

**DEPARTMENT TRAFFIC COORDINATOR
COUNTER-TERRORISM AND SPECIAL OPERATIONS BUREAU**

NOTICE
16.2

May 12, 2014

TO: All Commanding Officers

FROM: Department Traffic Coordinator, Counter-Terrorism and Special Operations Bureau

SUBJECT: VALID DRIVER'S LICENSE REQUIREMENT – REMINDER


The purpose of this Notice is to remind Department employees that Department Manual Section 3/209.20, "Notification of an Employee's License Restriction," mandates that employees, sworn and civilian, who are required to possess a valid California Driver License as a condition of their employment shall immediately notify their commanding officer whenever their driver's license is or is about to be revoked, suspended, restricted or limited in any way. This notification should be made directly to the commanding officer through an employee's supervisor. Failure to make this notification in a timely manner is considered misconduct.

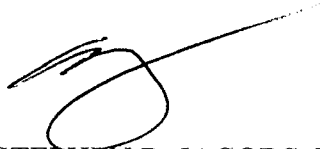
Supervisors are reminded that a driver's license inspection is required to be completed in conjunction with an employee's annual Performance Evaluation and is to be documented on the Individual Uniform and Equipment Division Inspection Record, Form 01.41.00. When a supervisor is notified that an employee's driver's license has been revoked, suspended, restricted, or limited, the supervisor shall evaluate the circumstances and, if appropriate, immediately modify the employee's assignment to ensure the employee does not violate the restriction(s). The supervisor shall document the incident on an Employee Comment Sheet, Form 01.77.00, and forward the form, along with any related paperwork, to the employee's commanding officer.

The commanding officer shall then ensure the employee's assignment is modified to comply with the restrictions. When it is revealed that an employee does not possess a valid license, the commanding officer shall take appropriate action such as modifying an employee's assignment and/or generate administrative discipline. The bureau commanding officer shall ensure that the investigation is conducted and appropriate action is taken with respect to any restrictions to an employee's driver license.

If you have any questions regarding this Notice, please contact Traffic Coordination Section, Emergency Operations Division, at (213) 486-0690.

APPROVED:


MICHAEL P. DOWNING, Deputy Chief
Department Traffic Coordinator
Counter-Terrorism and Special Operations Bureau


STEPHEN R. JACOBS, Deputy Chief
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