

## **SAN DIEGO POLICE DEPARTMENT ORDER**

**DATE/TIME:** MARCH 5, 2019

**NUMBER:** OR 19-04

**SUBJECT:** DRIVER'S LICENCE INSPECTION

**COST CENTER:** 1914161211

**SCOPE:** ALL MEMBERS OF THE DEPARTMENT

**DEPARTMENT PROCEDURE AFFECTED:** N/A

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In accordance with Administrative Regulation 75.50, the Police Department is responsible for conducting driver's license inspections each year. A physical inspection of driver's licenses must be completed for all employees who drive City vehicles or their own vehicles on City business.

Commanding Officers are responsible for conducting these inspections to ensure sworn and civilian employees' licenses have not expired. They are also responsible for running an L-1 check on these driver's licenses to check for suspensions. The driver's license inspection form is available in the PD Enterprise. All units/commands should complete the driver's license inspection and update PD Enterprise no later than **Thursday, March 28, 2019**. Commands should keep a copy of the report for their own records.

Instruction on how to pull report in PD Enterprise.

1. Click on Reports
2. Report Section: Select Roster
3. Report: Select Inspection Report
4. Under Parameters Step I – Command: Select your command
5. Step 2 – Unit(s): Select Units
6. Step 3 – Report Type: Driver's License Inspection form
7. Step 4 – Summarize By: Name
8. Date: - Use Current Date
9. View (in a new tab) Report and Print

Please forward the completed report to the Human Resources Unit, MS 710. This copy will be maintained in the Human Resources Office for one year from the date of inspection.

If you have any questions, please contact Claudia Edwards at (619) 531-2913.

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Please read at squad conferences and give a copy to all personnel.