

**DEPARTMENT TRAFFIC COORDINATOR  
COUNTER-TERRORISM AND SPECIAL OPERATIONS BUREAU**

**NOTICE**  
16.2

December 16, 2015

**TO:** All Traffic Division Commanding Officers

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

**SUBJECT:** SECURING MOTOR PERSONNEL SAFETY EQUIPMENT WHEN  
EMPLOYEE IS TRANSPORTED TO A HOSPITAL

All Department motor personnel assigned to a two-wheel motorcycle assignment are required to wear safety equipment specifically designed for motorcycling, such as gloves, eye protection and a motorcycle helmet. This Notice establishes administrative procedures for securing motor safety and miscellaneous equipment when an employee is involved in a traffic collision and transported to a hospital.

Securing Motor Safety Equipment

When motor personnel are involved in a traffic collision and transported to a hospital, all of their motorcycle safety equipment (i.e., gloves, eye protection and motorcycle helmet) shall accompany the employee to the hospital for the treating physician(s) to examine, if necessary. If the employee is transported to the hospital without his/her motorcycle safety equipment, an on-scene Department supervisor will take custody of the employee's safety equipment and ensure it is transported to the hospital. If due to exigent circumstances there is only one supervisor at scene, a police officer or detective may be designated to collect and transport the employee's safety equipment to the hospital.

The employee's safety equipment will remain in the custody of the employee. However, if the employee is admitted for further treatment or observation, and the safety equipment has no evidentiary value, a supervisor from the employee's traffic division will ensure the employee's safety equipment is safely stored at the employee's assigned traffic division until it can be returned to the employee.

**Exception:** If the employee sustains head trauma, and/or losses consciousness, and only after the treating physician(s) has examined the helmet, the helmet will be booked into evidence by the officers completing the traffic collision report. Additionally, a copy of the traffic collision report will be forwarded to the Specialized Enforcement Section (SES), Emergency Operations Division (EOD), at Mail Stop 400-1. The Specialized Enforcement Section will conduct a follow-up and examine the employee's motorcycle helmet to determine whether the structural integrity of the helmet was compromised.

Securing Miscellaneous Equipment

Patrol rifles and/or shotguns, including personal items (i.e., duty belt, etc.) must be secured by a supervisor, or designee. Patrol rifles and shotguns should be stored in the kit room at the employee's assigned traffic division.

Helmet Replacement


Motor personnel who sustain a head impact as a result of a traffic collision, regardless of whether they are hospitalized, will be required to replace their motorcycle helmet before being allowed to resume their two-wheel motorcycle field assignment duties. Department motor personnel who require a new motorcycle helmet shall adhere to the following protocol:


1. Complete a Supply Order Form, Form 15.11;
2. Complete an Employee Report, Form 15.7;
3. Call the Specialized Enforcement Section (SES), Emergency Operations Division (EOD), at (213) 486-0688, or (213) 486-077, and schedule an appointment to be sized for a new helmet. The Specialized Enforcement Section is located at **100 West First Street, Room no. 469, Los Angeles, California 90012;** and,
4. Once an employee has been sized at SES, and his/her Forms 15.11 and 15.7 have been reviewed and stamp approved by SES, the employee shall report to Supply Section with the original Forms 15.11 and 15.7 to pick-up their new motorcycle helmet. Supply Section is located at **555 Ramirez Street, Space B-20, Los Angeles, California 90012.**

If Supply Section does not have the employee's helmet size in stock; all efforts will be made to procure the employee a loaner motorcycle helmet. If, for some reason, a loaner motorcycle helmet is not available, the employee will not be allowed to resume their two-wheel motorcycle field assignment duties until a new or loaner motorcycle helmet is issued to the employee.

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