

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

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| <b>Effective Date:</b><br>09/09/2020                | <b>Supersedes Policy Dated:</b><br>10/06/2015 | <b>Rescinds:</b>                         | <b>SOG Number:</b><br><br><b>405.6</b> |
| <b>Accreditation Index:</b> 61.1.4, 61.1.5, 61.1.10 |   |  |  |
| <b>Part Title:</b> Operations                       |   | <b>Chapter Title:</b> Traffic Operations |  |
| <b>Chief of Police:</b>                             |   |  |  |

## DWI Enforcement Procedures

### I Policy

It is the policy of the Springfield Police Department to seek out and remove impaired drivers from the streets of the city. These impaired drivers, whether due to alcohol or drugs, present a significant risk to the public. Such drivers kill and injure a number of people each year and cannot be tolerated. Members of the department shall take a proactive approach to detecting intoxicated drivers and removing them from the city streets. Enforcement of laws dealing with intoxicated drivers is the responsibility of all sworn personnel and should be a priority.

### II Definitions

**Hazardous Moving Violation Unit/Traffic Squad 3** – A squad comprised of personnel who are trained to seek out, investigate and process impaired drivers; to conduct traffic enforcement on hazardous moving violations in an effort to reduce them and therefore reduce crashes; and to investigate non-injury, injury and fatal crashes. <sup>1</sup>

### III Procedure

#### 1 DWI ENFORCEMENT MEASURES

- 1.1 Uniform Operations Bureau (UOB) personnel shall conduct special operations in order to deal with intoxicated drivers. While the members of the HMVU/T3 focus on

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<sup>1</sup> Definitions, added HMVU/T3 definition, per Policy Change Order 20-005.

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impaired driving enforcement as part of their duties, all UOB personnel are responsible for DWI enforcement activities. <sup>2</sup>

- 1.1.1 Members of the HMVU/T3 shall focus their duties on impaired driving enforcement, hazardous moving violation enforcement, and crash investigation. Their work hours shall primarily reflect second shift times, flexible when needed to address other needs, and their days off rotating according to a set schedule, approved by the Traffic Section Commander. The sergeant and corporal should be trained in advance techniques to investigate impaired drivers and motor vehicle crashes. The officers should be trained in advanced techniques to investigate impaired drivers, and motor vehicle crashes. Examples of such training include, but are not limited to: ARIDE, DRE, Type II Supervisor, and advanced accident investigation and reconstruction courses. <sup>3</sup>
- 1.1.2 The Traffic Section Commander shall analyze data supplied by Municipal Court personnel in regard to the location, time, driver profile, and other information about DWI arrests. This information shall be supplied to UOB supervisors for use in planning DWI enforcement activities.
- 1.1.3 During peak DWI problem times (holiday periods, etc.), additional personnel may be assigned to concentrate on DWI enforcement. These personnel may be supplied by the Traffic Section and/or Patrol Section.
- 1.1.4 All sworn personnel receive extensive training during the basic academy on methods of detecting intoxicated drivers and the administration of standardized field sobriety tests.
- 1.1.5 On a semi-regular basis, organized directed-enforcement efforts shall be conducted within the City. Examples would include saturation patrols, checkpoints, and Motorcycle Safe Ride Operations. <sup>4</sup>

- 1.1.5(a) The supervisor in charge of the checkpoint shall have successfully completed the Sobriety Checkpoint Supervisor's class.

## **2 DWI PROCESSING PROCEDURES (CALEA 61.1.10)**

- 2.1 Various laws and ordinances deal with the processing of suspected intoxicated drivers. Personnel shall be familiar with these laws and familiar with the required procedures for handling these violators.
- 2.2 Implied Consent Law (CALEA 61.1.4(d))
  - 2.2.1 By state statute, any person who operates a motor vehicle in Missouri has implicitly given consent to submit to a test to determine the operator's blood alcohol content.

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2 Section 1.1, modified language to reflect HMVU/T3, per Policy Change Order 20-005.

3 Section 1.1.1, changed to reflect duties of HMVU/T3 personnel, per Policy Change Order 20-005.

4 Section 1.1.5, revised to reflect current practices, per Policy Change Order 20-005.

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- 2.2.1(a) Personnel processing a suspected intoxicated driver shall read the Implied Consent law verbatim from the Alcohol Influence Report.
  - 2.2.1(b) When a suspected intoxicated driver is unconscious personnel are still required to read the Implied Consent law to them.
  - 2.2.1(c) The Implied Consent law applies to DWI arrests made on private property and to persons with out-of-state licenses.
  - 2.2.1(d) There are currently two different subsections in the Implied Consent law section of the Alcohol Influence Report. Officers shall be trained to determine and read the appropriate Implied Consent subsection to their suspects.
- 2.3 DWI No Refusal Process (CALEA 61.1.4(d))
- 2.3.1 The Springfield Police Department, in conjunction with the Greene County Prosecutor's Office and other area law enforcement agencies, has adopted a "No Refusal" approach to DWI enforcement.
  - 2.3.2 This process will allow for obtaining the best available evidence for a successful DWI prosecution, through application for a search warrant to draw blood from suspects who refuse to submit to the requested chemical test under the Missouri's Implied Consent Law.
    - 2.3.2(a) Officers shall ensure that the suspect understands that a search warrant for a blood draw will be sought if they refuse to submit to the requested chemical test.
  - 2.3.3 No Refusal Procedures
    - 2.3.3(a) An Alcohol Influence Supplement Report, [SPD Form # 14-OP-0650](#) shall be completed in ALL DWI cases.
    - 2.3.3(b) Prior to reading the Implied Consent section of the Alcohol Influence Report, DOR Form # 2389, the "No Refusal Warning" will be read verbatim to the suspect by the officer from the Alcohol Influence Supplement Report, [SPD Form # 14-OP-0650](#).
    - 2.3.3(c) The completed report shall be forwarded to Central Records.
    - 2.3.3(d) When it becomes clear that the suspect is going to refuse to submit to a chemical test pursuant to the Implied Consent request, the officer will initiate the process of obtaining a search warrant for blood.
    - 2.3.3(e) The officer shall notify their supervisor that a search warrant is required in their investigation.
    - 2.3.3(f) The officer shall also notify the Greene County Jail medical staff of the pending need for the blood draw. This will give the staff time to prepare to draw the blood.
    - 2.3.3(g) The warrant will be obtained by electronic means through established protocols and accepted practices of the Greene County Prosecutor's Office and Greene County Circuit Judges.
      - 2.3.3(g.1) Step-by-step instructions for obtaining the warrant will be posted in Greene County Criminal Justice Center Jail Breathalyzer Room,

the South District Station Breathalyzer Room, and the Driver Impaired Enforcement (DIE) Vehicle. The instructions will also be available on designated computers located at the Greene County jail.

2.3.3(g.2) An up-to-date on-call contact list for Greene County Prosecutors and Judges will maintained on the computers for easy reference by the applying officer.

[REDACTED]

2.3.3(i) If granted the search warrant shall be executed utilizing standard procedures.

2.3.3(j) Both the DWI suspect and the Greene County Jail staff shall be given copy of the Search Warrant. The suspect shall also be given a copy of the Inventory Receipt, but should **not** be given a copy of the application/affidavit.

2.3.3(k) The officer will submit a copy of the search warrant to Central Records.

2.3.3(l) An electronic copy of the issued search warrant will be maintained on the jail computer for a minimum of 30 days.

2.3.3(m) Blood taken under authority of the search warrant will be submitted for processing/testing per established procedures.

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2.3.3(p.1) The officer shall complete a search warrant return and attach a copy of the inventory receipt. The officer will then forward the search warrant return and copy of the inventory to the Greene County Prosecutor's office within two days of the service of the search warrant.

2.3.3(p.2) The officer shall ensure copies of the Search Warrant and the Search Warrant Return are delivered to the Circuit Clerk within ten days.

## 2.4 Chemical Tests

2.4.1 The approved chemical tests are tests of breath, blood and urine. <sup>5</sup>

2.4.1(a) Personnel processing a DWI arrest can request that the violator submit to two chemical tests to determine their blood alcohol/drug content.

2.4.1(b) The primary test used by this department for alcohol testing is the breath test, and the primary test for drug testing is the blood draw.

2.4.1(b.1) Blood or urine samples will be collected for drugs, as determined by the Drug Recognition Expert.

2.4.1(b.2) At no time shall any officer obtain a urine sample for alcohol testing.

2.5 When a suspected intoxicated driver is injured and transported to a medical facility, a blood sample may be obtained for blood-alcohol/drug testing.

2.5.1 Even if the violator is unconscious, personnel must inform the person that they are under arrest for DWI.

2.5.2 The Implied Consent law must be read to the violator, unless the violator is unconscious. <sup>6</sup>

2.5.3 Qualified medical personnel (physician, trained medical technician, phlebotomist, registered nurse, paramedic) must take the blood sample using a non-alcohol swab and the proper container and procedures.

2.5.4 After a blood sample is obtained, personnel shall explain, with supervisor approval, to the violator that they are released from custody pending the results of the lab analysis and any follow up investigation. <sup>7</sup>

2.5.5 If the violator is unconscious, a blood sample may be obtained without a search warrant when the medical emergency creates an exigent circumstance. An exigent circumstance exists when the need to obtain medical treatment for the unconscious violator takes priority over making a warrant application, such as when the violator is unconscious and actively receiving medical attention. <sup>8</sup>

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5 Section 2.4.1, removed reference to number of tests and saliva, per Policy Change Order 20-005.

6 Section 2.5.2, revised to reflect unconscious subjects, per Policy Change Order 20-005.

7 Section 2.5.4, added supervisory approval to process, per Policy Change Order 20-005.

8 Section 2.5.5 and subsection added to reflect new practice/procedure, per Policy Change Order 20-005.

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- 2.5.5(a) The officer should request a blood draw from medical personnel before the violator is taken away for testing if the draw would not interfere with other medical care, especially if blood draws for medical reasons are already being taken at that time.
- 2.5.6 Should medical personnel refuse to take an evidentiary sample from an unconscious violator without a search warrant, officers should inquire as to whether medical personnel will be taking a blood sample to determine BAC/drug toxicology as part of medical treatment and diagnosis. <sup>9</sup>
  - 2.5.6(a) If medical personnel intend to take a sample for BAC/drug toxicology as part of treatment and diagnosis, no further action is required at that time, and an investigative subpoena should be completed later. If medical personnel do not intend to take such a sample, proceed with obtaining a blood draw search warrant.
  - 2.5.6(b) In the case of a serious injury or fatality crash in which the suspected impaired driver is a suspect, a search warrant should be completed.
- 2.5.7 After a blood sample is obtained, personnel will typically, with permission from a supervisor, explain to the violator that they are released from custody pending the results of the lab analysis and any follow up investigation. <sup>10</sup>
- 2.5.8 If the violator is conscious and refuses to provide a blood sample, officers should inquire as to whether medical personnel will be taking a blood sample to determine BAC/drug toxicology as part of medical treatment and diagnosis. <sup>11</sup>
  - 2.5.8(a) If medical personnel intend to take a sample for BAC/drug toxicology as part of treatment and diagnosis, no further action is required at that time, and an investigative subpoena should be completed at a later time. If medical personnel do not intend to take such a sample, proceed with obtaining a blood draw search warrant.
  - 2.5.8(b) In the case of a serious injury or fatality crash in which the suspected impaired driver is a suspect, a search warrant should be completed.
- 2.6 Violators who test .08 % Blood Alcohol Concentration or higher will be issued a Notice of Suspension/Revocation, DOR Form 2385. Violators who refuse to submit to a test pursuant to the Implied Consent request will be issued a Notice of Revocation, DOR Form # 4323. (CALEA 61.1.4(d))
  - 2.6.1 Personnel processing such violators shall complete the appropriate Notice of Suspension/Revocation form for the incident.
  - 2.6.2 The 15-Day Temporary Driving Permit is part of the Notice of Suspension form and the Notice of Revocation form. Personnel will complete this portion of the form in the following manner:

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9 Section 2.5.6 and subsections added to reflect new procedures, per Policy Change Order 20-005.

10 Section 2.5.7 added to define new procedures, per Policy Change Order 20-005.

11 Section 2.5.8 and subsections added to reflect new procedures, per Policy Change Order 20-005.

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- 2.6.2(a) If the violator has a valid Missouri driver's license on their person, the officer will take custody of the license and turn it in with the report. The officer shall mark the "YES" box on the Notice of Suspension form or the Notice of Revocation form.
- 2.6.2(b) If the violator does not have a valid Missouri driver's license, (i.e.: Revoked, Suspended, Expired) the officer will still take custody of the hard copy of the license. The license will be turned in with the report. On the Notice of Suspension/Revocation form, the officer shall write the reason the suspect is not valid. "ID cards only" and out of state driver's licenses shall not be seized.<sup>12</sup>
- 2.6.2(c) If the violator has an out-of-state driver's license, the officer will not take custody of the license and will check the "NO" box on the Notice of Suspension/Revocation form. The officer shall then write the reason (i.e.: Oklahoma license) on the form.
- 2.6.3 If the violator submits to the breath test and the result of the test is under .08%, the officer shall determine if the level of impairment does not match the BAC level. If, at that time, the officer suspects drugs other than alcohol to be involved, they shall notify their supervisor of the need for a Drug Recognition Expert (DRE) if one is not on duty.
  - 2.6.3(a) The supervisor shall ensure that a breath test has been conducted and the results are below .08%.
  - 2.6.3(b) The supervisor may notify Dispatch to page out the on-call DRE. In the event a DRE is on-duty, the officer shall request the assistance of the DRE.
- 2.6.4 In the event the suspect refuses to submit to the chemical test of their breath and the officer suspects drugs other than alcohol to be involved, the officer will notify their supervisor of the need for a DRE.
  - 2.6.4(a) The supervisor will notify Dispatch to page out the on-call DRE. In the event a DRE is on-duty, the officer shall request the assistance of the DRE.
- 2.6.5 If no SPD DRE is available, the supervisor or watch commander may seek another agency's DRE to assist (GCSO, MSHP, etc.). If none are available, document the attempt to call a DRE, and seek a blood draw.<sup>13</sup>
  - 2.6.5(a) Urine may be requested, but the suspect is only required to provide two different, valid samples.
- 2.7 Some suspected intoxicated drivers might request to contact an attorney for consultation purposes prior to submitting to the test.
  - 2.7.1 Violators do have the right to consult an attorney for consultation purposes prior to the test. In this event, the suspect has the right to have access to a local telephone book and a telephone. The officer shall allow the suspect twenty (20) minutes to contact an attorney for this purpose.

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<sup>12</sup> Section 2.6.2(b) language revised to reflect current procedures, per Policy Change Order 20-005.

<sup>13</sup> Section 2.6.5 and subsection added to reflect current procedures, per Policy Change Order 20-005

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- 2.7.1(a) Violators have a right to a private, closed-door phone conference with an attorney prior to the test; If the violator requests to contact their attorney, they must be allowed 20 minutes to converse out of earshot of law enforcement.<sup>14</sup>
- 2.7.1(b) It is recommended to either begin a new 15-minute observation period at the conclusion of their phone time or request a blood test in lieu of breath.<sup>15</sup>
- 2.7.2 Violators do NOT have the right to:
  - 2.7.2(a) Insist on their attorney being present for the test;<sup>16</sup>
  - 2.7.2(b) Attempt to delay the test for an unreasonable amount of time. Such a delay constitutes a refusal to submit to the test after the twenty minutes has expired.

## **3 DWI DETECTION**

- 3.1 There are a number of things officers should be alert for in attempting to locate intoxicated drivers. Once a suspected intoxicated driver has been contacted, there are a number of standard steps that should be taken to determine the level of impairment prior to an arrest.
  - 3.1.1 During nighttime driving conditions, officers should watch for the following possible signs of intoxicated drivers:
    - 3.1.1(a) Turning movements with a wide radius;
    - 3.1.1(b) A driver appearing to be intoxicated;
    - 3.1.1(c) Weaving within a traffic lane or across lanes;
    - 3.1.1(d) Driving off of the roadway;
    - 3.1.1(e) Swerving or drifting actions;
    - 3.1.1(f) Driving into opposing or cross traffic;
    - 3.1.1(g) Signaling that is inconsistent with driving actions;
    - 3.1.1(h) Slow response to traffic signals;
    - 3.1.1(i) Turning abruptly or illegally.
  - 3.1.2 When a suspected intoxicated driver is contacted, officers shall use standardized field sobriety tests that the driver is able to participate in to determine the degree of impairment. Officers shall be responsible for maintaining a competent level of proficiency in the area of Standardized Field Sobriety administration and scoring. (CALEA 61.1.10)<sup>17</sup>
    - 3.1.2(a) Of the three Standardized Field Sobriety tests, the Horizontal Gaze Nystagmus test is the most reliable and accurate indicator of impairment

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14 Section 2.7.1(a) added to reflect updated case law, per Policy Change Order 20-005.

15 Section 2.7.1(b) added to reflect new practices, per Policy Change Order 20-005.

16 Section 2.7.2(a) content removed and remaining sections renumbered, per Policy Change Order 20-005.

17 Section 3.1.2 language revised to reflect appropriate terminology, per Policy Change Order 20-005.

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due to the presence of alcohol, other Central Nervous System depressants, and sometimes inhalants.<sup>18</sup>

- 3.1.2(b) The Walk and Turn test is the second test usually administered of the three tests. This is a divided attention test.<sup>19</sup>
- 3.1.2(c) The One-Leg Stand test is the third test usually administered of the three Standard Field Sobriety tests. It is also a divided attention test.<sup>20</sup>
- 3.1.2(d) Officers who have been properly trained in the use of Portable Breath Tests (PBTs) may also administer a breath test on scene. This test shall be used only to assist in developing probable cause for the arrest. This is NOT a chemical test for evidentiary purposes. The PBT should be used after other standardized and non-standardized field sobriety tests to allow for the most accurate reading.<sup>21</sup>
  - 3.1.2(d.1) PBTs shall be issued to properly trained patrol officers at the discretion of the UOB Commander, or designee.
  - 3.1.2(d.2) The HMVU/T3 Supervisor, or designee (who should hold a type II permit from the DHSS) shall be responsible for providing training to the UOB Section in the use of PBTs.
  - 3.1.2(d.3) Only PBTs approved by the Department shall be authorized for use. Personally- owned PBTs are acceptable if they meet Department guidelines and have been inspected by a valid Type II Operator. The HMVU/T3 Supervisor, or designee (who should hold a type II permit from the DHSS) shall be responsible for approving personally- owned PBTs.
  - 3.1.2(d.4) Officers shall record all results of the Standardized Field Sobriety tests and the PBT on the Alcohol Influence Report form if an arrest is made for DWI.
  - 3.1.2(d.5) The HMVU/T3 Supervisor, or designee (who should hold a Type II permit from DHSS) shall inspect and re-issue all department PBTs annually after the bid change over for the UOB squads. The PBT will be placed on the individual officer's equipment inventory list for tracking purposes.
- 3.1.2(e) A link to the most recent NHTSA DWI Detection and Standardized Field Sobriety Test (SFST) manual can be located at:<sup>22</sup>

[https://www.nhtsa.gov/sites/nhtsa.dot.gov/files/documents/sfst\\_full\\_participant\\_manual\\_2018.pdf](https://www.nhtsa.gov/sites/nhtsa.dot.gov/files/documents/sfst_full_participant_manual_2018.pdf)

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18 Section 3.1.2(a) added language to reflect current practice, per Policy Change Order 20-005.

19 Section 3.1.2(b) language revised to reflect current practice, per Policy Change Order 20-005.

20 Section 3.1.2(c) language revised to reflect current practice, per Policy Change Order 20-005.

21 Section 3.1.2(d) added language to reflect best practices, per Policy Change Order 20-005.

22 Section 3.1.1(e) added link to SFST manual, per Policy Change Order 20-005

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- 3.1.3 In a case involving Zero Tolerance enforcement; (CALEA 61.1.10)
  - 3.1.3(a) A driver under the age of 21 is lawfully stopped while operating a motor vehicle. This includes contact at sobriety checkpoints. AND
  - 3.1.3(b) The officer has *reasonable grounds* to believe the driver has a blood alcohol content of .02% or more.
  - 3.1.3(c) The processing officer shall:
    - 3.1.3(c.1) Read Implied Consent to the driver at the scene of the stop.
    - 3.1.3(c.2) If the driver agrees to submit to the test, he/she will be transported to either the Greene Co. Jail or South District Station. Transport shall be in a non-custodial manner, unless the driver is under arrest for another charge.
    - 3.1.3(c.3) If the driver tests between .020% and .079%, the officer shall issue a Notice of Suspension/Revocation and confiscate the driver's license, per standard DWI procedure.
    - 3.1.3(c.4) If the driver refuses to submit to the test, the officer shall issue a Notice of Revocation (DOR Form # 4323) and confiscate the driver's Missouri license, per standard DWI procedure.
    - 3.1.3(c.5) Issue any probable cause tickets for the vehicle stop
  - 3.1.3(d) The violator shall not be booked into jail because Zero Tolerance is an administrative enforcement action and is not a criminal matter.
- 4 DRUG RECOGNITION EXPERTS (CALEA 61.1.10)
  - 4.1 Due to the increase in the number of suspects using drugs other than alcohol or combined with alcohol, the Springfield Police Department is dedicated to removing these suspects from the roadways. The Uniform Operations Bureau shall maintain certified Drug Recognition Experts (DREs).
  - 4.2 DREs shall be responsible for assisting any officer that suspects a suspect is under the influence of drugs other than alcohol in the event the suspect's BAC level is .079% or less.
  - 4.3 DREs may also be used in criminal cases other than DWI-related offenses.
  - 4.4 All DREs shall complete a Drug Influence Evaluation form that meets NHTSA guidelines when conducting drug evaluations. A copy of this report shall be forwarded to the DRE Agency Coordinator.
    - 4.4.1 This report shall be completed on all drug evaluations. In the event the DRE finds the suspect is not impaired or not under the influence of drugs other than alcohol, the DRE shall complete the evaluation form documenting their findings.
  - 4.5 All DREs shall maintain a log of all drug evaluations they conduct. This log shall consist of the DRE's opinion and the lab results in the event the suspect submits to the urine/blood test for all evaluations.

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- 4.6 The NHTSA and the IACP govern the Drug Recognition Expert certification and procedures. All DREs shall follow the guidelines and procedures established by those agencies.
- 4.7 To maintain their certification, per the IACP, all DREs are mandated to obtain a minimum of eight hours of continuing education hours. They are also required to complete a minimum of four drug evaluations, including one evidentiary or mock evaluation in front of a DRE instructor, every two years.<sup>23</sup>
  - 4.7.1 These hours can be obtained by attendance at either the State of Missouri's annual DRE/DWI Conference, usually hosted by the Missouri Office of Prosecuting Services, or the National DECP conference, held at various places nationwide.

## **5 SOBRIETY CHECKPOINTS**

- 5.1 Various laws and court precedents deal with the operation of sobriety checkpoints. Personnel shall be familiar with these laws and precedents and adhere to the required procedures for operating a sobriety checkpoint.
- 5.2 The Chief of Police or their designee shall authorize sobriety checkpoints.
  - 5.2.1 The Traffic Section Commander or their designee shall be responsible for planning and supervising all sobriety checkpoints.
- 5.3 A media release advising the public that the Springfield Police Department is planning to conduct a sobriety checkpoint will be released prior to the start of the operation. It is recommended that the media release include the following:
  - 5.3.1 The month in which the checkpoint will be conducted;
  - 5.3.2 Information on why the Police Department is conducting the checkpoint;
  - 5.3.3 What a motorist may expect when they enter a checkpoint.
  - 5.3.4 Information that would disclose the exact date, time, and location of the sobriety checkpoint shall NOT be released and shall be kept confidential by all police personnel. The Checkpoint Supervisor shall only disclose the exact date, time, and location of the checkpoint to persons or organizations essential to the operation of the sobriety checkpoint.
- 5.4 The Sobriety Checkpoint Supervisor shall develop an operations order or plan prior to the start of checkpoint operations. The operations order shall contain specific orders and responsibilities for each operational task assigned to personnel involved in the checkpoint. A briefing prior to the start of the operation shall be conducted with all personnel assigned to the checkpoint being present.

## **6 SOBRIETY CHECKPOINT AFTER ACTION REPORT**

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<sup>23</sup> Section 4.7 new section and sub-section added, defining continuing education for DREs, per Policy Change Order 20-005

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- 6.1 The supervisor responsible for the planning and execution of the sobriety checkpoint shall complete a Sobriety Checkpoint Operations Plan After Action Report, SPD Form # 14-OP-0648 after the event has been completed. The report shall include:
  - 6.1.1 Situation Information:
    - 6.1.1(a) Name of Incident Commander or Supervisor
    - 6.1.1(b) Beginning and ending date(s) and time(s) of the operation
    - 6.1.1(c) Location/Address
  - 6.1.2 Checkpoint Statistics:
    - 6.1.2(a) Number of motorists entering the checkpoint;
    - 6.1.2(b) Number of motorists checked for impairment;
    - 6.1.2(c) Longest wait time for the motorist to be processed;
      - 6.1.2(c.1) Motorist wait time begins when the motorist is effectively delayed (i.e. waiting in backed up traffic or checklane), and will end when the motorist is released from the checkpoint;
    - 6.1.2(d) Average wait time for the motorist to be processed.
  - 6.1.3 Summonses / Arrest Information:
    - 6.1.3(a) Number of DWLR/DWLS summonses issued;
    - 6.1.3(b) Number of other traffic summonses issued;
    - 6.1.3(c) Number of non-traffic related summonses issued;
    - 6.1.3(d) Total Number of DWI arrests;
    - 6.1.3(e) Number of DWI arrests requiring a Drug Recognition Expert (DRE);
    - 6.1.3(f) Number of warrant arrests;
    - 6.1.3(g) Number of other arrests (not including warrant or DWI);
    - 6.1.3(h) Summary and or comments relating summonses and arrest information.
  - 6.1.4 Logistics Data shall include:
    - 6.1.4(a) number of SPD Officers working the checkpoint;
    - 6.1.4(b) Number of hours SPD Officers worked;
    - 6.1.4(c) Number of officers from other agencies working the checkpoint, if applicable;
    - 6.1.4(d) Number of hours other agencies worked, if applicable;
    - 6.1.4(e) Summary and or comments relating to logistics data.
  - 6.1.5 An evaluation of the effectiveness of the Operations Plan for the checkpoint;
  - 6.1.6 Comments on strengths and/or weaknesses of the Operations Plan and suggestions for future improvements for similar checkpoints. (i.e. what was done that is not needed in the future, what was not done that should be done in the future, etc.)
- 6.2 After approval the supervisor shall ensure a copy of the completed report is saved to the corresponding Administrative Report Clearinghouse file.

## **IV Attachments**