



DEPARTMENT NOTICE

21-060
04/06/21

Inquiries into a Member's Own Vehicle or Driving Record (Re-issue DB 19-056)

Members are reminded that it is against state law and CLETS policy to conduct searches on their own records. **This includes all DMV inquiries** on a member's own vehicle or driving record. For example, even an officer's obtaining their personal vehicle information for the purpose of completing a DMV form such as *Request of Confidentiality of Home Address* is prohibited.

Per the DMV Manual for CLETS, "Information supplied to law enforcement agencies from the DMV records is intended strictly for the purpose of enforcing the law." CLETS Policies, Practices and Procedures state, in part, "Authorized personnel shall not inquire into their own record or have someone inquire for them."

The San Francisco Police Department CLETS coordinator is responsible for keeping the SFPD in compliance with these regulations. Members should know that SFPD's CLETS use is regularly audited and any potential CLETS system misuse will be forwarded to Internal Affairs for investigation.

Members should familiarize themselves with the **Official Info.**


WILLIAM SCOTT
Chief of Police

Per DN 20-150, all sworn & non-sworn members shall electronically acknowledge this Department document in PowerDMS. Members whose duties are relevant to this document shall be held responsible for compliance. Any questions regarding this policy should be made to sfpd.writtendirectives@sfgov.org who will provide additional information.