

**CALIFORNIA HIGHWAY PATROL**

**GENERAL ORDER 10.13**

**REVISED NOVEMBER 2025**

**EMPLOYER PULL NOTICE PROGRAM**

1. PURPOSE. The purpose of this General Order (GO) is to provide information regarding the Employer Pull Notice (EPN) Program agreement between the California Highway Patrol (CHP) and the California Department of Motor Vehicles (DMV).

2. GENERAL.

a. In 1982, DMV's Division of Driver Safety and Licensing developed an automated procedure to supply information to employing agencies as actions or activity appeared on designated employee driving records. This program, known as the EPN Program, was designed to provide timely notification to employers when the driver's license of an enrolled employee was suspended, revoked, or restricted. The program also assists employing agencies with meeting the requirements of Section 1808.1 of the California Vehicle Code (CVC). This section requires employers with vehicles for which the driver is required to have a Class A, Class B, or a Class C driver's license with any endorsement issued pursuant to Section 15278 of the CVC, or other specified certificates, to participate in a pull-notice system and enroll these drivers in the DMV's EPN Program.

b. In 1985, the CHP elected to participate in the EPN Program. The EPN Coordinator assigned to the Internal Affairs Section (IAS) is responsible for managing the Department's EPN Program. Utilizing a unique DMV requestor code, the EPN Coordinator obtains a DL 414, Driver Record Information, showing an enrolled driver's current public record as recorded by DMV.

c. The DMV sends a DL 414 to the EPN Coordinator under the following circumstances:

(1) Initial Enrollment. An initial DL 414 is provided by DMV for each new employee entered into the DMV EPN Program database. The EPN Coordinator is responsible for reconciling any new entries producing an error message from the DMV system to ensure successful enrollment of all uniformed employees and any nonuniformed employees required to be enrolled in DMV's EPN Program as specified in paragraph 2.a.

(2) Annual. Following enrollment, a DL 414 is provided by DMV annually from the employee's date of enrollment.

(3) Action or Activity. The DMV provides a DL 414 when any of the following actions or activities are added by DMV to an enrolled employee's driving record:

- (a) Convictions.
- (b) Failures to appear.
- (c) Accidents.
- (d) Suspensions or revocations.
- (e) Any other actions taken against the driving privilege.

(4) Courtesy Notifications. The DMV provides a courtesy DL 414 when any of the following expiration dates are approaching:

- (a) Driver's license expiration.
- (b) Medical certificate expiration on a commercial driver's license (CDL).

### 3. POLICY.

a. All uniformed employees and any nonuniformed employees **required** to maintain a valid driver's license and/or CDL, per the classification specification Minimum Qualifications (MQ) or Special Requirements, shall be enrolled in the EPN Program.

b. The EPN Coordinator is the liaison with DMV for the EPN Program and is responsible for adding and deleting employees from the DMV database. Enrollment will be completed utilizing the DMV's Secure online hub. All DL 414s are to be maintained by the EPN Coordinator.

c. The Department's Enforcement and Planning Division, Commercial Vehicle Section (CVS), is responsible for enforcement of Section 1808.1 of the CVC, Records of Department, including verification of employer enrollment in the EPN Program. (Refer to GO 84.1, Office of Primary Interest for Motor Carrier Safety Matters.)

(1) The EPN Coordinator will notify CVS when a departmental nonuniformed commercial driver transfers to a position which requires a CDL.

(2) The CVS will keep a current list of commercial drivers who are required to be enrolled in the program. The list will include the full name, ID number,

class of license, and CDL number of each commercial driver. The EPN Coordinator will request an electronic copy of the commercial driver list from CVS on a quarterly basis to ensure departmental compliance with Section 1808.1 of the CVC.

d. Notifications.

(1) When a DL 414 indicates the driver's license has expired, a medical certificate or hazardous materials endorsement on a departmental commercial driver's CDL has expired, restrictive action has been applied to a driver's license (e.g., restriction, suspension, revocation), or such action has been terminated and driving privileges have been reinstated; the EPN Coordinator will route a copy of the DL 414 to the Department's Internal Affairs Section and CVS, if applicable, for appropriate action.

4. PROCEDURES.

a. Employee Enrollment.

(1) Addition of Uniformed Employees.

(a) New Officers. As each Cadet Training Class graduates, the Academy will compile the signed California DMV EPN Program form, INF 1101, Authorization for Release of Driver Record Information, for each new officer. The INF 1101 is forwarded to the EPN Coordinator for enrollment of new officers in the program the first working day following graduation.

(b) Reinstatements. Upon reinstatement of a uniformed employee, Uniformed Hiring Section (UHS) will notify the EPN Coordinator of the full name, ID number, and effective date of reinstatement of the employee. The UHS shall obtain a signed INF 1101 for the reinstated employee and forward the form to the EPN Coordinator for enrollment in the program.

(2) Addition of Nonuniformed Employees.

(a) New Employees. The Selection Standards and Examination Section (SSES), Classification and Hiring (CH), will obtain a completed INF 1101 from the hiring command upon appointment to the respective nonuniformed classification and route the form to the EPN Coordinator. The EPN Coordinator will add the employee to the EPN Program. (Refer to Annex A for a list of nonuniformed classifications required to maintain a valid driver's license.)

NOTE: The EPN Coordinator will notify CVS of newly hired employees who are required to possess a CDL per the classification specification MQs or Special Requirements to ensure CVS' commercial driver list is current.

(b) Reinstatements. Upon reinstatement of a nonuniformed employee, SSES, CH, will notify the EPN Coordinator of the full name, ID number, and effective date of reinstatement of the employee. The SSES, CH, shall obtain a completed INF 1101 from the hiring command and forward the form to the EPN Coordinator for enrolment in the program.

(3) Removing Employees. Employee separations will be obtained from the Separation Report provided to the EPN Coordinator monthly by Human Resources Section (HRS). Additionally, SSES, CH, will notify the EPN Coordinator when any departmental nonuniformed employee transfers to a position which does not require a driver's license or CDL. Removal of employees will be completed by the EPN Coordinator within 14 days of notification.

(4) Biannual Enrollment Review. The EPN Coordinator will request a list of employees enrolled in the EPN Program from DMV biannually. The list will be reviewed for accuracy by comparing it with a list of eligible departmental employees. The EPN Coordinator is responsible for correcting any discrepancies in enrollment.

b. Distribution and Retention of Driver Records.

(1) Driver records are classified as confidential. Departmental procedures for transmitting confidential materials shall be strictly followed. Refer to Highway Patrol Manual (HPM) 11.1, Administrative Procedures Manual, Chapter 26, Classified Materials, for routing of printed driver records. Refer to HPM 40.4, Information Security and Administration Manual, Chapter 3, E-Mail, and Chapter 18, Acceptable Use Policy, for electronic routing of driver records.

(2) Departmentally approved methods for the destruction of confidential waste materials shall be strictly followed when disposing of driver records. Refer to HPM 11.1, Chapter 11, Records Management, and HPM 40.4, Chapter 1, General, for details regarding appropriate records disposal procedures.

(3) Electronic copies of the DL 414 received from DMV will be retained by the EPN Coordinator for 13 months, at which time they will be permanently deleted.

(4) The INF 1101 will be retained electronically by the EPN Coordinator while enrolled in the program. The EPN Coordinator will route a copy to HRS, Personnel Files Services, to be retained in the Official Personnel File for life of employment.

(5) Commands required to present the DL 414 as proof of enrollment in the EPN Program during terminal inspections conducted by the Department must maintain an electronic or paper file of annual DL 414s for each employee until replaced by a new annual DL 414. Subsequent DL 414s received as a result of activity or action shall be retained with the employee's annual DL 414 until a new record is received. The DL 414 shall be reviewed, signed, and dated by the commander or designee (an electronic signature is acceptable). Upon receipt of a new annual DL 414 for an employee, the previous year's DL 414, and any records received as a result of action or activity, shall be purged as described in paragraph 4.b.(2).

OFFICE OF THE COMMISSIONER

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## **ANNEX A**

### **NONUNIFORMED CLASSIFICATIONS REQUIRING A VALID DRIVER'S LICENSE OR COMMERCIAL DRIVER'S LICENSE**

Below is a list of nonuniformed classification titles and classification codes requiring a valid driver's license or commercial driver's license, and the section of the classification specification referencing the requirement:

- Automobile Mechanic (6851) – Minimum Qualifications (MQ)
- Automotive Technician I (6832) – Special Requirements
- Automotive Technician II (6830) – Special Requirements
- Automotive Technician III (6829) – Special Requirements
- Heavy Truck Driver (6378) – MQ
- Lead Motorcycle Mechanic (6858) – MQ
- Maintenance Worker (2029) – MQ
- Manager Motor Carrier Safety Program (3944) – MQ
- Motor Carrier Specialist I (3930) – MQ
- Motor Carrier Specialist II (3928) – MQ
- Motor Carrier Specialist III (3927) – MQ
- Motorcycle Mechanic (6852) – MQ
- Telecommunications Facilities Technician I (5125) – Special License Requirement
- Telecommunications Facilities Technician II (5126) – Special License Requirement
- Warehouse Worker (6220) – MQ

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