United States Capitol Police

Vehicle Delivery Procedures Reference Guide

Effective May 1, 2008

Off-site Delivery Center (OSDC) **Hours of Operation** **Monday thru Friday** **0500 - 1400** **Closed Weekends & Holidays**	**Delivery Access Points**	**Exceptions and After Hours Deliveries**
* All vehicles will be inspected at OSDC (4700 Shepherd Parkway) prior to making any delivery on Capitol Grounds. * Delivery information must be received by OSDC prior to arrival. * Road restrictions are in effect for all vehicles with a capacity over 1 and ¼ ton. * Vehicles will proceed directly to their Delivery Access Point after inspection by OSDC **without violating the road restrictions.**	* Deliveries to the Capitol or Capitol Visitor Center (CVC) will enter at NJ Ave & C Street NW. **Hours: M-F 0700-1500** * Deliveries to the House Office Buildings will enter at Delaware Avenue SW. **Hours: M-F 0500-1900** * Deliveries to the Senate Office Buildings will enter at D Street Tunnel NE. **Hours: M-F 0500-2000** * Deliveries to the Supreme Court or Library of Congress will be made in the 100 blocks of 2nd Street NE and SE.	*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). **The USCP Command Center (202 224-0908) will be notified during the hours that the Special Events Section is closed.** ***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.***
Capitol / CVC **Exceptions and After Hours Procedures**	**House Office Buildings** **Exceptions and After Hours Procedures**	**Senate Office Buildings** **Exceptions and After Hours Procedures**
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.		
* **Requires prior approval** * All vehicles may respond directly to the Delivery Access Point for inspection prior to **1500** hours. (Will remain open until 2000 hours upon opening of the CVC). * After 1500 hours and on weekends, all prohibited vehicles will respond to 3rd & Maryland SW for inspection and will be escorted to their destination. Non-prohibited vehicles will be inspected at their pre-approved destination.	* **Requires prior approval** * All vehicles may respond directly to the Delivery Access Point for inspection prior to **1900** hours. * After 1900 hours and on weekends, all prohibited vehicles will respond to 3rd & Maryland SW for inspection and will be escorted to their destination. Non-prohibited vehicles will be inspected at their pre-approved destination.	* **Requires prior approval** * All vehicles may respond directly to the Delivery Access Point for inspection prior to **2000** hours. * After 2000 hours and on weekends, all prohibited vehicles will respond to 3rd & Maryland SW for inspection and will be escorted to their destination. Non-prohibited vehicles will be inspected at their pre-approved destination.
Prohibited Vehicle Defined	**Botanic Garden Procedures**	**LOC / Supreme Court** **Exceptions and After Hours Procedures**
*** 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.** *** These vehicles at all times must adhere to the road restrictions.**	* Notification will be made to the Special Events Section and Capitol Division prior to any scheduled delivery. * All vehicles will be inspected by USCP K-9 at 3rd & Maryland Ave SW before proceeding to the loading dock regardless of the time of day.	*** Requires prior approval from USCP Special Events or USCP Command Center**. * The LOC and Supreme Court may have exceptions occasionally. These vehicles will be swept at 3rd & Maryland SW and escorted by Supreme Court Police, LOC Police or USCP.