



# SACRAMENTO POLICE DEPARTMENT

## GENERAL ORDERS



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### 256.02 DMV CONFIDENTIALITY 06/15/10

#### **PURPOSE**

The purpose of this policy is to establish procedures for requesting and granting DMV Confidentiality to Department employees.

#### **POLICY**

It shall be the policy of the Sacramento Police Department that Department of Motor Vehicles (DMV) Confidentiality requests are granted in accordance with CVC 1808.4.

#### **PROCEDURE**

##### **A. DEFINITION**

1. CVC 1808.4 - The California vehicle code section that gives the authority to sworn officers, their families and other police department personnel to have confidentiality on their home addresses.
2. "Sensitive Position" includes members of the Department who make regular field contact (not at Police facilities) with individuals (specifically suspects) and/or testify in criminal court cases.

##### **B. GENERAL**

1. DMV Confidentiality requests shall only be granted to:
  - a. active or retired police officers.
  - b. police dispatchers.
  - c. employees designated by the Chief of Police as being in a "sensitive position."
  - d. the spouse or child of a person listed, regardless of the spouse/child's place of residence.
2. Officers Requesting DMV confidentiality shall:
  - a. complete DMV form INV 32 "Request for Confidentiality of Home Address."
  - b. forward the INV 32 form to the Personnel Services Division (PSD) for processing.

##### **C. REVIEW/APPROVAL OF REQUEST**

- a. PSD shall review and approve all requests prior to forwarding to the DMV.
- b. If eligibility of an employee is in question, the request shall be forwarded to Professional Standards Unit (PSU) for review/approval.
- c. If an application is denied, the employee will be notified by PSD.

##### **D. CONFIDENTIALITY EXPIRATION/REMOVAL**

1. Retired officers shall be granted permanent confidentiality status by the DMV, upon request.
2. Confidentiality for eligible civilian employees will require renewal every three (3) years or it will expire.
3. Employees who resign or are terminated will keep confidentiality status for three (3) years. However, if the termination is the result of a criminal conviction, confidential status shall be removed immediately.
4. PSD shall submit requests to the DMV to have employees that have resigned and or been terminated removed from the confidentiality list.
  - a. The DMV will remove the confidentiality status three (3) years from the date of termination/resignation.

##### **E. AUDITS**

1. PSD shall maintain a DMV confidentiality database listing those who have confidentiality status.
2. Upon request, PSU shall conduct audits to review and update the database.