



# SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



## 256.02 DMV CONFIDENTIALITY 03-19-2026

### PURPOSE

The purpose of this order is to establish procedures for requesting and granting Department of Motor Vehicles (DMV) confidentiality to department employees.

### POLICY

It shall be the policy of the Sacramento Police Department (SPD) that DMV confidentiality requests are granted in accordance with Vehicle Code § 1808.4.

### PROCEDURE

#### A. DEFINITION

1. Sensitive Position – Includes members of the department who make regular field contact (not at police facilities) with individuals (specifically suspects) or provide testimony in criminal court cases involving the same suspects (includes community service officers [CSO]).
2. Vehicle Code § 1808.4 - The California vehicle code section that provides authority to sworn officers, dispatchers, their families, and other designated SPD personnel to have confidentiality on their home addresses.

#### B. GENERAL

1. DMV Confidentiality requests shall only be granted to:
  - a. Active or retired police officers.
  - b. Police dispatchers.
  - c. The spouse or child of a police officer, or dispatcher, regardless of the spouse or child's place of residence.
  - d. Employees designated by the Chief of Police (COP) as being in a "sensitive position."
2. Officers and dispatchers requesting DMV confidentiality shall:
  - a. Complete DMV form INV 32 (Request for Confidentiality of Home Address).
  - b. Forward the INV 32 form to the Personnel Services Division (PSD) for processing.
3. Professional staff requesting confidentiality in accordance with the "sensitive position" designation shall:
  - a. Complete DMV form INV 32.
  - b. Complete a memorandum to the PSD manager that requests the DMV confidentiality and lists the job functions that may qualify as a sensitive person designation.
  - c. Forward the memo and INV 32 to PSD for processing.
  - d. Unless granted an exception by the COP, employees approved for the sensitive person designation will be allowed DMV confidentiality on the one primary vehicle in which they travel to and from the workplace.

#### C. REVIEW/APPROVAL OF REQUEST

1. PSD shall review and facilitate approval of all requests prior to forwarding to the DMV.
2. If eligibility of an employee is in question, the request shall be forwarded to the Professional Standards Unit (PSU) for review and approval.
  - a. If an application is denied, the employee shall be notified by PSD.

#### D. CONFIDENTIALITY EXPIRATION/REMOVAL

1. Retired officers shall be granted permanent confidentiality status by the DMV upon request.
2. Confidentiality for eligible sensitive position staff employees will require renewal every three years.
3. Employees who resign or are terminated will keep confidentiality status for three years. However, if the termination is the result of a criminal conviction, confidential status shall be removed immediately.



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4. PSD shall submit requests to the DMV to have employees that have been terminated or resigned removed from the confidentiality list. The DMV will remove the confidentiality status three years from the date of termination or resignation.

### E. AUDITS

1. PSD shall maintain a list of employees with DMV confidentiality.
2. Upon request, PSU shall conduct audits to review and update the database.