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**ADMINISTRATIVE DIRECTIVE – 112.033**  
**CITIZENS HANDICAP PARKING PATROL**

**EFFECTIVE DATE:** October 1, 2001  
**REVIEW DATE:**  
**AFFECTS:** All Personnel

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**REVISION DATE:** March 2, 2007

**I. PURPOSE**

Enforcement of handicap parking laws is of great importance to the City of Plano. This directive provides policy and procedures for the Citizens Handicap Parking Patrol (CHPP) program, developed by the Plano Police Department to allow for trained citizen volunteers to issue parking citations when violations of the handicap parking laws are observed.

**II. POLICY**

The Plano Police Department will recruit, train, and supervise citizen volunteers who wish to issue parking citations for handicap parking violations. These citizen volunteers are not commissioned as sworn officers. They have no enforcement authority beyond that of any citizen, except for the issuance of citations for handicap parking violations as outlined by this directive and the Citizen's Handicap Parking Patrol program.

**III. PROCEDURE**

**A. Duties and Responsibilities**

1. Crime Prevention Sergeant
  - a. Serve as administrator of the program, providing training and supervision to citizen volunteers.
  - b. Ensure various equipment, supplies, and forms are maintained and kept available for citizen volunteers reporting for handicap parking patrol.
  - c. Prepare a monthly activity report, including statistics on number of citizen volunteers participating during the month and number of citations issued.
  - d. Will maintain records of citations received and issued.
2. Citizen Volunteer
  - a. Complete basic training in the CHPP program.
  - b. Complete at least four hours of patrol per month.
  - c. Submit a completed Daily Activity Report (see Attachment 1) at the end of each tour of duty.
  - d. Abide by all rules and regulations of the CHPP program.
  - e. Report to Plano City Court when subpoenaed
  - f. Report to PSC at the beginning of the tour of duty to provide a description of his patrol vehicle, location to be patrolled and his assigned cell phone number.

**B. CHPP Rules and Regulations**

1. Any citizen volunteer who wishes to participate in the CHPP program must first complete a basic training program as provided by the Plano Police Department. (See below.)
2. Citizen volunteers must report to Plano Police Headquarters and be issued a ticket book, magnetic signs, orange vests, and Polaroid cameras prior to going on patrol.
  - a. All citations issued must be accounted for at the end of the citizen volunteer's tour of duty. Failure to properly account for all citations may result in termination from the program.
  - b. Magnetic signs will identify the citizen volunteer's participation in the CHPP program and must be attached to each side of the citizen volunteer's vehicle at all times while on patrol.

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- c. The citizen volunteer will wear the issued orange safety vest at all times while on patrol.
  - d. Polaroid cameras will be used for evidentiary purposes only, i.e., to provide a photographic record of parking violations. Any other use may result in termination from the program.
  - e. In the event a citizen volunteer is issued a Department cellular telephone, the telephone will be used for CHPP business only. Any other use may result in termination from the program.
  - f. No weapons of any kind shall be carried by volunteer participants.
  - g. Volunteers have no authority to detain, arrest or search.
  - h. Volunteers must not consume alcoholic beverages for a minimum of eight hours prior to or during their patrol.
  - i. Volunteers must refrain from the use of any medications, prescribed or otherwise, that could affect their mental or physical abilities during their patrol.
3. Citations will be issued only when all elements of the applicable handicap parking law can be proven in a court of law.
  4. As representatives of the Plano Police Department and City of Plano, citizen volunteers will perform their duties in a professional manner at all times.

**C. Personnel Issues**

1. Citizen Volunteer Qualifications
  - a. Must hold a valid Texas Drivers License
  - b. Must live or work in Plano.
  - c. Must be at least 21 years of age.
  - d. Have no felony convictions in any state.
  - e. Have no DWI convictions in the past ten years.
  - f. Have no more than one Class C misdemeanor conviction in the last three years.
  - g. Must be in compliance with Texas liability insurance requirements for motorists.
2. Application Process
  - a. Citizens wishing to participate in the CHPP program must complete and submit the following forms to the Crime Prevention Sergeant.
    - (1) Personal Information Form.
    - (2) Personal Patrol Vehicle Data Form.
    - (3) Release of Liability Form.
  - b. The citizen must also provide a copy of his/her Texas drivers license and proof of insurance.
  - c. The Crime Prevention Sergeant will interview the applicant and conduct a routine background investigation.
  - d. If the applicant is deemed acceptable for the program, the Crime Prevention Sergeant will schedule the applicant for CHPP training.
3. Training

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Prior to participation in the CHPP program, citizen volunteers must complete a minimum of four hours of training in the following topics.

- a. Elements of handicap parking laws
  - b. Parking citation form and procedure for completion
  - c. Civil liability/laws of arrest
  - d. Conflict avoidance
  - e. Note-taking and case preparation
  - f. Courtroom demeanor and testimony
4. Termination of Program Participation
- a. Voluntary
    - (1) A citizen volunteer may voluntarily resign from the program at any time.
    - (2) Any issued equipment, materials, and supplies must be returned to the Plano Police Department within seven days.
  - b. Involuntary
    - (1) A citizen volunteer's participation in the program may be terminated for any program rules and regulations violation, city ordinance violation, or state/federal law violation.
    - (2) Any issued equipment, materials, and supplies must be returned to the Plano Police Department immediately upon notification of involuntary termination.