

OFFICE OF OPERATIONS

ORDER NO. 16

May 23, 1995

TO: All Traffic Court Liaison Units

FROM: Director, Office of Operations

SUBJECT: DRIVING-UNDER-THE-INFLUENCE COURT SUBMISSION FORM

EFFECTIVE: Immediately

PURPOSE

This Order implements the Driving-Under-the-Influence (DUI) court submission form entitled: "LAPD DUI SUBMISSIONS." The purpose of this form is to document and track all DUI arrest reports submitted to the City Attorney's Office.

INFORMATION

In a recent Semi-Annual DUI audit, the Department Traffic Coordinator recommended that a standardized method of documenting and tracking DUI arrest reports be implemented in all court liaison units within the City. A universal method of documentation is necessary because a wide variance in record keeping methods exists among the various liaison units. A standardized form is necessary in order to conduct an accurate and complete Citywide Semi-Annual DUI audit as required by Manual Sections 2/920.01 and 2/1020.15.

PROCEDURE


All traffic court liaison units shall utilize the form entitled: "LAPD DUI SUBMISSIONS." All DUI arrest reports submitted to the City Attorney's Office shall be documented on this form.

NOTE: This is a temporary form. Copies of the form should be made from the master copy provided (see attached).

Driving-Under-the-Influence
Court Submission Form
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1.2.1

RECORD RETENTION

The "LAPD DUI SUBMISSIONS" form shall be retained at the Traffic Courts Liaison Units for a period of two years. Then the "LAPD DUI SUBMISSION" form will be sent to the City Records Center and kept in accordance with current retention procedures.


BAYAN LEWIS, Assistant Chief
Director
Office of Operations

Attachment

DISTRIBUTION "O-1"

