

- Draft the note to the mission concerning the incident according to the standard format.
- Both letters to Mr. Cole for signature.

*After necessary to
phone mission for additional
info. This serves as hot file*

(c) All C.D. Traffic Violations in Ottawa (10 per month).

- Receive letter and perhaps an explanatory phone call from the O.P.D.
- Prepare standard note (or form letter).
- Add the ticket number, name and mission to the monthly list for the O.P.D.
- To typing.
- To Mr. Cole for signature.

Note: In the event that, upon checking the past listings of moving violations sent to the O.P.D., it is found that the individual is a frequent offender, a specifically worded letter may be considered appropriate by Mr. Cole.

*see page 32 (Note)
By phone.*

- Once a month, a list of the ticket numbers, name and mission, and certifying that appropriate action was taken is sent to the Ottawa Police Department. A copy of this list is filed on 22-8-2-16.

*monthly - at some
time as list returned
to Police Dept.*