3-09/320.35 - Personnel Administration's Processing Unit Responsibilities

Personnel Administration’s Personnel Operations Unit will be responsible for coordinating the processing and forwarding of all Department employees’ Request for Confidentiality of Home Address (INV 32) to the Department of Motor Vehicles. This includes any new requests, changes, or deletions to an active or retiree’s confidentiality attached to a vehicle registration or driver license.

The Personnel Operations Unit will ensure the Request for Confidentiality of Home Address (INV 32) received for processing be “Content Noted” by the qualifying employee’s unit commander.

Personnel Operations Unit will be responsible for verifying an employee’s eligible job title, item classification, employee number in the County-Wide Timekeeping and Payroll Personnel System (CWTAPPS), and reviewing the DMV printouts submitted by the unit for eligibility established by the California Vehicle Code before submitting a Request for Confidentiality of Home Address (INV 32) to the Director of Personnel for signature approval.

To ensure the validity of confidentiality records approved by the Sheriff’s Department, Personnel Operations Unit shall submit a Request for Confidentiality of Home Address (INV 32) to DMV whenever an employee resigns or has a change in their eligibility status (i.e., resignation from the Department or change to nonâ€‘sensitive from a sensitive position). All pertinent information shall be noted on the INV 32 and forwarded to DMV, who will place the confidentiality record in “suspense” for removal in three years from the resignation date or change in eligibility status. Retirees with peace officer status are exempted.

Additionally, a yearly random audit of professional staff promotions and transfers shall be conducted to ensure their continued eligibility status for confidentiality.