Kenosha Police Department Policy and Procedure Manual

Subject: JOB SPECIFICATIONS – PARKING ENFORCEMENT AIDS

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PARKING ENFORCEMENT AID

I. CHARACTERISTICS OF THE CLASS

A. Under the general supervision of a Police Captain, is responsible for enforcing motor vehicle parking regulations in an assigned area, on an assigned shift. Incumbents write parking citations for all parking violations, including handicap, fire zones, and obstructing traffic. Responsibilities may include found property transport and crossing guard duties and enforcement of the nuisance vehicle ordinance. Work is reviewed through observation of work in progress and reports for adherence to established policies and procedures. Performs other work as requested or assigned.

II. EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative only)

A. Patrols assigned area seeking violations to City Parking and Vehicle Nuisance Ordinances; inspects vehicles and equipment.

B. Issues citations for handicap, ‘no parking’, fire hydrants and zones, and limited time zones parking violations.

C. Completes records regarding number and types of violations, towed vehicles, and found property; contacts owners of towed vehicles.

D. Informs appropriate department of accidents and potentially hazardous individuals and traffic conditions; reports missing signs, and malfunctioning traffic lights.

E. Gives directions; provides information to pedestrians and motorists; assists stalled motorists.

F. Provides testimony in court regarding parking violations.

G. May perform duties of a Crossing Guard.

H. Responds to inquiries and complaints; prepares correspondence, forms and reports on computer.

(Note: The duties listed above are intended as illustrations of the various types of work performed by persons in positions covered by this classification specification. This list is not all inclusive. The omission of a particular job duty does not mean that the duty is not one of the essential functions of the position. Management reserves the right to assign employees in this classification to duties not listed above, if the duties are fairly within the scope of responsibilities applicable to the level of work performed by employees in
positions covered by this classification specification. This classification specification does not create an employment contract between the City and the employee and is subject to change by the City as the needs of the City and the department change over time.)

III. REQUIREMENTS

A. Training and Experience:
   1. High School Diploma or GED; one (1) year experience in public contact work; or an equivalent combination of training or experience.
   2. May be required to assist in snow and ice removal activities.

B. Knowledge, Abilities and Skills:
   1. Knowledge of state and City motor vehicle parking regulations.
   2. Knowledge of the City roadways.
   3. Ability to follow oral and written instructions and to communicate clearly.
   4. Ability to maintain records and write legible, concise reports.
   5. Ability to establish and maintain effective working relationships with fellow workers and the public.
   6. Ability to work in adverse weather conditions.
   7. Ability to remain calm in confrontational situations.
   8. Skill in the operation of motorized vehicles used in patrol work and police radio.

C. Physical Requirements:
   1. Perform all the duties of a Parking Enforcement Aide and assigned tasks. Operate Police equipment as efficiently and economically as possible under a variety of Conditions and in accordance with law and established procedures. This includes but is not limited to vehicles, weapons, computer and radio equipment, cameras and audio and video recording equipment.

D. Environmental Requirements:
   1. Task requires that work be performed in adverse environmental conditions.

E. Sensory Requirements:
   1. Task requires color perception and discrimination.
   2. Task requires sound perception and discrimination.
   3. Task requires depth perception and discrimination.
4. Task requires visual perception and discrimination.

5. Task requires oral communications ability.

F. Possession of a valid driver's license and a good driving record.

FLSA Status: Non-Exempt

[Signature]

DANIEL C. WADE, CHIEF OF POLICE