

MINNESOTA

DWI Forms Packet Program

▶ AT-A-GLANCE

▶ **Project Characteristics**
Innovative
DUI Administrative Duties

▶ **Program Areas**
Traffic Records
Alcohol and Other Drugs

▶ **Targeted Populations**
Impaired Drivers within the
Population

▶ **Type of Jurisdiction**
State

▶ **Jurisdiction Size**
4,919,479

▶ **Funding**
MN 410 Alcohol Grant:
\$50,000

▶ **Contact**
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Problem Identification

Research shows that one of the biggest deterrents for an officer to arrest a person for DWI (Driving While Intoxicated) is the quantity of forms required to complete a DWI arrest. Often an officer does not have the DWI enforcement experience and may be concerned about completing the paperwork correctly or may view the arrest as burdensome due to the amount of paperwork required.

Prior to the Minnesota DWI Forms Packet Program, forms for a DWI arrest were not standardized. Much of the arrest information was provided in a narrative format, so the quality varied depending on the officer. Court personnel found it difficult to locate the necessary information on the forms since the forms were not uniform. In addition, the information provided on the forms may not have been sufficient to bring cases to trial.

Goals and Objectives

The overall goal of the DWI Forms Packet program is to increase DWI arrests and increase the ability of the courts to successfully try DWI cases by creating a standardized, user-friendly, stream-lined DWI forms process.

The intermediate objectives include:

- Standardize DWI forms to make it easier to find information and make the quality of reporting more consistent;
- Reduce the number of redundant forms and redundant information contained in forms;
- Ensure that all information required to try the case can be collected on the forms included in the forms packet;
- Ensure that the forms packet meets the needs of all of the stakeholders in a DWI arrest.

Strategies and Activities

After numerous complaints about the process, the Minnesota State Patrol established a working group. The working group consisted of representatives of all levels in the Minnesota State Patrol, County Prosecutor Representative, Attorney General's Office, and the Office of Traffic Safety (OTS). The working group was responsible for:

- Reviewing all current forms as well as forms used by other states,
- Analyzing each form for missing and repeated information.
- Ensuring that the packet included information to assure a successful DWI conviction in court and "best practices".

Results

The DWI Forms Packet program achieved the following results as of June 2002:

- Created a standardized DWI forms packet. The forms contain checkboxes, and required information is clearly marked.
- Created a "user friendly" forms packet. The packet assists officers that do not conduct DWI arrests often by walking them through the grueling arrest procedure.
- Improved the packet that was piloted with the Minnesota State Patrol.
- Incorporated suggestions to improve the form into the next printing.
- Increased the rate of successful prosecution of DWI cases. Law enforcement is not the only beneficiary of a standardized form. The courts are able to obtain needed information as a result of this effort.
- Initiated efforts to standardize all DWI arrest forms throughout the entire state. Local law enforcement has shown interest in the packets and requested to use them.