CIPD Administrative Directive

Directive Number: 2018-001
Title: CLETS records check by Public Safety Officers
Issued By: Drake Massey, Lieutenant
Date Issued: 12-18-2018

Associated Policies / Directives:

PURPOSE: To provide guidelines relative to Public Safety Officers accessing vehicle records information for parking enforcement duties.

PROCEDURE: PSOs may request vehicle records information via Radio through the Departments Dispatch Center during the following occurrences.

When a PSO has determined a need for additional vehicle information, this request will be made via two-way radio. A RIMS entry will be created by the Dispatcher, including the PSO unit number, date, time, location, vehicle and requested info. Dispatch will follow the department’s radio procedure for relaying CLETS information via radio.

The PSO will provide a disposition for the record check. The most common dispositions should be, but not limited to: Vehicle Cited, Warning Issued, Checks Ok, Report Taken.

Circumstances when a PSO is authorized to request a records check:
- Vehicle Registration tag is more than 3 months expired
- Vehicle does not have a Month and/or Year sticker displayed
- Vehicle does not have any license plates and it is determined additional information is needed for a parking citation and/or PSO report.
- ADA Placard check when unable to determine if the placard is currently valid

Though it is not a common occurrence, there may be times when a PSO needs to check the name and birthdate on an ADA Placard, Vehicle DMV Registration and campus issued parking permit to determine if an ADA placard is being unlawfully used. Most cases will also result in a Police Officer responding for a continued investigation, however, this tool would be available to determine if a violation is in fact occurring.

During the course of a PSO records check, there is no need for any address information to be given. Any requests for address information or other reasons than the above listed circumstance a PSO should request a Police Officer or contact the Watch Commander.