

## 2017

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### • **17-001: Release of Department of Motor Vehicles (DMV) License Plate Information to City of Compton Parking Enforcement, Municipal Law Enforcement Services (MLES), and/or Code Enforcement**

#### **PURPOSE**

The purpose of this Station Order is to establish procedures for releasing Department of Motor Vehicles (DMV) license plate information to the city of Compton Parking Enforcement, Municipal Law Enforcement Services Department (MLES) and/or Code Enforcement.

#### **ORDER**

The following procedures shall be followed when the city of Compton Parking Enforcement, MLES or Code Enforcement personnel contacts Compton Station dispatch for license plate information:

1. The call shall be transferred to the Watch Deputy.
2. Ensure the city employee requesting the information is calling from the city of Compton Parking Enforcement Dispatch Center [REDACTED TEXT]. No information shall be provided if the city employee is calling from a different telephone number, such as a cell phone number from the field. NO EXCEPTIONS.
3. Obtain the caller's name, rank/position, and employee number (Ensure the individual requesting the information is on the attached roster under Security Division, Parking Enforcement, and/or Code Enforcement).
4. Obtain and verify their supervisor's name (Andre Brown or Robert Childs). If any other supervisor name is provided, politely refuse to provide information.
5. After steps 1-4 are followed, provide the license plate information and inform the caller the provided information is for the purposes of official parking enforcement business only.
6. Document the information requested in the paper log binder located in dispatch and create a service call documenting the request.
7. The Watch Deputy shall clear the call accordingly.
8. If any issues arise, place the city employee on hold and discuss the issue with the Watch Sergeant or Watch Commander.
9. Dispatch a tow company, if one is requested by the caller and log the tow request.

The supervisor for the city of Compton Parking Enforcement and MLES is Andre Brown [REDACTED TEXT]. Attached to this unit order is the roster for MLES, Parking Enforcement, and Code Enforcement.

Any questions regarding the aforementioned procedure can be directed to the Community Relations Sergeant or Service Area Lieutenant.

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