

SANTA ANA POLICE DEPARTMENT

DAVID VALENTIN · CHIEF OF POLICE

TRAINING BULLETIN

"Education promotes professional and responsive law enforcement"

DMV Confidentiality of Home Address

Purpose

The purpose of this training bulletin is to provide employees with information regarding requests for placement of confidentiality status on personal DMV license plate information and home addresses, as well as the removal of such status when the confidentiality status is no longer necessary. Additionally, this training bulletin will provide all employees with related state laws and department guidelines pertaining to those employees who fall within qualification for such confidentiality status, as well as those employees and family members who are not recognized as eligible.

Introduction

Certain California Department of Motor Vehicles (DMV) records are open to public inspection. California State law, however, provides for increased safety measures by granting confidential status of home address in any record of the California Department of Motor Vehicles for law enforcement officers, their immediate family members, and many others working in the field of criminal justice through completion of the DMV INV-32 form. Upon completion of this form, the DMV will disclose the address of the qualified person's employer in lieu of the employee's home address. The Santa Ana Police Department has set in place guidelines for the identification of those employees and family thereof who are recognized as qualified for this state program. The information in this training bulletin will provide employees with all of the information and steps necessary to complete a request for confidentiality of home address, as well as guidelines for removal of such status should circumstances relating to that particular vehicle change.

I. Eligible Classifications of Employees

The following are classifications of employees and family members who will be accepted as eligible for designation of DMV home address confidentiality status by the Santa Ana Police Department:

1. Active or retired peace officers as defined in §830 of the California Penal Code
2. Non-sworn police dispatcher
3. Non-sworn employees of the police department, detention facility, and those who submit verification that in the normal course of their employment, they control or supervise inmates or are required to have a prisoner in their care or custody. Letters of verification, to be completed on SAPD letterhead, dated and containing

original supervisor signatures will be completed for all non-sworn employees of the police department, with the exception of Police Dispatchers.

4. Active or retired city enforcement officers engaged in the enforcement of the CVC or Municipal Parking ordinances
5. Any employee of a trial court
6. The spouse, registered domestic partner or children of any of the above listed persons, regardless of their place of residence (boyfriends, girlfriends, fiancées and children thereof do not qualify)
7. The surviving spouse, registered domestic partner or children of a peace officer, if the peace officer died in the line of duty
8. Any police employee designated by the Chief of Police as being in a sensitive position. Letters of verification for those designated as being in a sensitive position must be on SAPD letterhead, dated and signed by the Chief of Police. This status shall remain in effect for 3 years at which time a new INV-32 form must be submitted, along with a new letter of verification.

II. Completion of the Request for Confidentiality Status

Once eligibility has been established, the INV-32 form must be completed as follows:

Press firmly on the form to ensure that the second copy is legible. This form will only be accepted with no errors or corrections.

1. Check all of the appropriate boxes
2. Fill in home address for mailing address
3. Type of service being requested (If the delete box is checked, only list DL/ID card and/or vehicle license plate numbers to be deleted).
4. Complete name as shown on DL/ID card and address of qualifying employee, spouse, children).
5. List DL/ID number and all vehicle license plates number to be updated for employee, spouse, registered domestic partner and/or children. **Note: Only a spouse, registered domestic partner and children are eligible for confidentiality of home address. Vehicles must be registered in qualifying employee or eligible family member's name.**
6. Do not relist spouse and children when adding an additional vehicle
7. Section D: Identify the Santa Ana Police Department and City of Santa Ana as the qualifying agency and city
8. Submit form to the Human Resources Division. The Human Resources Division Commander will sign all requests meeting the eligibility requirement as the employment verification information supervisor as required by State law.

The yellow copy of the INV-32 form will be retained in the employee's personnel file. Upon termination of employment, the Human Resources Division will forward the yellow copy to the California State Confidential Records Unit to suspense for removal in 3 years. In lieu of the yellow copy, an original INV-32 form completed with all of the pertinent information may be forwarded to this unit.

III. Changes to Status

Once confidentiality status has been approved, any changes or updates will require a new INV-32 form, along with a new verification letter if required as stated above. It is the employee's responsibility to submit any deletion changes to the INV-32 form **within 72 hours**. There is no need to notify the DMV when a vehicle with confidentiality has been sold. Upon transfer to the new owner's name, the confidentiality will be deleted.

Mandatory changes include the following:

1. Deleting spouse
2. Change in the legal or registered owner information on the registration title

Section 1808.4 (c) allows an employee and qualifying family members to retain the confidentiality of home address for 3 years following termination/resignation of employment. A retired peace officer is entitled to permanent confidentiality of home address. **Deletions prior to three years will only be processed upon receipt of a written request from the original qualifying employee.**

Summary

California law and Department guidelines provide an important measure of privacy for law enforcement employees and eligible family members. It is extremely important that all employees recognize the importance of protecting this privilege of privacy by recognizing who is eligible for DMV confidential home address status, filling out all forms correctly and in a timely manner, and making the necessary deletion of confidentiality when necessary and within the set guidelines.

Acknowledgment: This training bulletin was researched and prepared by Sgt. Jason Viramontes #2880.