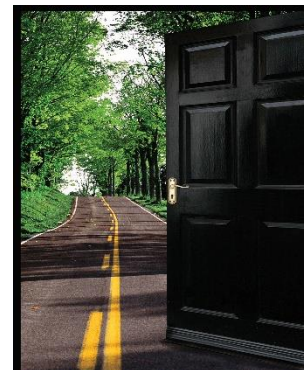




Ignition Interlock

Process & Procedure Manual

Your Doorway to



Safe & Sober Driving

January 2016

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Part I: General Provisions

Section 1.1 Authority

The Alcohol Safety Action Program’s (ASAP) ignition interlock monitoring authority is stated in Virginia Code 18.2-270.1.

Section 1.2 Purpose

Provide the local Alcohol Safety Action Programs (ASAPs) with clear and direct policies and procedures which shall be fully adhered to in the process of monitoring Virginia ignition interlock requirements.

Section 1.3 Monitoring System Usage & Access

Traffic Records Electronic Data System (TREDS) shall be the only ignition interlock referral, monitoring, and removal tool used by ASAP. TREDS can be located at <https://www.vasap.treds.virginia.gov/Site/Account/Login?ReturnUrl=%2fSite%2f>

ASAP employees seeking to have access to the TREDS system must contact the Commission on VASAP to have a USER ID and password created. Passwords must be re-set every 90 days through the “Profile” section of TREDS. In order to re-set your password, log-in to the TREDS system and click “My Account” on the TREDS horizontal toolbar. Click “Change Password” on the vertical tool bar and follow the steps to change your password.

If an individual is no longer employed by the VASAP system, the ASAP is required to contact the Commission on VASAP immediately to terminate their access.

Section 1.4 Referral Sources

Interlock referrals are received through the Virginia Department of Motor Vehicles (DMV), the Virginia Court System, or US Probation.

Section 1.5 State-Approved Ignition Interlock Providers

ALCOLOCK
Linda Aldridge
laldridge@virginiainterlock.com

Drager
Michele Denhoff
Michele.Denhoff@draeger.com

LifeSafer
Scott Mason
smason@lifesafers.com

Smart Start
John Honea
JHonea@smartstartinc.com

Part II: Program Initiation

Section 2.1 Interlock Orientation

The ASAP shall make each client aware of the VASAP Ignition Interlock Orientation Video located on the Commission on VASAP web-site located at <http://vasap.virginia.gov/>. The orientation video will explain the “ASAP Ignition Interlock Agreement” and licensing requirements.

Section 2.2 Interlock Service Provider Selection

ASAPs shall make the ignition interlock facility location list and the Commission on VASAP Ignition Interlock Brochure available to clients to assist them in their independent selection of an interlock service provider. Under no circumstances shall an ASAP employee influence a client’s selection of an interlock service provider by any means, to include but not limited to, verbal or non-verbal communication or use of interlock service provider stationary or products.

Section 2.3 Interlock Authorization & Monitoring

It is the sole responsibility of the ASAP to monitor ignition interlock calibrations and send timely interlock installation and removal authorizations to the interlock service provider. Since interlock vendors rely on information they have on file at the time of interlock service, ASAP’s failure to send a removal authorization in a timely manner may result in the client incurring unnecessary interlock fees. If this occurs, the ASAP shall be liable to the client, or interlock vendor, for unnecessary ignition interlock service provider fees.

ASAP personnel are required to make an entry into the Inferno case management system each time a calibration is reviewed.

Part III: Interlock Installation

Section 3.1 Referral Type: Administrative/DMV

ASAPs shall require a “DMV Compliance Summary”, dated within 30 days of enrollment, for any individual attempting to enroll with the program to satisfy a DMV administrative ignition interlock requirement and shall place the document in the client’s file as a referral source. The “DMV Compliance Summary” must list ignition interlock as a requirement for licensing or the ASAP will be required to decline ignition interlock monitoring services.

The client must provide the ASAP with registration information for each vehicle in which an ignition interlock installation is required. If the client elects to install in a non-owned vehicle, to include leased vehicles, the ASAP shall notify the client that the “VASAP Consent to Install Form” must be properly executed before installation of the device. The document must be notarized unless the owner is going to be present at installation. An exception to this would be a leasing company that refuses to sign the “VASAP Consent to Install Form”. In this instance, ASAP will accept the lienholder’s signed release form.

ASAPs are required to make document CL7 available to all DMV administrative ignition interlock clients.

Once the ignition interlock requirement is confirmed through the client’s “DMV Compliance Summary” and all vehicle registration information has been received by the ASAP, the ASAP shall send an interlock installation authorization to the client’s independently chosen interlock service provider through the TREDIS system. The length of the interlock requirement is a minimum of six consecutive months with no alcohol-related violations unless the original DC266 specifically states an exact number of months higher than the minimum six month requirement. ASAPs should make sure they document exact interlock requirement times noted on the “DC266 Interlock Order Form” in Inferno for this reason.

Once verification of installation of the interlock device is received in TREDIS, the ASAP shall update the “Projected Program End Date” field in TREDIS with a date that is exactly six months, unless noted with a higher number of months on the original DC266, from the installation date. In addition, the ASAP is required to update DMV, within 24 business hours, by using the INST code for each applicable vehicle. Clients, who fail to install the ignition interlock within 30 days of sending the installation authorization, shall have their referral deleted by the TREDIS system.

Clients under this referral type are not eligible for indigent status for any reason and are not permitted to drive an employer vehicle without an ignition interlock installed.

Section 3.2 Referral Type: Court

Per Virginia Code 18.2-271.1, individuals arrested for DUI may pre-qualify with the local ASAP to schedule installation of their ignition interlock device prior to their court date. The actual installation of the device shall not occur until the day of conviction or later. In these instances, the ASAP can charge the ASAP fee in full. It is imperative that the ASAP notify the client that

the fee is not refundable even if there is no conviction. The “ASAP Pre-Enrollment and Ignition Interlock Pre-Qualification Form” can be found on the Commission on VASAP web-site located at <http://vasap.virginia.gov/>.

The ASAP shall send a pre-qualification referral to the client’s independently chosen ignition interlock service provider by placing the client’s future court date in the “Court Order Date” field and checking the pre-qualification box in TREDIS. If the court date changes for any reason, the client is responsible for notifying the ASAP and the ignition interlock service provider immediately.

Once received, ASAPs shall review the client’s DC261, DC265, and DC266 to verify all ignition interlock requirements. The DC266 contains the following information:

Client Information: court information that must be matched with ASAP client records in Inferno to confirm accuracy. Information includes, but is not limited to, the client name, address, date of birth, and DMV customer number.

Effective Date: the date that the client is eligible to install the ignition interlock device. This date is entered in the “Court Order Date” field of the TREDIS installation authorization. This date is either the “Effective Date” on the DC266, if a court ordered referral, or the current date if a DMV administrative referral.

Length of Interlock Requirement: the length of consecutive time that the client must have the ignition interlock installed. This will be noted on the third page of the order (DC266 Interlock Order Form) and will either be marked “until the period of license suspension/revocation has ended” or the number of months will be specifically noted in this order. This information is entered in the “Program Length” field of the TREDIS installation authorization. If the interlock requirement is until the end of the restricted license, this date, found on the DC265, shall be entered in the “Projected Program End Date” field in TREDIS. Similar to a DMV Referral, if the period of time is in months, the ASAP shall update the “Projected Program End Date”, when verification of installation is received in TREDIS, by adding the number of months to the verified installation date.

Number of Vehicles: the vehicles that are required to have an interlock installed by the court. If the offense is a DUI 2nd or subsequent, all vehicles registered or titled to the client will be required to have an interlock installed for a minimum of six consecutive months with no alcohol-related violations. In some cases on a DUI first offense, the court will require that an interlock be installed on all vehicles registered or titled to the client. In this situation, the ASAP is required to enter the RVAS DMV code for each vehicle registered or titled to the client, effectively suspending the client’s license until each vehicle has an interlock installed.

Employer Vehicles: a section checked “Yes” if the court permits the client to drive an employer vehicle without an interlock installed. The client is still required to install an interlock device in a personal vehicle to satisfy the requirement. If permitted by the court and checked “Yes” on that portion of the DC266 Ignition Interlock Form, the employer

must complete the “Employer Ignition Interlock Acknowledgement & Owner Verification Form”. This must be returned to the ASAP within 10 business days of enrollment or the client will be sent back to the court non-compliant via document CT3.

Indigent Status: a section checked “Yes” if the court determines that the client is indigent and not required to pay a portion or all of the ignition interlock fees. If this section is checked “Yes”, the client is required to fill out the “VASAP Unaffordability Request Form” and submit to their ASAP who will then forward to the Commission on VASAP for final approval. The Commission on VASAP will notify the ASAP and the client’s independently chosen interlock service provider of the final decision, and the length of the full or partial waiver, if approved. Under no circumstances will indigent status include months added to the original requirement due to a violation or any months that exceed the restricted license end date. If this section is not checked “Yes”, the client is not eligible for indigent status.

The client must provide the ASAP with registration information for each vehicle in which an ignition interlock installation is required. If the client elects to install in a non-owned vehicle, to include leased vehicles, the ASAP shall notify the client that the “VASAP Consent to Install Form” must be properly executed before installation of the device. The document must be notarized unless the owner is going to be present at installation. An exception to this would be a leasing company that refuses to sign the “VASAP Consent to Install Form”. In this instance, ASAP will accept the lienholder’s signed release form.

ASAPs are required to make document CL7 available to all court-ordered ignition interlock clients.

Once all conditions of the client’s ignition interlock requirement are verified and all vehicle registration information has been received by the ASAP, the ASAP shall send an interlock installation authorization to the client’s independently chosen interlock service provider through the TREDIS system.

Once verification of installation of the interlock device is received in TREDIS, the ASAP shall update the “Projected Program End Date” field in TREDIS with a date that is exactly the number of months ordered by the court. If the court-ordered ignition interlock requirement is through the entire restricted license period, the end date shall be entered in the “Projected Program End Date” field of TREDIS when sending the installation authorization to the interlock service provider. In addition, the ASAP is required to update DMV, within 24 business hours, by using the INST code for each applicable vehicle. Clients who fail to install the ignition interlock within 60 days from the installation authorization date shall have their referral deleted in the TREDIS system.

ASAPs are required to follow-up with each court they service to determine how the specific court would like the ASAP to handle clients who fail to install the interlock device within 30 days of the effective date on the DC266 Ignition Interlock Order.

The client is required to contact DMV to address any outstanding licensing requirements related to the current DUI within 60 days of conviction. If the suspension, revocation, ineligibility, or not-licensed status is not resolved within the required 60 day timeframe, even if not related to the current DUI, the client's interlock credit will not begin until the date they become licensed through DMV.

The ASAP is required to run a DMV check between 61 and 75 days of the effective date of the court order to verify the client has complied with all DMV licensing requirements. Clients, who are in a revoked, suspended, ineligible, or not-licensed status (except for legitimate out of state license holders with a Virginia restricted license order), will not receive any credit for interlock installation time up until the date they satisfy the outstanding DMV licensing requirements. The ASAP shall notify the client of their ineligible license status via phone or document CL8. Learner's permits do not meet licensing requirements for interlock compliance.

If a client appeals a General District Court DUI conviction, the interlock requirement shall not be enforced until the appeal is heard and the court decides if the conviction stands. If the interlock is already installed before the client decides to appeal the conviction, the device shall be authorized for removal by the ASAP when they appeal. If a client appeals a Circuit Court DUI conviction, the interlock requirement stands until the appeal is heard and the court overturns the conviction, if they so elect.

Section 3.3 Referral Type: US Probation

Clients who are referred to ASAP by US Probation must petition the state court of jurisdiction for a restricted license if they intend to drive a vehicle. Once the client obtains a restricted license from the state court of jurisdiction, the same installation procedures apply that are outlined in the Court Referral Type Section 3.2. It is important to note that the referral remains a "US Probation" referral type even after a restricted license is issued by the state court.

ASAPs are required to make document CL7 available to all court-ordered ignition interlock clients.

Section 3.4 Registering & Titling of Vehicles

If a client registers or titles a vehicle while under a DUI first requirement, and intends to operate such vehicle, they will be required to install an interlock in the vehicle within 10 days. If they do not intend to drive this vehicle, the ASAP shall input the DMV NCRT code in the DMV system upon notification by the client for this recently added vehicle. If the ASAP becomes aware of the recently added vehicle after they have already completed the interlock requirement on another vehicle, DMV will need to be contacted for resolution.

If a client registers or titles a vehicle while under a DUI 2nd or subsequent or DUI 1st requirement requiring interlock to be installed on all vehicles and fails to notify the ASAP, the client shall be required to install an interlock in the added vehicle for the full length of time ordered by the court, or if a DMV referral, a minimum of six consecutive months with no alcohol-related violations. In addition, all other vehicles currently installed with an ignition interlock will be

required to start over from the date an interlock is installed in the recently added vehicle for the full length of time ordered by the court, or if a DMV referral, a minimum of six consecutive months with no alcohol-related violations.

If a client registers or titles a vehicle while under a DUI 2nd or subsequent ignition interlock requirement, notifies the ASAP and installs the interlock device within 10 days, the client shall be required to install an interlock in the added vehicle for the remaining length of time left on the existing interlock requirement. If the client fails to abide by this requirement, the ignition interlock inception date for all vehicles will re-start.

If a client does not own a vehicle, but has an outstanding ignition interlock requirement, they can install the interlock in a non-owned vehicle, to include leased vehicles. The owner, or leasing company, must completely fill out the “VASAP Consent to Install Form”. An exception to this would be a leasing company that refuses to sign the “VASAP Consent to Install Form”. In this instance, ASAP will accept the lienholder’s signed release form.

If the client does not own a vehicle and elects to purchase a car to fulfill the requirement they will have to take several steps in order to properly register the vehicle at DMV. First, the client must submit a title to the ASAP proving they own the vehicle. Second, since DMV will not allow the client to register the vehicle until an interlock is installed, they will have to tow the vehicle to the interlock service provider location after the ASAP sends the installation authorization through TREDs. Third, once the interlock is installed, the client will need transportation, other than the vehicle on which interlock is installed and through an eligible driver, to DMV in order to register the vehicle. It is imperative that ASAP add the vehicle in the DMV system as “other” before the client goes to DMV to register the vehicle. Finally, once registered, the client can then gather transportation back to the interlock vendor service facility to attach the tags and legally drive the vehicle. This process also applies to clients who are electing to register or title an added vehicle in their name on a DUI 2nd or subsequent conviction. The exception is that some dealerships will not allow the vehicle to be transported off of the lot without proper registration and licensing. In this scenario, the interlock vendor can complete a service call to complete the installation.

Section 3.5 Out-of-State License Surrender

Clients who permanently reside in the Commonwealth of Virginia, and desire to drive, have 60 days, per Virginia Code 46.2-308, to surrender their out-of-state license and obtain a valid Virginia driver’s license. Clients who fail to abide by this requirement will not receive any interlock credit until they have met all licensing requirements of the Virginia DMV by achieving a licensed driver status.

If a client is [in not-licensed status \(does not include suspended or revoked\)](#) in Virginia, but the [not-licensed status](#) does not affect their out-of-state license status, interlock time will count unless the DC265 specifically lists a Virginia work address. [In order to successfully enter not-licensed status, the client must file appropriate insurance, pay the reinstatement fee, and meet any other DMV requirements.](#) If a Virginia work address is listed on the DC265, or the Virginia [not-licensed status](#) negatively affects their out-of-state license, the case would be handled in the

same fashion as [a client who resides in Virginia](#). The client is responsible for providing proof of licensed status in the other state by providing an updated driver's transcript to the ASAP within 60 days from conviction and the transcript must be dated at least 30 days after conviction. In addition, the client must provide a transcript, dated within the past 30 days, at the end of their interlock monitoring period to the ASAP to verify out-of-state licensing status before a removal authorization is sent to the interlock vendor.

Part IV: Interlock Calibration

Section 4.1 Referral Type: Administrative/DMV

Per Virginia Code, 18.2-270.1, clients are required to have the interlock device calibrated at least every 30 days. In instances where an ASAP has identified and verified that a client has failed to calibrate at least every 30 days, the ASAP shall send correspondence CL5 to the client's last address on file. If the client does not respond with a satisfactory response within the given time frame, the ASAP shall send a removal authorization to the client's independently chosen interlock service provider and RVAS the client's interlock status for each vehicle for which an interlock is currently installed. The client's six month interlock requirement will start over if they choose to re-install the device at a future date.

ASAPs are required to verify that a client has calibrated at least every 30 days and review the calibration report to determine if any alcohol-related violations exist. If an alcohol-related violation is identified, the ASAP shall send the appropriate violation letter (CL1 or CL2) to the client's address on file and extend the client's interlock requirement six months from the date of the violation. If the original "DC266 Ignition Interlock Order" specifically stated that the interlock requirement is for a time greater than six months, the re-start shall be for that period of time.

Section 4.2 Referral Type: Court

Per Virginia Code, 18.2-270.1, clients are required to have the interlock device calibrated at least every 30 days. In instances where an ASAP has identified and verified that a client has failed to calibrate at least every 30 days, the ASAP shall send correspondence CT2 or CT2A to the court and copy the client.

ASAPs are required to verify that a client has calibrated at least every 30 days and review the calibration report to determine if any alcohol-related violations exist. If an alcohol-related violation is identified, the ASAP shall send correspondence CT2 to the court and correspondence CL3 or CL4 to the client. The client's interlock requirement shall be extended six months from the date of the alcohol-related violation unless a show cause hearing is held and the interlock event is not determined to be a violation by the court. This does not include situations where the court simply fails to take action, or make a specific ruling, on the interlock violation. If the original "DC266 Interlock Order Form" specifically states that the interlock requirement is for a time greater than six months, the re-start shall be for that period of time.

Section 4.3 ***Referral Type: US Probation***

The same processes and procedures of the Court Referral Type Section 4.2 apply to this section with the addition that ASAP shall notify the client's assigned US Probation Officer of any violations of the client's ignition interlock requirement to include failure to install, failure to calibrate, and any incurred alcohol-related violations. The ASAP shall also notify the state court that issued the restricted license of any interlock violations.

Part V: Interlock Removal

Section 5.1 ***Referral Type: Court & DMV***

Once the ASAP has verified that the client has met all conditions of their ignition interlock requirement, they shall send a removal authorization to the client's independently chosen interlock service provider through the TREDIS system. The ASAP is required to run a DMV record check to verify the client is licensed before sending the removal. Clients who are not in a licensed status, or valid not-licensed status for out-of-state license holders with Virginia RDL's, will be required to start the ignition interlock requirement over once they are licensed. The ASAP, at the time of successful removal authorization, shall also update the client's interlock status within the DMV system as successfully completed by entering the CMPL code by each vehicle for which an interlock was installed.

It is the ASAP's responsibility to authorize removal of the ignition interlock once the client has successfully satisfied all of the interlock requirements. ASAPs who fail to send the removal authorization to the client's interlock service provider as required shall be liable to the client, or interlock vendor, for unnecessary ignition interlock service provider fees, if incurred.

In instances where the ASAP is sending a removal authorization due to unsuccessful completion of the ignition interlock requirement, the ASAP shall RVAS the client's interlock status in DMV at the time they send the removal authorization. In the same regard as successful interlock removal authorizations, ASAPs are required to send the ignition interlock unsuccessful removal authorization to the interlock vendor immediately or be subject to reimbursement of unnecessary ignition interlock fees to the client or interlock vendor. This includes situations where ASAP was not completed successfully at the restricted license end date, verbal or written orders of the court for unsuccessful removal/suspension of license, or failure to abide by DMV administrative requirements under a DMV administrative case.

If an interlock violation has been returned to the court but has not yet been tried, a removal order shall not be sent, unless otherwise directed by the court. This applies even if the client has completed six consecutive months with no alcohol-related violations.

If the court orders successful removal of the ignition interlock device prior to six consecutive months of interlock installation with no alcohol-related events, the ASAP shall remove the device per the court order but the client will be required to complete a minimum of six

consecutive months with no alcohol-related violations to satisfy the outstanding DMV requirement. Under no circumstances shall an ASAP update DMV with a successful completion of ignition interlock when an interlock is removed prior to a minimum of six consecutive months with no violations.

If the court orders unsuccessful removal of the interlock due to an ASAP show cause, for any reason, the ASAP shall delay removal authorization until the end of the appeal window of 10 days. The ASAP shall verify the existence, or non-existence, of an appeal through the Virginia Supreme Court web-site at the 10 day mark.

Section 5.2 Referral Type: US Probation

Once the ASAP has verified that the client has met all conditions of their ignition interlock requirement and gathered removal authorization from the client's assigned US Probation Officer, they shall send a removal authorization to the client's independently chosen interlock service provider through the TREDIS system. The ASAP is required to run a DMV record check to verify the client is licensed, or in a valid not-licensed status for out-of-state license holders with Virginia RDL's, before sending the removal. Clients who are not in a licensed status will be required to start the ignition interlock requirement over once they are licensed. The ASAP, at the time of removal authorization, shall also update the client's interlock status within the DMV system as successfully completed by entering the CMPL code by each vehicle for which an interlock was installed.

It is the ASAP's responsibility to authorize removal of the ignition interlock once the client has successfully satisfied all of the interlock requirements and has been given approval by the US Probation Officer. ASAPs who fail to send the removal authorization to the client's interlock service provider shall be liable to the client, or interlock vendor, for unnecessary ignition interlock service provider fees, if incurred.

If an interlock violation has been returned to the court but has not yet been tried, a removal order shall not be sent, unless otherwise directed by the court. This applies even if the client has completed six consecutive months with no alcohol-related violations.

In instances where the ASAP is sending a removal authorization due to unsuccessful completion of the ignition interlock requirement, the ASAP shall RVAS the client's interlock status in DMV at the time they send the removal authorization.

Section 5.3 Referral Type: Reckless Driving

Clients who are under an ignition interlock requirement due to a reckless driving conviction are required to complete the minimum requirement of six consecutive months of interlock installation with no alcohol-related violations. If a client chooses to install the interlock device and the court authorizes removal of the device prior to the restricted license end date and prior to a minimum of six consecutive months of interlock supervision having been completed, DMV will not require the minimum six consecutive months to be completed, however; if the interlock is still installed at the restricted license end date and the minimum six consecutive months of

violation free compliant interlock supervision has not been completed, then DMV will require a minimum of six consecutive months with no alcohol-related violations.

If an interlock violation has been returned to the court but has not yet been tried, a removal order shall not be sent, unless otherwise directed by the court. This applies even if the client has completed six consecutive months with no alcohol-related violations.

The ASAP, at the time of removal authorization, shall also update the client's interlock status within the DMV system as either successfully completed by entering the CMPL code, or unsuccessfully completed by entering the RVAS code, for each vehicle for which an interlock was installed. A client's failure to obtain their DMV license while under an ignition interlock requirement for reckless driving will not affect their compliance.

Section 5.4 Temporary Interlock Removal

If the client requires a temporary removal of the interlock device while under a DMV administrative requirement, the ASAP shall send a removal authorization to the client's independently chosen interlock service provider, update the client's vehicle, or vehicles, with the RVAS code in the DMV system, and start the client's interlock requirement time over unless installed in another approved vehicle within 10 days of the removal. **It is important to note that if the vehicle in question was totaled before 12/15/15, the ASAP shall contact the DMV work center to properly address disposition of the vehicle in the DMV system and not place the vehicle in RVAS status. If the vehicle was totaled after 12/15/15, this is a non-issue and the RVAS code can be used.** Approved reasons for a temporary removal, not requiring a re-start, would include verified vehicle accidents, mechanical work on the starter by a licensed mechanic, and catastrophic engine failure. The total number of days that the interlock is not installed will be added to the end of the requirement.

If the client requires a temporary removal of the interlock device for any reason while under a court order, they are required to petition the court for authorization to remove the device. No interlock shall be removed from any ASAP client's vehicle without a court order if under jurisdiction of the court.

Section 5.5 TREDIS Removal Types

The following removal types will be implemented in the TREDIS system in the near future and will replace the current removal and result types currently in use.

DMV Successful Completion – the client successfully completed a DMV administrative interlock requirement meaning the client originally installed the device as a condition of DMV, not while under a restricted license order.

DMV Unsuccessful Completion – the client unsuccessfully completed a DMV administrative interlock requirement meaning the client originally installed the device as a condition of DMV, not while under a restricted license order.

Court Successful Completion – the client successfully completed an interlock requirement issued by the court meaning the client is currently still under the restricted license order or the client originally installed the interlock while under the restricted license order but has converted over to a DMV administrative case.

Court Unsuccessful Completion – the client unsuccessfully completed an interlock requirement issued by the court meaning the client is currently still under the restricted license order or the client originally installed the interlock while under the restricted license order but has converted over to a DMV administrative case.

Other (Death or Temporary Removal) – the client is deceased or the client needs to remove the interlock from the vehicle on a temporary basis.

ASAPs are required to clear all TREDs alerts and close the TREDs file once removal is finalized. This is required for data integrity and proper maintenance of the TREDs operating system.

Part VI: Other Ignition Interlock Service Types

Section 6.1 License Restoration without Administrative Interlock Requirement

In some instances the court will order ignition interlock even though the client is not required to complete ignition interlock administratively through DMV. The ASAP shall monitor the client's interlock requirement and report their findings to the court. No entry into the DMV system shall be made unless required by DMV. ASAP shall collect the service fee up front, or through a payment plan, which shall cover the cost of ignition interlock monitoring. Removals are only authorized if ordered by the court.

Section 6.2 License Restoration with Interlock Requirement

The ASAP shall monitor the client's interlock requirement until they complete a minimum of six consecutive months of ignition interlock with no alcohol-related violations unless the court has ordered a longer interlock requirement. ASAP shall collect the service fee up front, or through a payment plan, which shall cover the cost of ignition interlock monitoring.

If the court orders removal of the ignition interlock device prior to six consecutive months of interlock installation with no alcohol-related events, the ASAP shall remove the device per the court order but the client will be required to complete six consecutive months with no alcohol-related violations to satisfy the outstanding DMV requirement.

Section 6.3 DMV VASAP with Interlock

ASAP shall verify the DMV VASAP and interlock requirement by reviewing the client's "Compliance Summary". Once verified, the client may enroll, and ASAP shall enter, the client's enrollment date in the DMV system. If the client wishes to drive they will need to petition the court of jurisdiction for a restricted license. If the client completes VASAP successfully, the ASAP shall enter an ASAP completion in the DMV system. If the client fails to complete VASAP successfully, the ASAP shall close the case unsuccessful and notify the court if a restricted license was obtained.

Interlock violations shall be re-started for a six month period from the date of the violation unless the original "DC266 Ignition Interlock Order" specifically states a longer time. Violations shall also be reported to the court that issued the restricted license so that the court can make a determination on whether to revoke the restricted license order.

Section 6.4 DMV VASAP w/o Interlock

ASAP shall verify the DMV VASAP requirement by reviewing the client's "Compliance Summary". Once verified, the client may enroll, and ASAP shall enter, the client's enrollment date in the DMV system. If the client wishes to drive they will need to petition the court of jurisdiction for a restricted license. If the court issues a restricted license with the interlock requirement, then the removal of the interlock is dependent upon either successful completion of the original court-ordered interlock requirement, removal by revocation by the court, or

successful court-ordered removal by the court even if the interlock installed time is less than six months. The reason is that DMV holds jurisdiction of the case, therefore if there is no DMV administrative interlock requirement on this case, the interlock requirement is solely a court issue.

Section 6.5 Under-Advisement Cases

Under-advisement cases are cases where the court has ordered interlock absent a conviction or a restricted license. ASAP is not permitted to authorize installation of an ignition interlock device unless there has been a conviction or a restricted license has been issued.

Part VII: Interlock Violations

Interlock events that contain a 0.02% BAC or higher are considered alcohol-related interlock violations unless they are cleared within 15 minutes with a .000% BAC. Although this is the standard, ASAP personnel are expected to use discretion in some instances where very high BAC's are cleared to .000% BAC rapidly but not within the required 15 minutes. The ASAP shall clearly document the reason an interlock event above 0.02% BAC, that was not cleared to .000% BAC in 15 minutes, was not considered a violation.

Interlock events that contain skipped rolling re-tests that are not cleared within 15 minutes with a .000% BAC are considered alcohol-related interlock violations in all situations EXCEPT when the court of jurisdiction states otherwise. In regards to DMV administrative cases, including those that transform from court to DMV jurisdiction at the expiration of the restricted license order, all skipped rolling re-tests that are not cleared within 15 minutes with a .000% BAC are considered alcohol-related violations.

In situations where two BACs above 0.02% are recorded in succession, the clearing .000% BAC must be provided within 29 minutes of the original failed test. Please see the following two examples:

Example 1 – client registers a .025% BAC at 8:00 am and re-tests at 8:14 am with a .021% BAC. The client would then be given 15 minutes, the interlock's mandatory subsequent lock-out time, from the second failure to present a .000% BAC which totals a maximum of 29 minutes.

Example 2 – client registers a .025% BAC at 8:00 am and re-tests at 8:07 am with a .021% BAC. The client would then be given 15 minutes, the interlock's mandatory subsequent lock-out time, from the second failure to present a .000% BAC which is a total of 22 minutes. In this situation 22 minutes is the maximum time allowed.

ASAPs are not permitted to make treatment referrals and/or require that a treatment intervention be completed in cases where an interlock violation is recorded for an interlock-only DMV administrative ignition interlock case, for any reason.

Unless otherwise directed by the court, failure to abide by the requirements of section 7.3 in the most current “Case Management Operational Guidelines” pertaining to alcohol-related interlock violations shall require documented approval of the ASAP director or assigned supervisor.

Under no circumstances shall the ASAP accept any other means of clearing a failing BAC registered on an interlock device other than the interlock device itself. This includes, but is not limited to, preliminary breath test machines, urine screens, etc...

Part VIII: Multiple Interlock Requirements

There are multiple instances where a client may be subject to two interlock requirements due to convictions that occurred within a short time frame. Each situation shall be handled in the following manner:

Client is convicted of a DUI 1st and a DUI 1st in a short time frame: The interlock requirements will run consecutive.

Client is convicted of a DUI 1st and a DUI reduced to reckless driving with interlock in a short time frame: The interlock requirements will run consecutive. The interlock requirement will be a minimum of six consecutive months with no alcohol-related violations for the DUI. The reckless driving interlock requirement will begin afterwards and run until the minimum number of months required by the court with no alcohol-related violations occur or until the court orders removal of the interlock device.

Client is convicted of a DUI 1st and DUI 2nd in a short time frame and the interlock has not been installed: The interlock requirements will run consecutive but will not be effective until the four month DUI 2nd suspension has expired.

Client is convicted of a DUI 1st and DUI 2nd in a short time frame and the interlock is already installed on the DUI 1st when the DUI 2nd conviction occurs: The ASAP will notify the client that they are in a suspended status and advise the client that they can either keep the interlock on for the DUI 2nd four month suspension time and not receive credit or they can petition the court for interlock removal. The client shall be notified that any time accrued on interlock on the DUI 1st that occurred before the DUI 2nd four month suspension occurred will not be credited and they will have to start over after the four month suspension for a 12 month period (two 6 month requirements running consecutive).

Part IX: Ignition Interlock Monitoring Fees

ASAPs who monitor a client's DMV administrative ignition interlock requirement are entitled to collect \$50 per month for their monitoring services. This includes monitoring of interlock months that are required after a client's restricted license end date. The ASAP shall only require that the client pay interlock monitoring fees as services are provided, meaning \$50 per month. In situations where a client prefers to pay the entire amount of interlock monitoring fees up front, the ASAP can collect the entire amount. The \$50 per month fee is a per referral fee, not a per vehicle fee.

If the monitoring of ignition interlock is strictly for DMV administrative purposes, and a restricted license has been issued by the court solely for the purposes of driving, ASAP is still entitled to collect interlock monitoring fees.

If at any time a client falls 60 days or more behind in payment of interlock monitoring fees to the ASAP, the ASAP may send a removal authorization to the interlock vendor, RVAS the client's interlock monitoring status in DMV, and close the case unsuccessful. The client will be required to re-enroll and pay any outstanding balance and the first month's monitoring fee to initiate service. The exception to this rule is if the client only fails to pay the final month of interlock service. If this occurs, clients who completed the interlock requirement successfully will be authorized for removal of the interlock device but will not have their status completed in DMV until they pay the outstanding \$50 fee plus an additional \$50 administrative fee. In either situation, the ASAP shall send document CL6 to the client and check the appropriate box based on the specific situation.

Part X: Transfers

TREDS ignition interlock monitoring follows the client's residential or work address. If the client moves from the originating ASAP's jurisdiction, the originating ASAP shall transfer the case immediately to the servicing ASAP via the TREDS transfer button. The servicing ASAP shall not transfer the TREDS ignition interlock case back to the originating ASAP, or to any other ASAP, for any reason unless the client's residential or work address relocates to the jurisdiction of that ASAP. TREDS transfers of DMV administrative cases are not permitted.

The servicing ASAP shall report any interlock violations to the ASAP of jurisdiction (originating ASAP), via a non-compliance letter (AS2), within 15 days of the calibration date containing the violation. The originating ASAP shall direct the servicing ASAP on the next course of action, via CL2, within 7 days. The servicing ASAP shall not take any action without first receiving direction from the originating ASAP.

In cases where the ASAP client plans to petition the court for interlock removal, the servicing ASAP shall review the client's current DMV driver's transcript to verify the current driver license status before sending the status letter to the originating ASAP. The client must then contact the originating ASAP to obtain a status letter to accompany their petition to remove the interlock device.

In cases where the client has successfully completed all aspects of their ignition interlock requirement, the servicing ASAP shall send correspondence AS1 to the originating ASAP upon closure of the case.

Part XI: TREDS

Section 11.1 Ignition Interlock Installation

Ignition interlock installation authorizations are sent to the client's independently selected interlock service provider by entering the following information in the "Create a Case" function on the TREDS Home Page:

ASAP: defaulted by log-in ID.

State: it is imperative that the ASAP select the correct state when sending the installation authorization so that the interlock service provider sets the ignition interlock device to Virginia specifications.

Case Manager: assigned case manager name.

Driver's License Number: the ASAP shall enter the client's Virginia driver's license number which will auto-populate the client's personal information. If the client resides out-of-state, the ASAP shall conduct a name/DOB search in the DMV system to retrieve any prior Virginia customer number or the "D" number assigned to the current conviction. If neither exist, the ASAP shall enter the out-of-state license number and manually enter the client's personal information once prompted by the system.

Referral Information: the ASAP shall enter all information by either using the DC266, if a court referral, or the DMV compliance summary and driving record if a DMV referral.

Vehicle Information: the ASAP shall enter all registration information for each vehicle in which an ignition interlock is required to be installed. If the client does not own the vehicle, the ASAP shall provide the owner with the "VASAP Consent to Install Form" found under the "Common Forms" section of TREDS.

Section 11.2 Ignition Interlock Monitoring

ASAPs are required to use the TREDS' "Alerts" section to monitor ignition interlock requirements. Interlock calibration alerts shall be worked and cleared from the TREDS' system on a daily basis. Identified interlock violations shall be extended a minimum of six months from the date of the latest violation, and if under a court order, shall be handled per the desire of the court of jurisdiction. In some instances the interlock requirement shall be extended for a period longer than six months if noted specifically on the DC266.

ASAPs that are in a court jurisdiction, or jurisdictions, that require reporting of failure to install or failure to calibrate incidents shall report any client alerts found within these two alert types after taking the following steps:

1. The ASAP shall review the client's record on the assigned ignition interlock vendor's web-site to confirm that the installation or calibration did not occur

2. The ASAP shall check the Inferno system to make sure the client has not reported the reason for the missed calibration or failure to install. Once the missed calibration or failure to install has been verified, and it has been confirmed in Inferno that the client has not called to report a reason, the ASAP shall immediately send a non-compliance letter to the court.

Section 11.3 Ignition Interlock Removal

Once the client has met all the conditions of their ignition interlock requirement, the ASAP shall send a removal to the client’s independently chosen ignition interlock service provider via the table below:

Situation	Removal Type	Result Type
Successful DMV	DMV Completed	Completed Successfully
Unsuccessful DMV	DMV Completed	Unsuccessful DMV
Successful Court	Court Ordered Removal	Completed Successfully
Unsuccessful Court	Removal by Revocation	Returned to Court

The ASAP must include the BAC at arrest, the alcohol determination method, and the reason for stop when sending the removal authorization. Removals lacking any of this information will not be processed.

Section 11.4 Miscellaneous Changes

The following changes can be made within the TREDS system after installation:

Add Vehicle: in situations where a client requests to add a vehicle, the ASAP shall use this function for processing. If the client requests to replace a vehicle, and it is the only vehicle with an interlock installed, the ASAP shall send a request for installation through this method and wait for the vendor to click installed in the TREDS system for the replacement vehicle before sending a permanent removal for the old vehicle.

Request Permanent Removal: used in situations where the ASAP desires to send a removal authorization on a vehicle for which an ignition interlock will never again be installed under the current requirement.

Request Temporary Removal: used in situations where the ASAP desires to send a removal authorization on a vehicle for which an ignition interlock will again be installed under the current requirement.

Request Temporary Re-Install: used in situations where the ASAP desires to re-install an ignition interlock on a vehicle subject to a prior temporary removal authorization.

Extend Program Length: used in situations where the ASAP is extending the client’s ignition interlock requirement due to an alcohol-related violation. ASAPs are required to use this function anytime a client’s interlock requirement is extended past the original projected program end date.

Referral Edits: used by ASAPs to change the assigned case manager name.

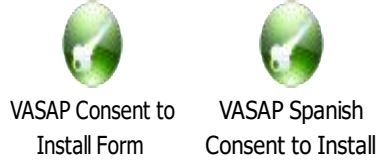
Transfer: used by ASAPs to transfer a TREDs case to another ASAP in cases where the client is under a court requirement and resides in another ASAP jurisdiction. Under no circumstances shall this function be used for DMV administrative cases.

Part XII: Miscellaneous Documents

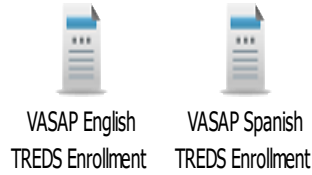
VASAP Ignition Interlock Agreement



VASAP Consent to Install Form



VASAP TRENDS Enrollment Form



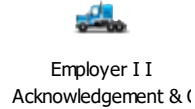
VASAP Unaffordability Request Form



VASAP Pre-Qualification Form



Employer Ignition Interlock Acknowledgement & Owner Verification Form



VASAP Breath Reduction Form



Part XIII: Ignition Interlock Breath Reduction Requests

All breath reduction requests must be approved by the Commission on VASAP. In instances where a client advises the ASAP that they are unable to provide enough air volume to properly use the ignition interlock system, the ASAP shall require that the client complete a pulmonary exam with a qualified physician in order to determine the client's lung capacity in liters. The "VASAP Breath Reduction Form" shall be made available to the client to assist in retrieving the required documentation from the physician. If a valid medical condition applies, the pulmonary findings must be written clearly on physician letterhead to state the client's current lung capacity in liters. The ASAP shall send the pulmonary test diagnosis to the Commission on VASAP for review. If approved, the interlock vendor and the servicing ASAP will be notified by the Commission on VASAP.

If not approved, the servicing ASAP will be notified by the Commission on VASAP. The ASAP is responsible for notifying the client of approval or disapproval.

Part XIV: Interlock Complaints

ASAP employees are expected to notify clients of any ignition interlock violations and the subsequent consequence(s). Clients who disagree with a violation and ask to elevate their complaint above the case manager, should be directed to the ASAP director. Clients who fail to abide by this protocol will be re-directed by the Commission on VASAP to the assigned ASAP director.

The Commission on VASAP is available to assist case managers on interlock monitoring questions but it does not serve as an appeal source for clients. Interlock violations are expected to be handled at the local ASAP level.

In situations where the client files a complaint, whether verbal or in writing, with the ASAP regarding any customer service or interlock device issues with the interlock vendor, the ASAP shall report the issue to the Commission on VASAP via phone or e-mail at (cmorris.vasap@state.va.us) for resolution.

Part XV: Interlock Service Provider Transfers

Clients seeking to transfer from one interlock service provider to another require Commission on VASAP approval if the interlock has already been installed. In some instances, after Commission on VASAP approval, the client will also be required to petition the court of jurisdiction for permission to temporarily remove the interlock device.

Part XVI: ASAP Correspondence

The ASAP is not permitted to use any other form of written communication to clients, other ASAPs, or the court regarding ignition interlock matters other than what is provided in this Ignition Interlock Process & Procedure Manual. If your court(s) require a notification type, not provided in this document, please forward a copy of the correspondence to the Commission on VASAP for review and approval. The only variables that shall be edited on any of the enclosed letters are the date, ASAP information, client name & address, court case number, and court/judge information.

Mandatory Letters

Client Correspondence

Ignition Interlock Violation (DMV)	CL1
Ignition Interlock Violation w/ Camera Requirement (DMV)	CL2
Ignition Interlock Violation (Court)	CL3
Ignition Interlock Violation w/ Camera Requirement (Court)	CL4
Failure to Calibrate (DMV)	CL5
DMV Administrative Enrollment & ASAP Interlock Monitoring Fees	CL7

Court Correspondence

Interlock Violation Re-Start	CT2/A
Employer Verification	CT3

ASAP Transfer Status Correspondence

Satisfactory Status Report	AS1
Unsatisfactory Status Report	AS2

Non-Mandatory Letters

Client Correspondence

Failure to Pay (DMV)	CL6
Invalid Operator's License	CL8

Court Correspondence

Removal Request CT1

ASAP-Specific Correspondence

John Tyler Interlock Violation Report
(Chesterfield & Colonial Heights General District Court) JT1

John Tyler Interlock Violation Report
(Chesterfield & Colonial Heights Circuit Court) JT2

John Tyler Invalid Operator's License Report JT3

Arlington Interlock Violation Report AR1

Arlington Interlock Status Report AR2

Tri-River Interlock Violation Report TR1

Rappahannock Interlock Removal Notification RK1

Rappahannock Interlock Procedure RK2

Rappahannock Removal Petition RK3

DUI 2nd in 5 Years (Stafford) RK4

DUI 2nd in 10 Years (Stafford) RK5

Interlock Removal Request (Recommended) RK6

Fairfax Removal Petition FX1

Southside Non-Compliance Report SS1

Chesapeake Interlock Violation Report CK1

Chesapeake Contested Interlock Violation Report CK2

Bull Run Interlock Removal Request BR1

Date

ASAP Name
ASAP Address
ASAP City, State, & Zip Code
ASAP Phone Number

Client Name
Client Street Address
Client City, State, & Zip Code

Dear Mr. or Ms. Client Last Name:

Please be advised that you are required to complete a minimum of six consecutive months of ignition interlock with no alcohol-related violations. Due to an ignition interlock violation identified on one of your calibration reports, you will be required to start the six month period over beginning from the violation date of ENTER DATE. In addition to your required monthly calibrations, it is mandatory that you complete a final calibration/monitoring download on or after your new compliance date of ENTER DATE.

The ASAP fee for ignition interlock monitoring is \$50 per month. Please contact the ASAP office to make payment arrangements. Failure to comply with this requirement, or any other aspect of your ignition interlock requirement, will result in unsuccessful closure of your case. Closure of your case will result in a suspension of your license with the Virginia DMV.

Interlock violation reports are only available to you, or your attorney of record (with a consent form), upon request. Specifics of the violation and resulting consequences will be discussed in detail upon contact with your case manager.

Sincerely,

Case Manager Name

CL1

Date

ASAP Name
ASAP Address
ASAP City, State, & Zip Code
ASAP Phone Number

Client Name
Client Street Address
Client City, State, & Zip Code

Dear Mr. or Ms. Client Last Name:

Please be advised that you are required to complete a minimum of six consecutive months of ignition interlock with no alcohol-related violations. Due to an ignition interlock violation identified on one of your calibration reports, you will be required to start the six month period over beginning from the violation date of ENTER DATE. It is mandatory that you complete a calibration/monitoring download on or after your new compliance date of ENTER DATE.

The ASAP fee for ignition interlock monitoring is \$50 per month. Please contact the ASAP office to make payment arrangements.

Due to the particulars of the ignition interlock event, or events, you are required to contact the ignition interlock vendor to schedule installation of a camera unit at no additional expense. The camera installation must occur within 10 days of the date of this letter.

Failure to comply with any of the requirements contained within this letter, to include all other aspects of your ignition interlock requirement, will result in unsuccessful closure of your case. Closure of your case will result in a suspension of your license with the Virginia DMV.

Interlock violation reports are only available to you, or your attorney of record (with a consent form), upon request. Specifics of the violation and resulting consequences will be discussed in detail upon contact with your case manager.

Sincerely,

Case Manager Name

CL2

Date

ASAP Name
ASAP Address
ASAP City, State, & Zip Code
ASAP Phone Number

Client Name
Client Street Address
Client City, State, & Zip Code

Dear Mr. or Ms. Client Last Name:

Please be advised that you are required to complete a minimum of six consecutive months of ignition interlock with no alcohol-related violations. Due to an ignition interlock violation identified on one of your calibration reports, you will be required to start the six month period over beginning from the violation date of ENTER DATE. It is mandatory that you complete a calibration/monitoring download on or after your new compliance date of ENTER DATE.

Interlock violation reports are only available to you, or your attorney of record (with a consent form), upon request. Specifics of the violation and resulting consequences will be discussed in detail upon contact with your case manager.

Sincerely,

Case Manager Name

CL3

Date

ASAP Name
ASAP Address
ASAP City, State, & Zip Code
ASAP Phone Number

Client Name
Client Street Address
Client City, State, & Zip Code

Dear Mr. or Ms. Client Last Name:

Please be advised that you are required to complete a minimum of six consecutive months of ignition interlock with no alcohol-related violations. Due to an ignition interlock violation identified on one of your calibration reports, you will be required to start the six month period over beginning from the violation date of ENTER DATE. It is mandatory that you complete a calibration/monitoring download on or after your new compliance date of ENTER DATE.

The court has required that you contact the ignition interlock vendor immediately to schedule installation of a camera at no additional expense. Failure to comply with installation of a camera unit within 10 days of the date of this letter will result in your case being sent back to court non-compliant.

Interlock violation reports are only available to you, or your attorney of record (with a consent form), upon request. Specifics of the violation and resulting consequences will be discussed in detail upon contact with your case manager.

Sincerely,

Case Manager Name

CL4

Date

ASAP Name
ASAP Address
ASAP City, State, & Zip Code
ASAP Phone Number

Client Name
Client Street Address
Client City, State, & Zip Code

Dear Mr. or Ms. Client Last Name:

Please be advised, per Virginia Code 18.2-270.1(D), you are required to have the ignition interlock device calibrated at least every 30 days. ASAP monitoring of your ignition interlock requirement reveals that you have not met this requirement. Please contact the ASAP within 7 business days of the date of this letter to discuss this issue.

Failure to contact the office within the given time frame will result in the ASAP instructing the ignition interlock service provider to require immediate removal of the interlock device. As a result, your license with DMV will be suspended. If this occurs, you will be required to re-start your term of ignition interlock monitoring.

Sincerely,

Case Manager Name

CL5

Date

ASAP Name
ASAP Address
ASAP City, State, & Zip Code
ASAP Phone Number

Client Name
Client Street Address
Client City, State, & Zip Code

Dear Mr. or Ms. Client Last Name:

Please be advised that your ASAP ignition interlock monitoring balance is now past due. Based on the specific circumstances of your case, the following marked condition applies:

- Your ASAP ignition interlock monitoring service fee is 60 days past due. As a result, an unsuccessful removal authorization has been sent to your interlock vendor and your DMV licensing status is now suspended. You will be required to re-enroll with the ASAP, pay any outstanding balance, and pay the first month of interlock monitoring in order to reinstate ASAP interlock monitoring services.
- You failed to pay your last month of ASAP interlock monitoring. A removal authorization has been sent to your interlock vendor. The DMV system will not be updated to reflect satisfactory completion until you pay the outstanding balance and an additional \$50 administrative fee. This will result in suspension of your license.

It is imperative that you contact the ASAP immediately to address any outstanding ASAP interlock monitoring balance.

Sincerely,

Case Manager Name

CL6

DMV Administrative Enrollment & ASAP Interlock Monitoring Fees

Clients are required to enroll with the local ASAP in order to begin ASAP interlock monitoring services for a DMV interlock requirement. The enrollment requirement applies even in cases where a client is transitioning from a court interlock requirement to a DMV administrative interlock requirement at the expiration of the restricted license order. Enrollment requires that the client sign the Commission on VASAP “Authorization for Release of Confidential Information Form” and provide an updated (within past 30 days) “DMV Compliance Summary”.

The ASAP is permitted to charge a \$50 per month ignition interlock monitoring fee. This \$50 per month service fee begins the day you enroll with the ASAP as a DMV administrative interlock requirement or the date of your restricted license expiration if originally a court ordered interlock requirement. Service fees that become 60 days overdue will result in unsuccessful closure of your case and a suspension of your driver’s license through the Virginia DMV. If this occurs, you will be required to re-start the DMV administrative interlock requirement after paying all outstanding ASAP monitoring fees.

Sincerely,

ASAP Name

CL7

Date

ASAP Name
ASAP Address
ASAP City, State, & Zip Code
ASAP Phone Number

Client Name
Client Street Address
Client City, State, & Zip Code

Dear Mr. or Ms. Client Last Name:

Please be advised that a recent license check revealed that your license is either in revoked, suspended, ineligible, or not-licensed status. As a result, the minimum period of six consecutive months of ignition interlock will not be credited until you come into compliance with all Department of Motor Vehicle (DMV) licensing requirements. Please provide our office with documentation when this requirement has been met.

Should you fail to obtain the hard-copy license, you will not receive credit for the time that the device is installed on your vehicle. If you have any questions regarding this matter, please contact the ASAP office.

Sincerely,

Case Manager Name

CL8

Date

ASAP Name
ASAP Address
ASAP City, State, & Zip Code
ASAP Phone Number

ASAP Name
ASAP Address
ASAP City, State, & Zip Code

Client Name
Client Street Address
Client City, State, & Zip Code

Dear Originating ASAP:

Please be advised that the client listed above has satisfactorily completed all aspects of their ignition interlock requirement. The ASAP has completed the following action:

- Authorized ignition interlock removal
- Instructed the client to contact your office for further instructions in obtaining an amended order.

Sincerely,

Case Manager

AS1

Date

ASAP Name
ASAP Address
ASAP City, State, & Zip Code
ASAP Phone Number

ASAP Name
ASAP Address
ASAP City, State, & Zip Code

Client Name
Client Street Address
Client City, State, & Zip Code

Dear Originating ASAP:

Please be advised that the ASAP has identified:

- An alcohol-related violation, or violations, on the client's calibration report.
- The client has failed to calibrate as required per Virginia Code 18.2-270.1.

Please select from the following options on how you would like this ASAP to proceed:

- Extend the ignition interlock requirement six months from the date of the latest violation.
- Re-classify to a higher intervention level.
- Remove the ignition interlock unsuccessfully and place the license in RVAS status.
- Return the client unsuccessful to the originating ASAP.
- Additional notes _____

Sincerely,

Case Manager Name

AS2

Date

Court Name
Court Street Address
Court City, State, & Zip Code

Reference: Client's Name
Case Number: Court Case Number

Dear Honorable Judge Name:

The above named client has incurred six consecutive months of ignition interlock with no alcohol-related violations as required by Virginia Code 18.2-270.1.

The ASAP is presenting this update to the court as the client has notified the ASAP of their intent to petition the court for early removal of their ignition interlock device.

Sincerely,

Case Manager Name
Case Manager Phone Number

Cc: Commonwealth Attorney

CT1

Date

Court Name
Court Street Address
Court City, State, & Zip Code

Reference: Client Name
Case Number: Court Case Number

Dear Honorable Judge Name:

The client was court-ordered to have the ignition interlock device installed on their vehicle and monitored by ASAP. As of this date, the client is in violation of the court order for the following reason(s):

- The client failed to install the ignition interlock within 30 days of the effective date on the court order per Virginia Code 18.2-270.1.
- There was an alcohol-related interlock violation enclosed on the attached report.
- There was a skipped rolling re-test which was not cleared within 15 minutes with a .000% BAC.
- The client failed to have the interlock device calibrated at least every 30 days by Virginia Code 18.2-270.1. The last calibration date was (MM/DD/YYYY).

Unless the original court requirement is longer in duration, the ignition interlock requirement has been re-started six months per Virginia Code 18.2-270.1 from the date of the latest violation. This re-start does not apply if the issue is due to failure to calibrate or install the device as required. ASAP will continue to monitor this case as indicated unless otherwise directed by the court.

Sincerely,

Case Manager Name
Case Manager Phone Number

Cc: Commonwealth Attorney

CT2

Date

Court Name
Court Street Address
Court City, State, & Zip Code

Reference: Client Name
Case Number: Court Case Number

Dear Honorable Judge Name:

The client was court-ordered to have the ignition interlock device installed on their vehicle and monitored by ASAP. As of this date, the client is in violation of the court order for the following reason(s):

- The client failed to install the ignition interlock within 30 days of the effective date on the court order per Virginia Code 18.2-270.1.
- There was an alcohol-related interlock violation enclosed on the attached report.
- There was a skipped rolling re-test which was not cleared within 15 minutes with a .000% BAC.
- The client failed to have the interlock device calibrated at least every 30 days by Virginia Code 18.2-270.1. The last calibration date was (MM/DD/YYYY).

Unless the original court requirement is longer in duration, the ignition interlock requirement has been re-started six months per Virginia Code 18.2-270.1 from the date of the latest violation. This re-start does not apply if the issue is due to failure to calibrate or install the device as required. The ASAP respectfully requests that the court order a show cause for the above violation(s).

Sincerely,

Case Manager Name
Case Manager Phone Number

Cc: Commonwealth Attorney

CT2A

Date

Court Name
Court Street Address
Court City, State, & Zip Code

Reference: Client's Name
Case Number: Court Case Number

Dear Honorable Judge Name:

This case is being returned to the court non-compliant for the following reason or reasons:

- The employer has not replied that they authorize the client to drive any of their vehicles without an ignition interlock installed.
- The employer indicates that the business is either wholly or partially controlled or owned by the client and therefore not eligible for the employer interlock waiver.

Sincerely,

Case Manager Name
Case Manager Phone Number

Cc: Commonwealth Attorney

CT3

Date

Court Name
Court Street Address
Court City, State, & Zip Code

Client Name:
Referral Date:
Docket Number:
Driver's License Number:

Dear Honorable Judge Name:

The client was court-ordered to have the ignition interlock device installed on their vehicle and monitored by ASAP. As of this date, the client is in violation of the court order for the following reason(s):

- The client failed to install the ignition interlock within 30 days of the effective date on the court order per Virginia Code 18.2-270.1.
- There was an alcohol-related interlock violation enclosed on the attached report.
- The client failed to have the interlock device calibrated at least every 30 days by Virginia Code 18.2-270.1. The last calibration date was (MM/DD/YYYY).

Case Manager Name

COURT'S ORDER

- Show Cause Capias Issued No Action

(Date)

(Judge's Signature)

JT1

Date

Court Name
Court Street Address
Court City, State, & Zip Code

Client Name:
Referral Date:
Docket Number:
Driver's License Number:

Dear Honorable Judge Name:

The client was court-ordered to have the ignition interlock device installed on their vehicle and monitored by ASAP. As of this date, the client is in violation of the court order for the following reason(s):

- The client failed to install the ignition interlock within 30 days of the effective date on the court order per Virginia Code 18.2-270.1.
- There was an alcohol-related interlock violation enclosed on the attached report.
- The client failed to have the interlock device calibrated at least every 30 days by Virginia Code 18.2-270.1. The last calibration date was (MM/DD/YYYY).

Case Manager Name

COURT'S ORDER

- Rule to Show Cause be issued against the defendant returnable to this court on the date set by the Clerk's Office to Show Cause why the defendant's operator's license and/or suspended sentence should not be revoked.
- No Action

(Date)

JT2

(Judge's Signature)

Date

ASAP Name
ASAP Address
ASAP City, State, & Zip Code
ASAP Phone Number

Client Name
Client Street Address
Client City, State, & Zip Code

Dear Mr. or Ms. Client Last Name:

The ASAP has identified that your license with the Department of Motor Vehicles is either in suspended, revoked, or non-licensed status. The most common reason(s) for this include:

1. Failure to pay the DMV license reinstatement fee within 60 days of restricted license issuance.
2. Failure to provide an FR44 from your insurance carrier.
3. Failure to pay outstanding court fines.
4. Failure to complete a DMV driver improvement or intervention interview course.
5. Failure to install an ignition interlock on all required vehicles.

You will need to contact the Department of Motor Vehicles to resolve this issue. Until that time, you are not eligible to drive in the Commonwealth of Virginia. Furthermore, you will not receive ignition interlock monitoring credit while you are not in licensed status.

Sincerely,

Case Manager Name

JT3

Date

STATUS REPORT

Case Status Compliant Non-Compliant

Probationer Information

Last Name: First Name: Middle Initial:

DOB: DL#:

License Status: Licensed Not-Licensed Suspended Revoked

Enrollment & Intervention Information

Enrollment Type: Pre-Enrolled Court-Ordered

Supervising ASAP: Arlington

Intake Date:

Assigned Intervention:

- Education
- Intensive Education
- Drug Education
- Treatment
- Other

DMV Record Check: Charges Found No New Charges Found

Additional Notes:

AR1

Date

INTERLOCK VIOLATION REPORT

For the attention of Judge:
Arlington County General District Court

Client Name:
Client Address:
DL#:
Court Case #:
ASAP#:

Arlington ASAP has reviewed the ignition interlock monthly calibration report for the above referenced defendant and identified the following violation(s):

(Enter violation)

Arlington ASAP has discussed the violation with the defendant, and in lieu of returning the case to the court non-compliant at this time, the following action plan is being considered:

(Enter plan)

Unless the original court requirement is longer in duration, the ignition interlock requirement has been automatically extended six months from the date of the latest violation. ASAP will continue to monitor this case as indicated, via the above action plan, unless otherwise directed by the court.

(Probation Case Manager)



Plan Acceptable _____

Capias/Rule to Show Cause _____

(Judge)

(Date)

AR2

Date

For the attention of Judge:
Arlington County General District Court

Client Name:
Client Address:
DL#:
Court Case #:

The client has completed the treatment and education components of the ASAP. In addition, the ignition interlock device has been installed for six consecutive months with no alcohol-related violations. The client will remain under ASAP supervision until the expiration of their restricted operator's license; however, they are requesting that the court order successful removal of the interlock device at this time. If you so approve, ASAP will send a removal authorization to the client's ignition interlock service provider.

COURT'S ORDER

Tri-River ASAP is authorized to notify the client's ignition interlock service provider that the interlock requirement has been satisfied and the device can be removed at this time.

Approve

Disapprove

(Judge's Signature)

(Date)

TR1

Date

ASAP Name
ASAP Address
ASAP City, State, & Zip Code
ASAP Phone Number

Client Name
Client Street Address
Client City, State, & Zip Code

Dear Mr. or Ms. Client Last Name:

This correspondence pertains to the upcoming removal of your ignition interlock device. Your compliance date is _____. It is your responsibility to assure that the final calibration occurs on or after this date. Once the final download is complete, your ignition interlock service provider will be authorized to remove the interlock device once the final calibration is reviewed by your case manager and no violations are found. Please contact your selected ignition interlock service provider to schedule removal of the device only after you receive a call from the ASAP notifying you that the interlock device has been authorized for removal.

The ASAP will update DMV once the device is removed. Please do not register or title any other vehicles in your name until this update occurs in the DMV system. Once the device is removed, please contact the DMV to receive your full license without the interlock restriction.

The ASAP is open to the public Monday through Friday from 8:00 am to 4:00 pm and is closed for lunch from 11:00 am to 12:00 pm. Please feel free to contact me at (540) 645-6310 Ext. 102 should you have any questions.

Sincerely,

Case Manager Name

RK1

Date

ASAP Name
ASAP Address
ASAP City, State, & Zip Code
ASAP Phone Number

Client Name
Client Street Address
Client City, State, & Zip Code

Dear Mr. or Ms. Client Last Name:

Per Virginia Code 18.2-270.1, you are required to complete a minimum of six consecutive months of ignition interlock with no alcohol-related violations. As of today, you have reviewed the interlock orientation and reviewed and signed the "ASAP Ignition Interlock Agreement". Please be advised that there is a \$50 per month ASAP ignition interlock service fee. Please make sure you are aware of your responsibilities with the following ASAP interlock procedures:

- Notify the ASAP of your independently chosen interlock vendor.
- Contact your independently chosen interlock vendor to schedule an installation appointment.
- Contact DMV to pay your reinstatement fee, file your FR44, and resolve any other outstanding licensing issues.
- Pay the \$50 per month ignition interlock monitoring fee to the ASAP by the 5th of each month.
- If your ASAP ignition interlock monitoring payments become 60 days past due, the interlock will be removed unsuccessfully and your license status will be suspended.
- If a violation occurs on the interlock device, a mandatory six month extension from the violation date will occur.
- You will be notified by letter when your six month violation free period has been completed.

If you should have any questions, please contact the ASAP Monday through Friday from 8:00 am to 4:00 pm.

Sincerely,

Case Manager Name

RK2

Date

Court Name
Court Street Address
Court City, State, & Zip Code

Reference: Client Name
Case Number: Court Case Number

Dear Honorable Judge Name:

The Rappahannock ASAP is presenting this update to the court as the client has notified the ASAP of their intent to petition the court for early removal of their ignition interlock device.

The above named client has incurred six consecutive months of ignition interlock with no alcohol-related violations as required by Virginia Code 18.2-270.1.

The Rappahannock ASAP respectfully asks the court to consider the following probation violation(s):

(violations)

Sincerely,

Case Manager Name

RK3

Date

Court Name
Court Street Address
Court City, State, & Zip Code

Reference: Client Name
Case Number: Court Case Number

Dear Honorable Judge Name:

The above referenced probationer was convicted of a 2nd Driving While Intoxicated offense within 5 years in the (court name) on (date). The probationer was ordered by the court to enter VASAP. The probationer attended an intake appointment at the Rappahannock ASAP on (date) and was assessed and subsequently classified for treatment services.

To date, the probationer is compliant with their program requirements. The probationer has completed substance abuse counseling and is currently enrolled in DUI Education classes. Probation requirements for monitoring include remaining abstinent from alcohol and illicit substances and attending case review appointments.

The probationer is requesting consideration for restricted license privileges. The Rappahannock ASAP recommends, if the privilege is granted, that the interlock device be equipped with a camera unit. The probationer has an administrative ignition interlock requirement through DMV.

If the probationer fails to meet the requirements of the program, the case will be returned to court as non-compliant.

Sincerely,

Case Manager Name

Cc: Commonwealth Attorney

RK4

Date

Court Name
Court Street Address
Court City, State, & Zip Code

Reference: Client Name
Case Number: Court Case Number

Dear Honorable Judge Name:

The above referenced probationer was convicted of a 2nd Driving While Intoxicated offense within 5 years in the (court name) on (date). The probationer was ordered by the court to enter VASAP. The probationer attended an intake appointment at the Rappahannock ASAP on (date) and was assessed and subsequently classified for treatment services.

To date, the probationer is compliant with their program requirements. The probationer completed her DUI Education on (date). The probationer is attending substance abuse counseling and all scheduled case review appointments. All alcohol and drug urine screens have been negative. The probation requirements include attending scheduled treatment sessions, remaining abstinent from all alcohol and mood altering drugs, and attending all scheduled case review appointments.

The probationer is requesting consideration for restricted license privileges. The Rappahannock ASAP recommends, if the privilege is granted, that the interlock device be equipped with a camera unit. The probationer has an administrative ignition interlock requirement through DMV.

If the probationer fails to meet the requirements of the program, the case will be returned to court as non-compliant.

Sincerely,

Case Manager Name

Cc: Commonwealth Attorney

RK5

Date

Court Name
Court Street Address
Court City, State, & Zip Code

Reference: Client Name
Case Number: Court Case Number

Dear Honorable Judge Name:

The above referenced probationer is currently enrolled in the Rappahannock ASAP. The probationer is requesting that the court review their ignition interlock requirement.

Please be advised that this probationer has been successfully complying with the program requirements which include education, treatment, and attendance at all ASAP case reviews.

The probationer had the interlock device installed on (date) and has had not violations as of the last calibration. The probationer's restricted license expires on (date).

Sincerely,

Case Manager Name

RK6

Date

The Honorable Judge Name
Court Street Address
Court City, State, Zip Code

Reference: Defendant's Petition to Successfully Remove Ignition Interlock

Docket #:
Court:
Arrest Date:
Court Date:
BAC:

The above named defendant was seen for intake at the Fairfax ASAP on (DATE) and determined to be in need of (SERVICES). As of this date, the defendant has completed:

(COMPLETED TASKS)

The defendant was granted restricted driving privileges by the court with an ignition interlock requirement. The ignition interlock device was installed on (INSTALLED DATE). During the monitoring period the defendant incurred the following violations:

(VIOLATIONS)

A current review of Fairfax City and County records indicates the following new charges:

(NEW CHARGES)

This status letter is intended to aid the court in determining removal of the ignition interlock device from the defendant's vehicle. If the court requires any further information, please contact this probation officer at (NUMBER).

Sincerely,

Case Manager Name
Probation Officer

FX1

Date

INTERLOCK VIOLATION REPORT

Honorable: Judge Name
Court: Court Name

Probationer Name
Probationer Street Address
Probationer City, State, and Zip Code

Docket Number:

This office respectfully requests a *capias* be issued from the court and be served upon the probationer requiring (PROBATIONER NAME) to show why the probationer should not be required to serve the suspended jail sentence or be held in contempt of court for failure to comply with the court's order. Please be advised that the probationer's participation in ASAP has been suspended until the court makes a ruling on the following alleged violation(s):

(VIOLATIONS)

We respectfully request (PROBATIONER NAME) be recalled to the court due to the reasons referenced above. Please be advised that the probationer's interlock requirement has been extended six months from the date of the last violation.

PROHIBITION ON RE-DISCLOSURE: This information has been disclosed to you from recorded protected by Federal Confidentiality Rules (42 CFR Part 2). The Federal Rules prohibit you from making any further disclosure of this information unless further disclosure is expressly permitted by the written consent of the person to whom it pertains or as otherwise permitted by 42 CFR Part 2. A general authorization for the release of medical or other information is not sufficient for this purpose.

Sincerely,

Case Manager Name

Cc: Probationer & Commonwealth Attorney

Court Decision

- Reinstated into VASAP
- Disposed of without reinstatement into VASAP

(Judge's Signature)

(Date)

SS1

Date

INTERLOCK VIOLATION REPORT

Honorable: Judge Name
Court Name:
Court Address:

Probationer Name
Probationer Street Address
Probationer City, State, and Zip Code

Docket Number:

Dear Honorable Judge Name:

The above named probationer is being returned to court as non-compliant for the following reason(s):

(interlock violations)

It is respectfully requested that a Show Cause be issued recalling this probationer to court in order that the court may review his or her ASAP probation and take whatever action deemed appropriate.

Sincerely,

ASAP Case Manager

(Aqwanda Young, Senior Case Manager)

CK1

Date

INTERLOCK VIOLATION REPORT

Honorable: Judge Name
Court Name:
Court Address:

Probationer Name
Probationer Street Address
Probationer City, State, and Zip Code

Docket Number:

Dear Honorable Judge Name:

The above named probationer is being returned to court, at his or her request, to contest the following ignition interlock violation(s):

(interlock violations)

It is respectfully requested that a Show Cause be issued recalling this probationer to court in order that the court may review his or her ASAP probation and take whatever action deemed appropriate.

Sincerely,

ASAP Case Manager

(Aqwanda Young, Senior Case Manager)

CK2

Date

Court Name
Court Street Address
Court City, State, & Zip Code

Reference: Client's Name
Case Number: Court Case Number

Dear Honorable Judge Name:

The above-referenced client is requesting removal of their ignition interlock device, prior to the Virginia Code requirement of six consecutive months with no alcohol-related violations, for the following reason(s):

- The vehicle has been repossessed or totaled.
- The vehicle is in need of repair which requires temporary removal of the interlock.
- The client's license is in suspended or revoked status.
- The client is turning in their restricted license order and is electing not to drive.

The removal of the interlock device will be authorized by the Bull Run ASAP and the interlock requirement will be reinstated.

_____ Judge Signature if Approved

_____ Judge Signature if Not-Approved

Date

BR1