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- I. Purpose
 - II. Policy
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- I. Purpose

This Directive establishes policy and procedures for providing pro-active alcohol enforcement.

- II. Policy

Division policy requires officers to take a pro-active approach to the enforcement of alcohol and drug related offenses as they relate to drivers and those persons using park facilities who may have access to vehicles.

- III. Procedures

- A. Preliminary Breath Test (PBT) trained officers may be assigned PBT units to carry with them while on patrol. When tests are given to those persons who have been drinking in the parks and are not driving, a Preliminary Breath Test Log will be completed for each individual tested by the administering officer.

- B. Special enforcement programs will be developed by the Traffic Management Officer and his/her Commander, in conjunction with others, to provide pro-active alcohol and drug enforcement as it relates to the use of motor vehicles. These programs will be in addition to any routine patrol activities.

- 1. The purpose of these programs is to identify those persons who have been consuming alcohol and/or drugs and who are either driving a motor vehicle or have access to one, so that appropriate enforcement actions can be taken.

- 2. These programs will provide for:

- a. The selective assignment of personnel at times and locations where analysis has shown that a significant number of prior alcohol violations have occurred.

- b. Selective surveillance and enforcement on roadways where there has been an unusual incidence of alcohol violations or alcohol related traffic accidents.

- C. Copies of all accident reports and PBT log sheets will be sent to the Traffic Management Officer for statistical purposes.

- IV. Responsibilities

- A. All Officers

- 1. Will be aware of the availability of PBT units and will offer a PBT in conjunction with every offense/incident where alcohol is being or has recently been consumed by a driver or person with immediate access to a vehicle.

2. Those officers not having a PBT unit will request an officer with a unit to administer the test provided the offender has agreed to testing.
3. Will, in those instances where an officer offers a test to an individual and that person refuses to take the test, refusal will be logged in the PBT log book.

B. PBT Operators

1. Will conduct all PBT tests in accordance with proper training standards and only if currently certified by the State Toxicologist.
2. Will complete all required paperwork at the time the test is given, to include; MSP 102 or S.P.A.R. form AND log entry with the officer's name.
3. Will report any problems with any PBT unit to the Traffic Management Officer in writing as soon as practical.
4. Will ensure that all PBT units are calibrated once a calendar month.
5. Will NOT perform any repairs or make any changes to any PBT unit under any circumstances.

C. Shift Supervisors

1. Will ensure that all officers assigned PBT's are utilizing them when appropriate during each tour of duty.
2. Will coordinate the response of PBT officers as needed in the field.
3. Will collect a copy of the PBT officer's log sheet and forward it to the Traffic Management Officer at the end of each month.

D. Traffic Management Officer

1. Will coordinate all field and special programs with appropriate staff.
2. Will handle the overall administration of the PBT program, including but not limited to: recordkeeping, reporting to and interacting with other agencies and developing special enforcement programs.
3. Will ensure that all PBT units are calibrated as required above.
4. Will review all PBT related paperwork for completeness and statistical purposes.
5. Will ensure that all necessary repairs are made to the PBT units.
6. Will complete all required reports to other agencies.

E. Section Commanders

1. Will develop directed patrol sites and activities with the Traffic Management Officer.
2. Will coordinate staffing and training needs with the appropriate personnel, as needed.

**Approved Park Police Document
Signed Original on File**

End of Directive