

DEPARTMENT TRAFFIC COORDINATOR
COUNTER-TERRORISM AND SPECIAL OPERATIONS BUREAU

NOTICE
16.2

January 21, 2015

TO: All Traffic Division Commanding Officers

FROM: Department Traffic Coordinator, Counter-Terrorism and Special Operations Bureau

SUBJECT: MANDATORY MOTORCYCLE HELMET REPLACEMENT

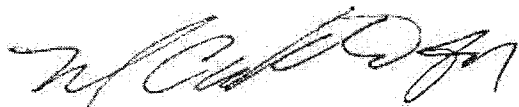
Effective January 1, 2015, the three-quarter, open-face motorcycle helmet is no longer authorized for Department motor personnel to wear. Therefore, it is requested that each command conduct an audit to ensure all of their personnel have been issued a full-face modular motorcycle helmet.

Motor personnel identified as not having a full-face modular helmet must be directed to immediately complete an Employee's Report, Form 15.07, and a Supply Order Form, Form 15.11, which must be approved by their respective Commanding Officer. Once approved, motor personnel shall hand-carry these documents to the Specialized Enforcement Section (SES), Emergency Operations Division (EOD), to have their documents reviewed and approved. Additionally, motor personnel will be fitted for their new full-face modular helmet at SES. Once their new full-face modular helmet is ready for pick-up, motor personnel will be notified by SES via email. The concerned employee will report directly to Supply Section, Fiscal Operations Division, to pick-up their full-face modular motorcycle helmet and return their three-quarter, open-face motorcycle helmet.

In addition, SES will continue to maintain a data base system for all motor related equipment issued to motor personnel. Motor personnel with inquiries related to motor equipment availability or replacement eligibility, may contact the Department's Motor Equipment Coordinator, Clerk Typist Lydia Retana, Serial No. N4043. SES, EOD, at (213) 486- 0688.

If you have any questions regarding this Notice, please have a member of your staff contact Lieutenant Manuel Romeral, Officer in Charge, SES, EOD, at (213) 305-5976.

APPROVED:



MICHAEL P. DOWNING, Deputy Chief
Department Traffic Coordinator
Counter-Terrorism and Special Operations Bureau



SEAN W. MALINOWSKI, Commander
Chief of Staff
Office of the Chief of Police