SAN DIEGO POLICE DEPARTMENT
ORDER

DATE/TIME: FEBRUARY 15, 2022 1700 HOURS

NUMBER: OR 22-09

SUBJECT: DRIVER'S LICENCE INSPECTION

COST CENTER: 1914161211

SCOPE: ALL MEMBERS OF THE DEPARTMENT

DEPARTMENT PROCEDURE AFFECTED: N/A

Portions of this document are deemed by the San Diego Police Department to be exempt from public disclosure because the public interest served by not disclosing the information clearly outweighs the public interest served by disclosure, pursuant to California Government Code section 6255.

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 **Wednesday, March 30, 2022.** 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 **(Redacted – record exempt)**.

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