

# United States Capitol Police

## Vehicle Delivery Procedures Reference Guide

Effective May 1, 2008

<b>Off-site Delivery Center (OSDC)</b> <b>Hours of Operation</b> <b>Monday thru Friday</b> <b>0500 - 1400</b> <b>**Closed Weekends &amp; Holidays**</b>	<b>Delivery Access Points</b>	<b>Exceptions and After Hours Deliveries</b>
<p>* All vehicles will be inspected at OSDC (4700 Shepherd Parkway) prior to making any delivery on Capitol Grounds.</p> <p>* Delivery information must be received by OSDC prior to arrival.</p> <p>* Road restrictions are in effect for all vehicles with a capacity over 1 and ¼ ton.</p> <p>* Vehicles will proceed directly to their Delivery Access Point after inspection by OSDC <b>without violating the road restrictions.</b></p>	<p>* Deliveries to the <u>Capitol</u> or <u>Capitol Visitor Center (CVC)</u> will enter at NJ Ave &amp; C Street NW. <b>Hours: M-F 0700-1500</b></p> <p>* Deliveries to the <u>House Office Buildings</u> will enter at Delaware Avenue SW. <b>Hours: M-F 0500-1900</b></p> <p>* Deliveries to the <u>Senate Office Buildings</u> will enter at D Street Tunnel NE. <b>Hours: M-F 0500-2000</b></p> <p>* Deliveries to the <u>Supreme Court</u> or <u>Library of Congress</u> will be made in the 100 blocks of 2<sup>nd</sup> Street NE and SE.</p>	<p><i>*Prior notification for all exceptions and after hours deliveries will be processed through the House / Senate Sergeant at Arms, the Architect of the Capitol, USCP Special Events (202-224-8891), or USCP Construction Security Division (202) 593-7053). <b>The USCP Command Center (202 224-0908) will be notified during the hours that the Special Events Section is closed.</b></i></p> <p><i><b>Exception example: Time sensitive deliveries and deliveries containing material such as concrete, asphalt, and other materials /goods that may deteriorate over a short period of time.</b></i></p>
<b>Capitol / CVC</b> <b>Exceptions and After Hours Procedures</b>	<b>House Office Buildings</b> <b>Exceptions and After Hours Procedures</b>	<b>Senate Office Buildings</b> <b>Exceptions and After Hours Procedures</b>
<p><b>The below procedures will be followed for exceptions (defined above) and for all deliveries that occur when OSDC and/or Delivery Access Points are closed.</b></p>		
<p><b>* Requires prior approval</b></p> <p>* All vehicles may respond directly to the Delivery Access Point for inspection prior to <b>1500</b> hours. (Will remain open until 2000 hours upon opening of the CVC).</p> <p>* After 1500 hours and on weekends, all <u>prohibited</u> vehicles will respond to 3<sup>rd</sup> &amp; Maryland SW for inspection and will be escorted to their destination. <u>Non-prohibited</u> vehicles will be inspected at their pre-approved destination.</p>	<p><b>* Requires prior approval</b></p> <p>* All vehicles may respond directly to the Delivery Access Point for inspection prior to <b>1900</b> hours.</p> <p>* After 1900 hours and on weekends, all <u>prohibited</u> vehicles will respond to 3<sup>rd</sup> &amp; Maryland SW for inspection and will be escorted to their destination. <u>Non-prohibited</u> vehicles will be inspected at their pre-approved destination.</p>	<p><b>* Requires prior approval</b></p> <p>* All vehicles may respond directly to the Delivery Access Point for inspection prior to <b>2000</b> hours.</p> <p>* After 2000 hours and on weekends, all <u>prohibited</u> vehicles will respond to 3<sup>rd</sup> &amp; Maryland SW for inspection and will be escorted to their destination. <u>Non-prohibited</u> vehicles will be inspected at their pre-approved destination.</p>
<b>Prohibited Vehicle Defined</b>	<b>Botanic Garden Procedures</b>	<b>LOC / Supreme Court</b> <b>Exceptions and After Hours Procedures</b>
<p><b>* A prohibited vehicle is any commercial vehicle or truck exceeding one and one quarter (1 1/4) ton capacity or any motor vehicle exceeding two (2) axles. Recreational and agricultural vehicles are also prohibited.</b></p> <p><b>* These vehicles at all times must adhere to the road restrictions.</b></p>	<p>* Notification will be made to the Special Events Section and Capitol Division prior to any scheduled delivery.</p> <p>* All vehicles will be inspected by USCP K-9 at 3<sup>rd</sup> &amp; Maryland Ave SW before proceeding to the loading dock regardless of the time of day.</p>	<p><b>* Requires prior approval from USCP Special Events or USCP Command Center.</b></p> <p>* The LOC and Supreme Court may have exceptions occasionally. These vehicles will be swept at 3<sup>rd</sup> &amp; Maryland SW and escorted by Supreme Court Police, LOC Police or USCP.</p>