



KANSAS CITY MISSOURI POLICE DEPARTMENT

**PROCEDURAL INSTRUCTION**

DATE OF ISSUE

02-28-2019

EFFECTIVE DATE

02-28-2019

NO.

19-02

SUBJECT

Missouri Department of Revenue Actions

AMENDS

REFERENCE

RSMo. 302.304, 302.291.1, 303.330, 301.301

RESCINDS

PI 13-04  
DM 08-06, 99-13, 12-02

## I. INTRODUCTION

This written directive provides a reference for members to contact the Missouri Department of Revenue (DOR). Strict penalties, including criminal fines and civil suits, will apply to the Kansas City Missouri Police Department (Department) if personal information on driver/non-driver license records or vehicle registration records are improperly released or misused.

## II. POLICY

- A. Personnel Records Section will supply the DOR with a roster of current members each month.
- B. New members or members recently transferred from a covert assignment will not be able to apply for or receive the DOR driving records until the subsequent month, or as soon as practicable.
- C. Members currently working in covert assignments will need to contact their administrative staff for assistance when requesting driving records.
- D. Members will not release driver license or vehicle registration information except in vehicular accidents to the parties involved.
- E. Citizens who request information from their driver/non-driver license records or vehicle registration records will be instructed to contact the DOR.
- F. Members may also restrict personal information on their driver license and vehicle registration records to prevent the information from being obtained by any business or individual not specifically authorized to receive such information. This information can be restricted by completing the Confidential Record Request, DOR Form 4568, available at most Missouri DOR - License Bureau Offices or online.

### III. TABLE OF ANNEXES

This directive has been arranged in annexes for easy reference.

ANNEX A	Suspension/Revocation Actions
ANNEX B	Request for Missouri Driver Record
ANNEX C	Driving Condition Report, DOR Form 4319
ANNEX D	Replacing Stolen License Plates and/or Tabs

Richard C. Smith  
Chief of Police

Adopted by the Board of Police Commissioners this \_\_\_\_\_ day of \_\_\_\_\_ 2019.

Nathan Garrett  
Board President

**DISTRIBUTION:** All Department Personnel  
Public View Master Index – Internet  
Department Master Index – Intranet  
Policy Acknowledgement SyStem (PASS)

### SUSPENSION/REVOCACTION ACTIONS

When a record check reveals that a person's driver license or vehicle license plate(s) have been suspended, revoked, or a demand order has been issued by the DOR, the member will:

- A. Take possession of the driver license, if presented.
- B. Take possession of the vehicle license plate(s), only if the vehicle is on public property and the recovery is in the presence of the operator or registered owner.
- C. Advise the subject that the driver license/vehicle license plates have been suspended/revoked and that any questions regarding the suspension/revocation should be directed to the DOR.
- D. Obtain a computer printout of the DOR response showing the suspension/revocation or demand order. The Department member will sign the printout with his/her name and serial number.
- E. Forward the driver license/vehicle license plates along with the computer printout to the DOR, License/Plate Surrender Desk in the following manner:
  1. Place the driver license in a standard white Department envelope.
  2. Do not use staples or paper clips on the driver license. Tape may be used to attach the driver license to the DOR computer printout.
  3. Place the vehicle license plates in a 10" x 13" Department envelope and mark the envelope as "Third Class."
  4. Address the envelope to:

Missouri Department of Revenue  
ATTN: License/Plate Surrender  
301 West High Street – Rm 370  
Jefferson City, MO 65105-0100
  5. Place the sealed envelope in the outgoing inter-department mail for postage.
- F. Note the license type and number, reason for recovery, location of recovery, and final disposition in the notes section of the Computer Aided Dispatch System.

**REQUEST FOR MISSOURI DRIVER RECORD**

- A. Members requesting a Missouri driver record for court use will:
1. Complete the Certified Driver Record Request for Government Agencies, DOR Form 4170, available in the Word Templates folder on the Information (I) drive. **[REDACTED]**
  2. In the "ADDRESS" box, the member will use the address for Police Headquarters regardless of the member's assignment.
  3. Place the completed DOR Form 4170 inside a white Department envelope with the Department return address pre-printed.
  4. Address the envelope as follows:  
  
Driver License Bureau  
DL Record Center  
P.O. Box 2167  
Jefferson City, Missouri 65105
  5. Forward the envelope through inter-departmental mail to the Mail Room where postage will be affixed and the request will be mailed.
- B. The DOR record will be sent to the Mail Room where it will be forwarded to the member who made the request.
- C. Members will ensure that any driving record obtained for court is not viewed by unauthorized persons. (Attorneys are exempt if involved in the case.) When the record is no longer needed, it must be shredded in order to prevent unintentional disclosure to unauthorized personnel.

**DRIVER CONDITION REPORT, DOR FORM 4319**

- A. The Driver Condition Report, DOR Form 4319, must state that the person completing the report reasonably and in good faith believes the driver cannot safely operate a motor vehicle.
- B. The DOR Form 4319 may be completed by a sworn member of the Department. The DOR Form 4319 may, also, be completed by those listed on the form.
- C. Any impairment must be based on personal observation or physical evidence, which will be described in the report or the report will be based upon the investigation of a member.
- D. Documentation should only include the driving habits or behaviors and/or any medical condition, which attributes to their impairment.
- E. A traffic citation is not required to complete the form.
- F. Place the completed form inside a white Department envelope with the Department return address pre-printed.
- G. Address the envelope as follows:  
  
Driver License Bureau  
P.O. Box 200  
Jefferson City, Missouri, 65105-0200
- H. Forward the envelope through inter-departmental mail to the Mail Room where postage will be affixed and the form will be mailed.

**REPLACING STOLEN LICENSE PLATES AND/OR TABS**

A. Members encountering citizens wishing to report (phone-in or walk-in) stolen license plates or tabs will advise the citizen:

1. A police report is not required to obtain the replacement plates or tabs.
2. That they may receive up to two sets of replacement plates or tabs per year at no cost (with the exception of a processing fee) with a completed and notarized Application for Replacement Plates and Tabs, DOR Form 1576.
3. To respond to any of the Missouri license offices, or the Department of Revenue website, <http://dor.mo.gov/motorv/tabtheft.php>, for access to the DOR Form 1576.
4. That the notarized application and a processing fee may be sent to any of the Missouri license offices, or mailed to:

Missouri Department of Revenue  
Motor Vehicle Bureau  
P.O. Box 100  
Jefferson City, MO 65105-0100

B. Any questions may be directed to the Missouri Department of Revenue website.