

COVINGTON POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

Subject: PROCEDURES FOR SUSPENDED LICENSES

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I. Purpose

To provide guidelines and procedures for the proper processing of persons arrested for driving with a suspended or revoked driver's license.

II. Statement of Policy

It shall be the policy of the Covington Police Department to enforce all laws pertaining to the operation of motor vehicles in the City of Covington. During a traffic stop, an officer will check the status of a person's driver license in order to ensure that the person has a legal privilege to drive a motor vehicle.

III. Procedures

A. If a traffic law violator is stopped and a check of the driver's license reveals that the license is suspended, the officer shall:

1. Make sure there is a service date on the record.
2. If the driver has been served with notice of a suspended license, (i.e., service date on record is evidence of notice), the officer shall arrest for driving with a suspended license and issue a citation under OCGA 40-5-121. [Georgia Code Chapter List](#)
3. Arrange for removal of driver's vehicle. (See SOP P160, Vehicle Impound). [P160- Vehicle Impounds.doc](#)
4. Take possession of any suspended license(s) the driver has in his possession and attach to the citation. (Do not release the person on a copy of the citation, e.g. R.O.T.)

B. If a check of the driver's license shows that the license is suspended, but does not have a service date on the record, the officer shall:

1. Serve the driver with Official Notice of Personal Service and take any suspended Georgia driver's license in his/her possession.

2. Suspended Georgia licenses should be attached to the Notice of Personal Service and turned into the Support Services office.
 3. The driver must be given a copy of the Official Notice of Personal Service.
 4. No citation or arrest is made on any person without a service date on the record, unless the officer finds evidence of service through local records.
- C. If the driver cannot surrender his license, (license lost, not in person's possession, etc.), the driver must complete an affidavit.

This SOP supersedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE:

Stacey L. Cotton
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Chief of Police