



KANSAS CITY, MO. POLICE DEPARTMENT

**PROCEDURAL INSTRUCTION**

DATE OF ISSUE

08-26-08

EFFECTIVE DATE

08-26-08

NO.

08-4

SUBJECT

**Missouri Department of Revenue  
Suspension/Revocation Actions**

AMENDS

REFERENCE

RESCINDS

Procedural Instruction 03-15

**I. PURPOSE**

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 subject's driver license or vehicle license plates 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.

James D. Corwin  
Chief of Police

Adopted by the Board of Police Commissioners this \_\_\_\_\_ day of \_\_\_\_\_ 2008.

Terry J. Brady  
President

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