Department of Children & Family Services
Building a Stronger Louisiana

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Bobby Jindal, Governor
Suzy Sonnier, Secretary

Sample Issued 11/2013

M E M O R A N D U M

TO: _____
Caddo CW

FROM: _____
Vehicle Officer

RE: Flag on Driver's License

DATE: _____

It has come to my attention that you may be in violation of DCFS Policy 1-15 State Vehicles and Driver Program. A recent review of your Driving Record has revealed that your Driver's License has a FLAG attached to it. This flag will not allow you to renew your license until all fines (if applicable) are paid.

A report received on _____from OMV associates the following flag code(s) and violation(s) with your name and license information:

SUS/AF - suspension based on failure to appear in court for a traffic offense.

DOA/Office of Risk Management has determined that state employees are not allowed to drive state vehicles or their own personal vehicle on state business if they have an SUS/AF flag on their license.

You are not allowed to drive on State business until you provide written documentation from OMV that this matter has been resolved. Further, you are not eligible for travel expense mileage reimbursement. Your immediate supervisor has been provided a copy of this letter. Please resolve this matter and return written documentation from OMV showing clearance or reinstatement, as soon as possible. Upon receipt, you will be notified that your driving privileges, on state business, have been reinstated.

I have attached information from LA Office of Motor Vehicles which will be helpful to you in clearing up this matter. If you have questions, please contact me at _____.

Copy: Supervisor
Appointing Authority
Executive Counsel
Support Services Unit Manager

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SAMPLE