued by the National Capital Planning Commission in October 2002.
- H. DDOT encourages security perimeters to be established within privately owned space or federal public space adjacent to buildings (i.e. not on sidewalks, curbs, gutters, streets or public alleys).
- I. Where the applicant seeks to place building perimeter security measures in District of Columbia public space adjacent to their buildings, the applicant shall complete required forms and follow procedures to obtain a Public Space Permit from DDOT, Public Space Management Administration.
- J. Perimeter barriers shall be no closer than two (2) feet from the curb line and shall not block pedestrian traffic flow from the curb line to the sidewalk, and shall not present an unreasonable barrier to pedestrians traveling within the sidewalk. Where the proposed barrier would not provide adequate access for

handicapped persons from the curb to the sidewalk, a greater set-back distance may be required.

- K. DDOT would require in most instances that perimeter barriers shall be designed so as to be removable during Security Threat Level Green and Yellow.
- L. All costs associated with the design, installation and maintenance of approved perimeter barriers and other security measures shall be borne by the applicant.
- M. The applicant shall be liable for any personal injury or property damage resulting from the placement of the security device in public space.

V. ISSUANCE APPLICABILITY

This Departmental issuance is to be given to each DDOT employee for their review and retention, based on the applicability of this policy to the affected group.

VI. EFFECTIVE DATE

This Order is effective immediately.



DAN TANGHERLINI, DIRECTOR