

**DEPARTMENT TRAFFIC COORDINATOR  
TRANSIT SERVICES BUREAU**

**NOTICE**  
8.1.3

January 29, 2020

**TO:** All Traffic Commanding Officers

**FROM:** Department Traffic Coordinator, Transit Services Bureau

**SUBJECT:** STANDARDIZED TRAINING GUIDELINES FOR NEW MOTOR OFFICERS

**PURPOSE**

This Notice outlines standardized training guidelines, including mandated training requirements for new motor officers, formerly referred as the “Mother Hen” program. Effective immediately, the term “Mother Hen” shall not be used to refer to this standardized training program and instead will be referred to as the “Motor Mentoring Program,” or “MMP.”

**BACKGROUND**

The Department will adopt new standardized training guidelines to ensure newly assigned motor personnel receive consistent and uniformed training within their first year.

In the past, traffic divisions were responsible for implementing their own training guidelines for new motor officers. Unfortunately, this led to varying training standards and inconsistencies among the four traffic commands. After several streamlining discussions to improve workplace efficiency, which included input from traffic division commanding officers and motor supervisors, the Motorcycle Training Unit, Traffic Group (TRFG), developed standardized training to properly instruct newly graduated motor officers.

**PROCEDURES**

**1. Mandated Training:**

Within the first year, the following schools shall be completed by newly appointed motor officers, unless already completed:

- Basic Collision Investigation Course
- Impaired Driver Apprehension Program (IDAP)
- Radar / Laser Operator School

**2. Standardized Training Guidelines:**

Within the first six-months, the following standardized training guidelines are required for newly appointed motor officers:

- Two Deployment Periods (DP) on all watches where traffic enforcement officers are assigned (e.g., Days, PMs and Deuce Watch);
- New motor officers must be partnered with senior motor officers who have demonstrated:
  - A continual effort to adhere to the Department Core Values
  - A proactive work ethic with focus on traffic safety
  - A record of safe riding as a motor officer
    - No more than one preventable traffic collision within the last three-years.
  - An in-depth knowledge of traffic issues and hazardous locations within their Bureau
  - Tactical soundness.
- New motor officers should be rotated to a new senior motor officer every DP to ensure diversity in best practices.
- Den sergeants and/or appointed motor supervisors shall be assigned to each new motor officer to ensure:
  - Training oversight for new motor officers
  - Senior motor officers selected for training meet the aforementioned qualifications
  - Rotation of assignments are adhered to.
- **New motor officers shall only be assigned to details that are traffic enforcement related.**

If you have any questions regarding this Notice, please contact Lieutenant Manuel Romeral, Specialized Enforcement Section, TRFG, at (213) 716-9597.



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