Policy on Alcohol and Other Drugs


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A. Purpose

The purpose of this policy is to define acceptable and unacceptable behavior with regard to alcohol and other drugs in the Southwestern Law School community, whether on or off campus. Southwestern is committed to facilitating a safe and healthy learning and working environment. Abuse of alcohol and drugs by students, faculty, staff, Board of Trustee members, or visitors (Community Members) is detrimental to the health and safety of others and can negatively impact academic programs, academic performance, the work environment, and institutional reputation.

Community Members may consume alcohol moderately in approved situations and in accordance with federal, state, and local laws and this policy. Community Members are prohibited from abusing alcohol or otherwise legal drugs, or using illicit drugs, while involved in Southwestern’s programs and activities. Community members who violate this policy will be subject to review and possible sanctions under the Employee Handbook, Faculty Manual, or Student Honor Code. Misconduct under this policy will also be brought to the attention of the proper authorities. See Section L below for more details on the consequences of violating this policy.

B. Scope of Policy

This policy applies to all Southwestern employees, Board of Trustee members, students, and visitors while on-campus, including the Residences at 7th, and at officially organized or sanctioned Southwestern events, wherever located (“Southwestern Events”). An event is officially organized or sanctioned when it is approved by either the Office of the President and Dean (employees) or the Student Affairs Office (students). Only members of the Southwestern community and their guests are able to attend Southwestern Events where alcohol will be available. These events are never open to the general public. Third-party groups who are given permission to use campus facilities must follow the terms of their contract with Southwestern.

C. Drug-Free Campus

Southwestern, as a recipient of federal funds, is subject to the Drug-Free Schools and Campuses Act (20 U.S.C. § 1011i and 34 CFR Part 86) and the Drug-Free Workplace Act (41 U.S.C. § 8103) (together, the Acts). These laws require Southwestern to certify to the Department of Education that it has adopted and implemented a program to help prevent the abuse of alcohol and the use of illicit drugs by employees and students.

Under these Acts, Southwestern is required to disseminate information to all students and employees on an annual basis regarding 1) the standards of conduct related to unlawful possession, use, purchase, or distribution of alcohol or other drugs on Southwestern property, or as part of any activities associated with Southwestern; 2) the
applicable legal sanctions under local, state, or federal law for the unlawful use, possession, or distribution of alcohol or other drugs; 3) the health risks associated with abusing alcohol or other drugs; 4) the available counseling, rehabilitation, treatment, or re-entry programs available to employees or students; and 5) the disciplinary sanctions that may be imposed for violations of Southwestern’s policies regarding use, possession, or distribution of alcohol or other drugs on campus.

D. Marijuana Use

Although California law permits the use of marijuana under certain circumstances, marijuana remains illegal under federal law. Allowing employees or students to use or possess marijuana on campus, including for medical purposes, would violate the Acts detailed in Section C. Consequently, Community Members may not use or possess marijuana, even for medical use, on campus, including in The Residences at 7th. Employees and students who are under the influence of marijuana are subject to professional conduct, honor code, and job performance standards.

E. Health Risks

Individuals can suffer serious physical and psychological effects from abusing alcohol or other drugs. Health risks associated with alcohol and drug abuse, while varied, can include symptoms such as an increase in heart and pulse rate, cardiac arrest, birth defects, impairment of memory, an altered perception of time, feelings of anxiety, image distortion and hallucinations, and reduced ability to perform tasks requiring coordination, swift reactions, and concentration. Abusing alcohol and other drugs can impair an individual’s ability to function rationally and responsibly. Continued and frequent use of alcohol or drugs can lead to physical or psychological dependence and may cause permanent organ damage. Abusing alcohol or other drugs is associated with incidents of irresponsible and violent behavior, including reckless driving and assault.

F. Employee Conduct on Campus or at Southwestern Events

1. Southwestern prohibits employees from unlawfully manufacturing, distributing, dispensing, possessing, or using a controlled substance. Violations will result in disciplinary action up to and including termination.

2. As required by the Drug-Free Workplace Act, an employee must notify Southwestern of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

3. Except as provided in Section F(4) below, employees may not consume alcoholic beverages while performing Southwestern-related duties, including teaching or engaging in online events or meetings. For avoidance of doubt, alcohol consumption
by employees during in-person or online social hour events with students is prohibited, except as authorized by the Office of the President and Dean.

4. Employees over the age of 21 are permitted to drink alcoholic beverages in moderation at Southwestern Events, where appropriate. Employees who are responsible for those events and who anticipate student attendees, see Section F(5).

5. Employees who wish to serve alcohol at Southwestern Events where students are present must request an Alcohol Permit from the Office of the President and Dean at least two weeks (14 calendar days) before the event. Employees must receive approval to serve alcohol before publicizing or marketing an event as featuring alcohol. See Alcohol Permit Form.

6. While on campus or performing Southwestern-related duties, employees are prohibited from furnishing alcoholic beverages to students except as provided in Section F(5) of this policy.

7. Southwestern strongly discourages impromptu in-person or online employee social hours involving alcoholic beverages. Consuming alcoholic beverages during such events must be in moderation.

8. Teaching a class while under the influence of alcohol or illegal drugs will be considered a willful violation of professional academic responsibility and a violation of the Rules Relating to Rank, Tenure, and Academic Freedom. For purposes of this policy, an employee is “under the influence” when their intellectual or physical faculties are diminished by the use of alcohol or illegal drugs.

9. An employee may use or act under the influence of any legally obtained drug while on Southwestern premises or while performing duties assigned by Southwestern only to the extent that job performance is not adversely affected and such use is consistent with a doctor’s prescription or the manufacturer’s directions for non-prescription medicine. Southwestern prohibits employee from using or acting under the influence of marijuana, including marijuana that is prescribed by a doctor, while on Southwestern premises or performing Southwestern-related duties. See Section D above.

G. Student Conduct on Campus or at Southwestern Events

Southwestern recognizes that its students are adults who are preparing to enter the legal profession. Students are expected to comply with local, state, and federal law, this policy, and the Student Honor Code. Southwestern fully disclaims any intention to assume a duty to protect students against their own abuse of alcohol or other drugs, or to protect third persons from the conduct of students who are under the influence of alcohol or other drugs.
Southwestern will not police the personal lives of students. Where individual conduct warrants, however, Southwestern will discipline students if the use of alcohol or drugs threatens to disrupt a Southwestern program or activity; create a public disturbance; cause property damage; endanger the student themselves or others; or cause reputational damage to Southwestern. Students are prohibited from unlawfully manufacturing, distributing, dispensing, possessing, or using a controlled substance. Appropriate disciplinary action may be taken, up to and including expulsion, when a student’s illegal use of alcohol or drugs comes to Southwestern’s attention. Legal authorities may also be notified. Violations will be handled according to the procedures set forth in the Student Honor Code.

Students who are tenants at The Residences at 7th should refer to their lease agreement for the rules and regulations regarding alcohol and other drug use in The Residences.

H. Southwestern Events

All organizations sponsoring Southwestern Events where serving alcohol is permitted are responsible for knowing and abiding by all applicable laws and this policy. Only employee committees, departments, and recognized Southwestern or student organizations (“Sponsoring Organization”) are eligible for approval to serve alcohol at a Southwestern Event. Sponsoring Organizations must submit an Alcohol Permit Form to the Office of the President and Dean (employees) or the Student Affairs Office (students) no less than 14 calendar days before the Southwestern Event. Additionally, Sponsoring Organizations must secure a bartender through Southwestern’s Director of Event Management. Where alcohol will be available, the physical layout of the event should be designed to allow an orderly flow of vehicle and foot traffic.

Southwestern Events should take place where and when they are least likely to interfere with or have a negative impact on academic activity. Private student-only gatherings or functions that are not sponsored by a Southwestern or student organization are not considered Southwestern Events, and Southwestern will not provide law school funds or reimburse for the purchase of alcohol.

No individual under the age of 21, the legal age for alcohol consumption in California, will be served alcohol or permitted to consume alcohol on Southwestern property or at any Southwestern Event.

1. Off-Campus Events

Except for Barrister’s Ball, the Intramural Competition Reception, authorized events at faculty members’ homes, Admissions Events, and other events approved by the Office of the President and Dean (Exempted Events), Southwestern does not permit the use of law school funds to purchase alcohol for off-campus events. Alcohol for Exempted Events must be purchased through the Director of Event Management.
2. Promotional Items

Promotional items for Southwestern Events may not feature an alcoholic beverage, trademark, or logo, and the names of alcoholic beverage manufacturers or distributors may not be connected to the name of any Southwestern Event. Southwestern Event advertisements may not portray drinking as a means to academic or social success, suggest that drinking is the sole purpose or dominant theme of an event, promote alcohol consumption as an expectation of attendees, use alcohol as an inducement to participate in the event, or in any other way seek to directly encourage the consumption of alcohol. Southwestern prohibits the promotion of a “happy hour” event.

3. Alcohol Permit Process

No Sponsoring Organization may serve alcohol at a Southwestern Event unless approved for an Alcohol Permit. Alcohol purchases must be made through the Director of Event Management. Refer to Section H(1) above regarding Exempted Events. Sponsoring Organizations should estimate to the best of their ability the number of attendees expected for the Southwestern Event. The Director of Event Management can provide guidance on how much alcohol to purchase.

If approved by the Student Affairs Office, student-led Sponsoring Organizations may allocate funds from their own budget for Southwestern Events, including the purchase of alcohol.

With the exception of Admissions events, attendees at Southwestern events are typically limited to a maximum of two drinks depending upon the duration of the event. The approving office will determine the maximum number of drinks per person for an event. A Sponsoring Organization may implement a ticketing system or another monitoring system to comply with this requirement.

When submitting a request for an Alcohol Permit, a Sponsoring Organization may seek a waiver of the requirement for a bartender or the two-drink limit for attendees. The reviewing office will consider the type of event, format of the event (e.g. sit-down dinner, a gala, etc.), and number of attendees, among other factors when determining whether to grant the waiver.

4. Outdoor Event Requests

Because serving or consuming alcohol outdoors may violate the Los Angeles Municipal Code prohibiting public consumption of alcohol, requests for holding
outdoor events where alcohol will be available will be carefully scrutinized by the reviewing office. If the reviewing office determines that proper precautions have not been made to prevent public consumption of alcohol, it will deny the request to serve alcohol at the event.

5. **Personnel for Southwestern Events with Student Attendees**

Southwestern Events that will be attended by students and where alcohol will be provided must have at least one member of the faculty, administrator, or staff present. Sponsoring Organizations must designate a Public Safety Officer (PSO) whenever alcohol will be available at a Southwestern Event to which students are invited. The PSO must be approved by the office that issued the Alcohol Permit. Sponsoring Organizations must allocate one rover for every 30 event attendees to monitor alcohol consumption and ensure compliance with this policy. For example, if an event has 29 attendees, the Sponsoring Organization must provide one PSO and one rover. If an event has 77 attendees, there must be one PSO and three rovers. The PSO and rovers must be members of the Sponsoring Organization, and must not consume alcohol before or during the event. Rovers report to the event PSO. If the event is hosted by a student-led Sponsoring Organization, the PSO will report to the Southwestern faculty member, staff member, or administrator present at the event. The PSO, rovers, and servers also have responsibility for ensuring that no alcohol is provided to anyone under the age of 21 and that no outside alcohol is consumed during the event.

6. **Events Hosted by Faculty or Staff Members with Student Attendees**

Events with alcohol hosted by a faculty or staff member, whether on campus or off campus (e.g. at a faculty member’s home), must be approved by the Office of the President and Dean. Such events are subject to all requirements outlined in this policy.

7. **Age Identification**

Anyone serving alcohol at a Southwestern Event must be at least 21 years old. Before serving alcohol to any individual, the server must request and review that individual’s valid photo identification. The individual identification process should be as simple and fail-safe as possible. In lieu of the server checking each individual’s ID, the Sponsoring Organization may provide a means of identifying those individuals who have presented proof of age (e.g., a non-transferrable stamp or wristband). Any individual so identified must retain their valid photo identification and must show this identification if requested.
8. **Non-Alcoholic Beverages and Food**

Non-alcoholic beverages and food must be made available without charge at any Southwestern Event where alcohol will be served. Adequacy of portions will be determined by the Director of Event Management. When a full selection of non-alcoholic beverages and food is no longer available at an event, the availability and service of alcohol must immediately end.

9. **Serving Alcohol**

Alcohol available at Southwestern Events will typically be limited to beer, wine, and champagne. The Sponsoring Organization and the Director of Event Management will collaborate to determine the types of alcohol available at any Southwestern Event. Attendees or members of the Sponsoring Organization may not bring any other alcohol into a Southwestern Event. The type and amount of alcoholic beverages at any Southwestern Event will be predetermined and stated on the Alcohol Permit Form. No form of “drinking contest” will be allowed.

Alcoholic beverages may not be served during the last 30 minutes of the scheduled event, even if food and non-alcoholic beverages are still available. Sponsoring Organizations are responsible for cleaning up after the event. If damage to property occurs at any event where alcohol is served, the direct cost of repair may be passed on to the Sponsoring Organization if the individual responsible party cannot be determined.

The bartender will retain all leftover alcohol and return it to the Director of Event Management.

10. **Attendees and Guests**

When guests are permitted at a Southwestern Event where alcohol is served, the person bringing the guest will be responsible for the conduct and actions of that guest in accordance with the law and this policy.

Attendees deemed to be intoxicated will not be admitted to a Southwestern Event. Members of the Sponsoring Organization and its responsible parties will at all times observe the behavior of event attendees who are consuming alcohol. Any individual appearing intoxicated at an event will not be served additional alcohol, and will be asked to leave the event. Any cost Southwestern incurs for providing transportation or assistance for the intoxicated person will be borne or remitted by that individual.

I. **Off-Campus Conduct — Employees**

This policy governs employee conduct related to alcohol and drugs off-campus at a Southwestern Event. Consuming alcoholic beverages off-campus while performing Southwestern-related duties, especially those involving interactions with students, is
strongly discouraged. Any use of alcohol under such circumstances must be in moderation.

J. Off-Campus Conduct — Students
Southwestern recognizes that our students are adults who may wish, on their own, to consume alcohol while off-campus. Following admission and before degree conferral, students have an on-going responsibility to inform the Dean of Students Office of any criminal charges leveled against them in any jurisdiction during the time in which they are actively pursuing their legal education, or on a leave of absence, or during any other break in their attendance at Southwestern. Required disclosures include alcohol or drug-related criminal charges. Please refer to Continuing Duty to Disclose/Post-Admission Disclosures in the Student Records Policy.

K. Resources
Substance abuse is a complex problem that is not easily resolved by personal effort and may require professional assistance or treatment. Students, faculty, and staff members with substance abuse problems are encouraged to take advantage of available diagnostic, referral, counseling, and prevention services. However, employees and students availing themselves of these services will not be granted special privileges and exemptions from standard personnel practices applicable to job performance requirements and from standard academic and students conduct requirements. Southwestern will not excuse acts of misconduct committed by employees and students whose judgment is impaired due to substance abuse.

Below are drug and alcohol abuse resources available to Southwestern students and employees. Southwestern may grant a leave of absence for drug and alcohol abuse treatment or rehabilitation on the same basis for other health-related problems.

1. BisonCares
   The BisonCares program offers Southwestern students a variety of free, 24/7 mental health support options. Students may contact BisonCares at 1-833-434-1217 to speak with an experienced clinician and get a referral for one-to-one counseling sessions.

2. HelpNet
   Southwestern offers assistance to any student or employee experiencing drug abuse or dependency. Southwestern offers all students and employees the counseling services of HelpNet, a private consulting firm that provides a network of licensed counselors and alcohol and drug treatment resources. Through HelpNet, students and employees have access to professional counseling services and community resources for problems related to alcohol and drug abuse and career and personal stress. Students and employees are entitled to a maximum of three free counseling sessions each program year, from July through June.
HelpNet is voluntary and confidential for Southwestern students and employees. Involvement with HelpNet will not jeopardize enrollment or employment status. Southwestern supports HelpNet, and at the employee’s or student’s request, will assist in facilitating the use of HelpNet. Information concerning HelpNet is available in the Dean of Students Office and the Administrative Services Office. Students or employee may contact HelpNet directly at 1-800-969-6162.

3. Additional Resources

Local meetings of support groups, including Alcoholics Anonymous, Al-Anon, and Adult Children of Alcoholics (ACA), are available to Southwestern students and employees. Additional national and state resources are below:

a. Substance Abuse and Mental Health Services Administration
b. Narcotics Anonymous
c. Findtreatment.gov
d. California State Bar’s Lawyers Assistance Program
e. The Other Bar

L. Consequences of Violating This Policy

Employees who violate this policy are subject to disciplinary action by Southwestern. Possible sanctions for prohibited conduct include termination or dismissal from Southwestern.

Violation of this policy by a faculty member or any other employee will be governed by the Faculty Manual and Employee Handbook respectively.

Students who display intoxicated behavior on campus or at a Southwestern Event, or who require the oversight of security, event staff, or Southwestern employees, as a result of being under the influence of alcohol or other drugs, generally will be subject to conduct review and possible sanctions in accordance with the Student Honor Code, up to and including expulsion from Southwestern. The responsibility of a student is not diminished for acts in violation of the law or the Student Honor Code because such acts are committed under the influence of alcohol or any other controlled substance or illegal drug. In addition, any violation of this policy that is a violation of the law will be referred for criminal prosecution.

Southwestern disciplinary action, criminal arrests, or convictions may preclude a finding of good moral character required for admission to a state bar. Most states, including California, require the applicant to disclose disciplinary action from any educational
institution, as well as criminal convictions. Some states also require disclosure of criminal arrests. Southwestern may be required to disclose this information as well.

In addition to Southwestern sanctions, there are federal and state criminal penalties for the sale and possession of illegal drugs and the illegal use of alcohol. Appendix A of this policy provides summaries of numerous examples of criminal penalties.

M. Policy Revisions

Southwestern reserves the right to change or modify any aspect of this policy and the related protocols at any time, with or without prior notice.
Appendix A

Federal and State Legal Sanctions

Substance Abuse Related-Crimes

Penalties for substance abuse-related crimes include the following: driver license revocation, fines, forfeiture of property, imprisonment, and suspension from eligibility for federal benefits including student loans. The following is a list of legal sanctions for the unlawful possession or distribution of illicit drugs and alcohol. The list is not exhaustive. Employees and students are responsible for reviewing federal and state regulations regarding substance abuse-related crimes.

A. Federal Penalties for Illegal Possession of a Controlled Substance

1. 21 U.S.C. § 844
   i. First conviction: Up to one year imprisonment and fined a minimum of $1,000 or both.
   ii. After one prior drug conviction: At least 15 days in prison, not to exceed two years and fined a minimum of $2,500.
   iii. After two or more prior drug convictions: At least 90 days in prison, not to exceed three years and fined a minimum of $5,000.
   iv. A person convicted of possession of flunitrazepam (also known as Rohypnol among other names) will be imprisoned for not more than three years, will be fined as provided in this section, or both.
   v. Upon conviction, a person who violates this section will be fined the reasonable costs of investigation and prosecution of the offense.
   vi. Purchase at retail during a 30-day period of more than nine grams of ephedrine base, pseudoephedrine base, or phenylpropanolamine base is unlawful.

2. 21 U.S.C. § 853(a)(2) and 881(a)(7): Forfeiture of personal and real property used or intended to be used to possess or facilitate possession of a controlled substance if that offense is punishable by more than one year imprisonment.

3. 21 U.S.C. § 881(a)(4): Forfeiture of vehicles, boats, aircraft, or any conveyance used to transport or conceal a controlled substance.

4. 21 U.S.C. § 844a: Civil penalty of up to $10,000 for possession of a controlled substance for personal use. Civil penalty is only available for a first offense.

5. 21 U.S.C. § 862(a): Discretionary denial of any or all federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to one year for first conviction, and up to five years for second and subsequent convictions.

6. 18 U.S.C. § 922(g): Ineligible to ship, transport, possess or receive firearms or ammunition in or affecting interstate or foreign commerce.
7. Miscellaneous: Revocation of certain federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc.

B. California Penalties for Offenses Involving Controlled Substances
1. **Cal. Health & Safety Code § 11350**: Imprisonment in the county jail or state prison, and fine not to exceed $70 or probation with fine for felony convictions of at least $1,000 for the first offense and at least $2,000 for second or subsequent offenses or community service for unlawful possession of controlled substances.
2. **Cal. Health & Safety Code § 11351**: Imprisonment in the county jail or state prison for two, three, or four years for possession or purchase of controlled substance for sale.
3. See Cal. Health & Safety Code § 11351.5 through 11401 for specific penalties involving cocaine base, marijuana, peyote, and drugs formerly classified as restricted dangerous drugs and also for penalties and enhancements to penalties under specified circumstances or locations.

C. Penalties for Driving Under the Influence of an Alcoholic Beverage or Any Drug
1. **Cal. Veh. Code § 23536**: First conviction. Imprisonment in the county jail for not less than 96 hours, at least 48 hours which are continuous, nor more than six months and by a fine of not less than $390 nor more than $1,000 and except as otherwise provided suspension of privilege to operate motor vehicle.
2. **Cal. Veh. Code § 23540**: Second conviction within ten years or conviction within ten years of separate additional conviction of other specified offenses involving alcohol. Imprisonment in the county jail for not less than 90 days nor more than one year and a fine of not less than $390 nor more than $1,000, and suspension of privilege to operate a motor vehicle.
3. **Cal. Veh. Code § 23546**: Third conviction within ten years or conviction within ten years of two separate additional convictions of other specified offenses involving alcohol. Imprisonment in the county jail for not less than 120 days nor more than one year and a fine of not less than $390 nor more than $1,000 and revocation of privilege to operate a motor vehicle.
4. **Cal. Veh. Code § 23550**: Conviction after separate convictions within ten years of three or more violations of specified offenses involving alcohol. Imprisonment in state prison or in the county jail for not less than 180 days nor more than one year and a fine of not less than $390 nor more than $1,000 and revocation of privilege to operate a motor vehicle.
5. **Cal. Veh. Code § 23550.5**: Conviction of driving under the influence with or without bodily injury within ten years of certain other felony convictions including driving under the influence. Imprisonment in state prison or in the county jail for
not more than one year and a fine of not less than $390 nor more than $1,000 and revocation of privilege to operate a motor vehicle.

6. **Cal. Veh. Code § 23554**: Driving under the influence causing bodily injury. Imprisonment in state prison or county jail for not less than 90 days nor more than one year and a fine of not less than $390 nor more than $1,000 and suspension of privilege to operate a motor vehicle.

7. **Cal. Veh. Code § 23558**: Driving under the influence causing bodily injury or death to more than one victim. Enhancement of one year in state prison for each additional injured victim up to a maximum of three one year enhancements.

8. **Cal. Veh. Code § 23560**: Second conviction of driving under the influence causing bodily injury within ten years or conviction within ten years of separate conviction of other specified offenses involving alcohol or drugs. Imprisonment in the county jail for not less than 120 days nor more than one year and a fine of not less than $390 nor more than $5,000 and revocation of privilege to operate a motor vehicle.

9. **Cal Veh. Code § 23566**: Conviction of driving under the influence causing bodily injury or great bodily injury to any person other than the driver within ten years of two or more separate convictions of driving under the influence causing bodily injury or other specified offenses involving alcohol or drugs. Imprisonment in the state prison for two, three or four years and a fine of not less than $1,015 nor more than $5,000 and revocation of privilege to operate a motor vehicle. If convicted of driving under the influence causing great bodily injury to any person other than the driver within ten years of four or more separate convictions of driving under the influence causing bodily injury or other specified offenses involving alcohol or drugs. Additional and consecutive sentence of three years in prison.

10. **Cal. Veh. Code § 23572**: Various enhancements when a minor passenger is in the vehicle.

11. **Cal. Veh. Code §§ 23575-23582**: Additional penalties and sanctions including required use of ignition interlock device and under specific circumstances including when the driver is speeding, failure to take or complete a breath or urine test and other special factors.

12. **Cal. Veh. Code §§ 23592 and 23594**: Impoundment of vehicle of registered owner is allowed when an owner is convicted of driving under the influence or driving under the influence causing bodily injury. Duration varies depending on number of prior convictions of same offense alone or in combination with other specified offenses.