

OFFICE OF THE CHIEF OF POLICE

ADMINISTRATIVE ORDER NO. 2

January 9, 2018

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

PURPOSE: Personnel Records Section (PRS), Personnel Division, processes the Department of Motor Vehicles (DMV) Request for Confidentiality of Home Address, Form INV 32, submits approved forms to the DMV, and maintains the yellow carbon copy on file. Approvals of requests are determined by California Vehicle Code Sections 1808.2, 1808.4, and 1808.6. This Order establishes procedures for civilian employees in a sensitive position requesting confidentiality of their home address with the DMV, and activates the Justification for Confidential Department of Motor Vehicles Plates for Civilians, Form 01.75.05.

Note: Civilian employees in sensitive positions are reminded that the DMV Request for Confidentiality of Home Address, Form INV 32, and the Justification for Confidential Department of Motor Vehicles Plates for Civilians, Form 01.75.05, must be renewed every three years, or confidentiality will expire.

PROCEDURE:

- I. CIVILIAN EMPLOYEE'S RESPONSIBILITIES.** Civilian employees working in a sensitive position requesting confidentiality of their home address shall, in addition to completing the DMV Request for Confidentiality of Home Address, Form INV 32, also complete the Justification for Confidential Department of Motor Vehicles Plates for Civilians, Form 01.75.05, and submit both forms to their commanding officer for approval. Both forms shall be forwarded together via the chain of command to PRS.
- II. COMMANDING OFFICER'S RESPONSIBILITIES.** Commanding officers shall review and approve submitted confidentiality forms, as appropriate, and forward approved forms to PRS.
- III. PERSONNEL RECORDS SECTION RESPONSIBILITIES.** Personnel Records Section shall:
 - Process all DMV Request for Confidentiality of Home Address and Justification for Confidential Department of Motor Vehicles Plates for Civilians forms;
 - Submit approved DMV Request for Confidentiality of Home Address forms to the DMV; and,
 - Maintain the yellow carbon copy on file.

IV. JUSTIFICATION FOR CONFIDENTIAL DEPARTMENT OF MOTOR VEHICLES PLATES FOR CIVILIANS, FORM 01.75.05 – ACTIVATED.

The Justification for Confidential Department of Motor Vehicles Plates for Civilians, Form 01.75.05, has been activated for use by civilian employees requesting DMV confidentiality of their home address.

A. Use of Form. Civilian employees in sensitive positions requesting confidentiality of their home address are required to complete this form. The form shall be attached to the DMV Request for Confidentiality of Home Address Form and forwarded to PRS through their chain of command.

B. Completion. The completion of this form is self-explanatory.

C. Distribution.

1 – Original, retained at PRS, Personnel Division.

1 – TOTAL

FORM AVAILABILITY: The Justification for Confidential Department of Motor Vehicles Plates for Civilians is available in E-Forms on the Department’s Local Area Network (LAN). A copy of the form is attached for immediate use and duplication.

AUDIT RESPONSIBILITY: The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.



CHARLIE BECK
Chief of Police

Attachment

DISTRIBUTION “D”

**JUSTIFICATION FOR
CONFIDENTIAL DEPARTMENT OF MOTOR VEHICLES PLATES FOR CIVILIANS
Designated by the Chief of Police as being in a sensitive position per California Vehicle Code 1808.4(a)(22).**

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):

COMPLETED BY: _____
(NAME, SERIAL NO.)

AREA/DIVISION: _____

APPROVAL: _____
AREA/DIVISION COMMANDING OFFICER

_____ DATE

APPROVAL: _____
BUREAU COMMANDING OFFICER

_____ DATE

APPROVAL: _____
OFFICE DIRECTOR

_____ DATE