

OFFICE OF OPERATIONS

ORDER NO. 9

July 22, 1997

TO: All Personnel, Office of Operations

FROM: Director, Office of Operations

SUBJECT: NOTICE TO APPEAR FORM - DETAIL BOX

EFFECTIVE: Immediately

PURPOSE

This Order establishes the proper notation to be used by all personnel when completing the "DETAIL" box on the Notice To Appear Form.

INFORMATION

The Statistical Digest Report published yearly by Information Resource Division (IRD) does not adequately identify the total number of violations enforced by Department personnel by assignment. The need to identify the number of violations being enforced by Traffic Enforcement Units (Motorist collision investigation officers, and patrol officers is an important aspect of the Department's statistical data.

PROCEDURESOfficer's Responsibilities

The "DETAIL" box on the Notice To Appear Form is used to identify the type of assignment an officer is working. The following codes shall be used in identifying an officer's assignment:

- TE -- Motor officers assigned to a traffic division or Traffic Coordination Section, or
- CI -- Collision investigation officers assigned to a traffic division, or
- PT -- All officers NOT assigned to either TE or CI.

Officers may write their assigned unit designation in the note section of the violation area of the Notice To Appear Form for court information purposes.

Supervisor's Responsibilities

Supervisor's shall ensure that officers are properly completing the "DETAIL" box on the Notice To Appear Form, as per Department Manual Section 3/202.30.

Any questions regarding the procedures outlined in this Order should be directed to Traffic Coordination Section, Traffic Legislation and Special Projects Unit, at (212) 893-8119.



BERNARD C. PARKS, Deputy Chief
Director
Office of Operations

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