

# Memorandum

**TO: ALL DEPARTMENT PERSONNEL**

**FROM:** Anthony Mata  
Chief of Police

**SUBJECT: DUTY MANUAL REVISIONS:  
DRIVER UNDER THE INFLUENCE**

**DATE:** March 10, 2022

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APPROVED

Memo# 2022-004

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## **BACKGROUND**

The Department has amended the following Duty Manual sections to update the procedures to complete DUI investigations.

## **ANALYSIS**

The Duty Manual has been revised to reflect changes described below. Additions are shown in *italics and underlined*. Deletions are shown in ~~strike-through~~ form.

**R 1558      DRIVER UNDER THE INFLUENCE: (FORM CHP-202) (~~COUNTY FORM 909 A~~):**  
*Revised 03-10-22*

This form is used to report the facts and circumstances surrounding an incident involving an *impaired* drinking driver; to indicate that the person involved was admonished of *their* his/her rights; and to report when an *impaired* drinking driver refuses to submit to a chemical analysis of such person's blood, breath or urine.

**R 1559      ADMIN PER SE (FORM DS367) (~~FORM DS 360~~):**  
*Revised 03-10-22*

*This form is used* for all DUI drivers (unless under age 21). *It is* issued in all cases regardless of the ~~status of the~~ driver's license status (suspended or never acquired a CDL). ~~Must issue~~ *The* driver's copy *must be issued* at *the* time of arrest/processing to begin the DMV suspension action on that case. In those cases where the driver has never had a license, *the* DMV will assign an X-number and initiate the suspension order.

**R 1560      ADMIN PER SE (FORM DS367M) (~~FORM DS 360A~~):**  
*Revised 03-10-22*

*This form is used* in place of the above form for *all DUI* drivers under the age of 21 with a BAC of .01 or greater. ~~Above~~ *This* forms *is* NOT interchangeable *with Form DS367*.

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**R-1561**      ~~OFFICER'S STATEMENT (FORM DMV DS 367):~~

*Deleted 03-10-22*

~~This form will be filled out by officers in all arrests when the suspect has been arrested for driving under the influence of alcohol or alcohol and drugs.~~

~~OFFICERS STATEMENT (DMV 367M): This form is similar to the DS 367 and is used when the violator is under 21 years of age.~~

**ORDER**

Effective immediately, all Department personnel shall adhere to the above Duty Manual sections.



Anthony Mata  
Chief of Police

AM:SD:JJ