



City of Racine Police Department

Policy and Procedure

Number: 202

Subject: Member/Employee Driver's License Status Verification		
Date Issued: 3-6-81	Effective Date: 07-25-12	Revision Number: 3

POLICY:

The members and employees of the Racine Police Department who may be required to operate a motor vehicle during the normal course of their job shall have a valid driver's license with no restrictions that prevent them from performing their required duties.

It is the responsibility of the Department to perform periodic checks of the member/employee's driver's license status to ensure the integrity of the Department.

PROCEDURE:

Bi-Annually the Lieutenant of Planning/Special Events will verify each Department member/employee's driver's license status in the following manner:

**MEMBER/
EMPLOYEE:**

Contact your immediate supervisor as soon as you are aware that any of the following has happened to your driver's license:

1. Suspended.
2. Revoked.
3. Cancelled.
4. Expired.
5. New restrictions that prevent you from performing your required duties.

**LIEUTENANT
OF PLANNING
AND SPECIAL
EVENTS:**

1. Member/employee's driver's license status shall be checked on the month following their birthday and again six months later.
2. Notify the affected member/employee's Supervisor and Shift/Unit Commander, verbally and by memorandum if the member/employee's driver's license status is
 - a. Suspended
 - b. Revoked
 - c. Cancelled
 - d. Expired
 - e. Restricted to the extent the member/employee is prevented from legally performing his or her required duties.

SUPERVISOR:

As soon as you have been notified by the Lieutenant of Planning/Special Events, or a member/employee that is required to operate a motor vehicle in the performance of his or her job advises you that they no longer have a valid driver's license or new restrictions that prevent them from performing their required duties:

1. Do not allow the member/employee to operate any city-owned vehicles.
2. Make arrangements with the Shift/Unit Commander to permit the member/employee to work Administrative Duties.
3. Initiate a Supervisor's Complaint Report (PP141).
4. Complete an initial investigation at the shift/unit level to determine the overall circumstances.
5. Make the Shift/Unit Commander aware of the outcome of the investigation as well as your recommendations.
 - a. If the incident can be addressed adequately with a "training and instruction" notation, complete the entry and close out the paperwork.
 - b. If the incident warrants more serious action, forward the investigative paperwork through the Shift/Unit Commander to the Division Commander for review.

**SHIFT/UNIT
COMMANDER:**

1. Review the documentation provided by the Lieutenant of Planning/Special Events and supervisor, and forward a memorandum to the Division Commander with recommendations.
2. Ensure that the member/employee is assigned to administrative duties until the member/employee has regained a valid driver's license.

**DIVISION
COMMANDER:**

Review the documentation provided by the Shift/Unit Commander and determine the appropriate course of action.

**RELATED
PROCEDURES:**

[501 – Reporting Violations Observed by a Supervisory Officer](#)
[503 – Review of Supervisor's Complaint Report](#)
[Table of Contents](#)