

	KENOSHA POLICE DEPARTMENT			
	POLICY AND PROCEDURE			
	35.2 Employee's Driver's License			
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I. PURPOSE

To establish a procedure to check the driver's license status of employees of the Kenosha Police Department.

II. PROCEDURE

To ensure that all employees of the Kenosha Police Department, who operate City Vehicles during the course of their employment, are properly licensed, the following procedure shall be in effect:

1. All Assistant Chiefs, Commanding Officers, Shift Commanders or their designee shall inspect the driver's license file of each of the employees under their command once each year.
2. The inspection will be part of the annual evaluation of sworn personnel and the information will be entered in the appropriate area of the Employee Evaluation Form.
3. Inspection for supervisory personnel will be completed by November 15th of each year.
4. Inspections for non-supervisory personnel will be completed by March 15th of each year.
5. Inspection of civilian employees will be completed by November 15th of each year.