



Georgia Department of Driver Services  
2206 East View Parkway • Conyers, Georgia 30013

Nathan Deal  
Governor

Robert G. Mikell  
Commissioner

**MEMORANDUM**

TO: Certified DUI/Risk Reduction Programs  
FR: Tunnizia Weston, Regulatory Compliance Field Operations Manager  
DA: December 1, 2015  
RE: Administering the ADE NEEDS Assessment

The purpose of this memo is to clarify where students may complete the ADE NEEDS assessment.

**DUI Risk Reduction Program GA. Comp. R. Regs. 375-5-9-.14(3)(f)**, states Assessment Components shall only be administered at the **Program's certified premises**, in a manner that affords privacy to the individual being assessed, and that facilitates concentration and freedom from distractions.

Allowing a student to complete their Assessment Component at a location other than the Program's certified location is a violation of rule 375-5-9-.14(3)(f). Violations will result in administrative fines, adverse actions including suspension and/or revocation of program certifications.

ADE, Inc. records IP addresses and can determine the exact location where Assessments are taken. This information will now be used to assist in monitoring compliance.

Programs are encouraged to review the rules and regulations governing the DUI Risk Reduction Programs at <http://www.dds.ga.gov/rules/rules.aspx?chap=375-5-6&head=375-5>.

The Department staff looks forward to assisting and answering any questions you may have. Please feel free to contact your assigned field analyst by phone or email if any additional information is needed.

Thank you for your cooperation and continued commitment in enhancing the integrity of our DUI Risk Reduction Program.