



DUI/Risk Reduction Programs

POLICIES & PROCEDURES GUIDE

DEPARTMENT OF DRIVER SERVICES REGULATORY COMPLIANCE DIVISION

12/2024

Per Department of Driver Services Rules and Regulations, program owners, instructors, and staff are responsible for adhering to the Department's Risk Reduction Program policies and procedures in addition to meeting all other requirements.

General Program Owner Responsibilities

Providing services for the assessment and intervention components of the program.

Maintaining for every instructor and staff member, a personnel folder containing signed statements required by program rules, regulations, policies and procedures and, if applicable, a copy of each instructor's current Department certification.

Ensuring students or prospective students know where and how to obtain information about clinical evaluators certified by the Department of Behavioral Health and Developmental Disabilities.

Training all program instructors and staff members to provide accurate information regarding the program and to maintain student confidentiality.

Participating in program evaluations and research projects as directed by the Department.

Prohibiting the solicitation of students or prospective students for any product or service, specific clinical evaluators or treatment providers, or ignition interlock providers.

Ensuring the program's operation, including the delivery of the intervention component, is provided in a professional manner that is respectful, exhibits positive conduct and behavior, and is conducive to learning.

Ensuring that students attend all sessions in sequence as scheduled. A student is not allowed to attend the next session after missing a session.

Ensuring that each student receives a new and unused copy of the required student workbook. The student workbook shall be in a format determined by the curriculum provider or the Department.

Ensuring that a certificate of completion is issued to each student within one business day, but no more than 48 hours, after the student has successfully completed all program requirements.

Ensuring that Remote Classroom Instruction is delivered in accordance with agreements and guidelines. Reference Appendix A.

General Program Instructor Responsibilities

Facilitating all sessions of the intervention component

In cases of an emergency, and when the program owner and the Department have been notified in advance, another certified instructor may substitute to complete the intervention component.

Arriving at least thirty (30) minutes prior to the beginning of the first intervention session.

Remaining with the class during all sessions of the intervention component.

Performing no other duties or functions while instructing the intervention component, including but not limited to answering the telephone, completing paperwork, or administering assessments.

Ensuring that class sizes are in accordance with 375-5-6-.15(4)(c) and does not exceed the program certification student maximum.

Remote classroom instruction requires instructors to sign and adhere to the policies outlined in Remote Classroom Instructor Agreement. Reference Appendix B.

Conducting class free from impairment.

Requiring all students to attend the mandatory twenty (20) hours of the intervention component.

Scheduling breaks as outlined in the intervention component syllabus.

When more than one (1) intervention component session is conducted in a single day, providing for a minimum one (1) hour meal break between each session. The minimum one (1) hour meal break shall be in addition to the required twenty (20) hours of the intervention component.

Requiring students to arrive on time and to sign a class roll at the beginning of each session of the intervention component.

Ensuring that students attend all sessions in sequence as scheduled. A student is not allowed to attend the next session after missing a session.

Allowing no student to attend class while intoxicated or under the influence of any illegal or unauthorized substance.

Requiring each student to arrive on time for each intervention component session.

Ensuring that each student receives a new and unused copy of the required student workbook. The student workbook shall be in a format determined by the curriculum provider or the Department.

Administering the post-test before the issuance of a certificate of completion

Ensuring that course requirements are met before finalizing the student's certificate of completion

Instructors shall not issue a certificate of completion to themselves

Utilizing the most current version of the curriculum and audiovisuals prescribed by the Department.

Covering all material contained in the intervention component curriculum in sequence, as outlined by the course syllabus, without the use of outside material.

Participating in program evaluation and research as directed by the Department.

Prohibiting the solicitation of students or prospective students for any product or service, specific clinical evaluators or treatment providers, or ignition interlock providers

Ensuring the delivery of the intervention component, is provided in a professional manner that is respectful, exhibits positive conduct and behavior, and is conducive to learning.

Coteaching (Coteaching is not encouraged but can be used at the discretion of the program owner.)

Coteaching requires that both DDS certified instructors are present for entire 20 hours of intervention.

Assessment Component and Program Records

Programs shall only use the assessment provider designated by the Department and should adhere to its policies and procedures governing the Risk Reduction Program.

An Assessment Component contract (including all fees) between the program and student or prospective student must be executed before the assessment component can be administered.

Assessment components shall be conducted in accordance with the following criteria:

All persons attending the program shall undergo and complete a valid assessment component.

Assessment components shall be processed at least thirty (30) minutes before the beginning of the first intervention component session.

Results of the assessment component may be transferred or released provided that the program and the student have authorized the transfer on a form prescribed by the Department.

The program may charge a transfer fee up to \$25.00.

A transfer fee shall not be charged due to class cancellation for a contracted class.

Programs shall transfer a copy of the assessment component results to any clinical evaluator designated by the prospective student within five (5) business days of the transfer request.

The assessment component shall be administered in accordance with the directions and materials approved by the Department.

Assessments must be processed in the providers platform in the same month as administered.

Students cannot complete the assessment component until all assessment fees are paid in full.

Each program shall only use the assessment component for the purpose of assessing students attending the program.

Assessment components shall only be administered according to the Department's remote classroom guidelines and policies and procedures or at the program's certified location.

The assessment must be conducted in a manner that affords privacy to the individual being assessed and that facilitates an environment that is conducive to learning; concentration and freedom from distractions.

The individual results of the assessment component are to be confidential and shall only be discussed in private with the individual assessed.

Students shall be informed that the assessment component is valid for one (1) year. Failure to enroll in the intervention component within that one (1) year period will require another assessment component with payment of another assessment fee. Any subsequent convictions within the same one-year period or thereafter will require an additional assessment component.

Each program shall maintain a monthly roster of all individuals who have taken the assessment component using the assessment roster of the Department's approved provider.

Assessment fees shall be paid to the state on all students assessed, including those who did not sign an intervention component contract, did not return for class after signing an intervention contract, or have not attended all class sessions.

Rebate fees for each calendar month shall be submitted as directed by the Department and received by the tenth (10th) calendar day of the following month.

Reasonable accommodations shall be provided for students who are disabled and/or unable to read or write.

Assessment roster files shall contain the monthly assessment rosters and shall be organized chronologically by month and calendar year.

Class Files shall be labeled with the class dates and maintained in chronological order by dates of the class.

Class Files shall contain the original class roll and class roster as specified by the Department.

In addition to the original class roll and class roster, class files shall contain the following records for each student enrolled in any program component: original assessment contract, assessment summary, student information document, original intervention contract, a graded intervention post-test, and transfer authorization form, if applicable.

Class files, class rosters, and assessment results shall be retained for a period of three (3) years. At the end of the (3) three-year period, programs shall securely destroy said files.

The Department may require all programs to submit and/or store records electronically in addition to the record requirements set forth in this regulation.

Records of offenders assessed who have not enrolled in a class shall be placed in the assessment roster file with the appropriate month's assessment roster.

DUI Alcohol or Drug Use Risk Reduction Program Location

All program facilities shall include the following:

Clean working restrooms.

Adequate lighting, heating and air conditioning.

Programs shall maintain the following equipment in working order:

A television/monitor or projector and projection screen that can be suitably viewed by all course participants.

Media equipment and visual displays for presenting required portions of the curriculum that meets Department specifications.

Secure file storage

Telephone

Copy machine

Internet Access

Computer

Printer

Other equipment as designated by the Department.

Program offices cannot be open during class time unless program office activities can be conducted without disrupting a class.

Enforcement of Program Requirements

Choice of Revocation or Suspension. The Department, in its discretion, may choose whether to impose Suspension or Revocation against a Program Owner, or Instructor. In considering which to impose, the Department may consider the Program Owner, or Instructor's history of compliance; the seriousness of the violations; whether the violation(s) was voluntarily reported to the Department; and whether the Program Owner, or Instructor exhibited good faith efforts to correct areas of noncompliance prior or subsequent to their discovery by the Department.

Administrative fines. The Department, in its discretion, may choose to impose an administrative fine, up to \$1,000 per violation, against a Program Owner, or Instructor. In considering which to impose, the Department may consider history of compliance; the seriousness of the violations; whether the violation(s) was voluntarily reported to the Department; and whether good faith efforts to correct areas of noncompliance were exhibited .The Department has the authority to assess an administrative fine, not to exceed \$1,000.00 per violation, against any Program Owner, or Instructor that fails to comply with any Program requirement. In determining the amount of the fine, the Department may consider the seriousness of the violation, whether the same or any other Rule or Regulation has been violated previously by the same Program Owner, or Instructor, and whether procedures designated to prevent the violation were in place and were followed.

Appendix A

Department of Driver Services (DDS) – Regulatory Compliance Division Program Agreement - Remote Classroom Instruction

Department rules and regulations allows certified programs to offer remote classroom instruction and allows the Department to develop policies and procedures for this process.

Program owners that would like to utilize remote services for classroom instruction shall review, complete, and sign the documents below and return to their respective Field Analyst. A signed copy should be maintained with program files.

Certified Program Name: _____

Program RRP Certification Number: _____

Program DI Certification Number: _____

Program DT Certification Number: _____

Department of Driver Services (DDS) Regulatory Compliance Division Program Guidelines for Conducting Remote Classroom Instruction

_____, I acknowledge and understand the following:
(Owner, please print name)

- Remote classroom instruction must be via a video conferencing platform (Zoom, MS Teams, etc.) conducted using synchronous learning - learning that is happening at a scheduled time with the instructor and students (This is not online instruction that is completed at the student's discretion).
- Hybrid classes (some students are participating remotely, and some are in the certified classroom) require the instructor to be present at the program's certified classroom with the in-person students to provide instruction.
- Total student maximum is 40 for remote and hybrid classroom instruction.
 - Classroom maximum cannot exceed the number on the program certification.
- Field Analysts must be notified by email each time a class is conducted advising the platform being used (Zoom, MS Teams, etc.) along with the log-in information (class link, code and/or password) prior to the start of the first session.
- Programs are required to follow all DDS rules and regulations.
 - Required documents must be printed, maintained, and provided for auditing purposes (unless other arrangements have been made prior to an audit/monitoring).
- Programs must ensure that student documents containing Personal Identifiable Information (PII) remain at the certified program location in a secure location (PII is considered a person's first name or first initial and last name in combination with any one or more types of information, including, but not limited to, social security number, date of birth, driver's license number, etc.).
- All supporting required documents (tests, surveys, etc.) for the student must be returned to the program's certified location within 24 hours of the class completion date.
- Programs must ensure that instructors are provided with the proper procedures and guidelines for remote classroom instruction.
- Prior to the start of the class, the class must be created in OCRA, and all students attending must be added to the Class Roster.
- Please note in the Course Comments on the OCRA Class Roster that the class is being taught using Remote Classroom Instruction (Zoom, MS Teams, etc.).
- Programs must ensure that instructors are logged into the Remote Classroom Platform prior to the start time of the class and that their devices are operational.
- Programs must ensure that instructors must be visible on camera and be adequately trained on the platform they are using and be able to navigate to various sections (i.e., chats, changing from instruction to video).

- Programs must ensure that instructors document on the OCRA Course Roll that the class was taught using Remote Classroom Instruction and note for each session whether the student was absent or present.
- Classes must be taught using the approved syllabus (DUI/RRP – PRI syllabus, DI & DT- respective certified curriculum syllabus) allowing for breaks and lunch per rule.
- Programs must ensure that instructors remain professional and adhere to the guidelines set forth for programs, instructors, and students where applicable.
- Programs are subject to monitoring, training, and auditing pursuant to existing rules and regulations of the Department of Driver Services.

Students are held to the same standards as if they were in an actual classroom setting at the program (this list is not inclusive but offers a few examples of items to remind students and instructors):

- Students must ensure that their technology/device (internet, power, data, etc.) is sufficient to complete all course requirements.
- Students must ensure that they have downloaded the appropriate platform and can access it before the start of the course
- Students must be visible on camera for all sessions and must be appropriately dressed- breaks not included/audio alone is not acceptable (no still photos, screen shots, or views of the ceiling, etc.).
- Only students that have contracted for the course can attend (no children, no roommates, etc. – exceptions may be made due to accommodations for illiterate or disabled students).
- Students must ensure that their backgrounds are appropriate (no pictures of illegal drugs, alcoholic beverages, partially dressed individuals, items that may be considered offensive, etc.).
- Students must be logged in on time and cannot leave early.
- Students must be in a seated position away from distractions (lying in bed is not permitted, working, shopping, cooking, babysitting, talking to others, etc.).
- Students cannot operate a motor vehicle while attending class.
- Students should mute their phones/microphones when not speaking.
- Students cannot record sessions.
- Students cannot drink alcoholic beverages, vape, or use tobacco products during sessions.

These guidelines/policies/procedures are not inclusive of all scenarios. Please be mindful that DDS rules, regulations, policies, and procedures must be adhered to.

Signature of Owner _____ Date _____

WARNING: Any person knowingly making any false statement on this document commits the offense of false statements and writings, D.C.S.A. §16-10-03.

Appendix B

Department of Driver Services (DDS) – Regulatory Compliance Division Instructor Agreement - Remote Classroom Instruction

Department rules and regulations allows certified programs to offer remote classroom instruction and allows the Department to develop policies and procedures for this process.

Instructors that will be providing remote classroom instruction for certified DDS programs must review, complete, and sign the documents below and return to their respective program. The program will maintain a copy in the instructor's personnel file. NOTE: If instructor is employed by more than one program, a separate form must be completed and maintained by each.

Certified Instructor Name: _____

Instructor Certification Number(s): _____

Certified Program Name:

Program RRP Certification Number: _____

Program DI Certification Number: _____

Program DT Certification Number: _____

**Department of Driver Services (DDS)
Regulatory Compliance Division
Instructor Guidelines for Conducting Remote Classroom Instruction**

_____, I acknowledge and understand the following:
(Instructor, please print name)

- Remote classroom instruction must be via a video conferencing platform (Zoom, MS Teams, etc.) conducted using synchronous learning - learning that is happening at a scheduled time with the instructor and students (this is not online instruction that is completed at the student's discretion).
- Hybrid classes (some students are participating remotely, and some are in the certified classroom) require the instructor to be present at the program's certified classroom with the in-person students to provide instruction.
- Remote classroom instruction and Hybrid total student maximum is 40.
 - Classroom maximum cannot exceed the number on the program certification.
- Field Analyst must be notified by email each time a class is conducted advising the platform being used (Zoom, MS Teams, etc.) along with the log-in information (class link, code and/or password) prior to the start of the first session.
- Instructors are required to follow all DDS rules and regulations and required documents must be printed, maintained, and provided for auditing purposes (unless other arrangements have been made prior to an audit/monitoring).
- Instructors must ensure that student documents containing Personal Identifiable Information (PII) remain at the certified program in a secure location (PII is considered a person's first name or first initial and last name in combination with any one or more type of information, including, but not limited to, social security number, date of birth, driver's license number, etc.).
- All supporting required documents (tests, surveys, etc.) for the student must be returned to the program's certified location within 24 hours of the class completion date.
- Instructors should remain professional and must adhere to the guidelines set forth for programs, instructors, and students where applicable.
- Prior to the start of the class, the class must be created in OCRA and all students attending must be added to the Class Roster. Please note in Course comments whether class is being taught using Remote Classroom Instruction.
- Instructors should be logged into the Remote Classroom Platform prior to the start time of the class and ensure that their devices are operational.
- Instructors must be visible on camera and be adequately trained on the platform they are using and be able to navigate to various sections (i.e., chats, changing from instruction to video).
- Instructors are responsible for monitoring and engaging students during instruction.

- Instructors will document on the OCRA Course Roll that the class was taught using Remote Classroom Instruction and will note for each session whether the student was absent or present.
- Classes must be taught using the approved syllabus (DUI/RRP – PRI syllabus, DI & DT- respective certified curriculum syllabus) allowing for breaks and lunch per rule.
- Instructors are subject to monitoring, training, and auditing pursuant to existing rules and regulations of the Department of Driver Services.

Students are held to the same standards as if they were in an actual classroom setting at the program (this list is not inclusive but offers a few examples of items to remind students):

- Students must ensure that their technology/device (internet, power, data, etc.) is sufficient to complete all course requirements.
- Students must ensure that they have downloaded the appropriate platform and can access it before the start of the course
- Students must be visible on camera for all sessions and must be appropriately dressed- breaks not included/audio alone is not acceptable (no still photos, screen shots, or views of the ceiling, etc.).
- Only students that have contracted for the course can attend (no children, no roommates, etc. – exceptions may be made due to accommodations for illiterate or disabled students).
- Students must ensure that their backgrounds are appropriate (no pictures of illegal drugs, alcoholic beverages, partially dressed individuals, items that may be considered offensive, etc.).
- Students must be logged in on time and cannot leave early.
- Students must be in a seated position away from distractions (lying in bed is not permitted, working, shopping, cooking, babysitting, talking to others, etc.).
- Students cannot operate a motor vehicle while attending class.
- Students should mute their phones/microphones when not speaking.
- Students cannot record sessions.
- Students cannot drink alcoholic beverages, vape, or use tobacco products during sessions.

These guidelines/policies/procedures are not inclusive of all scenarios. Please be mindful that DDS rules, regulations, policies, and procedures must be adhered to.

Signature of Instructor _____ Date _____

WARNING: Any person knowingly making any false statement on this document commits the offense of false statements and writings, D.C.S.A. §56-12-20.