

DEPARTMENT TRAFFIC COORDINATOR
SPECIAL OPERATIONS BUREAU

NOTICE
16.2

July 27, 2010

TO: All Traffic Division Commanding Officers

FROM: Department Traffic Coordinator, Special Operations Bureau

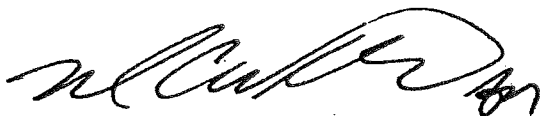
SUBJECT: FORWARDING COPIES OF ALL TRAFFIC COLLISION REPORTS
INVOLVING DEPARTMENT VEHICLES TO MOTOR TRANSPORT
DIVISION

Motor Transport Division (MTD) is responsible for maintaining the Department's vehicle fleet. As such, MTD requires proper documentation of all traffic collision damage occurring to the Department's vehicles in order to fulfill that responsibility.

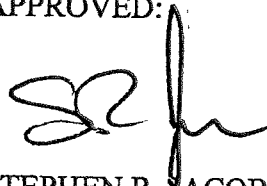
Recently, it was revealed that in some instances MTD was not receiving copies of traffic collision reports involving Department vehicles. Effective immediately, all Traffic Division Commanding Officers shall ensure that a copy of traffic collision reports involving Department vehicles are forwarded to MTD without delay.

If you have any questions regarding this Notice, please contact Lieutenant Ron Katona, Traffic Coordination Section at Emergency Operations Division, at (213) 486-0690.

APPROVED:



RICHARD A. ROUPOLI, Deputy Chief
Department Traffic Coordinator
Special Operations Bureau



STEPHEN R. JACOBS, Commander
Chief of Staff
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