



# Colorado Springs Police Department

## Standard Operating Procedure

### DL-210-04 Disabled Parking Enforcement Unit

#### Section 200 – Community Collaboration

Effective Date: 10/19/2023

Supersedes Date: 8/30/2021

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## 01. Purpose

The purpose of this procedure is to describe the services provided by the disabled parking enforcement unit.

## 02. Cross Reference

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## .03 Definitions

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## .04 Procedure

When dispatched or when time allows, department personnel are expected to enforce parking laws and ordinances. This includes violations of the handicap laws/ordinances.

In an attempt to supplement the enforcement efforts of other department personnel, the department established the disabled parking enforcement unit.

## Program Description

Personnel assigned to the disabled parking enforcement unit are volunteers of the department who have been vetted and approved to participate in the city's Community Advancing Public Safety (CAPS) program. In addition, those selected for assignment to the handicap parking services unit have been granted special police officer responsibilities by the chief of police.

Members from the unit are entrusted with the responsibility to issue summonses on vehicles parked in such a manner as to violate city ordinances pertaining to special parking privileges for the handicapped. The department will be responsible for providing training to all unit members to better assist them in carrying out their duties effectively and safely. This includes but is possibly not limited to use of a police radio and the processes for completing summonses. In addition, the department will furnish those selected for the assignment with a shirt and hat that identifies their association with the program.

### *Citizen Awareness*

The goal of the disabled parking enforcement unit is to foster public awareness of, and obedience to, the ordinances that govern special parking privileges for those disabled persons authorized to use them. The program is, in an important sense, a public relations effort, as well as an enforcement function.

### *Program Procedures*

The disabled parking enforcement unit is coordinated by the special events sergeant, who is assigned to the patrol support section of the specialized enforcement division.

Members of the disabled parking enforcement unit will submit all completed summonses to the day shift supervisors at the Stetson Hills Division by the end of the day on which they are completed.

### *Duty Periods*

Team members do not have assigned duty times or shifts. Before beginning patrol, team members must check out a police radio from one of the area commands or from the patrol support section. Team members will use the police radio to contact the department's communications center, during which they will provide:

- Their call sign(s)
- Their vehicle description
- The area they will be patrolling
- The time they will be on duty.

At the conclusion of their shift, team members will notify the communications center, via police radio, that they have ended their shift.

### *Uniform*

Team members will wear their department-issued uniform shirt with appropriate patches and a baseball cap that displays the words “CSPD Disabled Parking Enforcement Specialist.”

Team members will also carry their department-issued identification cards while on duty.

### *Safety Precautions*

Members should always write the license number in their notebooks before beginning any enforcement action.

Confrontations with violators are to be avoided by waiting until a violator has left the area before issuing a ticket. If a confrontation is unavoidable and the violator is argumentative or abusive, the team member is to walk away and to notify the communications center of the situation. This includes providing a description of the violator and the license number of the vehicle in violation. A uniformed officer will be dispatched to the member’s location and in doing so, will assume primary responsibility for the remaining portions of the interaction.