

TRANSIT SERVICES BUREAU

NOTICE

October 4, 2018

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TO: All Concerned Commanding Officers

FROM: Commanding Officer, Transit Services Bureau

SUBJECT: END OF WATCH PROCEDURES FOR MOTOR OFFICERS

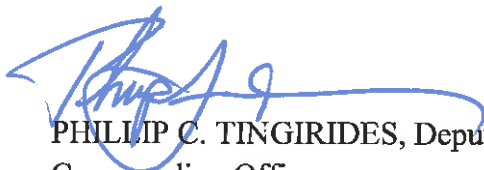
A recent inspection of motor ring-off procedures revealed a need for a reminder and to provide clarity concerning end of watch (EOW) times for all motor officers within the four geographic traffic divisions. Motor officers are reminded that they shall adhere to the EOW procedures delineated in Department Traffic Manual, Section 5/202, which states:

“All field motor officers shall notify their watch commander by land-line at the end of their tour of duty, giving the box or station identification and location. Ring-offs shall be made within the officer’s area of assignment and are permitted five minutes prior to end of watch.”

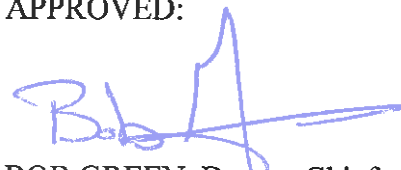
A ring-off notification to the watch commander can also be made in-person or through the traffic division’s assigned radio frequency or via a wireless cellular telephone. The area of assignment stated in the procedure shall be the geographic Area for which the officer’s assigned mission is for their tour of duty.

If there are any questions, please contact Lieutenant II Manuel Romeral, Officer in Charge, Specialized Enforcement Section, Traffic Group, at (213) 486-0686.

APPROVED:



PHILIP C. TINGIRIDES, Deputy Chief
Commanding Officer
Transit Services Bureau



BOB GREEN, Deputy Chief
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