

**DEPARTMENT TRAFFIC COORDINATOR  
TRANSIT SERVICES BUREAU**

**NOTICE**

April 7, 2020

8.1

**TO:** All Commanding Officers

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

**SUBJECT:** REQUESTING RESERVE MOTOR OFFICER RESOURCES

**PURPOSE**

The purpose of this Notice is to establish procedures regarding how to request reserve motor officer resources.

**BACKGROUND**

Since 2005, reserve motor officers have been utilized to augment motor requests to assist with traffic enforcement, crime suppression and special public events. Historically, West Traffic Division was responsible for approving and processing requests for reserve motor officers Citywide. In 2019, the Department reorganized, and all traffic operations were centralized under Traffic Group (TRFG) to ensure greater accountability and oversight.

**PROCEDURES**

Effective immediately, the responsibility of processing requests for the use of reserve motor personnel is now assigned to the Specialized Enforcement Section (SES), TRFG. Any request for reserve motor officer personnel shall be submitted to SES, TRFG, via Intradepartmental Correspondence, Form 15.2. Requests will be carefully reviewed by Department Traffic Coordinator for consideration.

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



BLAKE H. CHOW, Deputy Chief  
Department Traffic Coordinator  
Transit Services Bureau

APPROVED:



DOMINIC H. CHOI, Deputy Chief  
Chief of Staff  
Office of the Chief of Police

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