



# SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



## 420.05 DRIVERS LICENSES / DRIVING CITY VEHICLES 02-16-17

### PURPOSE

The purpose of this order is to establish procedures to document possession of Drivers' Licenses for personnel driving City vehicles.

### POLICY

It shall be the policy of the Sacramento Police Department to ensure that only properly authorized and licensed personnel operate City vehicles within the scope of their duties.

### PROCEDURE

#### A. DEFINITION

**VOLUNTEER** – All people who perform tasks at Department direction without pay.

#### B. GENERAL

1. Personnel authorized to drive City vehicles shall possess a valid California driver's license.
2. Employees whose job performance requires driving responsibilities shall notify the Department immediately when their driver's license is revoked, suspended, or expired.
  - a. The notice shall be delivered via the chain of command to the Personnel Services Division (PSD). PSD shall confer with the City Safety Officer and the Office of Labor Relations after investigation.
  - b. The Office of Labor Relations shall confer with the Chief of Police or a designated representative in reference to the appropriate action to be taken.
3. If a volunteer's tasks require driving City vehicles, permission must be obtained by the section commander.
4. All volunteers are to be clearly advised of the limits of their driving privilege. Any deviation may result in a volunteer being removed from the program.