

OPERATIONS COMMITTEE

OPERATIONAL ORDER NO.7

December 8, 1999

SUBJECT: DRIVING-UNDER-THE-INFLUENCE EMERGENCY COST RECOVERY PROGRAM

PURPOSE: This Order establishes additional operational procedures relevant to the Office of the Chief of Police (OCOP) Notice, "Establishment of the Driving-Under-the-Influence (DUI) Emergency Cost Recovery Pilot Program," dated April 10, 1998.

Note: The OCOP Notice, "Continuation of the DUI Emergency Cost Recovery Pilot Program," dated June 3, 1999, extended the pilot program indefinitely at the request of the City Attorney's Office.

PROCEDURES:

I. TRAFFIC DIVISION RESPONSIBILITIES. In addition to the procedures previously established by the OCOP Notice, the commanding officer of each traffic division shall ensure that:

- * Report auditors specifically identify each DUI related traffic collision report, whether or not the incident qualifies for inclusion in the DUI Emergency Cost Recovery Program, by maintaining a Microsoft Access database. The database shall have a minimum of two fields, including date of the arrest and DR number of the Traffic Collision Report;
- * By the seventh day of each month, report auditors shall cross-reference their database with Traffic Coordination Section (TCS) to ensure that all qualifying DUI arrests and associated reports have been forwarded to TCS; and,
- * Officers from traffic divisions provide roll call training to all of their bureau's Areas on the requirements of the DUI Emergency Cost Recovery Program.

II. GEOGRAPHIC BUREAU RESPONSIBILITIES. The four geographic bureaus shall implement the necessary training, systems, and audits to ensure traffic division compliance with the OCOP Notice on the DUI Emergency Cost Recovery Program.

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III. **TRAFFIC COORDINATION SECTION RESPONSIBILITIES.** In addition to previously established procedures, the DUI Emergency Cost Recovery Program Coordinator shall:

- * Maintain liaison with traffic division report auditors to ensure that any problems can be quickly resolved;
- * Assist traffic divisions in establishing a Microsoft Access database to maintain all DUI traffic collision reports; and,
- * By the seventh day of every month, cross reference the DUI Emergency Cost Recovery Program's database with each traffic division to ensure that all appropriate reports have been forwarded to TCS.

If you have any questions, please contact the DUI Emergency Cost Recovery Program Coordinator, Traffic Coordination Section, at (213) 473-7788.

MARTIN H. POMEROY, Deputy Chief
Chair, Operations Committee

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