



DEPARTMENT NOTICE

24-158

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DMV Confidentiality

(Re-issue DN 19-198)

Members are reminded that **only** the Staff Services Division can make an official request to the DMV to have a member's home address made confidential.

Only sworn members (active or retired), Community Police Service Aides (active or retired), Community Police Service Aide Supervisors (active or retired), their spouses and children, registered domestic partners, and certain designated civilian employees qualify for DMV confidentiality. All other civilian employees, volunteers and significant others **do not** qualify for confidentiality. (See CVC 1808.4) DMV confidentiality is not available for persons on active parole or probation.

Members who wish to request DMV confidentiality must respond to the Staff Services Division **in person** with their driver's license, vehicle registration information, proof of Marriage or Domestic Partnership and complete DMV form *INV 32*. **This form must be completed at the Staff Services Division and not be taken to be completed at a later time.** Members shall also notify the Staff Services Division of any changes that affect the status of confidentiality, such as personal information, divorce or change of domestic partner status, in order to update DMV records.

The Staff Services Division is located at 1245 3rd Street, 5th Floor (Police Headquarters) PHQ and is open Monday through Friday, 0800-1700 hours. Questions regarding DMV confidentiality can be directed to the Staff Services Division at 415-837-7378.

A handwritten signature in blue ink that reads "William Scott".

WILLIAM SCOTT

Chief of Police

Per DN 23-152, all sworn & non-sworn Members shall electronically acknowledge this Department document in PowerDMS within (30) thirty calendar days of issuance. Members whose duties are relevant to this document shall be held responsible for compliance. Any questions regarding this policy should be sent to sfpd.writtendirectives@sfgov.org, who will provide additional information.