



Departmental Memorandum

Volume 24-7

To: All Sworn Personnel
From: Captain Brent Kaneyuki

Katherine Lester, Chief of Police

DUI Cost Recovery and Form Update

12-04-2024

This departmental memorandum expires upon publication of a revision of General Order 537.01 (Driving Under the Influence Procedures), revised on 02-28-2017.

Government Code sections 53150 through 53159 and Sacramento City Code 3.04.100 establish the authority to recover costs incurred by public agencies when officers respond to incidents that are determined to be eligible for financial reimbursement. In reviewing the Sacramento Police Department's (SPD) practices related to DUI cost recovery, relative to court challenges and City responsibilities, the Cost Recovery Officer Worksheet (SPD 587) found in the DUI packet has changed. Additionally, SPD will no longer seek cost recovery for instances involving Loud Party, Graffiti Abatement, or Social Host Ordinance. Office of Specialized Services (OSS) order 520.01 is currently being drafted and will include these changes. Effective immediately, the following procedures will be followed for cost recovery related to DUI arrests.

Please utilize the updated SPD Form 587, and follow these procedures during the submittal and approval process:

Continue to complete and submit the SPD Form 587 when responding to incidents caused by any person who is arrested for driving under the influence of alcohol and/or drugs (23152 CVC, 23153 CVC, & 191.5 PC). Do not complete the section labeled "Administrative Use Only."

Continue to place the SPD Form 587 in the DUI packet along with the other applicable forms prior to being submitted for approval.

In recording their time, officers should round down to the nearest 15 minutes (example: 1 hour 52min = 1:45).

NOTE: Half-hour increments are recorded as :30, not :50.

The following officer activities can be claimed as cost recoverable hours:

1. Response Time
2. On-Scene Investigation
3. Follow-Up Investigation
4. Report Writing
5. Vehicle Storage
6. SFSTs
7. Transportation
8. Booking
9. Chemical Testing
10. Traffic Control
11. Hospital Clearance/Watch

Supervisors should not claim cost recovery hours unless they are participating in any of the activities listed above. Supervising these activities should not be recorded on the SPD Form 587.

During report review, supervisors shall continue to approve hours claimed by officers on the SPD Form 587.



Departmental Memorandum

Volume 1

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If you have any questions regarding DUI cost recovery, please contact the Major Collision Investigations Unit.