

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 4132 **TITLE:** TRAFFIC ENFORCEMENT OFFICER **GRADE:** P-14

DEFINITION:

Under general supervision, monitors, processes, determines probable cause and provides expert testimony related to all summonses issued through the traffic light signal photo-monitoring program; performs routine duties associated with abandoned, disabled, and unattended vehicles; enforces parking ordinances in residential and commercial locations which do not require police authority; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Employees in this class patrol areas around Metro Transit parking lots and other targeted locations in an assigned police district to enforce applicable parking ordinances. As necessary, employees also serve as School Crossing Guards during staff shortages.

Employees in this class perform a variety of substantive traffic enforcement duties requiring specialized knowledge and training. Regular duties are performed under the general supervision of a Traffic Enforcement Supervisor or Station Commander. Special or unique assignments are performed under the guidance of a police officer.

ILLUSTRATIVE DUTIES:

If Staffing the Traffic Light Signal Photo-Monitoring Program:

Screens photo red light images and retrieves photos from computer records.
Processes photographs to determine probable cause that a red light violation occurred;
Identifies the registered owner and prepares and signs the computer-generated summons;
Submits completed summonses to ensure timely receipt by the violators and the courts;
Testifies in court on contested cases to present evidence;
Provides a liaison with the equipment vendor and the Department of Transportation;
Inspects electronic traffic monitoring equipment for each tour of duty to ensure it is working properly and that no hazards exist;
Implements and enforces control procedures to prevent unauthorized access to monitoring equipment and electronic evidence.
Temporarily disables the photo red light cameras when warranted.

If Performing Traffic Enforcement Duties:

Assists a police officer in enforcing the Abandoned/Junk Vehicle Ordinance by investigating abandoned and unattended vehicles;
Removes abandoned and disabled vehicles from state highways;
Proactively patrols the County to identify parking violations;
Responds to traffic complaints;
Provides traffic control as requested by police supervisors;
Provides crowd control and security at special events;
Staffs the Traffic Information Center during highway management emergencies and inclement weather conditions;
Testifies and presents evidence in court;

Enforces applicable parking ordinances in and around Metro parking lots (e.g., handicapped zones and fire lanes);
Enforces the residential permit parking ordinance in the vicinity of Metro facilities and schools;
Enforces the street side parking ordinance on public roads;
Answers questions from and provides assistance to citizens;
Identifies possible criminal activity by observing surroundings and may deter vandals/thieves or summons police officers to investigate;
Transports and operates SMART Radar Trailer;
Serves as a School Crossing Guard as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of county and state parking ordinances;
Ability to observe surroundings and identify suspicious activity;
Ability to make decisions and enforce laws, ordinances, and regulations;
Ability to understand and follow oral and written instructions;
Ability to deal tactfully with the public;
Ability to think and act quickly in emergency situations;
Ability to use good judgment;
Ability to testify in court;
Ability to communicate tactfully with subordinates, supervisors and the general public;
Ability and willingness to work outdoors in inclement weather;
Ability to operate an automobile;
Good observational skills.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to:
High school graduation or a G.E.D. issued by a state department of education.

CERTIFICATES AND LICENSES REQUIRED:

Possession of a valid Motor Vehicle Driver's License at time of appointment.

NECESSARY SPECIAL REQUIREMENTS:

Must be at least 21 years old at time of appointment;
Requires the status of Special Police Officer, or the ability to obtain such status within three months of appointment;
Must successfully complete a criminal background investigation and a polygraph examination prior to appointment;
Must have never committed, been involved in, or been convicted of, a felony or serious misdemeanor;
Must be of good character and reputation;
Must have good hearing and vision.

REVISED: October 1, 2009
REVISED: February 20, 2009
ESTABLISHED: May 24, 1999