

**GENERAL ORDERS MANUAL
WESTERN MICHIGAN UNIVERSITY
DEPARTMENT OF PUBLIC SAFETY**

I. PURPOSE

The purpose of this policy is to establish this agency's Parking Enforcement Program. This includes formal authority for the program, selection criteria for new parking enforcement officers, a basic training program for parking enforcement officers, an establishment of duties and responsibilities, uniform requirements and in-service training requirements.

II. POLICY

The Western Michigan Department of Public Safety utilizes non-sworn personnel, specifically hired for the position, to enforce WMU parking regulations. Parking enforcement officers (PEO) are sworn in as special deputies by the Kalamazoo County Sheriff and are given authority to enforce WMU parking regulations on all WMU property. PEOs are often used at special events requiring extra manpower and assist in organizing parking at events as well as enforcing parking regulations outside of their normal tours of duty.

PEOs do not have arrest power and all non-sworn personnel employed by the WMU Department of Public Safety are not authorized to use any level of force, whatsoever, in the normal course of their duties. PEOs are not trained in any use of force and do not receive any weapons training. (2.6.1h)

III. FORMAL AUTHORITY (2.6.1a)

- A. The position of Captain in the WMU Public Safety command structure is in charge of Parking Enforcement operations. The Captain is appointed by the Director of Public Safety and answers to the Deputy Chief. The Captain empowers PEOs to enforce Western Michigan University local ordinances regarding parking enforcement and administers training in regards to ordinance enforcement.

IV. SELECTION CRITERIA (2.6.1c)

- A. The selection of PEOs shall include a background check. The WMU Public Safety selection of new personnel policy is described in ADM-22.

V. PARKING ENFORCEMENT OFFICER FIELD TRAINING PROGRAM (2.6.1d)

- A. All newly hired PEOs shall be subject to a Field Training Program designed to familiarize PEOs with Public Safety and University policies and procedures. The Program also serves to offer the basic training PEOs need to perform their job tasks. The Captain of Public Safety is in charge of the PEO Field Training Program.
- B. A field training manual is established and offers a standardized measurement of new PEO performance as well as ensuring new PEOs are fully prepared to perform their job functions independently after field training has concluded.

- C. New PEOs will participate in a minimum of four (4) weeks of field training, during which time they will be assigned to multiple current PEOs. Current PEOs have the responsibility of evaluating the new PEO and must be committed to the training and development of new PEOs.
- D. The new PEO shall have a review with the Captain prior to being released from Field Training. If an extension of Field Training is necessary, based on performance during the first four (4) weeks, additional time may be given.

VI. DUTIES AND RESPONSIBILITIES (2.6.1e)

Parking Enforcement Officers are responsible for:

- A. Enforcement of Western Michigan University Parking Ordinances and providing assistance to visitors to the University.
- B. Issuing paper or computerized parking tickets on improperly parked vehicles.
- C. Performing duties associated with the impounding of vehicles. These duties include but are not limited to: locating vehicles with excessive parking tickets, verifying excessive ticket amounts, requesting a tow truck for a vehicle impound through dispatch, filling out proper forms for the impound, adding up excessive amounts of open tickets/tow bill administrative fees, and directing subjects to parking services to reconcile any payments.
- D. Preparing for and testifying in court cases as required, directing traffic at special events or in emergency situations, and assisting visitors with directions to appropriate parking or specific buildings.
- E. Temporarily being assigned as a service officer, to include: collecting and distributing campus mail for DPS, delivering official papers to the district and circuit courts and transporting owners/operators for vehicle impound releases.

VII. UNIFORM REQUIREMENTS (2.6.1f)

- A. PEOs will follow the same grooming standards as set forth in POL-1 section VIII.
- B. PEOs will be issued all requisite equipment and uniforms required for their position.
 - 1. All uniformed personnel shall wear the assigned "uniform of the day" as designated and/or approved by the Captain of Parking Services. The type of uniform shirts and pants shall be authorized by the Captain.
 - (a) Warm weather uniform of the day shall consist of department issued short-sleeved shirts and pants. Cold weather uniform of the day shall consist of department issued long-sleeved shirts and pants. Other uniform styles may be approved by the Captain.
 - (b) All uniforms should be regularly cleaned so uniformed personnel present a neat appearance. Personnel may choose to use department cleaning or clean their uniforms at home.

VIII. IN-SERVICE TRAINING REQUIREMENTS (2.6.1g)

- A. PEOs will periodically be assigned training, whether online or in-person. This training includes training on Title IX, The Clery Act, ethics, anti-bias training, stress recognition, dealing with mentally ill persons, LEIN and CJIS certifications, and any other training that becomes required by Accreditation Standards or internal department standards. The Training Coordinator oversees this training. All assigned training shall be completed in a timely manner following the issuing of the training.

Issued Date: 1/1/2024

Revised Date(s):

Issued by



Scott Merlo
Director of Public Safety