 YALE UNIVERSITY POLICE DEPARTMENT STANDARD OPERATING PROCEDURE <i>Serving with Integrity, Trust, Commitment and Courage</i> <i>Since 1894</i>	ORDER TYPE: NEED TO REFER	
	647 CHANGE IN DRIVER'S LICENSE STATUS	
	EFFECTIVE DATE: 27 FEB 2008	REVIEW DATE: ANNUAL

PURPOSE

The purpose of this order is to establish the lawful operation of patrol and other department vehicles and to ensure that the department receives timely notification by all sworn members of any change in the status of their driver's license.

POLICY

All sworn members of the department are required to maintain a valid Connecticut driver's license in accordance with Connecticut Statutes and General Order 404, Use of Department Vehicles.

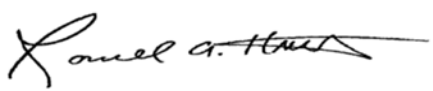
PROCEDURE

All sworn members of the department shall immediately notify the department in writing as soon as they become aware of a change in the status of their motor vehicle driver's license. Examples of changes in status requiring written notification include, but are not limited to: license expiration, suspension or revocation, and license classification. All sworn members should expect to be asked to confirm that they possess a valid Connecticut driver's license as part of their performance reviews.

SUPERVISOR RESPONSIBILITY

It shall be the responsibility of the supervisor to whom written notification of a change in driver's license status was made to forward the information upward through the chain of command. Supervisors shall routinely ask sworn members under their command if they possess a currently valid Connecticut driver's license during each performance review.

PER ORDER OF



RONNELL A. HIGGINS
DIRECTOR OF PUBLIC SAFETY AND CHIEF OF POLICE