

# Table of Contents

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## 39.02.72 - Rules Governing Administrative License Suspensions

000. Legal Authority. ....	2
001. Title And Scope. ....	2
002. Written Interpretations. ....	2
003. Administrative Appeals. ....	2
004. Incorporation By Reference. ....	2
005. Office -- Office Hours -- Mailing And Street Address -- Phone Numbers. ....	2
006. Public Records Act Compliance. ....	2
007. -- 009. (Reserved) .....	2
010. Definitions. ....	2
011. -- 099. (Reserved) .....	3
100. Hearing Requests. ....	3
101. Hearing Notices. ....	3
102. -- 199. (Reserved) .....	4
200. Document Submission. ....	4
201. -- 299. (Reserved) .....	4
300. Subpoenas. ....	4
301. -- 399. (Reserved) .....	4
400. Document Discovery. ....	4
401. -- 499. (Reserved) .....	5
500. Records Of Proceedings. ....	5
501. -- 599. (Reserved) .....	5
600. Final Order Request For Reconsideration. ....	5
601. -- 699. (Reserved) .....	5
700. Failure To Appear. ....	5
701. -- 799. (Reserved) .....	6
800. Forms. ....	6
801. -- 999. (Reserved) .....	6

**IDAPA 39  
TITLE 02  
CHAPTER 72**

**39.02.72 - RULES GOVERNING ADMINISTRATIVE LICENSE SUSPENSIONS**

**000. LEGAL AUTHORITY.**

In accordance with Section 18-8002A, Idaho Code, the Idaho Transportation Board adopts the following rule governing Administrative License Suspensions (ALS). (10-1-94)

**001. TITLE AND SCOPE.**

**01. Title.** This rule shall be cited as IDAPA 39.02.72, "Rules Governing Administrative License Suspensions." (4-5-00)

**02. Scope.** The purpose of this Rule is to establish driver's license suspension procedures for persons driving under the influence of alcohol or other intoxicating substances as indicated by an evidentiary test of blood, breath, or urine, pursuant to Section 18-8002A, Idaho Code. This rule also includes the procedures for administrative hearings to review the propriety of administrative license suspensions. (4-5-00)

**002. WRITTEN INTERPRETATIONS.**

Written interpretations of this rule in the form of explanatory comments accompanying the rule-making proposal and a review of the comments submitted during the rule-making process are available from the Secretary to the Board, Idaho Transportation Board, P.O. Box 7129, Boise, ID 83707-1129, or 3311 W. State Street, Boise, Idaho. (10-1-94)

**003. ADMINISTRATIVE APPEALS.**

All Administrative License Suspension appeals pursuant to Section 18-8002A, Idaho Code, shall be governed by this rule and IDAPA 04.11.01, "Idaho Rules of Administrative Procedure of the Attorney General," in so far as they apply. (10-1-94)

**004. INCORPORATION BY REFERENCE.**

There are no documents incorporated by reference in this chapter. (3-29-12)

**005. OFFICE -- OFFICE HOURS -- MAILING AND STREET ADDRESS -- PHONE NUMBERS.**

**01. Street and Mailing Address.** The Idaho Transportation Department maintains a central office in Boise at 3311 W. State Street with a mailing address of P O Box 7129, Boise ID 83707-1129. (3-29-12)

**02. Office Hours.** Daily office hours are 8:00 a.m. to 5:00 p.m. except Saturday, Sunday and state holidays. (3-29-12)

**03. Telephone And Fax Numbers.** The central office may be contacted during office hours by phone at 208-334-8000 or by fax at 208-334-8739. (3-29-12)

**006. PUBLIC RECORDS ACT COMPLIANCE.**

All records associated with this chapter are subject to and in compliance with the Idaho Public Records Act, as set forth in Sections 9-337 through 9-350, Idaho Code. (3-29-12)

**007. -- 009. (RESERVED)**

**010. DEFINITIONS.**

**01. Petitioner.** A person who has been served with a Notice of Suspension pursuant to Section 18-8002A, Idaho Code. (10-1-94)

**02. Received by the Department.** A document that has been: (10-1-94)

**a.** Personally delivered to the Department's Driver Services Section at 3311 W. State Street, Boise,

Idaho; or (10-1-94)

**b.** Delivered by mail and addressed to P.O. Box 7129, Boise, ID 83707-1129; or (10-1-94)

**c.** Transmitted by facsimile machine to telephone number (208) 332-4124. (3-29-12)

**d.** Sent by e-mail to [driverrecords@itd.idaho.gov](mailto:driverrecords@itd.idaho.gov). (3-29-12)

**03. Business Days.** All days of the week except Saturday, Sunday, and legal holidays as defined by Section 73-108, Idaho Code. (10-1-94)

**04. Certified Copy.** A reproduction of an original record that has been certified by a custodian of such record to be a true and accurate copy. (10-1-94)

**05. Duplicate Original.** A counterpart produced by the same impression as the original, or from the same matrix. (3-19-99)

**06. Evidentiary Test.** An analysis of blood, breath, or urine to determine the presence of alcohol, drugs, or other intoxicating substances. (10-1-94)

**011. -- 099. (RESERVED)**

**100. HEARING REQUESTS.**

**01. Written Requests.** Hearing requests must be made in writing. Hearing requests must contain the following information: (10-1-94)

**a.** The petitioner's full name, complete mailing address, and telephone number where hearing will be conducted; (3-19-99)

**b.** The driver's license number; (10-1-94)

**c.** The petitioner's date of birth; (10-1-94)

**d.** The date of arrest; (10-1-94)

**e.** A brief statement of the issues the petitioner proposes to raise at the hearing; and (10-1-94)

**f.** Any dates or times that the petitioner or attorney cannot be available for the hearing. (10-1-94)

**02. Timely Requests.** Hearing requests must be received by the Department no later than 5 p.m. of the seventh day following the service of the Notice of Suspension. Hearing requests received after that time shall be considered untimely. The Department shall deny an untimely hearing request unless the petitioner can demonstrate that a request should be granted. (10-1-94)

**03. Request Withdrawal.** Petitioners may withdraw their hearing requests at any time. (10-1-94)

**101. HEARING NOTICES.**

**01. Notification.** Upon timely receipt of hearing requests, the Department shall notify petitioners of the time and date of the hearing as soon as practicable, but no later than seven (7) days prior to the hearing. Hearing notices shall be mailed or e-mailed to the address provided in the hearing requests, or if no address was provided, notices shall be mailed to the most current address contained in the petitioner's driver's license records. (3-29-12)

**02. Hearings Conducted by Telephone.** Hearings shall be conducted by telephone unless the hearing officer shall determine that the petitioner or other participant would be denied the opportunity to participate in the entire hearing if held by telephone. Face to face hearings shall be held in Ada County (or other locations within the

state as may be determined by the Department). (3-19-99)

**03. Hearing Date.** Hearings shall be conducted within twenty (20) days of receipt of the hearing request. However, the Hearing Officer may extend the hearing date for one (1) ten (10) day period upon a showing of good cause. Such extension shall not stay the suspension. (3-29-12)

**102. -- 199. (RESERVED)**

**200. DOCUMENT SUBMISSION.**

**01. Forwarding Documents to the Department.** Upon service of a Notice of Suspension, a law enforcement agency shall, in accordance with Section 18-8002A, Idaho Code, forward the following documents to the Department within five (5) business days: (3-19-99)

**a.** Notice of Suspension. (3-29-12)

**b.** The sworn statement of the officer incorporating any arrest or incident reports relevant to the arrest and evidentiary testing. (10-1-94)

**c.** A certified copy or duplicate original of the test results or log of test results if the officer has directed an evidentiary test of the petitioner's breath. (3-19-99)

**02. Compliance.** The documents shall be considered forwarded in a timely manner if they are postmarked within five (5) business days of the date of service of the Notice of Suspension or are accompanied by a certificate, certifying the documents were deposited with: (3-19-99)

**a.** The United States mail or overnight delivery service; or (10-1-94)

**b.** Hand delivered, within five (5) business days of the date of service of the suspension notice. (3-19-99)

**03. Blood and Urine Tests.** If an evidentiary test of blood or urine was administered rather than a breath test, the Notice of Suspension shall not be served until the results of the test are obtained. In such cases, the peace officer may forward the sworn statement and accompanying reports to the Department and the Department shall have the responsibility of serving the Notice of Suspension, if necessary. (10-1-94)

**201. -- 299. (RESERVED)**

**300. SUBPOENAS.**

**01. Request.** The Hearing Officer assigned to the matter may, upon written request, issue subpoenas requiring the attendance of witnesses or the production of documentary or tangible evidence at a hearing. (10-1-94)

**02. Serving Subpoenas.** Parties requesting subpoenas shall be responsible for having the subpoenas served. Witnesses shall not be compelled to attend and testify at hearings unless served with subpoenas at least one hundred and twenty (120) hours prior to the time of hearing. (3-29-12)

**03. Proof of Service.** Parties responsible for service of the subpoena shall provide proof of service of the subpoena prior to the scheduled hearing. (3-29-12)

**301. -- 399. (RESERVED)**

**400. DOCUMENT DISCOVERY.**

**01. Obtaining Photocopies.** To obtain a photocopy of a document which is public record, relates to the petitioner hearing, and is in the possession of the Department, petitioners shall make a written request to the

Department. The Department shall attempt to provide the requested copies prior to the hearing date, but failure to do so shall not be grounds for staying or rescinding a suspension. (10-1-94)

**02. Further Document Discovery.** Further discovery shall only be conducted in accordance with IDAPA 04.11.01.521, "Idaho Rules of Administrative Procedure of the Attorney General." (10-1-94)

**401. -- 499. (RESERVED)**

**500. RECORDS OF PROCEEDINGS.**

**01. Required Records.** The Hearing Officer shall make a record of hearing proceedings. This record shall consist of: (10-1-94)

**a.** An audio recording of the hearing, except in instances where the Hearing Officer authorizes a different method of reporting the hearing. (3-29-12)

**b.** Exhibits and other items of evidentiary nature. (10-1-94)

**02. Requesting Copies.** Any party may make a written request for a copy of the audio recording of the hearing from the Department. The requesting party shall reimburse the Department for the actual cost of providing the copy. (3-29-12)

**501. -- 599. (RESERVED)**

**600. FINAL ORDER REQUEST FOR RECONSIDERATION.**

The Hearing Officer shall make Findings of Fact, Conclusions of Law and Order either sustaining or vacating the license suspension in question. The Findings of Fact, Conclusions of Law and Order shall be the final order of the Department. A request for reconsideration must be made within fourteen (14) days of the issuance of the Findings of Fact, Conclusions of Law and Order. The request for reconsideration shall contain a request to submit new evidence if the party wishes the hearing officer to consider any new evidence. (3-19-99)

**01. Issuing Facts and Findings.** The Hearing Officer shall issue the Findings of Fact, Conclusions of Law and Order following the hearing. (3-29-12)

**02. Mailing Final Order.** The Findings of Fact, Conclusions of Law and Order is issued when a copy is deposited in the United States Mail addressed to the petitioner or the petitioner's attorney or e-mailed to the petitioner or the petitioner's attorney. (3-29-12)

**601. -- 699. (RESERVED)**

**700. FAILURE TO APPEAR.**

**01. Proposed Order of Default.** Should the petitioner fail to appear at the scheduled hearing, either in person or through an attorney, the Hearing Officer shall promptly issue a notice of proposed order of default. This notice is deemed served when mailed or e-mailed to the petitioner or petitioner's attorney at the address shown in the request for hearing, or if no address was provided, the notice shall be mailed to the most current address contained in the petitioner's driver's license records. (3-29-12)

**02. Filing Petition.** The petitioner may, within seven (7) days of service of the notice of proposed order of default, file a petition requesting that the order of default not be entered and stating the grounds for such a request. If the Hearing Officer grants the petitioner's request, the hearing shall be rescheduled. Granting the petitioner's request shall not stay or vacate the suspension. (3-29-12)

**03. Denied Petitions.** If the Hearing Officer denies the petitioner's request that the default order not be entered, the Hearing Officer shall make a determination to sustain or vacate the suspension based upon the documentary record submitted by the Department. (10-1-94)

**04. Attending a Hearing.** A petitioner or witness shall be deemed to have appeared if present within fifteen (15) minutes after the time the Hearing Officer is ready to begin the hearing. In the case of a telephone hearing, the petitioner or witness shall be deemed to have appeared if contacted by telephone on the second attempt to do so within a fifteen (15) minute period from the commencement of the hearing. (3-19-99)

**701. -- 799. (RESERVED)**

**800. FORMS.**

The Department shall develop appropriate forms to be used throughout the state including, but not limited to, forms for Notice of Suspension and officer's sworn statement. Each law enforcement agency shall use the forms supplied by the Department in carrying out the requirements of Section 18-8002A, Idaho Code, and this Rule. However, the sworn statement may be in the form of a law enforcement agency's affidavit of probable cause or equivalent document, so long as it contains the elements required by Section 18-8002A, Idaho Code. (3-29-12)

**801. -- 999. (RESERVED)**

# Subject Index

## D

- Definitions, IDAPA 39.02.72 2
  - Business Days 3
  - Certified Copy 3
  - Duplicate Original 3
  - Evidentiary Test 3
  - Petitioner 2
  - Received by the Department 2
- Document Discovery 4
  - Further Document Discovery 5
  - Obtaining Photocopies 4
- Document Submission 4
  - Blood & Urine Tests 4
  - Compliance 4
  - Forwarding Documents to the Department 4

## F

- Failure To Appear 5
  - Attending a Hearing 6
  - Denied Petitions 5
  - Filing Petition 5
  - Proposed Order of Default 5
- Final Order Request For Reconsideration 5
  - Issuing Facts & Findings 5
  - Mailing Final Order 5
- Forms 6

## H

- Hearing Notices 3
  - Hearing Date 4
  - Hearings Conducted by Telephone 3
  - Notification 3
- Hearing Requests 3
  - Request Withdrawal 3
  - Timely Requests 3
  - Written Requests 3

## R

- Records Of Proceedings 5
  - Requesting Copies 5
  - Required Records 5

## S

- Subpoenas 4
  - Proof of Service 4
  - Request 4
  - Serving Subpoenas 4