

CTFDID/ DUI Form Subcommittee



Location: Virtual Meeting



Date: April 30th, 2025



Time: 1pm / 1300 hours

Meeting Minutes for 4.30.2025 & 5.28.2025

I. Attendance: Nicholas Hazlett, Kim Ferber, Dan Ostrander, Jason Sparks, Jason Haag, Kim Ferber, Michelle Stone-Principato, Katie Contos, Matthew Brown, Tim Kitchens, Crystal Soderman, Tuesday Black

II. Introductions around the room.

III. Establish purpose of subcommittee

- a) Purpose of the subcommittee: To research, design, draft, publish and implement a Statewide DUI / Impaired Driver Examination Form across all agencies in the State of Colorado, to improve data accuracy and efficiency.
- b) Form—easy part is to build the form. The challenge is going to be how we get this in the hands of all departments across Colorado.

IV. Set Goals for DUI Form

- a) What goals and what landmarks do we need to establish?
 - i) Can this be done and implemented across the state of Colorado? Can we do something that will make these agencies better.
 - ii) Survey ideas to Courts, municipalities on what works and doesn't. Colorado Chiefs of Police and County Sheriff's, providers, leaderships of different, Michelle and Chief Ferber will partner
 - iii) Opened for suggestions, planting seeds and stakeholders we want to survey, Chief Ferber has DL that can be used to communicate. Chief's Conference in June, might be too soon, might be an opportunity to distribute it, attendance varies at conference, maybe mention it
 - iv) To see what substances are more pressing in each county/municipality that are impacting drivers
 - v) Comprehensive communication strategy

V. Challenges in the past—systems vary across the state, discussing different examples of forms and reports and record management systems.


- a) Is the task force looking for standardized collection of information or the form?

- 
- i) The form and the utility of the form that it is the same across the State

VI. Example of State Patrol excel form

- a) What it is we are using, what would they like to see, what is missing?
- b) Language statutes on what in the form can go to what agency and making sure the form works for everyone. Impairment form vs. Revocation form

VII. Clarification needed. Need to maybe ask clarification to the CTFDID on which form needs to updated. Impairment form vs. Revocation form

- a) where can the form be translated into an universal form? when in this process does the form become cumbersome?
 - b) CDOT is working online crash data form
 - c) Adding Tox Refusals missing data to survey
 - d) Clarifying Question for Tuesday Black—are we looking 1 statewide form for all DUI to include revocation and data ...or just a DUI form for the court prosecution?
 - i) We did not clarify, it wasn't broken down to that much detail. One form that serves all purposes and one form that Officers will complete and sent over to DOR. Also a form that will work for data collection. Information that is not collected anywhere and asked of us to collect
 - ii) Recommend to maybe keep forms separate
 - iii) This subcommittee can decide what needs to be done, should it be 1 form or 2 forms
 - iv) Best next step to get clarification on what the CTFDID wants
 - v) The simpler the form and data collection the better results we will get
- 





VIII. Meeting from 5/28/2025

IX. Purpose of the subcommittee: To research, design, draft, publish and implement a Statewide DUI / Impaired Driver Examination Form across all agencies in the State of Colorado, to improve data accuracy and efficiency.

X. Clarification from previous Task Force Meeting. Not being asked to do the revocation form

XI. Next steps—Survey

- a) what they use and what they would like to see on a unified report?
 - i) Contact parties
 - ii) What agencies?
 - (1) Compile a list of email addresses
 - (2) Request for follow up information from person completing form
 - iii) Michelle and Kim about what asking in your survey
 - iv) Aspects of the revocation form that want to be changed this might be an opportunity to update that
 - (1) Title of form
 - (2) Question about subject performing as a sober party? Can only choose Yes or no
 - (a) Could be medical related or environmental related
 - (b) What could we replace this question with
 - v) Smaller Agencies: How helpful would this form be? What about training? What resources would they need? What systems would they need?
 - vi) Keep it a short survey—opened ended questions, required written responses
 - vii) Offering follow up conversations on survey or with questions
 - viii) Make questions different enough that they get different answers rather than “copy and paste”
- 

- 
- ix) Survey getting out, and make the response prior to next meeting and discuss results in the next meeting.
 - x) Ask what form they use now and an example of it and system.