



FIELD ORDERS

Chapter

TRAFFIC MANAGEMENT and ENFORCEMENT

Subject

DUI Forms

ARREST RECORD (BOOKING SHEET)

Use this form to document basic information relating to the suspect, suspect vehicle, charges, suspect property, telephone calls made by the suspect, release information, and suspect fingerprints. Complete an arrest record on all adult DUI arrests whether a misdemeanor or felony. If the arrestee is a juvenile, complete a Juvenile Referral form.

1. Complete the form with the information requested.
2. Have the suspect sign for personal property.
3. On the backside of the white copy of the form, document, and the suspect should sign for, any phone calls made by or on behalf of the suspect. This is also the location for the four finger fingerprint pats and thumbprints.
4. Document to whom the suspect was released.

ALCOHOL INFLUENCE REPORT (AIR)/ STANDARDIZED FIELD SOBRIETY TEST (SFST) WORKSHEET

Use this form to aid in a DUI driver investigation. Use the form to explain the field sobriety tests to the suspect and to accurately record the suspect's actions, statements, and behavior. Also use the form to document environmental conditions at the time of arrest. Complete an AIR on every DUI arrest whether misdemeanor or felony.

1. When administering the DUI tests, give the instructions to the suspect as they appear on the form. Note the suspect's response when asked, "Do you understand?" If the suspect does not understand the instructions, clarify any misunderstandings by repeating all instructions if necessary.
2. Diagrams and lines are included for each test to enable the officer to easily and quickly document the results on the worksheet. Do not repeat the SFST results already noted on the worksheet in a supplement, but document additional observations or clarifying comments in a supplement.
3. Document all applicable information requested on the form. This includes information about Miranda warnings, Admin Per Se warnings, suspect interview, chemical testing, environmental conditions, suspect behavior, appearance, handcuffing procedure, phone calls, and release information.

4. Document the phlebotomist information as outlined in FIELD Order [4038/Blood/Breath/PBT Testing](#) on the form when blood draws occur during DUI search warrants or at the DUI task force command center.
5. There is an “additional comments” section for documenting anything that is not covered on the form.

ADMIN PER SE/IMPLIED CONSENT AFFIDAVIT

Use and complete this affidavit in all DUI cases and, when appropriate, for violations of ARS [4-244.33](#). If the suspect has a BAC of .08% or higher or refuses the test, forward the affidavit to MVD. If the test results are below .08%, file the affidavit in the DR only.

1. If breath testing was used, complete the following portions of the affidavit:
 - a. The heading, which includes the SPD DR number, DUI citation numbers, all applicable charges (check boxes), and DUI suspect information.
 - b. The officer's certification of the incident including the date and time of the incident and the probable cause for arrest. Give a detailed synopsis of the facts leading to probable cause for the arrest such as speeding, weaving, performance on SFST, number of HGN clues, and PBT showing the presence of alcohol.
 - c. Read each portion of the admonitions section and check off the box after each portion is read to the suspect.
 - d. Do not mark the type of test until it is given. When the breath test is finished, write in the result.
 - e. Check the injury box if serious physical injury resulted from the suspect's actions, either to the suspect or others.
 - f. Write “Maricopa” for the hearing location. Officers may also note which office they prefer (Mesa, Phoenix or Tempe).
 - g. Your name, badge number, and signature (arresting officer).
 - h. Agency name (Scottsdale Police Department), ORI number (AZ0072500), station (district), and agency address (9065 E. Via Linda, Scottsdale, AZ 85258)

- i. The test operator's name (person administering breath test), badge/ID number, and signature.
 - j. Complete the order of suspension by filling in the date served, checking the appropriate box, serving the suspect a copy and attaching the suspect's Arizona driver license if possessed by the suspect.
 - k. Stamp the form "Forward to MVD immediately" and put it in the Records inbox for processing. Records immediately mails the form to MVD. MVD must receive the Ad Min Per Se form within five days of date served.
2. If blood and/or urine testing only is used, the arresting officer will complete the same sections as in number 1 with the following exceptions:
 - a. Leave the "results" section blank until the results are received.
 - b. For the "test operator's name" write in the officer's name and then "(Witness)".
 - c. The arresting officer maintains this form until the test results are received.
 - d. The "date served" area will be left blank and completed by MVD when they serve the suspect the order of suspension.
3. If the suspect refused all testing or a specific test without cause, the arresting officer will complete the same sections as in number 1 with the following exceptions:
 - a. Leave the "results" section blank.
 - b. Complete the section describing how the suspect refused to complete the offered test. This may include statements such as the suspect refused verbally and the suspect refused to physically blow into the device.
 - c. If blood was offered, leave the "test operator" section blank. If breath was offered, the officer should run a blank test to show the device was working and complete the "test operator" blank.
 - d. Immediately serve the suspect by filling in the "date served", checking the appropriate box, serving the suspect a copy, and attaching the suspect's Arizona driver license if the suspect possesses it.

- e. Stamp the form "Forward to MVD immediately" and forward it to Records for processing.

**DUI BLOOD
RESULTS/DESTRUCTION
NOTICE**

Ask the suspect to initial the form. Give the form to the suspect that consents to a blood test or has blood drawn pursuant to a search warrant. Sign the bottom of the form stating a copy was given to the suspect. The suspect also signs for receiving a copy of the form. If the suspect refuses to sign, write "refused" on the signature line.

CITATION

Complete a citation listing all appropriate charges for all misdemeanor DUI offenses whether the suspect is an adult or a juvenile. Use both civil and criminal violations. Do not issue citations in felony traffic related cases.

**SUPPLEMENT REPORT
FORM**

Complete a supplement when needed to document additional information that cannot be recorded on the arrest record, AIR, Admin Per Se Affidavit, or citations.

DRE EVALUATION FORM

If drugs are suspected and a DRE is called out, the DRE may complete a report using the DRE Evaluation form. The DRE includes this form in the DR.

**INCIDENT REPORT FORM
(FACE SHEET)**

Complete a face sheet for all Aggravated DUIs titling the report "Aggravated DUI". Complete a face sheet for any incident involving other crimes not related to the DUI.

COURT FORMS (FORM IV)

Complete form IVs and any additional court forms for all felony arrests. Also complete these forms for misdemeanor arrests only when the suspect is going to be held in-custody to see a judge or magistrate.

**FORENSIC EXAMINATION
REQUEST**

Complete when blood or urine is tested for any drug list any suspected drug categories on the request form.

**INTOXILYZER CHECKLIST
for DUPLICATE TESTING**

Complete the checklist for all breath tests administered. Up to four tests may be recorded on one form. Use a second form if a second series of tests is given. Retain all used test cards and forward to Records. When using the checklist, test operators place their initials next to each completed step.

