

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

**NOTICE**  
16.2

September 12, 2013

**TO:** All Commanding Officers

**FROM:** Commanding Officer, Counter-Terrorism and Special Operations Bureau

**SUBJECT:** USE OF REFLECTIVE SAFETY VESTS – REMINDER

Recently, it has come to the Department's attention that some employees are not wearing the reflective safety vests while working in the roadway. This Notice is a reminder for all Department employees regarding the mandatory use of reflective safety vests as delineated in Special Order (SO) No. 43, dated November 10, 2008. As discussed in SO No. 43, Federal regulation mandates the wearing of a highly visible outer garment by law enforcement agencies while working in the roadway.

All Department employees should have been issued a reflective safety vest and signed an Acknowledgement of Reflective Safety Vest Receipt, which is maintained in the employee's divisional personnel package. An employee who has not been issued a vest should contact the concerned Area/division training coordinator for the issuance of a vest.

The following is a brief summary of the responsibilities of all Department employees and supervisors as established by SO No. 43:

**EMPLOYEE'S RESPONSIBILITIES**

A reflective safety vest shall be worn by all by Department employees when working in the roadway and are involved in any of the following activities:

- Directing traffic/lane closures;
- Investigating traffic collisions;
- Clearing roadway obstructions;
- Handling a disaster scene; or,
- Conducting motor escorts and motorcades during hours of darkness.

The wearing of the vest is intended to minimize traffic-related injuries involving Department employees or volunteers while working in the roadway. A vest is not required to be worn when it would compromise officer safety, alter sound tactics or while conducting a traffic stop.

Employees shall care for and maintain their issued reflective vest in the same manner as other City-issued equipment, and ensure it is accessible while on-duty. Although reserve officers, volunteers, and cadets were not issued a vest, they are required to check out a vest when assigned to field duties.

## **SUPERVISOR'S RESPONSIBILITIES**

Supervisors shall be responsible for the following:

- Ensure employees carry vests in a readily accessible manner;
- Check out an additional vest when conducting a ride-a-long; and,
- Ensure that all cadets, volunteers, reserve officers, and non-sworn Department personnel are wearing a reflective safety vest when engaged in activities requiring them to be in the roadway.

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

APPROVED:



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



STEPHEN R. JACOBS, Deputy Chief  
Chief of Staff  
Office of the Chief of Police

DISTRIBUTION "B"