

OFFICE OF THE CHIEF OF POLICE

ADMINISTRATIVE ORDER NO. 23

December 4, 2020

**SUBJECT:** TRACKING AND PROCESSING PROCEDURES FOR PARKING AND TRAFFIC VIOLATION NOTICES ISSUED TO DEPARTMENT EMPLOYEES – ESTABLISHED

**PURPOSE:** The purpose of this Order is to establish policy to clarify existing procedures and guidelines pertaining to tracking and processing traffic violations issued to Department employees.

**PROCEDURE:** Department Manual Section 4/326.11, *Tracking and Processing Procedures for Parking and Traffic Violation Notices Issued to Department Employees*, has been established and is attached.

**AMENDMENT:** This Order adds Section 4/326.11 to the Department Manual. This Order supersedes the Operations-South Bureau Notice, *Department Vehicles Eligible for Toll-Exemption for the Metro ExpressLanes*, dated February 22, 2019.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.



MICHEL R. MOORE  
Chief of Police

Attachment

DISTRIBUTION "D"

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**326.11 TRACKING AND PROCESSING PROCEDURES FOR PARKING AND TRAFFIC VIOLATION NOTICES ISSUED TO DEPARTMENT EMPLOYEES.** *Motor Transport Division (MTD) receives and tracks traffic and parking violation notices issued to Los Angeles Police Department (Department) employees if the vehicles are owned/operated by the Department. In addition, MTD also receives and tracks violations for personal vehicles registered to Department employees who have requested Department of Motor Vehicles (DMV) confidentiality.*

*Employees who have DMV Confidentiality of Home Address applied to their personal vehicle shall be responsible for all penalties, fines and late fees accrued resulting from any violation involving a vehicle registered to them. It is the employee's responsibility to ensure the mailing address listed on his or her DMV Request for Confidentiality of Home Address (Form INV 32) corresponds to a current personal address. Employees are also responsible for updating the DMV if their personal information changes. The Department is not responsible for any delays in notification resulting from a notice of violation which is sent to a Department address.*

*Employees who violate traffic laws in their personal vehicles are financially responsible for the citation. Employees who, without legal authority to do so, violate traffic laws (including Toll-Road violations) while operating a Department vehicle may be financially liable for any fines accrued and may be subject to disciplinary action.*

***Note:** Department employees with DMV confidentiality are reminded that delays in notification of a citation may occur based on violations being sent to a Department address first and then routed to the responsible employee. Any additional penalties or late fees because of the delay in notification are the responsibility of the concerned employee.*

**Exceptions:** *The Department, in conjunction with the Los Angeles County Metropolitan Transportation Authority (MTA), has agreed on exceptions for law enforcement on the 110-Harbor Metro ExpressLanes.*

*Only Department vehicles placed on the exemption list by MTA and approved by the Chief of Police are authorized to use the 110-Harbor Metro ExpressLanes for the following:*

- Responding to emergency calls for service; or,*
- While commuting to book an arrestee at a Regional Jail or a detention facility.*

*Department employees are not authorized to use any other Toll-Roads or ExpressLanes while operating a Department vehicle unless they are responding to a verifiable emergency; or, if they were equipped with a transponder. Violations received by the Department will be dismissed only when the employee can provide proof via a Daily Field Activity Report, Form 18.31.00, Computer Aided Dispatch Summary Report, or a copy of the Incident History printout that verifies the need for an emergency response.*

**Parking Violations.** *No exemption will be granted to any employee while on routine business for the following restrictions at any time:*

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- *No Stopping Zones*
- *No Parking Zones*
- *No Closer to Two Blocks from Employees Work Address*
- *Alleys*
- *Commercial Loading Zones*
- *Tow Away Zones*
- *Red Curb*
- *Red Curb for Bus Zones*
- *No Parking for Street Cleaning*
- *Passenger Loading Zones (White Zone)*
- *Handicapped Zones (Blue Zone)*
- *Fire Hydrants*
- *Taxi Zones*
- *Temporary No Parking or No Stopping Restrictions*

*Authorized parking placards issued by the Los Angeles Department of Transportation (LADOT) for unmarked vehicles shall be prominently displayed and visible on the driver's side dashboard. These parking placards shall only be utilized within the City of Los Angeles.*

***Note:** Parking placards provide limited exemptions to City parking rules. Employees shall read the reverse side of the parking placards and familiarize themselves with the Rules for Use of LADOT Placards.*

***Motor Transport Division's Responsibilities.*** *Motor Transport Division is responsible for coordinating violation notices issued to Department employees if the vehicle is owned or operated by the Department. Upon receipt of a violation notice, MTD shall:*

- *Determine the vehicle's bureau of assignment at the time the violation occurred;*
- *Forward the violation notice via email within five (5) working days to the concerned bureau commanding officer (CO) for appropriate action and violation resolution;*
- *Maintain a database documenting the date of receipt of the violation notice (including citations received for a Department employee due to DMV confidentiality) and the date it was sent to the concerned bureau CO;*
- *Record violation notice updates and final disposition;*
- *Provide all bureaus with a monthly report detailing violation notices that have not been resolved; and,*
- *If the vehicle is assigned to an entity which is not subordinate to a specific bureau, the violation notice shall be sent to the CO or highest-ranking officer of the entity for appropriate action.*

***Note:** If the receiving entity is unable to locate the employee, correspondence shall be sent to the agency issuing the citation advising that the individual identified on the citation can not be reached at the listed address.*

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***Bureau Commanding Officer's Responsibilities.*** Upon receipt of the violation notice from MTD, the concerned bureau CO (or highest-ranking officer in charge, if the concerned entity is not subordinate to a bureau) shall:

- Forward the violation notice within five (5) working days to the appropriate command;
- Direct the Area/division to notify the concerned employee; and,
- Respond to MTD within five (5) working days via an Intradepartmental Correspondence, Form 15.02.00, after the employee has been notified outlining the actions taken and resolution of the violation.

***Area/Division Commanding Officer's Responsibilities.*** The Area/division CO shall:

- Upon receipt of a violation notice from the bureau or MTD, forward the violation notice to the responsible employee;
- After the employee has been notified, respond within five (5) working days to the CO, MTD outlining the actions taken to resolve the citation (e.g., an extension, dismissal/cancellation, or payment in full of the fine and all penalties);
- Immediately notify the CO, MTD, for advice if the concerned employee is unavailable due to long term leave (e.g., Military, vacation, Sick/Injury On Duty); and,
- Report to COMPSTAT on citations to a Department vehicle issued to his or her command which are not resolved in a timely manner.

***Note:*** If the violation is for an employee's personal vehicle, registered to the Department based on confidentiality registration, the Area/division CO shall determine the appropriate action for the employee if the issue is not resolved. The employee is financially responsible for citations issued to his or her personal vehicle(s).

*When a traffic violation notice for a personal vehicle is received by any Department entity the COs shall ensure that an attempt is made to verify the employee's current assignment and that the notice of violation is forwarded as soon as possible to the employee's bureau CO.*

***Employee's Responsibilities.*** When a Department employee receives a violation notice from his or her CO, he or she shall respond to the CO by completing an Employee's Report, Form 15.07.00, of the action taken to resolve the citation (e.g., extension, dismissal/cancellation, or payment in full of the fine and all penalties) within five (5) working days. Citations not resolved may lead to disciplinary action.

***Note:*** For citations issued by the LADOT, employees shall refer to Department Manual Section 4/326.15, Cancellation of Citations Issued by the Los Angeles Department of Transportation.