

	POLICY & PROCEDURE	SERIES # 1001	PAGE 1 OF 2
	SUBJECT		EFFECTIVE DATE
	PUBLIC VEHICLE PERMITS		02/24/2020
			OVERSIGHT Support Services
DISTRIBUTION ALL MANUALS	AMENDS/SUPERSEDES/CANCELS P&P #1001 dated 02/20/03.		

I. PURPOSE:

The Purpose of this policy is to provide guidelines for conducting investigations of applicants for a City Taxicab Drivers Permit. (See Hampton City Code Chapter 38)

II. POLICY:

The Police Division will investigate all applicants for a City Taxicab Permit in accordance with current Federal, State and City laws.

III. PROCEDURE:

A. Investigations of applicants for a City Taxicab Drivers Permit:

The following procedure will be adhered to by all Central Records Unit personnel in the course of receiving applications and public vehicle driver's license and conducting investigations as to the accuracy of the information found therein:

1. The application will be completely filled out by the individual seeking the taxicab permit. The applicant will provide all information required by the City Code.
2. Each applicant will be questioned as to his/her understanding of the questions and if there is any part of the application which he/she does not understand. Explanations will be provided about any portion of the form which the applicant may not understand.
3. Each application will be notarized only after all information requested on the form is provided and number "B" of this procedure is completed.
4. A Record Information Requisition will be filled out by Central Records personnel from information received from the Application for Public Vehicle Driver's License form.
5. The copy of the requisition, and any information received from the requisition will be attached to the application and will be made a part thereof.

APPROVED:
CHIEF OF POLICE



6. The Central Records Section Commander, or his designee will review the application in whole and will recommend issuance or rejection of all applications for accuracy, in accordance with the Hampton City Code.
7. Records information may not be requested or received via the telephone from any source.
8. The personal history of an applicant may be discussed with an applicant only if and limited to areas germane to the application.

B. Inspections of Public Vehicles

1. Each public vehicle and the equipment therein in use within the city will be inspected by the Special Projects Unit at least once annually in accordance with Hampton City Code Sec. 38-24.
2. The Special Projects Unit will also be responsible for ensuring that every taxicab for which a certificate is issued subsequent to July 1, 2010 is no more than seven (7) model years of age. (Determined by the model year of the vehicle not the manufactured date. i.e. a model year 2018 vehicle which was manufactured in September 2017 may be in use until January 1, 2026).

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