

<b>MESA POLICE</b>  Department Policy Manual	<b>DUI – Reports &amp; Forms</b>	<b>DPM 2.7.60</b> Effective 10/13/2017 Revised 06/24/2025
Approved by: <b>Chief of Police</b>	Chapter: Traffic Related Incidents	Page: <b>1 of 3</b>

## 1. PURPOSE

This policy provides Mesa Police Department (MPD) members with applicable forms and form completion processes for DUI investigations.

## 2. DUI REPORTS/FORMS [ALEAP 22.4D]

- A. The following forms/reports shall be completed for Driving Under the Influence (DUI) arrests:
  1. [DPM 2.7F11 DUI Report](#).
  2. MVD Admin Per Se/Implied Consent Affidavit.
  3. [DPM 2.7F12 Blood Test - Statement of Rights and Acknowledgment](#) or [DPM 2.7F12S Blood Test - Statement of Rights and Acknowledgment \(Spanish\)](#).
  4. [DPM 2.4F10 Mandatory Fingerprint Compliance](#) (if alcohol misdemeanor).
  5. General Offense (GO) report in Records Management System (RMS).
- B. The following forms shall be completed for DUI arrests if booked:
  1. [DPM 2.7F15 Drug Influence Evaluation](#) (if conducted).
- C. The following documents shall be attached to DUI reports:
  1. Motor Vehicle Division (MVD) printout of driver license status.
  2. Motor Vehicle Division (MVD) printout of prior convictions.
  3. Triple I printout of criminal history.

## 3. MVD ADMIN PER SE / IMPLIED CONSENT AFFIDAVIT [ALEAP 22.4D]

- A. Officers are to complete an Admin Per Se form for every DUI investigation. Do not use expired versions of the form, as ADOT will reject them.
  1. The admonitions on the back of page 1 must be read verbatim to the suspect prior to the blood draw.
  2. Officers are to keep all copies of the form.
- B. Officers are responsible for ensuring the form is completed appropriately, and the MVD is responsible for serving all Admin Per Se and Implied Consent suspensions.
- C. On the form:
  1. Check the appropriate type of suspension requested (e.g., 90 days for submitting to the test or 1 year for refusing to test).
  2. Leave the date/time served blank.
  3. There is no need to issue a temporary driving permit; thus, officers will not complete the bottom of the form.

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- D. Officers will **not** take possession of the suspect’s driver license, regardless of the type of suspension being requested or the impairing substance the person is under the influence of.
- E. Officers will inform the suspect that their address must be updated with the MVD.
  - 1. Failure to update may result in the suspect missing important information reference their suspension and opportunity to request a hearing before the suspension takes effect.
- F. The form must be completed the same day as the arrest and placed in the Admin Per Se basket at the officer’s respective district to be sent to the Traffic Unit.
- G. The Traffic Unit is responsible for ensuring the form was completed correctly and that a legible copy of the form is scanned and uploaded into the Report Management System (RMS).
  - 1. If an officer receives a follow-up request from the Traffic Unit for any issues with the form, the officer shall make necessary corrections and return to the Traffic Unit as soon as possible.
  - 2. When complete, the Traffic Unit will send the Admin Per Se form to the MVD within 30 days.

## REFERENCES

- [DPM 2.4F10 Mandatory Fingerprint Compliance](#)
- [DPM 2.7F11 DUI Report](#)
- [DPM 2.7F12 Blood Test - Statement of Rights and Acknowledgment](#)
- [DPM 2.7F12S Blood Test - Statement of Rights and Acknowledgment \(Spanish\)](#)
- [DPM 2.7F15 Drug Influence Evaluation](#)