

CHIEF OF DETECTIVES

NOTICE 8.2

July 12, 2021

TO: All Department Personnel

FROM: Chief of Detectives

SUBJECT: MAINTENANCE AND STORAGE OF UNDERCOVER DRIVER LICENSES

Undercover driver licenses (UDL) issued by the California Department of Motor Vehicles (DMV) are valuable investigative tools that must be safeguarded from theft, loss, or misuse. Employees authorized to conduct undercover investigations may apply for a UDL via Intradepartmental Correspondence, Form 15.2, from the applicant's Area/Division Commanding Officer, approved by the applicant's Bureau Commanding Officer, and addressed to the Commanding Officer, Detective Support and Vice Division (DSVD).

Detective Support and Vice Division's Field Evaluators Unit is responsible for liaison with DMV and will obtain UDLs on behalf of the Department. A field evaluator will issue the applicant the UDL, for which the employee must sign an Acknowledgement of Receipt agreeing to the following conditions:

- The employee is responsible for controlling the use of the UDL and agrees it will only be used in on-duty, official investigations.
- The UDL shall immediately be surrendered to DSVD when the employee leaves the unit, the UDL is no longer required for investigations, or it has expired.
- If there is a continuing need for the UDL past its expiration date, the employee shall request an extension via Form 15.2 from the employee's commanding officer to the Commanding Officer, DSVD.
- If the UDL is destroyed, lost, or stolen, the employee shall submit a detailed Employee's Report, Form 15.7, to his or her supervisor documenting the circumstances of the loss. An Investigative Report (IR) shall also be completed. Copies of the 15.7 and IR shall be sent to the DSVD Field Evaluators Unit.

The following guidelines shall be followed to maintain UDL security:

- A supervisor shall be responsible for UDLs within a unit.
- When not in active use for an undercover operation, the license shall be stored in a locked container in the supervisor's office.
- A log shall be created to document the date, time, and type of investigation for which a UDL is checked out by an undercover operator.
- Twice each year, Bureau Vice Coordinators and DSVD Field Evaluators shall conduct inspections for license storage and usage compliance.

- Field evaluators will conduct periodic inspections of UDLs issued to non-vice personnel.

Failure to follow this protocol will result in return of the UDL to DMV. Chronic violations of UDL security may result in the Department losing UDL privileges with the DMV.

If you have any questions regarding this Notice, contact DSVD at (213) 486-0910.

APPROVED:



KRIS E. PITCHER, Deputy Chief
Chief of Detectives



DANIEL RANDOLPH, Commander
Chief of Staff
Office of the Chief of Police

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