



Career Service Authority

Photo Enforcement Agent

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GENERAL STATEMENT OF CLASS DUTIES

Enforces compliance with posted speed limits and red-light traffic control devices through setting up and monitoring photo-radar equipment and monitoring automated red light camera enforcement locations, equipments, and procedures to ensure proper operations based on established guidelines. Issues violation citations generated by the automated photo enforcement program in accordance with Denver Revised Municipal Code (DRMC) and Colorado Revised Statutes (CRS) governing Automated Speed/Red-Light Enforcement.

DISTINGUISHING CHARACTERISTICS

The "Photo Enforcement Agent" enforces compliance with speeding/red-light traffic regulations by requirement to set-up/monitor photographic, radar and computer equipment, visually observes a large amount of traffic noting vehicles in violation of the posted speed limit requirement to identify the pictured driver in a court of law, and state statutory requirements governing Automated Photo Enforcement. This class is distinguished from the "Vehicle Control Agent", which will enforce the parking violations (vehicle identification only) through the issuance of citations for violations of the Denver Revised Municipal Code (DRMC), rules and regulations governing parking violations vs. the moving violations (vehicle and driver identifications). In addition, this class is distinguished from the "Vehicle Boot Investigator", which enforces the payment side of parking violations.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally numerous, well established and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

Level of Supervision Received and Quality Review:

Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered or presented and presented and some degree of discretion and judgments are required within the parameters of the job function.

Level of Supervision Exercised:

None.

ESSENTIAL DUTIES

Sets up photo radar equipment/signage in compliance with Denver Revised Municipal Code (DRMC) and Colorado Revised Statute (CRS), governing Automated Speed Enforcement.

Ensures proper functioning of photo radar equipment at the beginning and end of enforcement deployment activities, which includes documenting incidents and reporting equipment issues/problems.

Enforces posted speed limits through visual observation of all on-coming traffic on multilane roadways. Observes vehicles speeding over the posted speed limit and documents observations.

Documents all deployment details using required logs/checklists in accordance with applicable policies/procedures; reviews court exhibits and testifies in court of law regarding the proper set up and monitoring using photo radar and red light equipment.

Ensures all red light maintenance schedules are maintained and assists in determining effectiveness/viability of photo enforcement at locations throughout the City & County of Denver through location surveys, data gathering via automated photo enforcement equipment or other designated tools.

Reviews red light summons and complaints as required and approves/disapproves citation issuance. Views pending violations captured by automated photo enforcement equipment to determine deployment effectiveness or to address questions regarding deployment details.

Provides information and explains codes/rules, and regulations governing automated photo enforcement violations to interested parties.

Produces required reports to document automated photo enforcement activities/results.

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Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.
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MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Integrity/Honesty – Displays high standards of ethical conduct and understands the impact of violating these standards on another organization, self, and others; chooses an ethical course of action; is trustworthy.

Conscientiousness – Displays a high level of effort and commitment towards performing work; demonstrates responsible behavior.

Perceptual Speed/Multi Tasking – Must be detailed oriented by seeing detail in words, numbers, pictures, and graphs quickly and accurately and able to multi task at the same time.

Reading – Learns from written material by determining the main idea or essential message. Recognizes correct English grammar, punctuation, and spelling.

Writing – Uses correct English grammar, punctuations, and spelling communicate thoughts, ideas, information, and messages in writing.

Speaking – Uses correct English grammar to organize and communicate ideas in words that are appropriate to listeners and situations; uses body language appropriately.

Flexibility – Adapts quickly to changes.

Listening – Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations.

Memory – Recalls information that has been presented previously.

Self-Management – Sets well defined and realistic personal goals; monitors progress and is motivated to achieve; manages own time and deals with stress effectively.

Reasoning – Discovers or selects rules, principles, or relationships between facts and other information.

Arithmetic/Mathematic Reasoning – Performs computations such as addition, subtraction, multiplication, and division correctly; solves practical problems by choosing appropriately from a variety of mathematical techniques such as formulas and percentages.

Skill in operating a motor vehicle.

Skill in interpreting and enforcing speeding regulations.

Skill in investigating and analyzing information relative to the work assignment.

Physical Demands:

Sitting: remaining in the normal seated position within an enclosed environment (vehicle) for extended periods of time.

Lifting: raising or lowering an object from one level to another.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Fingering: picking, pinching, or otherwise working with fingers.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Lifting: raising or lowering an object 10-25 pounds.

Far Acuity: ability to see clearly at 20 feet or more.

Near Acuity: ability to see clearly at 20 inches or less.

Field of Vision: ability to see peripherally.

Accommodation: ability to adjust vision to bring objects into focus.

Working Environment

Temperature Changes: variations temperature from hot to cold.
Noise: sufficient noise to cause distraction or possible hearing loss.
Hazards: conditions where there is danger to life, body, and/or health.
Atmospheric Conditions: conditions that affect the skin or respiratory system.
Subject to many interruptions
Subject to varying and unpredictable situations

Education Requirement:

Graduation from high school or possession of a GED Certificate

Experience Requirement:

Two years of public contact experience providing information and relating rules, codes, regulations, and procedures

Education/Experience Equivalency:

None

Licensure and/or Certification:

Possession of a valid driver's license at the time of application. Obtaining a valid Colorado Class "R" Drivers License prior to the end of probation and maintaining of a valid Colorado Class "R" Driver's License throughout the employment period.

Obtain a Special Police Officer Certification from the Manager of Safety's Office after undergoing background check for this purpose to issue photo radar citations in the City & County of Denver in accordance with the City Charter and the DRMC. Failure to obtain and maintain certification will result in withdrawal of position offer or termination.

Successful completion of Photo Radar Equipment and Radar Theory training and Red Light Equipment training is required by the end of probationary period.

Obtain and maintains Doppler Traffic Radar Operator Certification from Denver Police Dept.

CLASS DETAIL

FLSA CODE: Nonexempt.

ESTABLISHED DATE: 09/16/1995

REVISED DATE: 07/22/2007

REVISED BY: hp

CLASS HISTORY:

This class was originally created as a "Parking Control Agent" because of the JAJE conversion project on September, 1995. It was modified to include photo-radar speed enforcement therefore the title was changed to "Vehicle Control Agent", in April, 2003. This modification is to create a new class as "Photo Enforcement Agent" because of a different set of work environment using a different tools/tactics to accomplish the work assignment.