

SOURCE: Department of Health and Human Services, Forensic Tests for Alcohol Branch

PURPOSE AND USE: To aid in securing and recording pertinent information regarding the impairment of the physical and mental faculties of persons charged with driving while impaired.

NUMBER TO BE COMPLETED: Two (2)

DISPOSITION: Original - Retained by charging officer for use in the prosecution of persons charged with DWI and for any related administrative hearing.

Copy - May be given to the District Attorney's office for prosecution and/or defense attorney according with your agency policies.

RETENTION SCHEDULE: At a minimum of one year after the disposition of the case or longer in accordance with your agency's retention schedule.

COMPLETION: This form is to be completed by the officer completing the arrest.

Upper left hand box:

1. Complete driver's full name: first name, middle initial and last name.
2. Enter approximate weight of driver.
3. Check the appropriate box for Gender.
4. Check the appropriate box if Minors in Vehicle.
5. Circle if the test was Breath or Blood.
6. Enter the results of the 1st and 2nd breath test results if applicable.
7. Check the appropriate box for Vehicle Crash.
8. Check appropriate box if driver is Injured.
9. Enter appropriate Date (mm/dd/yyyy) and Time (0:00) of arrest to include AM or PM.

Upper right hand box:

10. Enter your agency name to include troop and/or district, if applicable. Do not abbreviate your agency name. Enter PD, SO, SD, etc. after agency name, if applicable.
11. Enter your name. First, middle initial, last name.
12. Enter your citation number or appropriate agency case number.
13. Enter Drug Recognition Officer's name. First, middle initial and last, if applicable.
14. Enter City / County of arrest.
15. Enter Street and/or Highway where violation occurred.

Phase I:

16. Initial Observation: Record what drew your attention to the vehicle and include any violations of law (when you first noticed the driver, observations of traffic violations, wide turns, weaving, drifting, swerving, signaling inconsistent with driving, slow speed, slow reaction to traffic signals, unusual driver's actions, blank stare, gripping the steering wheel tightly, driving with one's face close to the windshield, slouching in the seat, slow response, and staring straight ahead with eyes fixed, etc.).
17. Observation of Stop: Failed to immediately stop, stopped too far from a curb or at an inappropriate angle, stopped too short or beyond road edge or line, and jerky or abrupt stop, etc. Unusual driver's actions, blank stare, etc. not previously noted.

Phase II:

18. General Observation: Observation of driver, condition of clothing, attitude, speech, ability to follow instruction, etc.
19. Breath: Describe the odor of alcoholic beverages on the driver's breath.
20. Observation Prior to Arrest: List any pertinent statements by the driver made during the stop and arrest. Describe any difficulty with motor skills prior to arrest.
21. Odors: Describe any odor other than alcohol pertinent to the arrest.

Phase III:

22. Psychophysical Tests: Record time (0:00), check box AM or PM, and enter location where tests were performed.

Horizontal Gaze Nystagmus: Record the results for each eye independently of each other.

23. Check the appropriate blocks for contacts or glasses, if applicable.
24. Check yes or no if tracking equally.
25. Check yes or no if able to follow stimulus.
26. Check yes or no if vertical nystagmus.
27. Use explanation section for other pertinent information.

Walk and Turn

28. Record the appropriate information after having the driver perform the walk and turn along a straight line in a heel-to-toe manner, to turn around as described, and to walk back in a heel-to-toe fashion.

One Leg Stand

29. Record the appropriate information after having the driver perform the test as described from "one-thousand one to one thousand thirty".

Finger To Nose

30. Optional - If used, record where suspect touches facial area.

Romberg Balance

31. Optional - If used, record the manner the driver is swaying; used one arm and leg figure if front to back, two arms and legs if side to side. Record actual time the suspect estimated was 30 seconds - stop after 90 seconds.

Alcohol Screening Test Device

32. If used, record make, model and serial number of device.
33. If used, record the test time(s) (0:00) and result(s) of alcohol screening device.
34. If the test results are 0.08 or greater, you are required to wait 5 minutes and administer an additional test, then record the time and results. If second test is more than 0.02 under first reading, disregard the first reading.

Back of DHHS 4064, Miranda Rights

35. Check yes or no if Miranda rights were advised.
36. Check yes or no if Miranda rights waived.
37. Record location given, date (mm/dd/yyyy), time (0:00) and check AM or PM.

Questionnaire (when entering date (mm/dd/yyyy) and time (0:00)).

38. Record the answers to the questions listed.
39. Record any known passengers, name, age and relationship.
40. Record any known witnesses, name, address and phone number.

NOTES: