



SUBJECT: DRIVER'S LICENSE STATUS	POLICY NO: 217.1-217.5
DISTRIBUTION: Sheriff's Office	NO. PAGES: 3
EFFECTIVE DATE: January 30, 2023 REVISION DATE: January 30, 2026	
SPECIAL INSTRUCTIONS:	

217.1 PURPOSE:

The purpose of this policy is to ensure that a Yuma County Sheriff's Office ("Office") employee who operates a motor vehicle in the course of their employment possesses a valid Arizona driver's license.

217.2 POLICY:

An Office employee who operates a privately owned or County-owned vehicle in the course of their employment shall be required to possess a valid Arizona driver's license and immediately notify their immediate supervisor as to a change in status of that driver's license.

217.3 DEFINITIONS: None.

217.4 PROCEDURE:

- A.** An employee who operates a privately owned or County-owned vehicle in the course of their employment shall be required to possess a valid Arizona driver's license.
- B.** The employee shall **immediately** notify their immediate supervisor when they receives notice that their driver's license status has been restricted, canceled, disqualified, suspended, revoked or refused by a court of law, an authorized law enforcement officer or the Arizona Department of Transportation, Motor Vehicle Division.
 - 1. The employee shall also prepare a written memorandum to their immediate supervisor outlining the details of the change in their driver's license status.
- C.** An employee who is unable to perform their normally assigned duties because the status of their driver's license has changed:
 - 1. Will not be allowed to drive a vehicle under any circumstances;
 - 2. May, for up to thirty (30) calendar days from the date of the driver's license status change, be considered for assignment to an existing non-driving position, provided the assignment does not involuntarily displace any other employee.


Approved: 
Leon N. Wilmot, Sheriff

Date: January 30, 2023

- D. If, after thirty (30) calendar days, the status of the employee's driver's license is still restricted, canceled, disqualified, suspended, revoked or refused, the employee will not be allowed to work until they have exhausted all of their vacation time.
1. No assignment will be specifically created to accommodate an employee whose license has been suspended or revoked unless it is in the best interest of the Office.
 2. If no other job placement is possible, the Sheriff or their designee may approve an unpaid leave of absence based upon work demands of the Office.
 3. The employee will be terminated if leave is not possible.

217.5 AMENDMENT:

This policy is subject to amendment, revision and/or rescission as required.

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