



DEPARTMENTAL
GENERAL
ORDER

Effective Date
15 May 07

F-7

Index as:

Driver Licenses

DRIVERS' LICENSES

The purpose of this order is to set forth Departmental policy and procedures to ensure all Departmental personnel (to include members, reserve officers, rangers, and employees), who drive City-owned vehicles, possess a valid California Driver License (CDL). This order also sets forth eligibility and procedures for requesting confidentiality of home addresses from the Department of Motor Vehicles (DMV).

I. POLICY

- A. Departmental personnel, whose job requires the possession of a CDL, shall maintain a valid CDL as a condition of employment or assignment to duty.
- B. Departmental personnel whose license is suspended, revoked or expired shall immediately notify their unit commander.
- C. Sworn personnel and employees whose license is suspended or revoked shall notify the Internal Affairs Division (IAD) Commander by memorandum within 72 hours in accordance with the provisions of MOR Section 314.28.

II. RESPONSIBILITIES

- A. The Personnel Manager shall maintain a database of Departmental personnel and provide the Communications Division Commander with a list of names, based on appraisal schedules set forth in General Order B-6, PERFORMANCE APPRAISAL.
- B. Each month, the Communications Division Commander shall ensure the status of the driver license of Departmental personnel is verified.

- C. In the event that an expired, suspended, or revoked license is discovered, the Communications Division Commander shall ensure the IAD Integrity Testing Unit (IADITU) and the affected member/employee's unit commander/manager is notified immediately.

The unit commander shall prepare and serve an advisement memorandum on or before the start of the next work shift to the affected member/employee. Forward a copy of the advisement memorandum to the IADITU.

The memorandum shall include:

1. An advisement not to drive any motor vehicle;
2. A notice of reassignment to duties that do not require driving until a valid CDL or temporary operating permit (interim license) is obtained;
3. Direction to obtain a valid CDL within 30 calendar days (grace period), if the CDL is expired.
 - a) If the affected member/employee obtains a valid license within the grace period, the member/employee shall provide unit commander with the verifying documentation of the correction.
 - b) The unit commander shall forward a copy of the verifying documentation to the IADITU.
4. An advisement that an internal investigation shall be initiated by the IAD, if the CDL is suspended or revoked.

- D. Upon receiving information from the Communications Division and/or the City Office of Personnel and Risk Management regarding Departmental personnel who have an expired, suspended or revoked CDL, the IADITU shall ensure follow-up is conducted in accordance with the provisions of IAD Policy and Procedure 07-04, California Driver Licenses.

III. REQUEST FOR DMV CONFIDENTIALITY OF HOME ADDRESS

- A. The DMV confidentiality of a home address is available to:
1. Sworn personnel;
 2. Police Communications Dispatchers;
 3. Non-sworn personnel engaged in the enforcement of the Vehicle Code or municipal parking ordinances;
 4. Police reserve officers upon graduation from the Academy.
 5. Employees in a sensitive position designated by the Chief of Police. The designation shall remain in effect for three years; and
 6. Spouses and/or children of eligible personnel¹.
- B. Police officer trainees are not eligible.
- C. If requested, confidentiality is permanent for retired sworn officers. Confidentiality for other separated sworn personnel, employees, and qualifying family members is maintained for three years following termination of employment.
- D. To request confidentiality of home address, the eligible member or employee must fill out the required DMV form (INV 32) available from the Personnel Division and have the form signed and mailed by the Personnel Manager to the DMV.
- E. The Personnel Manager shall be responsible for notifying the DMV whenever a person is no longer eligible for confidentiality status.

By order of


Wayne G. Tucker
Chief of Police

Date: 08 May 07

¹ Pursuant to Vehicle Code Section 1808.4.