

OFFICE OF OPERATIONS

OPERATIONS NOTICE NO. 1

April 1, 2014

**SUBJECT: TRAFFIC VIOLATION WARNING; AND PROCEDURES FOR
ISSUING WARNINGS REGARDING TRAFFIC
VIOLATIONS - ESTABLISHED**

EFFECTIVE: IMMEDIATELY

One of the functional objectives of the Department is to make the movement of traffic as orderly and as safe as is reasonably possible.

Current Department Policy allows officers to issue verbal warnings for traffic violations. This Notice establishes procedures for completing the Traffic Violation Warning, Form 04.40.00, (Warning Notice). Effective immediately, the Warning Notice will be available for use.

The Warning Notice may be used by officers to issue a written warning to traffic violators during enforcement stops. A Warning Notice may be issued to traffic violators in lieu of a Traffic Notice to Appear, Form 04.50.00, or a verbal warning. The completion of the Warning Notice will be recorded in the "Special Survey" section of the Daily Field Activities Report, Form 15.52.00.

Note: A signature by the traffic violator on the Traffic Violation Warning, Form 04.40.00, is strictly voluntary. If a violator refuses to sign, the officer must write "REFUSED" in the signature box along with their name and serial number.

Distribution.

- 1 - Original, submitted for supervisory review.
- 1 - Copy, given to traffic violator.
- 1 - Copy, remains in the warning book
- 3 - Total**

SUPERVISORY PERSONNEL MUST:

Review all Warning Notices to ensure that all appropriate fields are completed and that the Warning Notice is appropriately counted in the "Special Survey" section of the Daily Field Activities Report. Supervisors must also ensure the number of

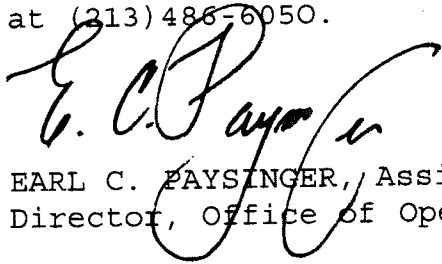
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Warning Notices issued is documented in the same manner as Traffic Notices to Appear. Thereafter, the Warning Notice will be handled in the same manner as a Field Interview card, Form 15.43.00.

COMMANDING OFFICERS MUST:

Designate personnel to record the data contained on the Warning Notices in the Field Data Reporting-Field Interview database. Commanding Officers must also ensure the number of Warning Notices issued in their command is reported in the same manner as Traffic Notices to Appear. This information will be incorporated into their Divisional COMPSTAT Profile.

Should you have questions regarding this matter, please contact Evaluation and Administration Section, Office of Operations, at (313)486-6050.



EARL C. PAYSINGER, Assistant Chief
Director, Office of Operations

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