



# Alexandria Police Department

## Directive 11.8



### DWI Enforcement

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<b>11.8.01</b>	<b>POLICY/PURPOSE</b>
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It is the policy of this Department to fully enforce all laws applicable to operation of vehicles by drivers under the influence of alcohol/drugs. Removing intoxicated drivers from the roadways eliminates the possibility of accidents being caused by these persons and results in the prevention of death, injury and/or property damage. It is also the policy of this Department to strictly enforce laws pertaining to the use or possession of alcoholic beverages by persons not legally permitted to purchase or possess them (i.e., juveniles and interdicted persons).

The purpose of this directive is to provide a uniform policy for enforcing laws prohibiting operation of vehicles by drivers under the influence of alcohol/drugs and to establish the Department's Alcohol/Drug Enforcement Countermeasures Program. This directive also establishes procedures for use of Alco-sensors to preliminarily determine if

persons may have consumed alcohol in excess of the legal limit (which may include prohibition of mere possession in certain cases). EC/IR II, the new name of the breath analysis machine, is inserted in places that formerly referenced the Breathalyzer/Intoxilyzer 5000. [61.1.5.a; 61.1.10; 61.1.11]

### 11.8.02 AUTHORITY

- A. It is unlawful for any person to drive or operate any motor vehicle (including pedal bicycles with helper motors – Mopeds - while operated on the public highways of this State) engine, or train while under the influence of alcohol, or while under the influence of any narcotic drug or any self-administered intoxicant or drug of any nature (Code of Virginia §18.2-266). The following rebuttable presumptions apply:
1. 0.05% or less - presumption the accused is not under the influence of alcohol intoxicants (**Code of Virginia §18.2-269**);
  2. In excess of 0.05% but less than 0.08% - no presumption the accused is under the influence of alcohol intoxicants but may be considered with other evidence in determining guilt or innocence (**Code of Virginia §18.2-269**);
  3. 0.08% or more – permissible inference as under the influence of alcohol intoxicants (**Code of Virginia §18.2-269**);
  4. 0.02% or more for persons under 21 years of age (**Code of Virginia §18.2-266.1**) are presumed to be under the influence;
  5. 0.02% or more for any person who is driving under the authority of a restricted license based on a prior Driving While Intoxicated (DWI) offense (**Code of Virginia §18.2-272**);
  6. 0.08% or more for drivers of commercial vehicles or 0.04% or more for a lesser included offense when driving a commercial vehicle (**Code of Virginia §46.2-341.24**).
- B. In some cases enabling statutes are Virginia Code, but Alexandria City Code also applies. [61.1.11]

### 11.8.03 RULES/RESPONSIBILITIES

#### Alcohol/Drug Enforcement Countermeasures Program

[61.1.10]

- A. The Traffic, Special Events and Parking Division Commander will maintain a database on DWI arrests and accidents to identify selective enforcement areas and will make this information available to the Patrol Sector Commanders.

- B. Commanders assigned to operational units charged with traffic enforcement responsibilities will analyze all available data to determine appropriate areas for selective enforcement efforts. Commanders should arrange training for officers in methods of detecting those persons under the influence of alcohol/drugs. When staffing permits, Commanders should deploy units specially trained and equipped to apprehend and process alcohol/drug impaired drivers. Commanders should also take advantage of alternative approaches for deploying enforcement personnel (e.g., grant funding, overtime authorizations) when possible.
- C. The Traffic, Special Events and Parking Division Commander will submit quarterly reports to the Deputy Chief of the Operations Support Bureau detailing the enforcement areas identified, the level and location of staffing and the number of arrests. The report will also include an evaluation of the various elements of the Department's Alcohol/Drug Enforcement Countermeasures Program as compared to the previous quarter.
- D. The Police Training Officer (PTO) Coordinator will ensure that all recruit officers are trained in proper roadside sobriety testing, the use of the Alco-sensor, and DWI recognition. The PTO Coordinator will ensure that all recruit officers receive this training prior to being released to work solo patrol.
- E. Officers will be alert for suspected DWI offenders, both on patrol and in selective enforcement areas. They will utilize the standardized roadside sobriety tests (**see 11.8.06**) when a suspected DWI offender has been stopped. In addition, Virginia law requires that officers offer the Alco-sensor, if available, to each suspect before making an arrest for DWI. If the suspect indicates consuming alcohol within 20-minutes of the stop, or there is evidence of such consumption, a 20-minute non-consumption time of the suspect should be completed before the Alco-sensor is given to ensure the dissipation of residual alcohol in the mouth. Do not allow the suspect to smoke, eat, or drink during this period.

#### **11.8.04 EC/IR II SECURITY**

- A. The Virginia Division of Forensic Science (DFS) owns and regulates the EC/IR II, trains and licenses EC/IR II operators and instructors, and is responsible for the administration of the Breath Alcohol Program (**Code of Virginia § 18.2-268.9**).
- B. The EC/IR II system is permanently installed in a locked room in the Adult Detention Center and will only be moved by a DFS technician or designee.

#### **11.8.05 EC/IR II MAINTENANCE**

- A. The EC/IR II Custodian, designated in October of each year by the Patrol Operations Bureau Commander, will coordinate the maintenance and care of the EC/IR II and ensure its security by taking the following actions:

1. Requisition forms and supplies (operational checklists, certificates of analysis, mouthpieces, simulator solution, etc.) from DFS as needed. No supplies for the EC/IR II will be purchased by the Police Department.
    - a. DFS arranges for scheduled supplies to be delivered by a commercial parcel delivery service. Usually, the custodian will be the person to accept these deliveries. When not available to do so, the custodian may arrange for an on-duty EC/IR II operator to receive the delivery and place it in the locked supply cabinet. Only EC/IR II operators will open these packages.
    - b. DFS can be contacted at [REDACTED] for any questions during business hours (0900-1700 hours, Monday through Friday) or to order supplemental supplies. If supplies are needed, call the EC/IR II custodian.
  2. Maintain a list of all current EC/IR II operators that includes their date of license expiration. The list will also identify the current EC/IR II Custodian and will be updated in October of each year and again, thereafter, as often as necessary.
  3. The EC/IR II operators list will be distributed to all Patrol Division Commanders, the Patrol Operations Bureau Commander and the Department of Emergency Communications (DEC).
- B. EC/IR II operators will follow the procedures of the DFS as outlined in the EC/IR II operator's manual. In the event of EC/IR II malfunctions, a certified EC/IR II operator will adhere to the following procedures:
1. Check the troubleshooting/instrument messages section in the EC/IR II operator's manual to attempt to resolve the problem. Call the EC/IR II Custodian if no on-duty EC/IR II operators are able to correct the problem;
  2. Notify DEC, the Watch Commander and the EC/IR II Custodian when the EC/IR II is out of service and when it is placed back in service; and
  3. If the problem is still not resolved, the operator will make arrangements to have a DFS technician respond to correct the problem and place the EC/IR II back in service or replace it, by calling DFS and notifying the EC/IR II Custodian.

<b>11.8.06</b>	<b>ROADSIDE SOBRIETY TESTS</b>
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A. [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

1. [REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

B. If available, an Alco-sensor will be offered to the driver. (Code of Virginia §18.2-267 states the person is entitled to have his breath analyzed if the equipment is available.) Virginia law also requires that the driver must be advised of his or her right to refuse the Alco-sensor and that the results of the Alco-sensor cannot be used as evidence in any prosecution for DWI. If the driver so requests, he or she is entitled to view the results of any Alco-sensor test.

C. If the Alco-sensor indicates that alcohol is present in the driver’s blood, the officer may arrest the driver for DWI (Code of Virginia §18.2-267 D). The Alco-sensor test alone is sufficient probable cause to arrest for DWI. The results of the Alco-sensor are rebuttable; therefore, strict compliance with operating instructions (monthly calibration and 20 minute non-consumption period) must be adhered to.

D. If probable cause exists, the suspect may be arrested for DWI and taken before a magistrate.

E. Alco-sensors may also be used to preliminarily determine if persons have consumed alcohol in excess of the legal limit, which may include prohibition of mere possession in certain cases (i.e., juveniles and persons interdicted from purchasing or possessing alcohol). Again this is evidentiary use; therefore, the requirements in “C” above will apply.

F. [REDACTED]

<b>11.8.07</b>	<b>SOBRIETY CHECKPOINTS</b>	<b>[61.1.10]</b>
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Commanders may authorize sobriety checkpoints in accordance with the Department’s Alcohol/Drug Enforcement Countermeasures Program (see 11.8.03). Such checkpoints

will only be staffed by personnel who have been trained in the detailed procedures in **11.8 Addendum, Stationary DWI Checkpoints.**

<b>11.8.08</b>	<b>ARRESTS</b>
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- A. Officers arresting persons for Driving While Intoxicated will charge under the appropriate section of the Code of Virginia.
1. For Implied Consent to apply (§18.2-268.2), the person must be arrested for driving on a highway in violation of Code of Virginia §18.2-266 or 18.2-266.1 within three hours of the alleged offense. This means that the arrest must take place within three hours of the driving behavior itself. If the arrest is not made within three hours, Implied Consent does not apply. However, this does not preclude the officer from getting voluntary breath/blood tests and/or getting search warrants. For regular traffic stops, this means three hours from the time of the stop. For accidents, this means three hours from the time that the accident actually occurred.
  2. The Code of Virginia defines “highway” as every way or place open to the use of the public for purposes of vehicular travel. Therefore, even a private road through an apartment complex or shopping area can be considered a highway for the purposes of the statute, under the following conditions:
    - a. There is clear ingress and egress from the area to a clearly defined highway, such as a service road to an apartment complex that runs next to a marked street;
    - b. There is 24 hour unrestricted access to the area, even if signs are present designating the area as private property; or
    - c. There are no signs prohibiting vehicular access to the area after certain hours. For example, a gas station that closes at sundown and has posted signs indicating no entry after closing is clearly not a highway.
- B. Officers will advise arrestees that all persons, whether or not licensed to operate motor vehicle in the Commonwealth of Virginia, who operate a motor vehicle in this State have given Implied Consent to have a sample of breath (or a sample of blood, if the breath test is not available) taken for analysis to determine the intoxicant level of their blood or breath (Code of Virginia §18.2-268.2). In certain cases, a blood test may be required to measure both the alcohol and drug content of the blood.
- C. If the arrestee refuses to provide a breath or blood sample as requested, the arresting officer must read the suspect the information regarding Implied Consent from a Form-DC-233, sign the form, and must attest under oath to the magistrate

that this has been done. The magistrate will sign the form but is no longer required to again read the Implied Consent information to the suspect.

- D. If an arrest results from the operation of a motor vehicle at a location other than a highway, or the operation of a Moped anywhere, the Implied Consent Law (18.2-268.2) does not apply. This does not preclude officers from attempting to obtain consent from arrestees using a Consent Search form (APD-122) to submit a sample of blood or breath for analysis. Officers will make all reasonable attempts to obtain a blood or breath sample.
- E. If an arrestee refuses the required test(s), the officer will advise the arrestee that unreasonable refusal to submit to the test(s) constitutes grounds for revocation of the operator's license in Virginia for a period of one year and that a separate charge (Code of Virginia §18.2-268.3) will be placed for that offense. Additionally, if the suspect has a prior DWI offense within a ten-year period, a subsequent refusal *in a breath case* is deemed a Class 1 misdemeanor. *In blood cases, the penalty is a civil license suspension of 3 years.* All subsequent refusals carry a mandatory three-year suspension of the defendant's license. (Reminder: the refusal charge only applies when the Implied Consent law does. For arrests at locations other than a highway as defined above, if the defendant refuses to submit to blood or breath evidence even when faced with a search warrant, no refusal charge can be brought.)
- F. Code of Virginia §46.2-391.2 provides for an immediate seven-day suspension of the driver's license, or the privilege to drive in Virginia, for any person who is arrested for a DWI violation if such person unreasonably refuses to submit to a breath test, or registers a 0.08 or higher on a breath test, upon issuance of a warrant by a magistrate. For persons under the age of 21, a breath test of 0.02-0.07 will also result in administrative license suspension. If a blood test is administered this code section does not apply. If the DWI is the suspect's second offense, the immediate suspension is for 60 days. If it is a third or subsequent DWI, the suspect's license is automatically suspended until the trial date.
1. After establishing probable cause and placing an individual under arrest for Driving While Intoxicated, the officer will retain the driver's license until he or she appears before the magistrate. Once a warrant has been issued for DWI, the officer will complete a Notice of Administrative Suspension (Department of Motor Vehicles (DMV) Form DC-201) and serve it upon the arrested person if the above criteria are met. The officer will then present the person's Virginia driver's license, along with the warrants, the results of the breath test (if any), the completed Criminal Complaint form and the Notice of Suspension to the magistrate, who will forward these documents to the court.
  2. At the time an officer requests a warrant charging an individual with Driving While Intoxicated, the officer will complete a Criminal Complaint (DMV Form DC-311), to establish probable cause for the arrest. It is necessary that the officer include enough detail to establish probable cause of a violation of 18.2-266. This would entail establishing the following:

- a. The defendant was operating a motor vehicle on a public highway;
- b. The defendant was under the influence of alcohol (i.e., smelled of alcohol, admitted to a certain number of drinks, failed the one-legged stand/9-step walk and turn, submitted to an Alco-sensor which gave a reading of .15, etc.);
- c. The defendant was arrested within 3 hours of the alleged offense;  
and
- d. The alleged offense occurred in the City of Alexandria.

If the person asks the General District Court for a review of the suspension, the Criminal Complaint will be given to the judge to review. To avoid unnecessary court time by officers and to provide information when there is insufficient time to summon them, it is essential that complete documentation be on the complaint form.

3. Arrestees who meet the criteria above and possess out-of-state licenses will retain their license, but they will be served with a DMV Form DC-201 advising that their privilege to drive in Virginia has been suspended for seven days.
  4. The officer is further required to notify the Commissioner of the Division of Motor Vehicles of the license suspension; this may be done by electronic means. After completing the booking process, the arresting officer will promptly report to the Information Services Section (ISS) with a copy of the DMV Form DC-201 and have a Special Police Officer (SPO) or other certified Virginia Crime Information Network (VCIN) operator make the entry into VCIN, in the Administrative Suspension File set up by DMV for this purpose. If a SPO or other certified VCIN operator at ISS is unavailable, the arresting officer will call DEC and advise of the needed entry. The arresting officer will note in the appropriate block on the incident report the date, time and name of the DEC employee notified. After DEC personnel have made the entry, the copy of the DMV Form DC-201 must be returned to ISS.
  5. The reverse side of the DMV Form DC-201 allows for the license to be mailed back to the arrestee after the seven-day period. The driver has the option to sign the form or to pick up the license at the Clerk of the General District Court's office.
- G. Code of Virginia § 46.2-301.1 (A) governs the impoundment of a motor vehicle being driven by a person whose license or learner's permit has been suspended or revoked for Driving While Intoxicated, or who is caught driving after having been adjudicated as a habitual offender where the adjudication was based, in whole or in part, on an alcohol-related offense. However, the statute referenced above prohibits the impoundment of leased or rented automobiles in such situations. The amendment also requires the arresting law enforcement officer to



notify the rental or leasing company to pick the vehicle up (**see Directive 11.22, Impounded Vehicles**).

- H. Officers are required to turn in all DWI related paperwork to the Information Services Section as soon as the arrest is completed.

#### 11.8.09 BREATH TESTS

Code of Virginia §18.2-268.2 eliminates the option of a blood test unless the breath test is unavailable or the driver is not physically capable of taking the breath test. The blood test option remains when testing for the presence of drugs, or drugs and alcohol.

- A. Any person possessing a valid EC/IR II Operator's license issued by DFS can perform chemical analysis of an arrestee's breath. This may include the arresting officer and/or anyone participating in the arrest. In the event the EC/IR II instrument is inoperable, the arrestee may be transported to an EC/IR II in a neighboring jurisdiction. It is preferable that an Alexandria EC/IR II operator performs the test, however, if necessary, any licensed EC/IR II operator may do so. If a licensed operator is not available, this test is deemed not available.
- B. The type of equipment and the methods used to perform breath analysis will be in accordance with the regulations of DFS.
- C. The EC/IR II operator will produce a Certificate of Breath Alcohol Analysis (DGS-70-018) which will indicate:
1. The test was conducted in accordance with DFS specifications;
  2. The name of the arrestee;
  3. The date and time the sample was taken from the arrestee;
  4. The alcohol level of the sample; and
  5. Name of the EC/IRII operator and signature.
- D. Certificate of Breath Alcohol Analysis (DGS-70-018) is a three-copy form. The copies will be handled as follows:
1. White copy - will be given to the magistrate to be forwarded to the General District Court along with the VUS and warrant;
  2. Green copy - will be given to the arrestee; and
  3. Yellow copy - is for Department use *and should be retained by the arresting officer or the officer administering the breath test.*



2. Exercise caution when handling blood vials to reduce the potential for contracting communicable diseases;
3. *Place the vials with the Request for Laboratory Examination (RFLE) (DGS-70-001) into a refrigerated evidence box;*
4. *Place a copy of the RFLE and a Property Disposition Report with the heading completed into the Commonwealth Attorney's box for the court liaison.*

#### **11.8.11 BLOOD TESTS (INVOLVING INTOXICANTS OTHER THAN ALCOHOL)**

The procedures are the same as with alcohol except for the following changes:

- A. There are numerous substances that are capable of intoxicating the human body; officers should not limit their considerations to alcohol or commonly abused street drugs.
- B. If an officer develops reasonable cause to believe that a substance other than alcohol is involved in the intoxication of the arrestee, the **Code of Virginia § 18.2-268.2** provides for the mandating of a blood test.
- C. In addition, the arrestee has the right to take an EC/IR II test. The officer may then require the taking of a blood test. The EC/IR II is not required in cases where no alcohol is present (.00 reading on a Preliminary Breath test).
- D. If the probable cause for another intoxicant exists and the arrestee refuses the second test, he or she can still be charged with Unreasonable Refusal. If this occurs, follow the same procedure as listed in **11.8.08, Sections D, E and F**.
- E. In all cases of suspected mixed usage of alcohol and other substances, if possible, the officer should pre-screen the arrestee. An Alco-sensor should be used to determine if sufficient alcohol is in the arrestee's system to go forward with the DWI charge based solely on alcohol intoxication. If the B.A.C. is less than .08% and there is an articulable reason to suspect drug presence, a blood test may be required. If the B.A.C. is .08% or greater, the State Laboratory will not test for other drugs without prior written request from the Commonwealth Attorney.
- F. If drug analysis is required, the State Laboratory technicians will first test for alcohol. They will then do preliminary testing to identify the intoxicating substance(s) that are present in the sample. Once the substance(s) are identified, a scientifically precise test will determine the exact level present.
- G. If the arresting officer develops information concerning a possible identity of the intoxicating substance(s) involved, he or she will advise the State Laboratory by making a notation on the RFLE (DGS-70-001) and forward a copy of the DWI field worksheet or report with the sample.

H. The arresting officer must complete the RFLE form (DGS-70-001).

**11.8.12 ACCIDENT INVESTIGATION**

A. When an arrest for DWI is made as the result of an officer investigating a traffic crash that he or she did not witness, the officer will investigate and document the following:

- [Redacted]

- [Redacted]

- [Redacted]

- [Redacted]

- [Redacted]

- [Redacted]

B. [Redacted]

- [Redacted]

- [Redacted]

- [Redacted]

- [Redacted]

[Redacted]

[REDACTED]

[61.2.1]

C. In accident cases where a suspect is arrested for DWI on the scene or at another location, he/she should be taken to booking first, unless medical evaluation on the scene by medics determines that transportation to the hospital is medically necessary or it is requested by the suspect.

- [REDACTED]

- [REDACTED]

It should be noted that Virginia law now allows a law enforcement officer to arrest a DWI suspect at any location within three hours of a motor vehicle accident as long as the officer has probable cause to suspect that the person was driving or operating a motor vehicle while intoxicated (**Code of Virginia § 19.2-81**).

**BY AUTHORITY OF:**

**Michael L. Brown**  
**Chief of Police**



*Alexandria Police Department*  
Directive 11.8 Addendum



## Stationary DWI Checkpoints

Effective Date: 01-27-2016		Cancels: 11-24-2009
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- I. PURPOSE / POLICY
- II. GENERAL PROCEDURES
- III. RESPONSIBILITIES

#### I. PURPOSE / POLICY

This addendum to Directive 11.8 DWI Enforcement is intended to serve as a Standard Operating Procedure (SOP) for Stationary DWI Checkpoints and will serve to establish policy and procedure for operating sobriety checkpoints.

#### II. GENERAL PROCEDURES

##### A. Selection of checkpoint sites:

1. The supervisor planning the checkpoint will review Department records of past DWI arrests, traffic summons, traffic crashes and citizen complaints to determine an appropriate date, time and location for the checkpoint. **[61.1.1.b]**
2. The location should provide maximum safety for both the officers conducting the checkpoint and for the motorists who will encounter it. The checkpoint should be in a well-lit area where the approaching vehicles occupants can see that a checkpoint is in operation ahead and will have ample time to slow down.
3. The site should be chosen so as to minimize interference with the normal flow of traffic. The validity of the checkpoint depends on the degree of inconvenience involved to the motorists; therefore, once traffic backs up to a previously decided point, the operation should be ceased long enough to allow the back up to pass freely through the checkpoint.

**B. Training of personnel:**

1. These policies and procedures must be disseminated to, and thoroughly understood by all officers involved in the checkpoint operation. Officers should be familiar with the field sobriety tests that are noted in Police Directive 11.8, which governs DWI enforcement. Additionally, all officers involved in the operation will know how to operate an Alco-Sensor.
2. The on-site supervisor will hold a briefing with all personnel involved prior to each sobriety checkpoint operation. The on-site supervisor will provide training to the officers on relevant issues pertaining to the operation and will thoroughly document that training. This documentation will be maintained with the official records of the operation.

**C. Conduct of checkpoint operation:****[61.1.1.d]**

1. The checkpoint will be conducted under the on-site supervision of a sworn police supervisor.
2. Uniformed officers wearing reflective traffic vests will conduct the checkpoint.
3. Signs, flares, traffic cones and/or other warning devices that clearly notify approaching motorists of the presence of the obstacle ahead are critically essential.
4. The law clearly requires that the on-site supervisor must pre-determine which vehicles are going to be stopped. This can be all vehicles or a set order of vehicles. The individual officers do not have discretion to change this.
5. In the event of a traffic back up all vehicles shall be permitted to pass freely through the checkpoint if it poses a safety hazard to the officers operating the checkpoint or the motorists passing through. The on-site supervisor will make the determination when to suspend operations and when it is safe to resume. The reasons and times will be documented and kept as part of the official record.
6. The stop of each vehicle shall be as brief as possible. The greater the length of the stop the greater the intrusion to the motorist. Unless further investigation is warranted the officer will make every effort to limit the length of the encounter to one minute or less.
7. Since time is a factor officers should be looking for equipment, tag and inspection violations as the vehicle approaches. Once the vehicle has stopped officers will introduce themselves, explain the reason for the checkpoint, inquire about alcohol and drugs use and ask the driver for their driver's license and registration. Unless further investigation is warranted the drive will be allowed to exit unimpeded.

8. If the officer determines that the driver has shown any sign of impairment or there is a violation of the Virginia or City code the motorist will be directed to pull into a predetermined auxiliary location.
9. The auxiliary location will be a near-by location that provides the greatest amount of safety to the officers and motorists.
10. If signs of impairment are located the officer will investigate the DWI offense. Based on the investigation the officer will make the determination whether to arrest or not.

**D. Record keeping:**

1. The details of the checkpoints selection and establishment shall be a matter of record. The planning supervisor will keep the following records and provide them to the Commonwealths Attorneys Office for prosecution;
  - a. The approved operation plan,
  - b. A complete list of all employees involved,
  - c. The analysis of the area utilized,
  - d. The after action report, and
  - e. A copy of the directive used to create the operation plan.

<b>III. RESPONSIBILITIES</b>
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**A. The officer will:**

1. Handle all responsibilities as defined in the Police Directive 11.8 DWI Enforcement.
2. Have complete knowledge and full understanding of this directive and the operation plan for the sobriety checkpoint.

**B. The planning supervisor will:**

1. Handle all responsibilities as defined in the Police Directive 11.8 DWI Enforcement.
2. Have complete knowledge and full understanding of this directive and the operation plan for the sobriety checkpoint.
3. Ensure PIO notification of an upcoming checkpoint.
4. Ensure *Department of Emergency Communications (DEC)* notification of an upcoming checkpoint.
5. Ensure Alexandria Sheriff's Office notification of an upcoming checkpoint.



6. Ensure the Magistrates Office is notified of an upcoming checkpoint.
7. Ensure the operation plan is sent to the Chief of Police through channels in a timely manner for approval.

**C. The on-site supervisor will:**

1. Handle all responsibilities as defined in the Police Directive 11.8 DWI Enforcement.
2. Will have complete knowledge and full understanding of this directive and the operation plan for the sobriety checkpoint.
3. Conduct a briefing prior to each sobriety checkpoint operation and conduct training for the officers involved.
4. Complete all required documentation of the sobriety checkpoint operation, including all training, and will submit a detail formal report upon completion to the Chief of Police through channels. **[61.1.1.e]**
5. Oversee the set up and take down of the sobriety checkpoint.
6. Direct the operation and supervise all personnel assigned to the sobriety checkpoint.

Officers assigned to a sobriety checkpoint operation will be responsible for conducting the operation in accordance with the law, this directive and any other appropriate rules and regulations of the Department.

**Approved by:**

**Earl L. Cook**  
**Chief of Police**