

# Attachment 4

- Position Descriptions and Minimum Qualifications for Parking & Security Officer I and Security Officer I

Class Specifications  
for the Class:

PARKING & SECURITY OFFICER I

**Distinguishing Characteristics:**

This class reflects responsibility for enforcing State parking lot rules and regulations and county traffic codes relative to vehicle parking, issuing citations to violators, protecting related property, and maintaining order in government parking lots and surrounding areas within assigned geographic locations. Positions in this class act as first responders to alarms, scenes of accidents, hazards, public disorders, criminal activities and other disturbances/emergencies, and perform private citizen's arrest as required to enforce all parking rules and regulations as prescribed by the agency. Work is performed independently at assigned work locations, and is subject to periodic check as well as review of reports and citations issued.

**Examples of Duties:** *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties which are not listed.)*

Patrols parking lots and other government property used for vehicle parking within assigned geographic locations; may operate vehicle radio, walkie-talkie, and patrol car; checks parking permits and parking meters; issues citations for parking violations; unlocks and clears parking meters of foreign objects and checks meters for defects to confirm or disprove complaints made by cited violators; reports defective parking meters; directs traffic within lots and on other government property; prohibits unauthorized parking; writes "tow-away" tickets and contacts supervisor by walkie-talkie for tow truck; observes parking lots and other government property to prevent and discourage thefts, use of slugs in meters, disorderliness, and other unlawful acts within parking and other assigned areas; responds, if possible, without the use of physical restraints or force and without endangering self or others to emergencies, alarms, scenes of accidents, vehicle break-ins, assaults, hazards, public disorders, criminal activities and other disturbances/emergencies; and contacts supervisor and/or appropriate external agency support, such as police, fire or ambulance as needed; questions and detains violators; coordinates with law enforcement agencies in detaining suspects and/or witnesses; gathers facts and prepares reports of accidents, incidents and complaints of State officials, employees and the general public; appears in court to present evidence and testimony; assists the general public by providing information and direction to offices and buildings; operates a cash register in the collection of parking fees, gives proper change as necessary, and balances cash with parking tickets at the end of the work shift; collects monies from parking meters and deposits in designated

financial institution; assists with traffic control during special functions and emergencies; may oversee work and keep record of part-time assistants as assigned; receives training in the repair and maintenance of parking meters; and performs minor maintenance and cleaning of parking control equipment and facilities.

Knowledge and Abilities Required:

Knowledge of: Rules and regulations governing government parking lots and vehicle parking on other government property; county traffic codes relative to parking; and simple record keeping and report writing.

Ability to: Follow oral and written instructions; operate a radio-equipped motor vehicle and walkie-talkie; understand and explain rules, regulations and procedures concerning parking lots; deal tactfully and effectively with the general public; serve as witness in court; obtain facts and submit written reports concerning accidents, complaints, incidents and violations; operate a cash register; perform simple arithmetic (addition, subtraction, multiplication, division); direct traffic in assigned areas; think and act quickly in an emergency; and perform minor maintenance and cleaning of parking control equipment and facilities.

-----

This is an amendment to the class specifications for the class PARKING AND SECURITY OFFICER I, which were approved on February 14, 2000.

DATE APPROVED: 7/1/2013

  
\_\_\_\_\_  
BARBARA A. KRIEG, Director  
Department of Human Resources Development

Minimum Qualification Specifications  
for the Classes:

PARKING & SECURITY OFFICER I and II  
PARKING & SECURITY SUPERVISOR

**Registration Requirement**

Applicants must be registered as a Guard with the State of Hawaii Board of Private Detectives and Guards, in accordance with Act 208, Session Laws of Hawaii 2010.

**Experience Requirements**

Applicants must have had progressively responsible experience of the kind and quality described in the statements below and in the amounts shown in the following table, or any equivalent combination of training and experience.

Class Title	General Exp (Yrs)	Spclzd Exp (Yrs)	Supvy Exp (Yrs)	Total Exp (Yrs)
Parking & Security Officer I	1	0	0	1
Parking & Security Officer II	1	1	0	2
Parking & Security Supervisor	1	2	*	3

**General Experience:** Work experience which demonstrated the ability to: (1) meet and deal effectively with people; (2) enforce and apply various rules and regulations; (3) prepare reports; and (4) perform simple arithmetic computations (addition, subtraction, multiplication, division).

**Specialized Experience:** Work experience which involved checking parking lots for parking violators, citing violators, and directing traffic within parking lots.

**\*Supervisory Aptitude:** Applicants must possess supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by serving as a group or team leader, or in similar work in which opportunities for demonstrating supervisory capabilities exist; by the completion of training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

PART II	
PARKING & SECURITY OFFICER I	8.656
PARKING & SECURITY OFFICER II	8.658
PARKING & SECURITY SUPERVISOR	8.660

Page 2
8.656
8.658
8.660

### **Quality of Experience**

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

### **License Required**

Applicants must possess a valid license to drive in the State of Hawaii.

### **Selective Certification**

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

### **Tests**

Applicants may be required to qualify on an appropriate examination.

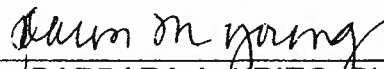
### **Physical and Medical Requirements**

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

-----

This is an amendment to the minimum qualification specifications for the classes PARKING & SECURITY OFFICER I and II, and PARKING & SECURITY SUPERVISOR which were approved on January 9, 2013.

DATE APPROVED: 7/1/2013

  
\_\_\_\_\_  
BARBARA A. KRIEG, Director  
Director of Human Resources Development

.....

Class Specifications  
for the Class:

SECURITY OFFICER I

Duties Summary:

Patrols a regularly assigned area to enforce laws, rules and regulations for the protection and security of property and to maintain a safe environment; investigates violations, apprehends violators, issues citations, makes citizen arrests and reports unusual or irregular conditions; and performs other related duties as assigned.

Distinguishing Characteristics:

Positions in this class, after an initial orientation and training period, patrol assigned areas and enforce laws, rules and regulations for the protection and security of property and to maintain a safe environment for other workers, the public and others in the assigned area.

Positions enforce facility rules and regulations as well as general laws, respond to complaints, investigate suspicious circumstances, issue citations, detain, apprehend and/or arrest persons observed violating laws, rules and regulations; and prepare reports.

Positions in this class are uniformed and may carry firearms.

Examples of Duties:

Makes patrols, generally by motor vehicles, through assigned areas; watches for fire, trespassers or other irregularities; prevents acts of theft or vandalism; investigates suspicious persons or unusual incidents; maintains law and order on premises patrolled; checks the security of buildings, materials and equipment; responds to complaints and takes appropriate action; checks crafts or boats to determine whether they are properly secured at moorings; reports fire hazards, prevents the entry of unauthorized persons to restricted areas; takes into custody persons who violate laws, rules and regulations and detains them for military or civil police authorities and/or effectuates a citizen's arrest if necessary; serves eviction notices; directs traffic within and near parking zones in the assigned patrol area and enforces traffic rules and regulations; issues citations for violations of traffic rules and regulations; recommends changes in traffic rules and regulations when necessary; may carry and use firearms in emergencies; prepares activity and investigation reports; and may occasionally instruct or oversee the work of others.

Knowledge and Abilities Required:

Knowledge of: The general duties of a security guard.

Ability to: Learn law enforcement techniques pertaining to the protection and security of property; methods of maintaining law and order within premises patrolled; understand and carry out oral and written instructions; explain to others and apply laws, rules and regulations; size up situations and people accurately and adopt an effective course of action; get along well with others; learn to use and care for firearms; and prepare written reports.

-----  
This is an amendment to the class specification for the class SECURITY OFFICER I approved on January 17, 1956.

Effective Date: July 1, 1979

DATE APPROVED: 12/1/82

/s/ Clement L. Kamalu  
for DONALD BOTELHO  
Director of Personnel Services

Minimum Qualification Specifications  
for the Classes:

SECURITY OFFICER I, II, III

**Registration Requirement**

Applicants must be registered as a Guard with the State of Hawaii Board of Private Detectives and Guards, in accordance with Act 208, Session Laws of Hawaii 2010.

**Experience Requirements**

Applicants must have had progressively responsible experience of the kind and quality described below, and in the amounts shown in the following table, or any equivalent combination of training and experience.

Class Title	Splzld Exp (Yrs)	Supvy Exp (Yrs)	Total Exp (Yrs)
SECURITY OFFICER I	1	0	1
SECURITY OFFICER II	2	*	2
SECURITY OFFICER III	2	1	3

**Specialized Experience:** Progressively responsible work experience in the enforcement of security regulations or in the protection of property.

**Supervisory Experience:** Experience in directing or supervising personnel in security duties. This experience must have included responsibility for scheduling and assigning the work of subordinates; instructing employees in the proper method of performing the work; and keeping records of work activities.

\*For the Security Officer II level, applicants must possess supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects of supervision, e.g., by serving as a group or team leader; or in similar work in which opportunities for demonstrating supervisory capabilities exist; or by the completion of training courses in supervision accompanied by application of supervisory skills in work assignments; and/or by favorable appraisals by a supervisor indicating the possession of supervisory potential.



**Substitutions Allowed**

1. Successful completion of a reserve police training course which led to the issuance of a badge as Reserve Police Officer may be substituted for one (1) year of Specialized Experience.
2. Successful completion of a two-year or four-year program in police science from an accredited college or university may be substituted for one (1) year of the Specialized Experience.

**Quality of Experience**

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

**Selective Certification**

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

**Tests**

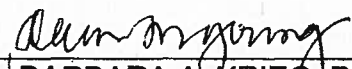
Applicants may be required to qualify on an appropriate examination.

**Physical and Medical Requirements**

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

-----  
This is an amendment to the minimum qualification specifications for the classes SECURITY OFFICER I, II, and III, which were approved on May 21, 2012.

DATE APPROVED: 7/1/2013

  
\_\_\_\_\_  
BARBARA A. KRIEG, Director  
Department of Human Resources Development

# Attachment 5

- Site Map



# Kaka'ako District Parks



## Kaka'ako Gateway Parks

- 1 Mauka
- 2 Makai

## Kaka'ako Waterfront Park

- 3 Amphitheater
- 4 Promenade
- 5 Softball Field
- 6 Point Panic

## 7 Kewalo Basin Park

- P Park Parking lots

## Kolowalu Parks

- 8 Mauka
- 9 Makai





# ATTACHMENT 6

- Post Tow Template

## Notice of Right to a Post Tow Hearing

Your vehicle, license number \_\_\_\_\_ was towed from the (Insert Location of Property) at \_\_\_\_\_ .m. on \_\_\_\_\_, 20 \_\_, by \_\_\_VENDOR\_\_\_ (through its authorized towing company contractor, Honolulu, Hawaii 96 \_\_\_\_, Phone \_\_\_-\_\_\_\_) acting on behalf of the Hawaii Community Development Authority, State of Hawaii.

The reason your vehicle was towed is:

\_\_\_\_\_

\_\_\_\_\_

As vehicle owners or other persons entitled to possession of impounded vehicles, you have the following options:

(A) You may recover possession of your vehicle by paying the towing and any storage fees that may have accrued.

(B) If you take issue with the impoundment of your vehicle, you may:

(i) Recover possession of the vehicle by paying the towing and storage fees that have accrued and file a lawsuit for damages with any court but only to the extent already allowed by law (all defenses are reserved including sovereign immunity); or

(ii) Either before or after you have recovered possession of the vehicle by paying the towing and storage fees that have accrued, demand an administrative hearing to determine whether there was a sufficient factual and legal basis for impounding your vehicle. To be entitled to such hearing, your demand for an administrative hearing must be in writing and filed with the Hawaii Community Development Authority and addressed as follows:

Hawaii Community Development Authority  
547 Queen Street  
Honolulu, Hawaii 96813  
Attn: Asset Management

Within 5 working days after notification that your vehicle was impounded. Your demand should include your name, vehicle license plate number, the date your vehicle was towed, a brief explanation of why you believe the impounding of your vehicle was not warranted, and the best way to contact you to notify you of the hearing date, time, and location. If you have not already recovered possession of your vehicle, the hearing will be held within 48 hours after the filing of your written demand (excluding weekends and State holidays). If you have recovered your vehicle, the hearing will be held within a reasonable time.

If it is determined at the conclusion of the hearing that there was an insufficient factual or legal basis for impounding your vehicle, \_\_\_VENDOR\_\_\_ shall ensure the release your vehicle and you will not be required to pay the towing and storage fees. If it is determined at the conclusion of the hearing that there was an insufficient factual or legal basis for impounding your vehicle, and you have already recovered your vehicle and incurred (paid) towing and storage fees, \_\_\_VENDOR\_\_\_ shall issue you a refund for all such towing and storage fees.