

OFFICE OF OPERATIONS

OPERATIONS ORDER NO. 1

May 12, 2011

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

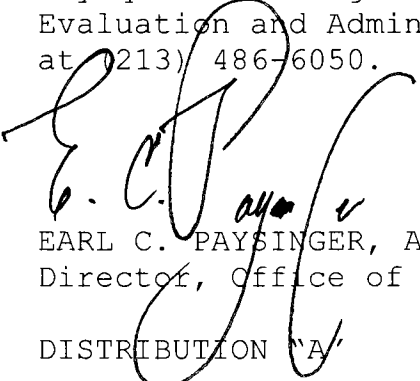
**EFFECTIVE: IMMEDIATELY**

**PURPOSE:** This Order amends Operations Order No. 1, *Administrative Per Se Order of Suspension - Revised and Renumbered*, dated January 11, 2008. Typically, Records and Identification (R&I) Division is responsible for providing the Department of Motor Vehicles (DMV) with copies of the arrest reports; however, due to staff shortages, the information required to process reports for DMV hearings has been delayed. In an effort to better facilitate the DMV in expediting the Driving Under the Influence (DUI) administrative hearings, all officers shall attach the arrest face sheet and narrative, coupled with the DMV Administrative Per Se form.

**PROCEDURE: ADMINISTRATIVE PER SE ORDER OF SUSPENSION -  
REVISED.**

**Employee's Responsibilities.** All officers are reminded that when completing a DUI arrest investigation, it is the investigating officer's responsibility to mail all DMV copies of Administrative Per Se forms as well as the arrest face sheet and narrative directly to the appropriate DMV office. Instructions for sending the Administrative Per Se forms will remain the same as delineated in Operations Order No. 1, 2008.

Any questions regarding this Order should be directed to the Evaluation and Administration Section, Office of Operations, at (213) 486-6050.



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

DISTRIBUTION "A"