

CHAPTER 4 - AUXILIARY SERVICES

SUBCHAPTER 4A - STATE-OWNED PARKING LOTS

SECTION .0100 - DEFINITIONS

01 NCAC 04A .0101	STATE EMPLOYEE
01 NCAC 04A .0102	ELECTED OFFICIALS
01 NCAC 04A .0103	ASSIGNEE
01 NCAC 04A .0104	OWNER OF CAR
01 NCAC 04A .0105	DEPARTMENT PARKING COORDINATOR
01 NCAC 04A .0106	STATE PARKING COORDINATOR
01 NCAC 04A .0107	SERVICE VEHICLE

History Note: Authority G.S. 143-340(18),(19);
Eff. February 1, 1976;
Readopted Eff. February 27, 1979;
Repealed Eff. June 1, 1986.

SECTION .0200 - PENALTIES

01 NCAC 04A .0201 IMPOUNDMENT AND REMOVAL

(a) Any vehicle parked in violation of G.S. 143-340 or these rules shall be subject to impoundment and removal to a place of storage operated by a privately-owned garage or towing service, at the expense of the owner, pursuant to G.S. 143-340.

(b) If a call is made for towing services and the owner or operator of the vehicle to be towed returns to the unattended vehicle before the arrival of the towing vehicle, the vehicle shall not be released unless a service charge for answering such a call, if required by the towing service, is paid to the towing service by the owner or operator.

History Note: Authority G.S. 143-340(18),(19);
Eff. February 1, 1976;
Readopted Eff. February 27, 1979;
Readopted Eff. September 1, 2017.

01 NCAC 04A .0202 STATE LAWS AND CITY TRAFFIC ORDINANCES

All state traffic laws and traffic ordinances of the City of Raleigh apply to the operation of a motor vehicle in state government parking lots.

History Note: Authority G.S. 143-340(18),(19);
Eff. February 1, 1976;
Readopted Eff. February 27, 1979;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. February 2, 2016.

SECTION .0300 - DEPARTMENT RESPONSIBILITY: DISTRIBUTION OF PARKING SPACES

01 NCAC 04A .0301	PARKING COORDINATOR
01 NCAC 04A .0302	ELECTED OFFICIALS
01 NCAC 04A .0303	DEPARTMENT HEADS
01 NCAC 04A .0304	DEPARTMENTS
01 NCAC 04A .0305	STATE PARKING COORDINATOR
01 NCAC 04A .0306	DEPARTMENT PARKING COORDINATOR
01 NCAC 04A .0307	ALLOCATION REVIEW

History Note: Authority G.S. 143-340(18),(19);
Eff. February 1, 1976;

*Readopted Eff. February 27, 1979;
Repealed Eff. June 1, 1986.*

SECTION .0400 - USE OF PARKING SPACES

- 01 NCAC 04A .0401 EXCHANGE OF SPACES**
- 01 NCAC 04A .0402 SUBLETTING PROHIBITED**

*History Note: Authority G.S. 143-340(18),(19);
 Eff. February 1, 1976;
 Readopted Eff. February 27, 1979;
 Repealed Eff. June 1, 1986.*

SECTION .0500 - IDENTIFICATION OF USER

- 01 NCAC 04A .0501 ELECTED OFFICIALS**
- 01 NCAC 04A .0502 STATE EMPLOYEES**

*History Note: Authority G.S. 143-340(18),(19);
 Eff. February 1, 1976;
 Readopted Eff. February 27, 1979;
 Repealed Eff. June 1, 1986.*

SECTION .0600 - MISCELLANEOUS PROVISIONS

- 01 NCAC 04A .0601 REPORTING OF VIOLATIONS**
- 01 NCAC 04A .0602 ENFORCEMENT OF RULES**
- 01 NCAC 04A .0603 VISITOR PARKING**

*History Note: Authority G.S. 143-340(18),(19);
 Eff. February 1, 1976;
 Readopted Eff. February 27, 1979;
 Repealed Eff. December 1, 1987.*

SECTION .0700 - DEFINITIONS

- 01 NCAC 04A .0701 STATE PARKING COORDINATOR**

The State Parking Coordinator is the person in state government who is responsible for supervising the daily operations of the state-owned visitor parking lots.

*History Note: Authority G.S. 143-340(18),(19);
 Eff. January 1, 1988;
 Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. February 2,
 2016.*

- 01 NCAC 04A .0702 SERVICE PERSONNEL**

Service personnel means any person who is an employee of the State of North Carolina and whose duties include repair, maintenance or installation of equipment necessary for the continued operation of state buildings or offices or any person who has a contractual arrangement with the state for the same. Such person may remain on the premise only until such time as the requested services are completed.

*History Note: Authority G.S. 143-340(18),(19);
 Eff. January 1, 1988;
 Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. February 2,
 2016.*

01 NCAC 04A .0703 HONOREES AND APPOINTEES

A honoree or appointee is any person who is to be specially recognized by the Governor of North Carolina with a mark, token, plaque or gesture of respect or distinction and requests the use of the state-owned parking lot immediately before, during and after the ceremony at which he or she is to be distinguished.

History Note: Authority G.S. 143-340(18),(19);
Eff. January 1, 1988;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. February 2, 2016.

01 NCAC 04A .0704 VOLUNTEERS

A volunteer is an individual(s) who performs services for the State of North Carolina without remuneration and of his or her free will.

History Note: Authority G.S. 143-340(18),(19);
Eff. January 1, 1988;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. February 2, 2016.

SECTION .0800 - STATE-OWNED VISITOR PARKING LOTS ADMITTANCE PROCEDURES

01 NCAC 04A .0801 LOCATION AND HOURS OF OPERATION

History Note: Authority G.S. 143-340(18),(19);
Eff. January 1, 1988;
Expired Eff. March 1, 2016 pursuant to G.S. 150B-21.3A.

01 NCAC 04A .0802 REASONABLE FEE CHARGE

- (a) Visitors seeking entrance to the Visitor Parking locations will be charged a reasonable fee.
- (b) Persons determined by the State Parking Coordinator to be performing a benefit or service to the State of North Carolina are exempt from payment of an entrance fee. Persons include but are not limited to volunteers with current identification cards, docents, pages, service personnel, appointees and honorees of the Governor.

History Note: Authority G.S. 143-340(18),(19); 1975 N.C. Session Laws 858;
1983 N.C. Session Laws 168;
Eff. January 1, 1988;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. February 2, 2016.

01 NCAC 04A .0803 RESERVATION OF PARKING SPACES BY THE PUBLIC

History Note: Authority G.S. 143-340(18),(19);
Eff. January 1, 1988;
Expired Eff. March 1, 2016 pursuant to G.S. 150B-21.3A.

01 NCAC 04A .0804 OFFICIAL PARKING SPACES

A specific number of parking spaces located in Visitor Parking are reserved for official use only. The Governor of the State of North Carolina or the Governor's designee has discretion in prescribing proper procedure for use of the reserved spaces by approved individuals.

History Note: Authority G.S. 143-340(18),(19);
Eff. January 1, 1988;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. February 2, 2016.

01 NCAC 04A .0805 INFORMATION VERIFICATION

History Note: Authority G.S. 143-340(18),(19);
Eff. January 1, 1988;
Expired Eff. March 1, 2016 pursuant to G.S. 150B-21.3A.

01 NCAC 04A .0806 UNAUTHORIZED VEHICLES

Buses will be refused entrance to the facilities.

History Note: Authority G.S. 143-340(18),(19);
Eff. January 1, 1988;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. February 2, 2016.

SECTION .0900 - PARKING VIOLATIONS

01 NCAC 04A .0901 ENFORCEMENT OF RULES

- (a) The State Parking Coordinator shall notify the state government security of parking violations occurring in Visitor Parking locations.
- (b) Enforcement of these rules shall be the responsibility of state government security.

History Note: Authority G.S. 143-340(18),(19);
Eff. January 1, 1988;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. February 2, 2016.

SUBCHAPTER 4B - INTER OFFICE MAIL SERVICE

- 01 NCAC 04B .0101 ORGANIZATION AND PURPOSE**
- 01 NCAC 04B .0102 LOCATION AND OPERATING PROCEDURES**
- 01 NCAC 04B .0103 FINANCING OF COURIER PROGRAM**
- 01 NCAC 04B .0104 COST TO FIELD AGENCIES**

History Note: Authority G.S. 143-341(8)h;
Eff. February 1, 1976;
Readopted Eff. February 27, 1979;
Repealed Eff. June 1, 1986.

SUBCHAPTER 4C - CENTRAL MOTOR POOL

SECTION .0100 - GENERAL PROVISIONS

- 01 NCAC 04C .0101 ORGANIZATION**
- 01 NCAC 04C .0102 PURPOSE**
- 01 NCAC 04C .0103 RATES**

History Note: Authority G.S. 143-341(8);
Eff. February 1, 1976;
Readopted Eff. February 27, 1979;
Repealed Eff. June 1, 1986.

SECTION .0200 - OPERATION CENTRAL MOTOR POOL

01 NCAC 04C .0201	LOCATION OF FACILITIES
01 NCAC 04C .0202	DISPATCHING
01 NCAC 04C .0203	HOURS OF OPERATION
01 NCAC 04C .0204	SERVICE
01 NCAC 04C .0205	CENTRAL MOTOR POOL RATES
01 NCAC 04C .0206	CREDIT CARDS
01 NCAC 04C .0207	SERVICE FOR NON-MOTOR POOL VEHICLES
01 NCAC 04C .0208	BILLING

History Note: Authority G.S. 143-341(8);
Eff. February 1, 1976;
Readopted Eff. February 27, 1979;
Repealed Eff. June 1, 1986.

SECTION .0300 - MAINTENANCE AND CARE OF VEHICLES

01 NCAC 04C .0301	GENERAL
01 NCAC 04C .0302	ANNEX
01 NCAC 04C .0303	APPEARANCE
01 NCAC 04C .0304	ROUTINE MAINTENANCE
01 NCAC 04C .0305	MAJOR REPAIRS
01 NCAC 04C .0306	REPAIR AT DEPARTMENT OF TRANSPORTATION FACILITIES
01 NCAC 04C .0307	TOWING
01 NCAC 04C .0308	TOWING CHARGES
01 NCAC 04C .0309	SAFETY INSPECTION
01 NCAC 04C .0310	ACCIDENTS
01 NCAC 04C .0311	LIABILITY INSURANCE
01 NCAC 04C .0312	ALTERATIONS OF MOTOR POOL VEHICLES BY AGENCIES OR DRIVERS
01 NCAC 04C .0313	BILLING OF PURCHASES BY OTHER AGENCIES

History Note: Authority G.S. 143-341(8);
Eff. February 1, 1976;
Readopted Eff. February 27, 1979;
Repealed Eff. June 1, 1986.

SECTION .0400 - ASSIGNMENT OF VEHICLES

01 NCAC 04C .0401	TYPES OF VEHICLE ASSIGNMENT
01 NCAC 04C .0402	REQUESTS FOR ASSIGNMENT OF VEHICLES
01 NCAC 04C .0403	APPEAL PROCEDURE
01 NCAC 04C .0404	REMOVAL OF VEHICLES FROM AGENCIES
01 NCAC 04C .0405	REMOVAL PROCEDURE
01 NCAC 04C .0406	WEEKEND ASSIGNMENTS
01 NCAC 04C .0407	RETURN OF ASSIGNED VEHICLES

History Note: Authority G.S. 143-341(8);
Eff. February 1, 1976;
Readopted Eff. February 27, 1979;
Repealed Eff. June 1, 1986.

SECTION .0500 - VEHICLE USE

01 NCAC 04C .0501	OFFICIAL USE ONLY
01 NCAC 04C .0502	PARKING AND STORING OF VEHICLES
01 NCAC 04C .0503	MOTOR VEHICLE LAWS AND ORDINANCES

01 NCAC 04C .0504 HITCHHIKERS
01 NCAC 04C .0505 RELATIVES
01 NCAC 04C .0506 NON-STATE EMPLOYEES
01 NCAC 04C .0507 USE OF STATE CARS FOR PRIVATE PURPOSES
01 NCAC 04C .0508 TRAVEL LOGS
01 NCAC 04C .0509 MONTHLY AUDITING OF TRAVEL LOGS
01 NCAC 04C .0510 OUT-OF-STATE TRAVEL
01 NCAC 04C .0511 LICENSE TAGS

*History Note: Authority G.S. 14-250; 143-341(8);
Eff. February 1, 1976;
Readopted Eff. February 27, 1979;
Repealed Eff. June 1, 1986.*

01 NCAC 04C .0512 REPLACEMENT OF VEHICLES

*History Note: Authority G.S. 143-341(8);
Eff. February 1, 1976;
Readopted Eff. February 27, 1979;
Expired Eff. March 1, 2016 pursuant to G.S. 150B-21.3A.*

01 NCAC 04C .0513 SALE OF VEHICLES

*History Note: Authority G.S. 143-341(8);
Eff. February 1, 1976;
Readopted Eff. February 27, 1979;
Repealed Eff. June 1, 1986.*

SECTION .0600 - USE OF PRIVATELY-OWNED VEHICLES FOR STATE BUSINESS

01 NCAC 04C .0601 STATE POLICY ON USE OF PRIVATE CARS
01 NCAC 04C .0602 REIMBURSEMENT AT STATUTORY RATE
01 NCAC 04C .0603 PROCEDURES FOR REIMBURSEMENT
01 NCAC 04C .0604 USE OF PRIVATE VEHICLES FOR CONVENIENCE OF THE EMPLOYEE

*History Note: Authority G.S. 138-6; 143-341(8)i.7.;
Eff. February 1, 1976;
Readopted Eff. February 27, 1979;
Repealed Eff. June 1, 1986.*

SECTION .0700 - FORMS USED BY CENTRAL MOTOR POOL

01 NCAC 04C .0701 ACCIDENT REPORT FORM
01 NCAC 04C .0702 G.S. FORM 2
01 NCAC 04C .0703 G.S. FORM 8
01 NCAC 04C .0704 G.S. FORM 12
01 NCAC 04C .0705 G.S. FORM 13

*History Note: Authority G.S. 150B-11;
Eff. February 1, 1976;
Readopted Eff. February 27, 1979;
Repealed Eff. June 1, 1986.*

SECTION .0800 - MISCELLANEOUS PROVISIONS

01 NCAC 04C .0801	USE OF NONPASSENGER VEHICLES
01 NCAC 04C .0802	TRANSPORTATION TO AND FROM MOTOR POOL
01 NCAC 04C .0803	RULE MAKING
01 NCAC 04C .0804	CONTESTED CASE HEARINGS
01 NCAC 04C .0805	DECLARATORY RULINGS
01 NCAC 04C .0806	VIOLATION A MISDEMEANOR

History Note: Authority G.S. 143-341(8)i.7.;
 Eff. February 1, 1976;
 Readopted Eff. February 27, 1979;
 Repealed Eff. June 1, 1986.

SUBCHAPTER 4D - STATE GOVERNMENT PRINTING OFFICE

SECTION .0100 - GENERAL

01 NCAC 04D .0101	DESCRIPTION
01 NCAC 04D .0102	LOCATION

History Note: Authority G.S. 143-49(5); 143-50; 143-340;
 Eff. February 27, 1979;
 Repealed Eff. June 1, 1986.

SECTION .0200 - ORGANIZATION

01 NCAC 04D .0201	MANAGER: GENERAL
01 NCAC 04D .0202	MANAGER: LIAISON WITH THE DIVISION OF PURCHASE & CONTRACT
01 NCAC 04D .0203	GENERAL OPERATION INFORMATION

History Note: Authority G.S. 143-49(5); 143-50; 143-340;
 Eff. February 27, 1979;
 Repealed Eff. June 1, 1986.

SECTION .0300 - SERVICES AVAILABLE

01 NCAC 04D .0301	SATELLITE CENTERS
01 NCAC 04D .0302	THE CENTRAL GOVERNMENT PRINTING OFFICE
01 NCAC 04D .0303	TECHNICAL ASSISTANCE
01 NCAC 04D .0304	PRINTING AND DUPLICATING SERVICES
01 NCAC 04D .0305	PRINTING OFFICE HANDBOOK

History Note: Authority G.S. 143-49(5); 143-50; 143-340;
 Eff. February 27, 1979;
 Repealed Eff. June 1, 1986.

SECTION .0400 - PROCEDURES

01 NCAC 04D .0401	PROCEDURES FOR REQUESTING PRINTING SERVICE
01 NCAC 04D .0402	PREPARING GS-28 FORM (REQUEST FOR PRINTING)
01 NCAC 04D .0403	PROOFREADING
01 NCAC 04D .0404	REQUESTS FOR TECHNICAL ASSISTANCE AND COST ESTIMATES
01 NCAC 04D .0405	PROCEDURES FOR REQUESTING CHANGES IN SPECIFICATIONS
01 NCAC 04D .0406	PREPARATION OF CAMERA-READY COPY (MECHANICALS)
01 NCAC 04D .0407	SECURITY OF CLASSIFIED MATERIALS

01 NCAC 04D .0408 BILLING PROCEDURE
01 NCAC 04D .0409 DELIVERY OF A COMPLETED JOB
01 NCAC 04D .0410 PERIODIC MEETINGS WITH PRINTING COORDINATORS
01 NCAC 04D .0411 PRICE INCREASES

History Note: Authority G.S. 143-49(5); 143-50; 143-168; 143-340;
Eff. February 27, 1979;
Repealed Eff. June 1, 1986.

SECTION .0500 - REPORTING COMPLAINTS AND COMMENDATIONS

01 NCAC 04D .0501 POLICY
01 NCAC 04D .0502 PROCEDURE
01 NCAC 04D .0503 RESOLUTION

History Note: Authority G.S. 143-49(5); 143-50; 143-340;
Eff. February 27, 1979;
Repealed Eff. June 1, 1986.

SUBCHAPTER 4E - TELEPHONE SYSTEM

SECTION .0100 - LOCAL TELEPHONE SERVICE

01 NCAC 04E .0101 INSTALLATION
01 NCAC 04E .0102 EQUIPMENT
01 NCAC 04E .0103 PRIVATE LINES
01 NCAC 04E .0104 INCOMING LINES
01 NCAC 04E .0105 PERSONNEL LISTINGS
01 NCAC 04E .0106 ADDITIONAL TELEPHONE SERVICE
01 NCAC 04E .0107 INCREASED SERVICE
01 NCAC 04E .0108 REQUESTS
01 NCAC 04E .0109 CHARGES FOR SERVICE

History Note: Authority G.S. 143-341(8);
Eff. February 27, 1979;
Repealed Eff. December 1, 1983.

SECTION .0200 - LONG DISTANCE SERVICE

01 NCAC 04E .0201 STATE TELEPHONE NETWORK (STN)
01 NCAC 04E .0202 UTILIZATION
01 NCAC 04E .0203 CHARGES
01 NCAC 04E .0204 ELIGIBILITY
01 NCAC 04E .0205 TYPES OF SERVICE
01 NCAC 04E .0206 TELPAK SYSTEM
01 NCAC 04E .0207 PROCEDURES FOR MAKING A LONG DISTANCE CALL

History Note: Authority G.S. 143-341(8)(j),(k);
Eff. February 27, 1979;
Repealed Eff. December 1, 1983.

SUBCHAPTER 4F - COURIER SERVICE

SECTION .0100 - GENERAL PROVISIONS

01 NCAC 04F .0101	PURPOSE
01 NCAC 04F .0102	OPERATION
01 NCAC 04F .0103	DEFINITIONS
01 NCAC 04F .0104	SCHEDULE
01 NCAC 04F .0105	POLICY
01 NCAC 04F .0106	VANS

History Note: Authority G.S. 143-341(8);
Eff. February 27, 1979;
Repealed Eff. June 1, 1986.

SECTION .0200 - DELIVERY POINT INFORMATION

01 NCAC 04F .0201	TYPES
01 NCAC 04F .0202	DISTRIBUTION OF BOXES
01 NCAC 04F .0203	AUTHORITY TO LOCATE DROP POINTS

History Note: Authority G.S. 143-341(8);
Eff. February 27, 1979;
Repealed Eff. June 1, 1986.

SECTION .0300 - DELIVERY INFORMATION

01 NCAC 04F .0301	ADDRESSES
01 NCAC 04F .0302	DELIVERY TIMES

History Note: Authority G.S. 143-341(8);
Eff. February 27, 1979;
Repealed Eff. June 1, 1986.

SECTION .0400 - BILLING PROCEDURES

01 NCAC 04F .0401	COST ALLOCATION
01 NCAC 04F .0402	METERED USERS
01 NCAC 04F .0403	NORMAL USERS
01 NCAC 04F .0404	COST

History Note: Authority G.S. 143-341(8);
Eff. February 27, 1979;
Repealed Eff. June 1, 1986.

SECTION .0500 - SECURITY

01 NCAC 04F .0501	DROP POINTS
01 NCAC 04F .0502	LOCKS
01 NCAC 04F .0503	KEYS

History Note: Authority G.S. 143-341(8);
Eff. February 27, 1979;
Repealed Eff. June 1, 1986.

SUBCHAPTER 4G - SURPLUS PROPERTY

This Subchapter 4G of Title 1 of the North Carolina Administrative Code (1 NCAC 4G .0100 - .0500); has been transferred and recodified as Subchapter 5C of Title 1 (1 NCAC 5C .0100 - .0500), effective November 1, 1995.

SUBCHAPTER 4H - SECURITY

SECTION .0100 - GENERAL PROVISIONS

01 NCAC 04H .0101 ORGANIZATION

01 NCAC 04H .0102 LOCATION

History Note: Authority G.S. 143-340(21),(22); 143-341(8);
Eff. February 1, 1976;
Readopted Eff. February 27, 1979;
Transferred from T01.03C Eff. November 25, 1986;
Repealed Eff. July 1, 1987.

01 NCAC 04H .0103 RESPONSIBILITIES AND SCOPE

01 NCAC 04H .0104 AUTHORITY

History Note: Authority G.S. 143-340(21),(22);
Eff. February 1, 1976;
Readopted Eff. February 27, 1979;
Transferred from T01.03C Eff. November 25, 1986;
Amended Eff. July 1, 1987;
Rule .0103 recodified to 14B NCAC 13 .0101, Rule .0104 recodified to 14B NCAC .0102 Eff. June 1, 2013 pursuant to S.L. 2009-451 and S.L. 2011-145.

SECTION .0200 - FUNCTIONS

01 NCAC 04H .0201 ARRESTS

History Note: Authority G.S. 143-340(21),(22);
Eff. February 1, 1976;
Readopted Eff. February 27, 1979;
Transferred from T01.03C Eff. November 25, 1986;
Recodified to 14B NCAC 13 .0201 Eff. June 1, 2013 pursuant to S.L. 2009-451 and S.L. 2011-145.

01 NCAC 04H .0202 CRIME PREVENTION PROGRAM

01 NCAC 04H .0203 SECURITY SURVEYS

01 NCAC 04H .0204 LIAISON

01 NCAC 04H .0205 POLICE INFORMATION NETWORK (PIN)

History Note: Authority G.S. 143-340(21),(22); 12 NCAC 4;
Eff. February 1, 1976;
Readopted Eff. February 27, 1979;
Transferred from T01.03C Eff. November 25, 1986;
Repealed Eff. July 1, 1987.

01 NCAC 04H .0206 TRAFFIC ACCIDENTS

01 NCAC 04H .0207 STATE PARKING LOTS

History Note: Authority G.S. 143-340(21),(22);

Eff. February 1, 1976;
Readopted Eff. February 27, 1979;
Transferred from T01.03C Eff. November 25, 1986;
Amended Eff. July 1, 1987;
Rule .0206 recodified to 14B NCAC 13 .0202 and Rule .0207 recodified to 14B NCAC 13 .0203 Eff.
June 1, 2013 pursuant to S.L. 2009-451 and S.L. 2011-145.

01 NCAC 04H .0208 PROPERTY GUARDS

History Note: Authority G.S. 143-341(8)c;
Eff. February 1, 1976;
Readopted Eff. February 27, 1979;
Transferred from T01.03C Eff. November 25, 1986;
Repealed Eff. July 1, 1987.