

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

NOTICE
16.2

September 17, 2014

TO: All Commanding Officers

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

SUBJECT: FLEET SAFETY REPORTING REQUIREMENTS – REMINDER

The purpose of this Notice is to remind all Department employees that Special Order No. 45, "Department Preventable Traffic Collision Policy – Revised," published December 1, 2008, mandated that employee-involved traffic collisions are to be completed within 35 calendar days. A recent review of employee-involved traffic collisions revealed that these traffic collision reports and adjudications are not being forwarded to the Department Fleet Safety Coordinator and adhering to the due dates delineated in Special Order No. 45.

In an effort to ensure employee-involved traffic collisions are tracked and adjudicated within 35 calendar days, commanding officers are reminded of the following due dates:

- **Geographic Traffic Divisions: Five Working Days**
The geographic traffic divisions have five working days to audit and forward an approved Traffic Collision Report to the concerned employee's commanding officer and to the Department Fleet Safety Coordinator.
- **Involved Employee's Commanding Officers: Thirty Calendar Days**
The involved employee's commanding officer shall forward the completed fleet safety adjudication within 30 calendar days of receiving the traffic collision report.

If you have any questions regarding this Notice, please contact Traffic Coordination Section, Emergency Operations Division, at (213) 486-0680.



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

APPROVED:



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

DISTRIBUTION "B"