

**DEPARTMENT TRAFFIC COORDINATOR  
TRANSIT SERVICES BUREAU**

**NOTICE**

December 23, 2021

8.1

**TO:** All Department Personnel

**FROM:** Department Traffic Coordinator

**SUBJECT:** DEPARTMENT OF MOTOR VEHICLES – ADMINISTRATIVE PER SE FORM

**PURPOSE**

The purpose of this Notice is to advise of the requirement for officers arresting a driver for being under the influence to complete the Department of Motor Vehicles (DMV) Administrative Per Se (Admin Per Se), Form DS 367 or DS 367M, and attach it to the arrest report.

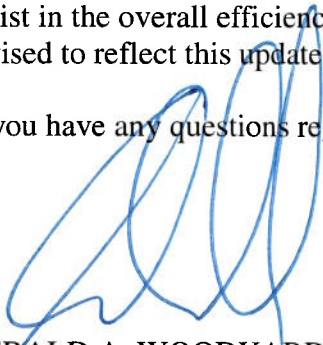
**BACKGROUND**

The Admin Per Se is comprised of several pages and is utilized by the DMV Driver Safety Office for administrative purposes. The Admin Per Se contains relevant information completed by the arresting officer(s) regarding the enforcement stop, interaction, arrest, and any additional information regarding the arrest of a community member for driving under the influence. Currently, the Department requires that Page 3, entitled “Law Enforcement,” of the Admin Per Se be attached to arrest reports as delineated in Volume 4, Section 343.30.

**PROCEDURE**

Effective immediately, the arresting officer(s) shall also copy Page 1 (front and back) and Page 2 of the Admin Per Se and attach these pages to the arrest report. The information completed by the arresting officer(s) on these pages is subject to discovery under Section 1054.1 of the California Penal Code. Consequently, the inclusion of these pages with the arrest report will assist in the overall efficiency of the criminal proceedings. The Department Manual will be revised to reflect this update.

If you have any questions regarding this Notice, please contact Traffic Group, at (213) 486-0690.



GERALD A. WOODYARD, Deputy Chief  
Department Traffic Coordinator  
Transit Services Bureau

APPROVED:



DANIEL RANDOLPH, Deputy Chief  
Chief of Staff  
Office of the Chief of Police

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