

**OFFICE OF OPERATIONS
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NOTICE NO. 40

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August 26, 1996

TRAINING AND RESEARCH
BUREAU

TO: All Concerned Personnel, Office of Operations

FROM: Director, Office of Operations

SUBJECT: NOTIFICATION TO THE FIRE DEPARTMENT OF ILLEGIBLE OR MISSING ADDRESSES ON BUILDINGS WITHIN THE CITY

EFFECTIVE: Immediately

PURPOSE

This Notice informs Office of Operations personnel of the procedures to be used when becoming aware of a building in the City of Los Angeles whose address is missing or is illegible.

INFORMATION

On many occasions, public safety agencies (police, fire, building and safety, etc.), when responding to calls for service, are delayed in their response because the address to which they are responding is missing or is illegible. In either case, valuable time, which could be the difference between life and death, is wasted. Building owners in the City are required by Los Angeles Municipal Code (LAMC) Section 63.113, to have their addresses posted and legible. In an effort to have building owners, both residential and commercial, comply with this section, the City Council adopted LAMC Section 57.09.11, in which the Fire Department has been given the authority to enforce the posting of legible addresses. The Public Safety Committee instructed the City Administrative Office, in conjunction with the Police Department, Fire Department, Building and Safety Department and the City Engineer to develop an enforcement plan for owners of buildings and other structures not properly displaying street address numbers.

PROCEDURE

Department personnel who become aware of a building whose address is illegible or missing shall complete a Community Enhancement Request (CER), Form 15.13.1, in accordance with existing

Notification to the Fire Department of Illegible
or Missing Addresses on Building within the City

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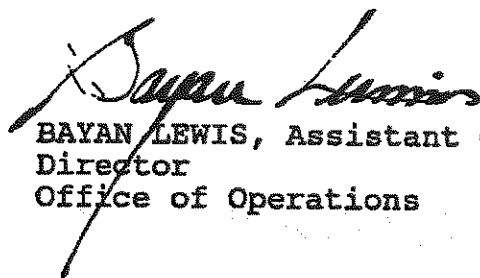
1.2.1

procedures. Additionally, under the "Other City Department" category, employees shall write "LAFD, Bureau of Fire Prevention and Public Safety," in the blank provided.

Under the "Additional Information" section, employees shall write down the illegible address, or if the address is missing, write "missing address" followed by the numbered address that would most logically follow the existing numerical sequence or note vacant lot across from an existing numbered address.

NOTE: Copies of the CER shall be distributed in accordance with Office of Operations Order No. 13, 1990.

Questions regarding the procedures outlined in this Notice should be directed to the Tactical Planning Section, at extension 5-4011.



BAYAN LEWIS, Assistant Chief
Director
Office of Operations