



Herndon Police Department GENERAL ORDERS

Operations Section

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PARKING ENFORCEMENT

I. POLICY

The authority to establish and enforce local parking ordinances, as well as the enforcement of similar or applicable state law, is established by § 46.2-1220 (Code of Virginia). The Town of Herndon Code 42-63 provides local authority to the Chief of Police to appoint parking enforcement officials. The mission of the parking enforcement official is to enforce various traffic laws specifically related to parking violations within the Town of Herndon and provide operational support to the department as needed.

II. ADMINISTRATION

- A. The parking enforcement official will be assigned to the Traffic Section, under the direct supervision of the Traffic Section supervisor. The Traffic Section supervisor shall be responsible for the overall operational and administrative supervision to include duty assignments and training.
- B. Field training for the parking enforcement official will be conducted by members of the Traffic Section, with updates as needed. The official will be trained in parking enforcement, but as a civilian, is not empowered to initiate legal action as a sworn police officer.
- C. The parking enforcement official is authorized to carry Oleoresin Capsicum (OC) spray in accordance with training and policy and after successfully completing the relevant department approved training, demonstrating proficiency in its use, and maintaining qualification requirements.
- D. Uniforms and Equipment
 - 1. The parking enforcement official is issued a uniform that will be clearly distinct from those worn by sworn personnel of the department.
 - 2. The parking enforcement official is provided with a vehicle approved and maintained by the department, which may only be used for duty purposes. The vehicle will display proper markings as a parking enforcement vehicle but will not be equipped or utilized as a police response vehicle.
 - 3. The parking enforcement official will utilize parking tickets and electronic ticketing equipment to register and print violations.



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4. Following completion of prescribed training, the parking enforcement official is issued a radio and a MCT for official duties.
5. The parking enforcement official is not authorized to carry on their person or in their vehicle, displayed or concealed, any weapon or restraining device, other than the Oleoresin Capsicum (OC) spray as authorized.

III. RESPONSIBILITIES

- A. Duties and responsibilities of the parking enforcement official are limited to the enforcement of laws and ordinances of the State of Virginia and the Town of Herndon as they pertain to parking violations. Other duties may be assigned in accordance with the limitations of their authority, and with the approval of the Field Operations Division Commander, or designee.
- B. Vehicle impoundments will be in accordance with law and department policy for abandonment on public roads due to immobility, expired registration or inspection, and/or unpaid/unresolved parking tickets. The parking enforcement official will document impoundment of vehicles in RMS.
- C. The parking enforcement official may be utilized for traffic control at incidents related to crash scenes, disabled vehicle calls, or other approved traffic control assignments.
- D. To ensure personal safety, in circumstances where the parking enforcement official witnesses an action that may warrant arrest, a sworn officer will be requested via police radio as soon as possible to assist and investigate.
- E. The authority of the parking enforcement official shall be in effect only while in uniform and on assigned duty and the jurisdiction and authority is limited to the boundaries of the Town of Herndon.
- F. The parking enforcement official does not respond to police-related complaints, services, or other activities other than those related to their duties and responsibilities as established in this policy. The parking enforcement official should politely explain the limitations of their authority to citizens and further assist them by requesting a sworn officer to respond.