

# Reporting DUI or Physical Control

## DIAS Forms

When you are reporting a DUI under 46.61.502, Physical Control (PC) under 46.61.504 or any state, county, or city ordinance **you must follow the directions below.**

## Convictions / Deferred Prosecution Revoked

**Use** the following charge descriptions when reporting **DUI/Physical Control**:

### Description Code:

- **A12** – For all refusals
  - No check box in conditions for refusal required anymore
- **A21** – For all alcohol only
  - Either “No Test” or “BAC” is required
- **A22** – For all drugs or THC only
  - Either “Drugs Related” or THC Level” is required
- **A23** – For both alcohol and drug related
  - Must select either “No Test” or “BAC” **and**;
  - Either “Drugs Related” or “THC Level”

\* **Use only the codes highlighted with green border.**

~~A04 - DUI with BAC  $\geq$ .04~~

~~A08 - DUI with BAC  $\geq$ .08~~

~~A10 - DUI with BAC  $\geq$ .10~~

~~A11 - DUI with BAC  $\geq$  \_\_\_~~

A12 - Refused test

~~A20 - DUI of alcohol or drugs~~

A21 - DUI of alcohol

A22 - DUI of drugs

A23 - DUI of alcohol and drugs

**Do not use** the following charge descriptions when reporting **DUI/Physical Control**:

### Description Code:

- A04 – DUI with BAC  $\geq$ .04
- A08 – DUI with BAC  $\geq$ .08
- A10 – DUI with BAC  $\geq$ .10
- A11 – DUI with BAC  $\geq$  \_\_\_

\* **Reason**

*These are only used for out of state conviction, on the drop-down list so out of state courts can submit convictions as well.*

## Deferred Prosecutions

### Description Code:

- **A20** – DUI OF ALCOHOL OR DRUGS
  - No conditions are required

**Note:** For deferred prosecutions, only the A20 code should be used.

\* **Use only the code highlighted with green border.**

~~A04 - DUI with BAC  $\geq$ .04~~

~~A08 - DUI with BAC  $\geq$ .08~~

~~A10 - DUI with BAC  $\geq$ .10~~

~~A11 - DUI with BAC  $\geq$  \_\_\_~~

~~A12 - Refused test~~

A20 - DUI of alcohol or drugs

~~A21 - DUI of alcohol~~

~~A22 - DUI of drugs~~

~~A23 - DUI of alcohol and drugs~~

# Reporting DUI/PC Details

## 1) Vehicle section on the citation

- a. CMV – enter yes, if the driver was driving a commercial motor vehicle at time of offense.
- b. 16 Pass – enter yes, if the vehicle was a Bus (16 or more passengers including driver)
- c. Hazmat – enter yes if the vehicle was carrying hazardous material and placarded.
- d. Fatality – enter yes if there was a fatality at the time of citation.
- e. Exempt – this will default to no but if citation was a fire or police vehicle at time of citation and driver was on duty, change to yes

## 2) DUI conditions

- a. No Test – enter yes, if the DUI/PC was plea bargained down to no test
- b. BAC – enter the convicted BAC.
- c. Drug related – enter yes, if conviction was drug related other than THC
- d. THC – enter convicted THC level.
- e. Mental Health – enter yes, if mental health deferred prosecution
- f. Pass under 16 – enter yes, if there were children under the age of 16 at time of citation.
- g. Number under 16 – enter the number of children under the age of 16
- h. 24/7 program – ONLY mark yes if your court has a 24/7 monitoring program and the driver has been accepted into the program.

## 3) Discretionary

- a. Add discretionary period – enter yes if the court is adding additional IID time other than what DOL will impose.
- b. Years – number of year(s) the court is adding
- c. Months – number of month(s) the court is adding
- d. Days – number of days the court is adding

The screenshot shows a reporting form with the following sections and callouts:

- Vehicle Section:** Includes dropdowns for CMV, 16 Pass., HazMat, Fatality, and Exempt. A callout points to the 16 Pass. dropdown with the text "16+ Passenger Bus (School Bus)".
- DUI Section:** Includes dropdowns for No Test, Drug Related, Mental Health, and BAC, and input fields for THC, Pass. Under 16, Num. Under 16, and 24/7 Prog. A callout points to the Num. Under 16 field with the text "Passengers In The Vehicle Under the Age Of 16.".
- Discretionary Section:** Includes a dropdown for "Add discretionary period?" and input fields for "Year(s)", "Month(s)", and "Days". A callout points to this section with the text "Discretionary IID Information".
- Vehicle Information:** A callout on the right side of the form.
- Driver Information:** A callout on the right side of the form.

If you have any questions regarding this or any other reporting requirements, please contact *Law and Justice Support* at

[lawandjusticesupport@dol.wa.gov](mailto:lawandjusticesupport@dol.wa.gov)