

OFFICE OF OPERATIONS

OPERATIONS ORDER NO. 1

January 11, 2008

**SUBJECT: ADMINISTRATIVE PER SE ORDER OF SUSPENSION -
REVISED AND RENUMBERED**

EFFECTIVE: IMMEDIATELY

PURPOSE: With the reorganization of the Department of Motor Vehicles (DMV), the Administrative Per Se (APS) Forms are now being processed by one of two DMV district offices in Los Angeles County. Additionally, the Driving Under the Influence (DUI) Administrative Per Se Order of Suspension/Revocation Temporary License Endorsement, Form DS 360, has been deactivated and replaced by the following forms:

- * AGE 21 AND OLDER OFFICER'S STATEMENT, Form No. DS 367;
- * UNDER AGE 21 OFFICER'S STATEMENT, Form No. DS 367M; and,
- * AGE 21 AND OLDER OFFICER'S STATEMENT - SPANISH, Form No. DS 367SP.

This Order advises Department personnel of the two DMV district offices, and of the form title and form number changes. This Order also revises Operations Notice No. 4, 2007, *Administrative Per Se Order of Suspension - Revised*.

PROCEDURE:

- I. **EMPLOYEE'S RESPONSIBILITIES:** Officers are reminded that it is the individual officer's responsibility to mail all original copies (white copies) of the APS forms directly to one of the below-listed DMV district offices. Other than the Law Enforcement copy (yellow copy), the original copies of the APS forms should **not** be attached to the arrest report for records clerks or other Department personnel to mail at a later date. The forms shall be mailed as follows:

A. All Operations-Valley Bureau (OVV) Areas.

Department of Motor Vehicles
Van Nuys Driver Safety District
6150 Van Nuys Boulevard, Suite 205
Van Nuys, California 91401
Telephone: (818) 376-4217

B. All Other Geographic Areas.

Department of Motor Vehicles
El Segundo Driver Safety District
390 North Sepulveda Boulevard, Suite 2075
El Segundo, California 90245
Telephone: (310) 615-3500

Questions regarding this Order should be directed to
Traffic Coordination Section, Emergency Operations Division, at
(213) 847-1630.

AUDIT RESPONSIBILITY: The Commanding Officer,
Special Operations Bureau, shall monitor compliance with this
directive in accordance with Department Manual Section 0/080.30.

EARL C. PAYSINGER, Assistant Chief
Director, Office of Operations

DISTRIBUTION "A"