

Cocoa Beach Police Department

Standard Operating Procedure



Effective Date: November 22, 2020	Rescinds: Amends: April 2, 2020	Number: 209.10
Subject: Parking En, forcement Specialists (PES)		Re-evaluation Date: 2022
Distribution: ALL PERSONNEL	Related Standards: 18.08M, 18.11M, 18.12	

This order consist of the following numbered sections:

1. Purpose
2. Policy
3. Staffing Guidelines
4. Procedures
5. Uniforms and Grooming
6. Reference

1. PURPOSE

The purpose of this standard operating procedure is to establish guidelines for the effective and efficient use of Parking Enforcement Specialist (PES) personnel.

2. POLICY

It shall be the policy of the Cocoa Beach Police Department that all PES must successfully complete training in parking enforcement, traffic direction and control, State school crossing guard certification (recertification), golf cart operation (if applicable), first aid, CPR/AED and infection control before being assigned to undertake those respective tasks.

3. STAFFING GUIDELINES

- A. Primary staffing and scheduling supervisory decisions for PES personnel will reside with a Lieutenant or designee. A Lieutenant or designee will be responsible for maintaining a calendar that shows both days and hours of operation for personnel assigned to PES duties. The Chief of Police may designate a PES as a PES Supervisor to oversee operational and/or administrative functions. All on-duty Shift Supervisors will be responsible for the immediate supervision of all on duty PES and for ensuring these guidelines are followed.
- B. Scheduling will be implemented to provide maximum utilization of available PES seven (7) days per week and three hundred sixty-five (365) days per year. Unless otherwise directed by the Chief of Police or designee, the PES will work four (4), six (6) hour tours of duty per week for a twenty-four (24) hour work week total. In the event of sustained inclement weather that is predicted to last several hours or more, PES personnel will be released from duty. Time may be made up during the pay period if there is a need for coverage and the PES is willing to cover that need. Crossing guard duties and shift staffing will be considered before releasing a PES from a tour of duty. PES personnel shall submit a Leave Request Form to the PES Supervisor (if applicable) or the Operations Sergeant for any scheduled Leave.
- C. Hours of Operation:
 1. PES will work primarily *daylight hours only* unless directed otherwise. A PES may be detailed to work after daylight hours for a special event that requires parking enforcement, traffic control, or other tasks for which they are qualified to undertake. In general, PES tours of duty will be staggered with minimum overlapping to cover the daylight hours of operation. Adjustments to standard time and daylight savings times will be made as necessary and consistent with this policy.
 2. The designated PES vehicles are to be used by PES personnel. The COP vehicles may be used as a back-up should all PES vehicles be out of service or in use. PES personnel shall be licensed to drive and will operate all vehicles in a safe and prudent manner in accordance with state law and department policy. Marked patrol vehicles will not be driven by PES while conducting parking enforcement and/or school crossing duties. PES may be assigned to a geographical area by the On-Duty Shift Supervisor depending on the number of PES on-duty at the same time.
 3. PES schedules (days and hours) will be adjusted for anticipated special events to achieve maximum parking enforcement capability and/or to assist with other duties as assigned.
 4. A Lieutenant or designee is responsible for setting the PES work schedules.

4. PROCEDURES

- A. PES will carry and monitor their assigned portable radio. They will keep the Communications Center aware of any change in location and/or status.
- B. PES will avoid confrontation and call for assistance from an Officer if unsure about a parking violation or if they feel threatened.
- C. PES will immediately report any crimes, suspicious persons/incidents, or vehicles to the Communications Center.
- D. PES will concentrate on paid and 90-minute parking areas.
- E. PES will wear their issued high visibility safety vest when engaged in school crossing or other traffic control duties. (CFA 18.08M)
- F. PES will not perform any duties for which they have not been trained.
- G. Patrol zone units will monitor PES radio traffic and periodically check on them.
- H. Patrol zone units will direct PES units to a parking violation if they observe one. If there are no PES personnel on-duty or if those units are busy, the patrol unit will undertake the enforcement action at his/her discretion.
- I. On-Duty Shift Supervisors will notify a Lieutenant or designee, via e-mail, if they observe or request any deviations from this policy.
- J. Questions regarding the issuance of parking citations will be directed to the PES Supervisor (if applicable) or the On-Duty Shift Supervisor.
- K. PES will immediately report any mishaps (i.e.: crashes, property damage or injury) to the On-Duty Shift Supervisor.
- L. PES will report to the appropriate City department areas in the City requiring maintenance or upkeep, such as loose or broken crossover boards, overgrown vegetation, missing or unsightly signage, etc.

5. UNIFORMS AND GROOMING

- A. PES uniforms will be distinct from police officer uniforms.
- B. Issued polo style shirts and shorts or khaki slacks are to be worn. An issued ball cap or floppy/bucket hat may be worn. Crew or short cut socks (white or black) are to be worn with black or white athletic type or low-cut work shoes. Footwear is subject to approval. *Uniform attire issued prior to this policy revision may be worn until replacement is needed or as directed by the Chief of Police or designee.*
- C. Issued jacket may be worn in cool or inclement weather. Color and design will be at the discretion of the Chief of Police or designee.
- D. Male Personnel- Any deviation from the following must be authorized by the Chief of Police or designee:
 - 1. Hair Styles - must be kept neatly trimmed at all times. The thickness of the hair shall not exceed two inches above the skull at the top. The hair shall not protrude over the ears and shall not extend below the bottom edge of the shirt collar.
 - 2. Sideburns – must be neatly trimmed and shall not fall below the tragus of the ear.
 - 3. Mustaches, Beards, and Goatees – must be neatly trimmed; neck must be shaven if a beard is worn.
- E. Female Personnel- Any deviation from the following must be authorized by the Chief of Police or designee:
 - 1. Hair Styles - Length is optional; however, females will have their hair styled in such a manner as to prevent it from extending below the bottom edge of the shirt collar.
 - 2. Make up, when worn, will give as natural appearance as possible.
- F. Personal Hygiene - Attention to acceptable standards of personal hygiene is mandatory. Hair shall be properly groomed, fingernails clean, body odor shall be controlled, and underclothing will be worn at all times.
- G. Jewelry – Jewelry is optional and may be worn on the fingers, wrists, and neck. All jewelry must be conservative in design and shall be limited to a wrist watch, one bracelet, a wedding and/or engagement ring (set) and one ring on the opposite hand. Necklaces, with or without a pendant, will be worn inside the shirt. Prescription eyewear and conservative sport sunglasses are authorized. Male personnel are prohibited from wearing earrings while on duty. Female personnel may wear no more than two (2) stud earrings per ear. Hoop earrings or earrings that dangle are prohibited.
- H. The possession or carrying of firearms or any weapon while on-duty is strictly prohibited. This does not preclude a pocket knife (non-tactical).

6. **REFERENCE:** PES Job Description



Date: 11/08/20

Scott Rosenfeld
Chief of Police
Cocoa Beach Police Department