



# GENERAL POLICE ORDER CLEVELAND DIVISION OF POLICE



EFFECTIVE DATE: <b>MARCH 1, 2002</b>	REVISED DATE: <b>March 19, 2012</b>	NO. PAGES: <b>1 of 3</b>	NUMBER: <b>1.3.05</b>
SUBJECT: <b>DRIVER LICENSE AND IDENTIFICATION CARD INSPECTION</b>			
ASSOCIATED MANUAL:		RELATED ORDERS:	
CHIEF OF POLICE: <i>Michael McGrath, Chief</i>			

*Changes are printed in Italics*

**PURPOSE:** To establish and maintain a Driver License *and employee identification card (ID)* verification system for personnel of the Cleveland Division of Police.

**POLICY:** As a term of employment and in accordance with Ohio law, Division members who operate a city vehicle shall maintain a valid Ohio Driver License. *All Division members shall maintain a current employee ID card.*

**PROCEDURES:**

**I. Inspection**

A. *Driver Licenses and ID cards shall be inspected twice each year.*

1. Supervisors shall physically view and conduct a status check on the *Driver Licenses of all sworn members (not on extended illness or suspension), and only those of civilians who operate city vehicles, assigned to their unit.*
2. *Supervisors shall verify the status of a member's Driver License by utilizing the Ohio Bureau of Motor Vehicles (BMV) online service at [www.bmv.ohio.gov](http://www.bmv.ohio.gov). To obtain a status check, click the "Online Services" menu and then click "View an Unofficial Copy of Your Driving Record." Enter the required information and click "Log-in." In the event that the BMV changes this process, supervisors shall use an alternate/revised process as directed by Divisional Notice.*
3. *Supervisors shall **not** use LEADS to perform Driver License status checks when conducting Driver License inspections. The use of the LEADS system for "Administrative purposes" is prohibited.*

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4. *Supervisors shall record the badge #, name, DL #, expiration date, valid/invalid status and remedial action taken on the Driver License and Identification Card Inspection Report (attachment).*
5. *Supervisors shall verify the status of a member's Driver License by performing a LEADS check if the member is involved as a driver in any motor vehicle accident.*
6. *Supervisors shall physically inspect ID cards of all members assigned to their unit to confirm each member is in possession of the appropriate ID, and indicate this information on the inspection report.*
7. *Members not having a current ID card shall complete an RMS report describing the circumstances of their lost/stolen/damaged ID card and shall report to the Photography Unit between 0800-1130 hours, or from 1400-1530 hours, Monday through Friday, to obtain a replacement ID. The Officer in Charge (OIC) shall coordinate the schedule with the OIC of the Photography Unit to insure minimum loss of personnel hours. No overtime shall accrue for this purpose.*
8. *Upon completion of the inspection process, Commanders shall forward a copy of the generated inspection reports and a consolidated inspection report for their entire district/bureau to their respective Deputy Chief. The consolidated report shall include: number of officers assigned, number of civilians assigned, and the number of Driver Licenses inspected. Deputy Chiefs shall forward the consolidated reports and inspection reports to the Inspection Unit before:*
  - a) *1<sup>st</sup> half of the year – June 30<sup>th</sup>*
  - b) *2<sup>nd</sup> half of the year – December 15<sup>th</sup>*

## **II. Restriction or change of status**

- A. *Members who receive restrictions or a change in the status of their Driver License shall immediately submit a Form-1 to their supervisor. The report shall contain the nature of the change or restriction, the cause and the time period involved.*
- B. *The supervisor shall advise the member of the time available to reinstate driving privileges.*

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1. Three days are allotted to remedy an expired Driver License before disciplinary action may be taken.
2. Thirty days are allotted to remedy restrictions, including a suspended Driver License, before disciplinary action may be taken.
3. *The supervisor shall document this advisement on the member's Form-1 and forward same through the chain of command to the office of their appropriate Deputy Chief.*

**III.** Discipline shall be initiated when:

- A. A member does not notify the Division of restrictions on, or changes in the status of their Driver License.
- B. A member cannot present a valid Driver License within the time period allowed by the Division.
- C. A supervisor discovers restrictions on a member's driving privileges when the member is involved *as a driver* in *any* motor vehicle accident.

**IV.** Special Conditions

- A. Absent special endorsements or conditional driving privileges granted by a court, it is a violation of Ohio law and Division policy to drive a personal vehicle to work if a member's Driver License is suspended or expired.
- B. Supervisors and members who observe a member operating a motor vehicle in violation of Ohio law shall take appropriate enforcement action.