

## Electronic Parking Enforcement Devices

### 707.1 PURPOSE AND SCOPE

The purpose of this policy is to establish for the proper use, maintenance, and security of department-issued parking enforcement devices issued to employees to ensure seamless operation of the electronic parking citation system.

This policy applies to all Cadets, College Service Officers (CSO), Parking Assistants, and Police Officers issued a department cellular phone for parking enforcement purposes. or who are driving a mobile license plate reader vehicle.

### 707.2 DEFINITIONS

1. Portable Cellular Enforcement Device (PCED) - A department issued cellular phone running the Park Mobile enforcement application
2. Mobile License Plate Reader (LPR) - A parking enforcement vehicle equipped with an automated license plate reader for the purpose of parking permit enforcement

### 707.3 GENERAL GUIDELINES FOR PORTABLE CELLULAR ENFORCEMENT DEVICES

- (a) The PCED must remain powered on at all times, even when not in active use, to facilitate updates, connectivity, and maintenance as required.
- (b) Employees must handle the PCED with care and promptly report any issues, damage, or malfunctions to an on-duty supervisor.
- (c) Unless otherwise directed by a supervisor, employees issued PCEDs must carry them on their person while on-duty, or have them in their immediate reach, even when not working for the primary purpose of parking enforcement.
- (d) Employees must follow the procedures for daily use covered in Procedure 700 - Portable Cellular Enforcement Device
- (e) Personal use of the department-issued PCED is prohibited unless specifically authorized by the department.

### 707.4 GUIDELINES FOR MOBILE LICENSE PLATE READER VEHICLES

1. When operating the an LPR vehicle, the Car Detector application must be running and the operator of the vehicle must be logged on to the application.
2. LPR vehicles must remain at the campus they are assigned. They are not to be used for running off campus errands or deliveries without a supervisor's approval.
3. Special care must be taken when washing LPR vehicles to protect the cameras. LPR vehicles should not be washed with high pressure water used by Soapy Joes.