

MVD Procedural Quick Update

#15

RE: Transaction Prohibition – Self or Family Members
Effective date: Immediate

Date: September 22, 2006
To: All MVD
From: Mac Lewis, MVD Policy and Procedures Manager

[This is the latest in a series of procedural updates. These updates deal with specific MVD procedures and practices. Managers and Supervisors should consistently distribute the updates to all personnel and integrate them into regular information and training sessions.]

Motor Vehicle Division employees and agents may not ever process or participate in MVD transactions that affect themselves or any relation by blood or marriage within the third degree, as defined in State Personnel Board Regulation 1.7.1.7.

This update reaffirms and clarifies MVD policy that has been in place for at least two years.

The Taxation and Revenue Department's Standards of Performance and Conduct for all TRD employees (Section 3.11) require that, "Employees shall not issue their own drivers' licenses, vehicle titles, etc., or tax-related transactions, unless approved in advance by a supervisor of the Department."

Because the Motor Vehicle Division must be particularly sensitive to maintaining high ethical standards for its employees and agents, we have chosen to go a step further than TRD and require that no MVD employee or agent may ever process or participate in an MVD transaction that affects him or her or any relation by blood or marriage within the third degree.

As defined in State Personnel Board Regulation 1.7.1.7, a relation by blood or marriage within the third degree includes a spouse, domestic partner, parent, mother-in-law, father-in-law, step-parent, children, domestic partner children, son-in-law, daughter-in-law, step-child, brother, step-brother, brother-in-law, sister, step-sister, sister-in-law, grandparent, grandchild, uncle, aunt, nephew, niece, great-grandchild, and great-grandparent.

If there is no one in the MVD field office who can process the transaction (i.e. who is neither the customer nor related within the third degree to the customer), then the customer will have to return another day or go to another field office.

Please refer any comments or questions regarding this Quick Update to Mac Lewis, Policy and Procedure Manager at mac.lewis@state.nm.us.
