



KANSAS CITY MISSOURI POLICE DEPARTMENT

PROCEDURAL INSTRUCTION

DATE OF ISSUE

11-15-13

EFFECTIVE DATE

11-15-13

NO.

13-4

SUBJECT

Missouri Department of Revenue Suspension/Revocation Actions

AMENDS

REFERENCE

RSMo. 302.304 and 303.330

RESCINDS

PI 08-4

I. INTRODUCTION

To set guidelines for recovering driver licenses and vehicle license plates due to suspension/revocation actions issued by the Missouri Department of Revenue (DOR).

II. PROCEDURE

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 DOR, the officer will:

- A. Take possession of the driver license, if presented.
- B. Take possession of the vehicle license plates, 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 his/her driver license/vehicle license plates have been suspended/revoked and that any questions regarding the suspension/revocation should be directed to DOR.
- D. Obtain a computer printout of the DOR response, if available, showing the suspension/revocation or demand order. The officer 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 police department envelope.

NOTE: Do not use staples or paper clips on driver licenses. Tape may be used to attach the driver license to the DOR computer printout.

2. Place the vehicle license plates in a 10" x 13" police department envelope and mark the envelope as "Third Class."

3. Address the envelope to:

Missouri Department of Revenue
ATTN: License/Plate Surrender Desk
Driver License Bureau
P.O. Box 200
Jefferson City, Missouri 65105

4. 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 on the Daily Activity Log, Form 112 P.D..

Darryl Forté
Chief of Police

Adopted by the Board of Police Commissioners this _____ day of _____
2013.

Alvin Brooks
Board President

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