

Memorandum

July 27, 2011

To: Bruce Chrisman

From: Nancy Grossman *mm to NC*

Subject: Revised FESHM Chapter 9010 – Traffic Safety

FESHM Chapter 9010 – Traffic Safety has been revised as follows:

1. Changed parking level suspension to minimum of 1 day – determined by D/S/C head and WDRS.
2. Changed moving level suspension to minimum of 2 days – determined by D/S/C head and WDRS.
3. Clarified e-mails to persons receiving tickets as to the appeals process, and what to do if they believe they have received the e-mail in error (did not get a ticket for example).
4. Cleaned up some links in the e-mails that had periods at the end, etc. and thus did not work when people clicked on them.
5. Updated the pull-down actions in the traffic citation database to:
 - a. Remove the ability of D/S/C heads to invalidate tickets – this is the role of the appeals committee so we have consistency lab wide
 - b. Updated the language for “below FESHM 9010” actions to clarify that an automatic e-mail has already been sent to the person receiving the citation.
 - c. Updated the “issue letter” language to more clearly state that a warning letter will be printed for signature by the person receiving the citation.
6. Changed responsibilities to indicate that going to Medical is necessary only if injured or directed to do so by the Security Officer.

This chapter did not go out for Lab-wide review. After final approval, please return this approval page to Jody Federwitz at MS119 for posting on the web.

Encl.

Recommended for Approval:



Bruce Chrisman

7-27-11
Date

Approved:



Piermaria Oddone

7-29-11
Date