

## II Moving Violations

Protocol Division is notified, by a Lt. Turner of the Ottawa Police, of all moving violations by means of a letter in each case. These average 10 per month.

Miss Boles: :

- (1) Receives the letter;
- (2) Updates a hand-written list of violations (date, name, mission);
- (3) Checks this list for recent violations by the same person;
- (4) Checks the rank of offender in the Diplomatic Corps Booklet;
- ✓ (5) Telephones the Mission if (the offender is not of senior rank) Mr. Cole agrees;
- ✓ (6) Notes action on police letter and files on 22-8-2-16.

COMMENT: It would appear that the objective of limiting such violations might be better served if a letter were prepared and forwarded to the Mission concerned, as opposed to the present telephone call. If a standard format were to be used even a form letter - it is considered that this method would consume no more time than is presently spent in telephoning. Copies of such letters should not be made or retained, but the action should be noted on the letter from the Police. It is also considered that the Ottawa Police would appreciate receiving a monthly letter summarizing the infractions and indicating that appropriate action had been taken. This letter could be compiled as each action is taken and were copies of such letters retained, the above list (2) would be unnecessary.

*II - missing part of phone*

*II*