

- Give the police list to the typist.
- Typist enters the licence number(s) and the number of infractions in the space provided on the form letter for each mission. *3rd person note*
- Returned to check accuracy.
- To Mr. Cole for signature.
- Form letter to the missions.
- The original of the police list is filed on 22-8-2-16.
- The copy of the police list is returned to the Ottawa Police together with the covering letter, also signed by Mr. Cole.

II Moving Violations

(a) Non-C.D. violations (rare).

- Receive ticket and note from Mission.
- Complete EXT. 751 by hand, change word "parking" to "traffic", and sign. *Not enough to warrant form letter (check letter sent.)*
- Attach ticket and insert in pre-addressed envelope.

(b) Non-Ottawa violations (two per month)

- Receive ticket from Mission or may be notified by a police department.
- Draft for typing the standard reply to the police force. *Done - as at out.*