

**OFFICE OF THE CHIEF OF POLICE**

**NOTICE**  
10.5

February 13, 2020

**TO:** All Department Personnel

**FROM:** Chief of Police

**SUBJECT:** JUSTIFICATION FOR CONFIDENTIAL DEPARTMENT OF MOTOR  
VEHICLES PLATES FOR CIVILIANS, FORM 01.75.05 – REVISED

California Vehicle Code Section 1808.4(a)(22) allows civilian employees working in sensitive positions, as determined by the Chief of Police, to apply for confidentiality of their home address with the Department of Motor Vehicles. This Notice revises the Justification for Confidential Department of Motor Vehicles Plates for Civilians, Form 01.75.05, in order to clarify what constitutes a sensitive position.

For purposes of this Notice, a “sensitive position” includes, but is not limited to, civilian positions that entail interacting with persons accused/convicted of crimes (e.g., Police Service Representatives, Detention Officers); persons who may be suffering from mental health issues (e.g., civilian psychologists or non-psychologist staff at Behavioral Science Services); or, persons who deal with individuals in court settings (e.g., civilian subpoena control personnel) as part of their assigned duties.

The revised form is attached for immediate use and duplication and is available in E-Forms on the Department’s Local Area Network. All other versions of this form shall be marked “obsolete” and placed in the Area/divisional recycling bins. The use, completion, and distribution of this form remains the same.

Any questions regarding this Notice may be directed to Personnel Division, at (213) 486-4650.



MICHEL R. MOORE  
Chief of Police

Attachment

DISTRIBUTION “D”

# JUSTIFICATION FOR CONFIDENTIAL DEPARTMENT OF MOTOR VEHICLES PLATES FOR CIVILIANS

Civilians may be designated by the Chief of Police as being in a sensitive position per California Vehicle Code 1808.4(a)(22). For purposes of this form, a "sensitive position" includes, but is not limited to, civilian positions that entail interacting with persons accused/convicted of crimes (e.g., Police Service Representatives, Detention Officers); persons who may be suffering from mental health issues (e.g., civilian psychologists or non-psychologist staff at Behavioral Science Services); or, persons who deal with individuals in court settings (e.g., civilian subpoena control personnel) as part of their assigned duties. Once completed, this form shall be submitted to Personnel Records Section, Personnel Division, for processing.

**FOR LOS ANGELES POLICE DEPARTMENT REVIEW ONLY:**

**OFFICE DIRECTOR**

	NAME, SERIAL NO., TITLE	BRIEF JUSTIFICATION	YES	NO
1.			<input type="checkbox"/>	<input type="checkbox"/>
2.			<input type="checkbox"/>	<input type="checkbox"/>
3.			<input type="checkbox"/>	<input type="checkbox"/>
4.			<input type="checkbox"/>	<input type="checkbox"/>
5.			<input type="checkbox"/>	<input type="checkbox"/>
6.			<input type="checkbox"/>	<input type="checkbox"/>
7.			<input type="checkbox"/>	<input type="checkbox"/>
8.			<input type="checkbox"/>	<input type="checkbox"/>
9.			<input type="checkbox"/>	<input type="checkbox"/>
10.			<input type="checkbox"/>	<input type="checkbox"/>

**COMMENTS (REQUIRED FOR DENIALS):**

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COMPLETED BY: \_\_\_\_\_  
(NAME, SERIAL NO.)

AREA/DIVISION: \_\_\_\_\_

APPROVAL: \_\_\_\_\_  
AREA/DIVISION COMMANDING OFFICER

\_\_\_\_\_ DATE

APPROVAL: \_\_\_\_\_  
BUREAU COMMANDING OFFICER

\_\_\_\_\_ DATE

APPROVAL: \_\_\_\_\_  
OFFICE DIRECTOR

\_\_\_\_\_ DATE