



SPECIAL ORDER



502.2  
303.1

SERIES	NUMBER	EFFECTIVE DATE
85	53	December 18, 198

SUBJECT:

Traffic Enforcement Activity Reports

DISTRIBUTION

D

ORIGINATING UNIT

SOD/TEB

EXPIRATION DATE

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As a result of an analysis of the information being reported by field units in recurring traffic enforcement activity reports, it has been determined that standardized reporting forms can be established to simplify the reporting process.

FL-140 (Monthly Report of Traffic Enforcement Activities) has been developed and shall be used by all field elements to report radar, DUI and selective enforcement activities. FL-140 shall be prepared on a monthly basis in an original and three copies. The original and two copies shall be forwarded to the Commander of the Special Operations Division so as to arrive not later than the fifth day of the following month. The third copy shall be retained in file at the originating element for one year, then destroyed.

FL-140-A (Weekly Report of Notices of Infraction) has been developed and shall be used by all field elements to report the number of traffic violations cited on a weekly basis (Sunday through Saturday). An original and three copies of FL-140-A shall be prepared. The original and two copies shall be forwarded to the Chief of Police, through the Field Operations Officer, so as to arrive not later than Tuesday of the following week. The third copy shall be retained in file at the originating element for one year, then destroyed.

Supplies of FL-140 and FL-140-A shall be obtained from the Traffic Enforcement Branch, Special Operations Division. Effective with the publication of this special order, PD 35 (Summary Report of DUI Cases) and all other formats (printed forms or memoranda) previously used to report traffic enforcement activities are hereby rescinded.

\*This special order shall remain in effect until appropriate revisions are made to General Orders 502.2 (Handling Cases Involving Persons Suspected of "Driving While Intoxicated [PerSe]" or "Operating Under the Influence") and 303.1 (Traffic Enforcement).

*Maurice T. Turner, Jr.*  
Maurice T. Turner, Jr.  
Chief of Police

MTT:VA:bjp