

STOCKTON POLICE DEPARTMENT

GENERAL ORDER

CONFIDENTIALITY OF DMV FILES
SUBJECT

DATE: March 1, 2005

NO: C-3

FROM: CHIEF ERIC JONES

TO: ALL PERSONNEL

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DMV Confidentiality

I. POLICY

- A. Stockton Police Department's sworn employees or retired employees and those other employees eligible as listed in section 1808.2 or 1808.4 of the Vehicle Code, 830 and 830.1 of the Penal Code and/or 20017.77 or 20017.79 of the Government Code may file for confidentiality of their home addresses. (DMV form INV 32).
- B. Stockton Police Department personnel who have filed for confidentiality during the course of their employment will maintain their confidential status upon separation from the department for a period of 3 years as specified in section 1808.4 of the Vehicle Code.

II. PROCEDURE

- A. Those personnel eligible and who wish to have confidentiality of home addresses for themselves, their spouses, and their children, shall fill out DMV form INV 32 (Available in the Personnel and Training Section). The completed form will be returned to the Personnel and Training Section where it will be mailed to the Department of Motor Vehicles in Sacramento, Ca. The addresses will be eliminated from ordinary access and the individual's agency will be inserted in its place. The yellow carbon copy of the form will be placed in the employee's Personnel File in the Chief's Department
- B. Upon separation from the Department, the Chief's secretary will remove the yellow form from the personnel file. The form will be forwarded to the Personnel and Training Section. The Personnel and Training Section will change the form showing the current status of the employee and mail it to the Department of Motor Vehicles. The Department of Motor Vehicles will maintain the confidentiality status for 3 years, at which time the files will no longer be confidential.