

## TRAFFIC ENFORCEMENT METER PERSONNEL

### 1. AUTHORITY:

- a. As a non-sworn civilian employee operating while in uniform, all duties are at the discretion of the Chief of Police or duty supervisor. Meter/Traffic Enforcement Personnel are utilized only for the purpose of parking enforcement and traffic control, and do not have legal authority to make a lawful arrest or to carry any form of weapon while during the performance of their duties.

### 2. SELECTION:

The selection criteria for Traffic Enforcement/Civilian are the following:

- a. Minimum age 18
- b. Possess a Valid Driver's License
- c. High School Graduate or equivalent
- d. Complete Application
- e. Participate in an oral interview
- f. Pass a background investigation

### 3. TRAINING:

- a. The day time Sergeant, or his designee, shall provide new Meter/Traffic Enforcement personnel with training that includes the role of the police department, department's goals and purpose, all related procedures and policies.
- b. Meter/Traffic Enforcement Personnel will receive training on parking enforcement methods, ticketing procedures, parking meter equipment maintenance, and traffic control.
- c. All training material, lesson plans and instruction will be sent by the day time Sergeant to the Training Coordinator for recording in the employee's training file.

### 4. DUTIES & RESPONSIBILITIES:

- a. Meter/Traffic Enforcement Personnel will be utilized to augment meter parking enforcement activities in the Commercial Beach area and other areas designated by the Chief of Police or duty supervisor.
- b. At the discretion of a supervisor Meter/Traffic Personnel are subject to special traffic assignment. Special assignment may include; church crossings, scheduled parades and concerts, peak traffic hours, weather emergencies, traffic crashes and special events.
- c. Meter/ Traffic Enforcement Personnel will enforce town by-laws and State law relative to the following parking violations and will only utilize parking tickets which are current and approved by the Town of Salisbury and Salisbury Police Department:
  - i. Crosswalks
  - ii. Fire Hydrants

- iii. Limo, Bus or Taxi Parking
- iv. Curb Parking
- v. Restricted Areas
- vi. Driveway or Obstructing Driveways
- vii. Sidewalks
- viii. Against Traffic/ Wrong Direction
- ix. Obstructing Traffic
- x. Left Running or Unattended
- xi. Overlapping Parking Space
- xii. Corner laws
- xiii. Posted No Parking; Tow Area; Emergency Vehicle
- xiv. Removal of Snow or Ice
- xv. All Night Parking
- xvi. Fire Lanes
- xvii. Handicap Parking

- d. Towing of vehicles will require pre-approval by the on duty supervisor or officer in charge.
- e. Meter/ Traffic Enforcement Personnel are responsible for the maintenance of and general day-to-day operation of parking meters, traffic signage and street marking issues as they relate to the seasonal operation of primarily the beach commercial district. These responsibilities may also include the maintenance of other police equipment and the delivery of other tasks that might be assigned by the Chief of Police on a needed basis.

5. UNIFORMS AND EQUIPMENT:

- a. Uniforms must clearly distinguish these individuals from sworn full and part-time police officers.
- b. Personnel shall wear the approved department uniform for Meter/Traffic Enforcement Personnel. See the Salisbury Police Department Policy on Uniforms and Equipment; PAT-7.
- c. Uniform shirts and traffic vests will be provided by the department.
- d. Equipment other than a department portable, or needed for meter maintenance will be at the expense of Meter/Traffic Enforcement Personnel.
- e. No Meter/Traffic Enforcement Personnel will be authorized to carry or utilize any lethal or less lethal weapon while performing their assigned duties.