

Parking Department Update February 9, 2015

Hand-Held Devices

- System is live; hand-held devices must be updated.
- Parking Enforcement Officers (PEOs) can use hand-held devices once they are updated.
- PEOs will use hand-held devices beginning February 17th.
- A webinar with United Public Safety will be held the week of February 23rd to provide additional training and answer any questions.

Ordinance Amendments

- Staff is drafting revisions to Chapter One of the Borough Code of Ordinances regarding the Parking Department and other ordinance sections relevant to the Parking Department.
- Draft ordinances will be reviewed this month in anticipation of a motion to authorize advertisement of the Ordinance at Council's March 9th meeting.
- Upon authorization of the advertisement of the Ordinance, staff hopes Council will enact the Ordinance at its April 13th meeting.
- Ordinance revision is critical for administration to establish a limited access Originating Agency Identifier (ORI) Number.

Parking Standard Operating Procedures

Staff is working on standard operating procedures for PEOs, including but not limited to:

- Daily patrols;
- Use of patrol vehicle;
- Use of Hand-Held device;
- Staggered patrol shifts; and
- Employee Breaks

Initial draft of the standard operating procedures will be completed at the end of this month and reviewed by staff in March.

Originating Agency Identifier (ORI) Number

Staff has been working on the process to obtain a limited access ORI number. Based on interviews with public safety officials and other municipalities, including Carlisle Borough, which went through a similar reorganization of its parking department last year, the following steps will take place, once Council enacts Ordinance amendments at its April meeting:

- Obtain a letter of acceptance of our agency's ORI number from Adams County Emergency Management (911) or another criminal justice agency for the purpose of receiving Commonwealth Law Enforcement Assistance Network/FBI's National Crime Information Center (CLEAN/NCIC) information. Provide their name, address, and phone number. Contact Pennsylvania Justice Network (JNET) for the process needed to complete an "Agency Access Request" form;

- Send the following information to Pennsylvania State Police Criminal Justice Information Services (CJIS) Systems Officer:
 - Type of ORI requested
 - Agency's goals and objectives
 - Agency's organizational table
 - Scope of authority (e.g. investigative, statutory, enforcement etc.)
 - A copy of the Resolution, Statute, Ordinance creating the agency
 - Letter of acceptance of our agency's ORI number from Adams County 911 or another criminal justice agency, with their name, address, and phone number.
- Contact JNET for the process needed to complete an "Agency Access Request" form.
- Upon approval as a qualifying, PSP will enter the ORI number into the database and notify Adams County Control (approximately 2 weeks).

Time Frame

- Week of February 17th: Go live with hand-held devices
- Week of February 23rd: Hold webinar training on hand held devices
- February 27th: First draft of Parking Enforcement Officers' standard operating procedure
- March 9th: Authorize advertisement of Parking Department Ordinance
- April 13th: Council adopts Parking Department Ordinance; staff begins process to obtain limited access ORI number.