



Borough of Red Bank

90 Monmouth Street
Red Bank, NJ 07701

JOB SPECIFICATION

Title	Parking Enforcement Officer
Department	Police
Type	<input type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal <input type="checkbox"/> Intern
FLSA Status	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt
Bargaining Unit	<input checked="" type="checkbox"/> Not Applicable <input type="checkbox"/> C.W.A. <input type="checkbox"/> P.B.A.
Reports to	Police Chief
Supervisory	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Probation Period	90 days

Summary/Definition

During an assigned shift, on foot, bicycle, automobile or other means of transportation, patrols a designated area for the primary purpose of enforcing parking statutes, ordinances and regulations. Also provides a visible presence to provide assistance and protection for persons, to safeguard property, to assure observance of the law, and to apprehend offenders; does related work as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Some duties listed only apply upon Police Training Commission certification as a Special Law Enforcement Officer Class I. Conversely, not all duties performed on the job may be listed.

Duties/Responsibilities

Preparation for Work

- Reports to his/her immediate supervisor, to obtain information and assignments given orally, in order to establish presence, receive assignments, and to maintain continuity of service or action.
- Gathers necessary equipment such as radio, electronic ticketing equipment, summons book etc., in order to be prepared for duty
- Maintains issued uniform and equipment in order to assure their proper appearance and serviceability.

Parking Enforcement

- Issues summonses for motor vehicles parked unlawfully or parked overtime at a meter in an assigned area.
- Checks the condition of parking meters and informs those responsible for the repair of meters of any malfunctions.
- Makes checkmarks on tires of vehicles parked in unmetered time restricted areas, records time, and returns at specified intervals to issue summonses to vehicles remaining in the area in violation of time limitations.
- May arrange for the towing away of any vehicle parked, stored, or abandoned in the municipality in violation of a statute, resolution, ordinance, or regulation from the scene of the violation.
- May collect from the vehicle owner or the owner's agent on behalf of the municipality, the costs of the towing and subsequent storage of the vehicle before surrendering the vehicle to the owner or agent.
- Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

General Patrol

- Patrols throughout assigned area either on foot or bicycle, vigilant for anything unusual in order to increase patrol visibility and prevent crime, or to discover crime in progress and to improve overall quality of life for residents and visitors to the Borough.
- Maintains radio communications with headquarters by operating portable radios in order to facilitate patrol activities.
- Issues summonses for various violations of municipal ordinances and state laws by completing the appropriate summons and delivering a copy to the accused, in order to enforce the law.
- Facilitates the remediation of miscellaneous hazardous conditions (e.g., road obstructions, malfunctioning signals, etc.) by direct action or by notifying appropriate agencies, in order to restore safe conditions in the assigned sector.
- Maintains surveillance of persons suspected of unlawful activity and notifies patrol officers or supervisors of important information, in order to facilitate the investigative procedure.
- Reports, or receives description(s) of suspect(s) at large by radio transmission in response to, or back-up for, criminal actions, in order to aid, or to enlist aid of fellow officers in the apprehension of suspects/perpetrators.
- Following legal guidelines, conducts field interviews in order to identify possible criminal behavior.
- Secures the scene of a crime, or emergency by blocking off the area with barricades, cones, tape etc., and by standing guard in order to prevent damage, loss, or injury and to maintain integrity of scene.
- Promotes good will by conversing casually with people, answering questions, referring citizens to other services, and learning of situations requiring police action in order to gain the confidence and support of community members.
- Controls crowds at emergency scenes, following established procedures, in order to ensure that emergency services can be performed quickly and safely.

- Assists in evacuation of buildings, or areas by orally ordering people to leave or by physically escorting them from the area in order to remove them from danger.
- Examines ill or injured persons, and administers the appropriate first aid treatment in order to prevent further injury or loss of life.
- Gives assistance to operators of disabled vehicles by obtaining necessary repair or towing service, or by transporting driver and occupants to a place where shelter or assistance can be obtained in order to alleviate a potentially dangerous situation.
- Returns lost children by interviewing passers-by, and responsible persons in the area where children were discovered in order to restore the children to the custody of their parents or guardians.
- Safeguards intoxicated or otherwise incapacitated persons to assure their safety.

Traffic Control and Enforcement of Traffic Laws

- Directs or re-routes vehicle and pedestrian traffic at emergency scenes at high volume traffic locations, and at crossings, using hand signals, flares, and/or barricades, in order to ensure the safety of pedestrians and the smooth flow of traffic.
- Identifies traffic violators, stops same where feasible and takes appropriate enforcement action.
- Reports action after apprehending traffic violator to the dispatcher, using the radio in order to communicate the location, request back-up (if required), and to request information needed to complete enforcement activity.
- Evaluates statements, facts, and evidence to determine if a traffic ticket should be issued as a result of an operator's actions.
- Warns motor vehicle operators of observed traffic violations by orally informing them of their actions and explaining related provisions of the motor vehicle code, in order to discourage future violations.

Motor Vehicle Accidents

- Summons ambulance, wrecker, or other emergency equipment needed at an accident scene in order to provide the necessary services as quickly as possible.
- Protects accident scenes from disturbance by appropriately positioning police car and by lighting and placing flares or cones at strategic locations in order to divert traffic and to prevent further destruction or removal of evidence.
- Removes (or assists in removing) injured parties from vehicles by manually lifting them.

Investigations

- Locates and interviews available witnesses, at the direction of a supervisor, after an incident by talking with people in the area in order to obtain information for further investigation.
- Make notes of activities and facts of initial investigations in order to record information for future reference.
- Relates suspicious activities and other important information to supervisor, detectives or patrol officers by direct or written communication in order to facilitate the investigative process.

- Attempts to locate owners of damaged property by utilizing existing records and/or questioning area residents in order to inform the owner of the damage and to obtain information.
- Prepares property report on items to be used as evidence in order to document its existence, characteristics, and availability.
- Prepares investigative reports, or supplements for each phase of an investigation in order to provide an official running record of the investigation.

Arrests

- Take violators into custody using physical force and applying handcuffs, if necessary, in order to take suspects into custody and to prevent injury to the officer or others.
- Searches the body and clothing of suspects for possible weapons, using visual and physical means in order to ensure the safety of the officer and others.
- Transports arrested persons to headquarters, or detention facility, using handcuffs and other security measures necessary in order to book them according to proper procedures.
- Advises parents of juvenile offenders in custody of procedures relative to the case in order to ensure that parents understand their responsibilities.
- Completes reports necessary to substantiate an arrest, documenting all required information.

Court Testimony: Preparation And Appearance

- Prepares to testify in court by collecting documents, reports and other evidence related to the case, reading all reports and notes, in order to ensure accuracy and effectiveness of testimony.
- Testifies in court by presenting facts and/or evidence related to the case and by answering attorney's and magistrate's questions in order to help ensure the proper disposition of the case.

Requirements

Education

- Graduation from high school or vocational high school or possession of an approved high school equivalent certificate.

NOTE: Appointees will be required to successfully complete a training program mandated by the New Jersey Police Training Commission within one year of appointment.

Age

- Must be at least 18 years of age.

Licenses

- Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Citizenship

- Must be a citizen of the United States.

Residency

- Appointees shall be residents of the State of New Jersey at the time of their appointment and thereafter while serving in such position.

Medical Examination

- As a prerequisite for appointment, appointees may be required to pass a thorough medical examination administered by the appointing authority. Any medical or physical condition or defect, which despite reasonable accommodation, would prevent efficient performance of the duties of the position, be a hazard to himself/herself or others, or become aggravated because of performance of these duties, will be cause for rejection.

Knowledge/Skills/Abilities

- Knowledge of rules and regulations of the department.
- Knowledge of personnel and equipment available.
- Knowledge of the people in the assigned area.
- Knowledge of public agencies and facilities.
- Knowledge and awareness of national and local events and how they might affect the job.
- Knowledge of one's own limitations in dealing with emergencies.
- Knowledge of ways of handling crowd situations.
- Knowledge of basic first aid.
- Knowledge of traffic / parking statutes and ordinances.
- Knowledge of and willingness to take proper action in preventing potential accidents from occurring.
- Knowledge of an officer's role in dealing with emergencies.
- Knowledge of current laws, procedures, and trends governing search and seizure activities.
- Knowledge of laws affecting arrest procedures.
- Knowledge of the amount of force required to make arrests.
- Knowledge of the criminal justice system.
- Knowledge of the elements of state laws.
- Knowledge of and ability to effectively use services and equipment available.
- Knowledge of procedures to follow in dealing with an emergency.
- Ability to communicate ideas with spoken words.
- Ability to write clear, and concise letters, reports, descriptions, or instructions.
- Ability to understand general concepts or rules which explain how a given series of individual items are related to each other; it involves the ability to logically proceed from individual cases to general principles.
- Ability to apply a broad, general idea, or principle effectively, to a particular problem or case.
- Ability to follow rules and procedures.
- Ability to gather, organize, and utilize information.
- Ability to find practical ways of dealing with problems.

- Ability to read with reasonable speed and understanding so as to absorb written information.
- Ability to maintain a high level of muscular exertion for some minimum period of time. This involves the degree of muscular force exerted against a fairly immovable or heavy object in order to lift, push, or pull that object.
- Ability to make repeated trunk and/or arm leg bending or stretching movements where speed as well as degree counts; it includes the ability of these muscles to recover from the strain and distortion of repeated flexing.
- Ability to maintain physical activity over prolonged periods of time.
- Ability to hold up or move the body's own weight repeatedly or at one time without stopping, using the force of arm and trunk muscles.
- Ability to use the trunk, arms, and legs together in movement.
- Ability to make gross, rapid, arm movements.
- Ability to work fast and accurately in situations where there is pressure or emotional strain.
- Ability to put up with and handle verbal abuse from a person or a group.
- Ability to work as a member of a group.
- Ability to take the lead, or take charge when working or dealing with others.
- Ability to deal with people politely and helpfully beyond the giving and receiving of instructions.
- Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.
- Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

The Borough of Red Bank is an equal opportunity employer. Applicants for employment are considered without regard to race, creed, color, national origin, nationality, ancestry, sex/gender, affectional or sexual orientation, gender identity or expression, age, marital status, civil union status, domestic partnership status, familial status, religion, atypical heredity cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States or disability.

Date: 9/22/20