



SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



527.06 FICTITIOUS DRIVER LICENSE 05-23-17

PURPOSE

The purpose of this order is to establish procedures for the request and utilization of a fictitious driver license to be used during the scope of official police operations.

POLICY

It shall be the policy of the Sacramento Police Department that the Sergeant, Criminal Intelligence Unit (CIU), maintain control of fictitious driver licenses issued to Department employees.

PROCEDURE

A. PROCEDURE

1. Officers in need of a fictitious driver license shall submit a memorandum of request through the chain of command to their office chief. The request shall contain
 - a. The officer's full name, DOB, current California Driver License number, and the reason for requesting a fictitious license.
 - b. The full fictitious name, address, and identifying information to be used.
 - c. The identification of a different date of issue if needed.
2. Upon approval by the office chief, the request shall be forwarded to the CIU sergeant.
3. When the fictitious license is issued, it shall be sent to the CIU sergeant, and all the pertinent information shall be logged prior to delivery to the requesting officer.

B. RESPONSIBILITY

1. The CIU sergeant shall prepare
 - a. A letter for signature by the Captain, Office of the Chief, that shall be sent to the Department of Motor Vehicles (DMV) requesting the issuance of the fictitious license.
 - b. An annual report to the Chief of Police documenting the following:
 - (1) A current list of all SPD fictitious licenses and to whom they were issued.
 - (2) The original justification for each license issued.
 - (3) Appropriate justification for the officers' continuing to possess the fictitious license(s).
2. Officers possessing a fictitious license shall be responsible for using it only in the course of investigating actual or suspected violations of the law and will be held accountable for any misuse of the license.

C. POSSESSION

1. If a fictitious driver license is lost, the CIU Sergeant shall be notified immediately and shall advise DMV of the loss.
2. If the true driver license of an officer is suspended or revoked, the fictitious license shall be returned to the CIU Sergeant immediately.
3. When the fictitious license has expired or is no longer needed, it shall be forward to the CIU sergeant for return to the DMV.