

# ELIZABETH POLICE DEPARTMENT GENERAL ORDERS



VOLUME: 2

CHAPTER: 37

# OF PAGES: 4

**SUBJECT: PARKING ENFORCEMENT OFFICERS**

EFFECTIVE DATE:

**February 1, 2015**

ACCREDITATION STANDARDS:

N/A

BY THE ORDER OF:

Chief Patrick Shannon

BY AUTHORITY OF:

Police Director James Cosgrove

**SUPERSEDES ORDER #: G.O. #15 (07/01/77)**

**PURPOSE** The purpose of this general order is to establish the duties and responsibilities of parking enforcement officers for the City of Elizabeth

**POLICY** It is the policy of the Elizabeth Police Department to employ parking enforcement officers to enforce the various parking laws and regulations throughout the city in accordance with N.J.S.A. 40:11A-1 et seq. (*Parking Authority Law*).

## PROCEDURES

### I. GENERAL

- A. A parking enforcement officer, also known as a parking violations officer, is a person appointed pursuant to N.J.S.A. 40:11A-22.1, et seq. to exercise the power and authority described N.J.S.A. 40:11A-22(3)(d).
1. Parking enforcement officers are not special law enforcement officers within the meaning of N.J.S.A. 40A: 14-146.8 et seq. and are not sworn members of the Elizabeth Police Department.
  2. Parking enforcement officers are not eligible for membership in the Police and Firemen's Retirement System, N.J.S.A. 43:16A-1 et seq.
  3. Parking enforcement officers are considered 'at will' employees of the City of Elizabeth. Under no circumstances does this general order create a contract for employment or continued employment by any parking enforcement officer.
- B. No person may be appointed as a parking enforcement officer unless the person:
1. Is a resident of the State of New Jersey during his/her term of appointment;
  2. Is able to read, write, and speak the English language proficiently;
  3. Has the mental capacity and physical ability to perform the tasks of parking enforcement officer;
  4. Is of good moral character;
  5. Has not been convicted of any offense involving dishonesty or which would make the person unfit to perform the duties of the office.
  6. Appointees are required to maintain a valid New Jersey driver's license if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.
- C. Every applicant for the position of parking enforcement officer shall have fingerprints taken, which fingerprints shall be processed through the New Jersey State Police and Federal Bureau of Investigation (N.J.S.A. 40:11A-22.3).
1. Before any parking enforcement officer is appointed, the Chief of Police shall conduct a background investigation to ascertain the eligibility and qualifications of the applicant and report these determinations in writing to the appointing authority (N.J.S.A. 40:11A-22.4).
  2. No parking enforcement officer may carry a firearm or other weapon while engaged in the actual performance of his/her official duties (N.J.S.A. 40:11A-22.5).

3. No person appointed as a parking enforcement officer can commence his/her duties until he/she has successfully completed a training course conducted or approved by the traffic division commander or the city parking authority (N.J.S.A. 40:11A-22.6). The appointing authority may waive these training requirements for any person appointed as a parking enforcement officer who has substantially equivalent training and background, as determined by the traffic division commander (N.J.S.A. 40:11A-22.7).
- D. Every parking enforcement officer shall be furnished with a uniform. The uniform shall also include an insignia issued by the parking authority, which clearly indicates the officer's status as a parking enforcement officer.
    1. Replacement uniforms will be provided, as needed.
    2. Parking enforcement officers shall only wear the uniform or its components except during duty-hours or during the time they are en route to and from duty.
  - E. Every parking enforcement officer is required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the Elizabeth Police Department.
  - F. The traffic division commander is responsible for the assignment and supervision of parking enforcement officers.
    1. Parking enforcement officers shall work an eight-hour day, five-day week between Monday and Friday.
    2. The traffic division commander may adjust these hours for holidays or special events.
  - G. Should a parking enforcement officer becomes involved in a situation beyond the scope of his/her authority, he/she shall contact communications for assistance.

## **II. DUTIES AND RESPONSIBILITIES**

- A. Under direction of a police supervisor, parking enforcement officers are required to patrol designated areas and issue uniform traffic tickets for motor vehicles to enforce state, county, or municipal statutes, resolutions, and ordinances for regulations related to the parking of motor vehicles within the City of Elizabeth.
- B. Additional duties include, but are not limited to:
  1. Issues uniform traffic tickets for motor vehicles that are parked unlawfully or parked overtime at a meter in an assigned area.
  2. Checks the condition of parking meters and informs a supervisor for the repair of meters or any malfunctions.
  3. Gives testimony in court pertaining to summonses issued.
  4. Prepares reports of work activities.

5. Checks for stolen vehicles and reports them for recovery.
6. May operate a motorized scooter, or other motor vehicle in connection with these duties.
7. May follow or precede motorized street sweeper to issue uniform traffic tickets to motor vehicles illegally blocking passage of the sweeper.
8. May arrange for the towing away of any vehicle parked, stored, or abandoned in the City of Elizabeth in violation of a statute, resolution, ordinance, or regulation from the scene of the violation.