

**DEPARTMENT OF MOTOR VEHICLES**  
**CONFIDENTIALITY**  
(May 2003)

**6248**

**Responsibility**

**All**

California state employees who supervise wards have the authority to request that any records maintained by the California Department of Motor Vehicles that contain the home address of the eligible employee and the spouse or children (regardless of the spouse or children's place of residence) are confidential. The confidentiality status can be established for the term of employment and continue for three (3) years following termination of employment.

For Confidentiality Status, as it applies to sworn peace officers refer to the 9400 Law Enforcement Handbook.

This authority is provided in Vehicle Code § 1808.4, and reads, in pertinent part:

"1808.4: (a) The home address of any of the following persons, that appears in any record of the department, is confidential, if the person requests the confidentiality of that information:

(8) Non-sworn police dispatchers.

(10) Active or retired peace officers, as defined in Chapter 4.5 (commencing with Section 830) of Title 3 of Part 2 of the Penal Code.

(11) Employees of the Department of Corrections, the Department of the Youth Authority, or the Prison Industry Authority specified in Sections 20017.77 and 20017.79 of the Government Code.

(13) Non-sworn employees of federal, state, and local detention facilities who submit agency verification that, in the normal course of their employment, they control or supervise wards or are required to have a prisoner in their care or custody.

(14) Non-sworn personnel in local juvenile halls, camps, ranches, and homes.

(17) The spouse or children of persons listed in this section, regardless of the spouse or children's place of residence.

**NOTE:** An employee's confidentiality will be maintained for three (3) years past termination of a conservation camp tour of duty.

## **PROCEDURE**

(May 2003)

**6248.1**

### **Responsibility**

#### **All**

To obtain confidential status, a current and original DMV Form INV 32 must be submitted. This is a two page NCR form containing a white and yellow copy. This form can be obtained from the Region or Area Office Fire Prevention Program Manager. These are controlled documents and cannot be duplicated for submission. DMV will reject all reproduced forms.

In addition, non-sworn personnel must submit verification, on department letterhead signed by the Camp Division Chief, that the named employee does, in the normal course of their employment, control or supervise wards or are required to have a prisoner in their care or custody. This verification letter must accompany the white copy of the Form INV 32 to DMV. The Camp Division Chief is also responsible for the submission of a Form INV 32, checking the "No Longer Qualified" block of section 2, for each of the camp's CDF employees who depart the conservation camp program. The date entered in the following "Date employment terminated\_\_\_\_\_" line will begin the three-year count for the end of confidentiality.

DMV's legal office has stated:

"After a thorough review of your request it has been determined that the following employees are eligible for confidentiality of home address pursuant to Section 1808.4 of the California Vehicle Code (CVC): 1) Forest Rangers, (2) Fire Captains, and (3) clerical staff, provided the following prerequisites are met:

1. The person claiming confidentiality of home address must make a request for such confidentiality; and
2. The requesting person must be an employee of a detention facility; and
3. The employing agency must submit a verification showing that the employee, in their normal course of employment, controls or supervises wards or is required to have a prisoner in his or her care or custody (Section 1808.4 (a) (13) (CVC).

## COMPLETION OF THE FORM INV-32

(May 2003)

6248.2

### Responsibility

**All**

The form can be used for single or multiple requests for an individual(s), license number(s), or vehicle(s). Complete sections 1, 2, 3, and 4, as appropriate.

#### **Section 5. Qualifying Employee Information:**

Use only subsection A, State of California, marking box "N" Forestry. This applies for all Schedule "A" , Schedule "B" employees and any other agency employee that has been appointed a County Fire Warden/Peace Officer by the Director under Penal Code §830.3. DO NOT MARK ANY BOX IN SECTION 5. B., 5. C., OR 5. D.

#### **Section 6. Employment Verification Information:**

The Department of Motor Vehicles has designated seven positions within CDF to have authority to sign the Form INV 32. Those positions are: Deputy Chief - Law Enforcement in Sacramento (1), Deputy Chief - Fire Prevention in Santa Rosa and Fresno (2), and Division Chief - Fire Prevention in Santa Rosa, Redding, Fresno, and Riverside (4).

## **Section 7. Certification:**

The employee requesting confidentiality is to date, sign, enter in Job Title/Classification, Badge Number and telephone number. NOTE: With Job Title/Classification, the statement "Peace Officer" or "Non-Peace Officer" must be included. DMV will reject any Form INV 32 that does not have one of these statements included with the Job Title/Classification. Only sworn peace officers can show the wording "Peace Officer" NOTE: "Public Officers" appointed under Penal Code §830.7 ARE NOT ELIGIBLE for Confidential Status under Vehicle Code §1808.4.

Upon completion of the INV 32, submit the form to the Area, Region, or Sacramento Fire Prevention Section, as appropriate, for signature in the Employment Verification Information block. The white copy and the department verification letter will then be submitted directly to DMV and the yellow copy forwarded to the Sacramento Fire Prevention – Law Enforcement Section for record keeping.

[\(see next section\)](#)

[\(see HB Table of Contents\)](#)

[\(see Forms or Forms Samples\)](#)