



NEW ORLEANS POLICE DEPARTMENT OPERATIONS MANUAL

CHAPTER: 13.25

TITLE: LOST OR MISPLACED DRIVER'S LICENSE

EFFECTIVE: 12/3/2017

REVISED: Replaces Policy 223

PURPOSE

The purpose of this policy is to provide instructions when any member of the Department loses a person's driver's license during the course and scope of their duties.

PROCEDURE

1. When a member of this department loses another person's driver's license during the performance of their duties the following actions shall be taken as required for the state of issue.
2. Lost Louisiana driver's license:
 - (a) The member shall complete an interoffice correspondence (form 105) containing the below information:
 - i. The name, date of birth, sex, address, city, state and zip code of the individual whose license was lost;
 - ii. The driver's license number; and
 - iii. A brief explanation of how the license was lost or misplaced.
 - (b) The correspondence shall be signed by the member responsible for the loss and submitted to his/her unit commander for approval.
 - (c) The member shall complete a **Lost Driver's License Form # 178** and obtain the required signatures.
 - (d) The completed forms shall be distributed as follows:
 - i. Copies of both forms will be maintained in the member's unit file.
 - ii. The original correspondence and a copy of Form # 178 will be attached to the citation (if applicable) and forwarded according to the regular procedure for forwarding citations. If licenses are lost in the course of an investigation or other administrative procedure without a citation, the two forms shall be forwarded to the SOD Traffic Citation Processing Office.
 - iii. The original Form # 178 will be hand delivered or mailed via certified mail by the employee responsible for the loss of the driver's license to individual whose license was lost. The individual whose license was lost shall be instructed to report to a Driver's License Office with the form.

- iv. A copy of the certified receipt indicating the signature of the person to whom delivered shall be attached and maintained with the correspondence and Form #178.
3. Lost driver's license from a state other than Louisiana:
 - (a) The member responsible for the loss shall complete the **Lost Driver's License - Out of State (Form #177)** as follows:
 - i. The form shall be completed (typed) by the member responsible for the loss.
 - ii. Every portion of the form shall be completed, except the Citation Number section if it is inapplicable.
 - iii. The member responsible for the loss shall place his/her first and last name in the Reference Section of the form.
 - iv. The member will then submit the completed form to his/her Unit Commander for processing.
4. The Unit Commander, or his/her designee, shall sign the form, ensuring a copy is given to the individual whose license was lost.
 - (a) In the event the license is lost after the issuance of a citation, and the individual has left the area or his/her whereabouts is unknown, the Commander signing the correspondence shall ensure the member responsible for the loss mails a copy of the form to the address listed on the citation.
 - (b) A copy of the certified receipt indicating the signature of the person to whom delivered shall be attached and maintained with the correspondence and Form #177.
 - (c) In the event the license is lost during an investigation, or if the individual's local whereabouts is known, the Commander shall ensure the individual is supplied with a copy of the form prior to his/her departure from the city. The individual whose license was lost shall be instructed to report to his/her local governmental agency responsible for issuing the license to obtain a duplicate.