

Department of Motor Vehicles Confidentiality of Home Address

318.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines and procedures for eligible employees to request the confidentiality of their home address as maintained in the records of the California Department of Motor Vehicles (DMV). This policy applies to all sworn personnel and those non-sworn personnel who are employed in juvenile detention facilities and who, in the course of their normal employment, control or supervise detained youth or are required to have a detained youth in their care or custody, and all applicable family members (VC § 1808.4).

318.2 AUTHORITY AND REFERENCES

- Executive Committee;
- Vehicle Code § 1808.4;
- Penal Code § 830.5.

318.3 POLICY

Employees who are deemed eligible, pursuant to this policy and current law, to obtain the confidentiality of their home address as maintained by the Department of Motor Vehicles shall submit an original DMV INV 32 form requesting the confidentiality of their and their immediate family members' (spouse and children) home address(es). Employees shall follow the procedure described in this policy and adhere to all DMV requirements when requesting and completing the INV 32 form.

318.3.1 ELIGIBILITY REQUIREMENTS PER THE DMV

Per the DMV, eligible persons include the employee, their spouse and children. Not all individuals need to reside at the same address. At the time of application, the employee shall declare whether the spouse or child has been convicted of a crime and is on active parole or probation supervision.

318.4 PROCESSING OF DMV FORMS

The Probation Human Resources (HR) Division is responsible for the processing of DMV confidentiality requests.

318.5 NEW OR UPDATED REQUESTS

Eligible employees who desire the confidentiality of their DMV residential information or who wish to update a previously submitted request shall contact their immediate supervisor and request an INV 32 form. The employee's supervisor shall obtain the INV 32 form from their division and provide the form to the employee.

The employee is responsible for providing all required information. The DMV will not process forms containing any corrections or alterations. If errors are made, a new form shall be

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requested. Photocopies will not be accepted. Employees should refer to the back of the INV 32 form for specific instructions on completing the form.

Upon completion of the form, the employee shall submit the INV 32 form to their supervisor. The supervisor shall review the form and send it via inter-office mail to Stop #1470, attention Probation HR.

It is not necessary to submit a new INV 32 form when a vehicle is sold; the DMV will automatically delete the confidentiality upon transfer of title.

318.5.1 SPECIAL REQUIREMENT FOR NON-SWORN PERSONNEL

If an employee is non-sworn, but qualifies for confidentiality pursuant to section 1808.4(a)(13) of the Vehicle Code, a letter of verification shall be submitted with the INV 32 attesting to that fact. The letter must be on department letterhead, must be dated, and must be signed by the employee's supervisor or by a representative of the Probation HR Division.

318.6 DELIVERY OF REQUESTS TO THE DMV

Upon receipt, the INV 32 form will be reviewed and signed by the Probation HR Division Director or the department's DMV coordinator. The white copy will be forwarded to the DMV for processing, and the yellow copy will be retained in the employee's personnel file.

318.7 REMOVAL OF CONFIDENTIALITY

Following termination of office or employment, Probation HR shall remove the yellow INV 32 form from the employee's personnel file, shall note on the form(s) the date of termination or retirement and submit the form(s) to the DMV. In those situations where it is determined the employee submitted a confidentiality request to the DMV, but the yellow copy cannot be located, Probation HR shall complete a new form with the employee's name and submit that form to DMV.

Upon termination of employment, the confidential home address shall be withheld from inspection by the DMV for three years, unless the termination is the result of conviction of a criminal offense.

Per 1808.4 VC:

With respect to a retired peace officer, his or her home address shall be withheld from public inspection permanently upon request of confidentiality at the time the information would otherwise be opened. The home address of the surviving spouse or child listed in subparagraph (B) of paragraph (24) of subdivision (a) of VC 1808.4 shall be withheld from public inspection for three years following the death of the peace officer.

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