
	<b>GAITHERSBURG POLICE DEPARTMENT</b>		
	<b>Parking Enforcement Officials</b>		
	<b>GENERAL ORDER</b>	<b>213.1</b>	
<b>Effective</b>	<b>04/01/2014</b>	<b>16.5.1, 61.1.13, 81.1.2.</b>	
<b>Authorized by:</b>	<b>Mark P. Sroka</b> CHIEF OF POLICE	SIGNATURE	DATE

**I. DEPARTMENT POLICY**

Parking Enforcement Officials are non-sworn, compensated positions within the Department responsible for the enforcement of parking ordinances throughout the City of Gaithersburg. Activities of Parking Enforcement Officials augment the parking enforcement activities of the Department's sworn officers.

**II. PARKING ENFORCEMENT OFFICIALS**

**A. Duties and Responsibilities**

1. As necessary, Parking Enforcement Officials assist with coordination of the City's parking permit system.
2. Through the issuance of verbal or written warnings or citations, Parking Enforcement Officials enforce parking restrictions and ordinances in City parking lots and other areas known to be problematic or that generate complaints for enforcement.
3. When notified of those parking tickets that have been scheduled for trial, Parking Enforcement Officials attend court proceedings and testify accordingly.
4. While traveling in or through the City, Parking Enforcement Officials observe and report actual and/or potential problems to on-duty police officers via the City radio.
5. As directed by their chain of command, Parking Enforcement Officials may attend meetings with City Officials, community representatives, citizens groups, merchants, etc., regarding to parking issues.
6. Parking Enforcement Officials report to the Department's Traffic Sergeant, who sets their work schedule and assignments.
7. Parking Enforcement Officials shall maintain their assigned vehicle in a clean and serviceable manner that reflects favorably on the City and the Department.

8. Parking Enforcement Officials are assigned a radio number to be used when responding to or initiating a radio transmission or message on the City radio. The Parking Enforcement Official's use of the radio shall be in accordance with FCC regulations, procedures and requirements.
9. All computers used by Parking Enforcement Officials shall be used in a manner consistent with applicable laws and Department procedures.
10. Parking Enforcement Officials shall be attired in suitable, Department approved attire that differs significantly in appearance from uniforms worn by sworn officers.
11. Parking Enforcement Officials shall not divulge any Department business or activities not normally considered to be within the public domain.
12. To ensure proper accountability and processing of the citations and warnings issued by Parking Enforcement Officials during a tour of duty, they shall turn in all citations or written warning notices at or before the conclusion of their tour of duty.
13. Parking Enforcement Officials shall respond to selective parking enforcement as directed by the Traffic Sergeant and report the results for tracking purposes.