

Memorandum

Date: June 27, 2016
To: All Personnel
From: Undersheriff Melekian
Subject: Employee Traffic Collision Reports
Sheriff's Bulletin: 16-13



Effective immediately, all completed on-duty traffic collision reports shall be forwarded to the Professional Standards Unit for secure storage. For the purposes of this directive, the term "on-duty traffic collision report" will include any and all reports related to traffic collisions or vehicle damage to a departmentally owned vehicle or a privately owned vehicle if the incident occurred while the employee was on-duty.

It shall be the responsibility of the Professional Standards Unit Sergeant to secure and maintain these reports for a period not less than five years from the date of the incident.

BERNARD MELEKIAN
Undersheriff