

DEPARTMENT TRAFFIC COORDINATOR  
SPECIAL OPERATIONS BUREAU

NOTICE  
16.2

September 24, 2010

**TO:** All Commanding Officers

**FROM:** Department Traffic Coordinator, Special Operations Bureau


**SUBJECT:** COMPLETION OF DRIVING UNDER THE INFLUENCE RESPONSE  
STATEMENT REPORT - REMINDER

The California Government and Los Angeles Administrative Codes allow public agencies to collect fees when Department employees respond to a Driving Under the Influence (DUI) traffic collision. These fees may be collected provided that the driver who committed the violation, which the officer determines is the proximate cause of the collision, is determined to have been driving under the influence and the officer arrests the driver for Section 23152 of the California Vehicle Code or a higher offense. Additionally, in order for fees to be assessed, a traffic collision report must be completed.

When the Department seeks to recover these fees, officers shall complete a DUI Response Statement Report, Form 04.03.02. Employees are reminded that the DUI Response Statement Report shall accurately document the amount of time each officer spent conducting the at-scene investigation, completing follow-up investigations and writing the related reports. The times indicated on the DUI Response Statement Report shall be accurately reflected on the Traffic Daily Field Activities Report, Form 15.52.07, or the Daily Field Activities Report, Form 15.52.00. A copy of the Area Command Center printout for the incident shall be reviewed and attached to the DUI Response Statement form. The DUI Response Statement Report shall then be forwarded to the DUI Cost Recovery Coordinator, Traffic Coordination Section, along with copies of the Arrest Report, DUI Face Sheet and Traffic Report.

If you have any questions regarding this Notice, please contact Traffic Coordination Section, Emergency Operations Division, at (213) 486-0690.

APPROVED:

  
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Department Traffic Coordinator  
Special Operations Bureau

STEPHEN R. JACOBS, Commander  
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