

**DEPARTMENT TRAFFIC COORDINATOR  
TRANSIT SERVICES BUREAU**

**NOTICE**  
8.1.3

November 18, 2019

**TO:** All Concerned Traffic Personnel

**FROM:** Department Traffic Coordinator, Transit Services Bureau

**SUBJECT:** PROCEDURES FOR TRANSPORTING DAMAGED DEPARTMENT  
MOTORCYCLES

**PURPOSE**

The purpose of this Notice is to establish procedures regarding how police motorcycles are to be transported after they have sustained damage in a traffic collision or a non-traffic collision related incident.

**BACKGROUND**

The Department has established procedures for reporting damage sustained in a traffic collision, which is delineated in Volume III, Section 206 "Traffic Collisions Involving Department Vehicles or Employees" of the Department Manual. Motor Transport Division (MTD) also requires an officer to submit an Employee Report, Form 15.07, and update a Vehicle Damage Log, Form 15.67, when a motorcycle sustains damage unrelated to a traffic collision. However, the Department does not have written procedures on how a motorcycle is to be transported after it has been damaged. As a result, some motor officers have continued to ride a damaged motorcycle. This practice has jeopardized officer safety and unnecessarily exposes the City to potential civil liability.

**PROCEDURES**

When a Department motorcycle sustains damage, other than "cosmetic damage" (i.e., scratches to painted surfaces), officers shall immediately request a motor supervisor. Upon arrival, the supervisor shall inspect the motorcycle and determine whether the damage is cosmetic or compromises the structural integrity of the motorcycle. When the supervisor is unable to determine whether the motorcycle is safe to operate, the motorcycle shall be towed to the Central Motor Garage (CMG), MTD. In the event a motor supervisor is unable to respond in a timely manner, the employee shall request shop tow or a tow truck from an Official Police Garage (OPG).

**Note:** Only a Department MTD shop tow truck or an OPG tow truck is authorized to tow Department motorcycles. No other tow services are authorized.

Once the motorcycle has been transported to the CMG, motor mechanics will inspect the motorcycle to determine the extent of the damage sustained to the vehicle and perform the necessary repairs. Since damage is often not readily apparent in the field, motorcycles shall not be ridden from the scene of a traffic collision and shall be deemed "out of service" until a thorough inspection and, if necessary, repair of the vehicle can be completed.

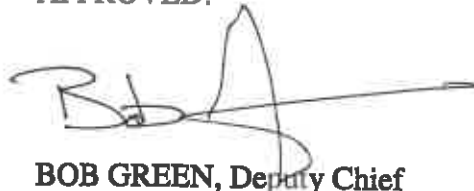
After repairs have been completed by motor mechanics from MTD, the motorcycle shall be test ridden and a Post Traffic Collision Performance Report shall be completed by the Department Motor Garage Liaison Officer, Traffic Group, prior to the motorcycle being released and returned to service.

If you have any questions regarding this Notice, please contact Lieutenant Manuel Romeral, Specialized Enforcement Section, TRFG, at (213) 716-9597.



**BLAKE H. CHOW, Deputy Chief**  
Department Traffic Coordinator  
Transit Services Bureau

APPROVED:



**BOB GREEN, Deputy Chief**  
Chief of Staff  
Office of the Chief of Police

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