

<b>Subject:</b> Processing of Alcohol Related Offenders at the Sherman Police Department	<b>Date Issued:</b> 04/22/03	<b>Number:</b>
<b>Reference:</b> See list below	<b>Amends:</b>	<b>Number of Pages:</b> 2

**REFERENCES:** Chapter 625 ILCS, Section 11-501 (Driving While Under the Influence of Alcohol)  
Title 77 Administrative Code 510 (Testing of Breath, Blood & Urine for Alcohol)  
Chapter 235 ILCS, Section 5/6-20 (Illegal Consumption/Possession of Alcohol by a Minor)  
DUI/Passenger Restraint Training/Reference Booklet, Sangamon County State's Att  
DUI/Zero Tolerance Guide Sheet  
Secretary of State Court Liaison Bulletin: Law Enforcement of January 4, 2001  
RBT IV-K Manual and ALCO-SENSOR IV Manual

**PURPOSE:** To provide policy and procedure for Sherman police officers when conducting alcohol related investigations at the Sherman Police Department. The policy considers the following:

- a. Officer Safety
- b. Care, Safety & Security of Suspect
- c. Operation of Breath Analysis Instrument
- d. Operation of Portable Breath Test Instrument

**PROCEDURE:** All Law Enforcement Officers utilizing Sherman Police Department instruments shall perform the following tasks prior to and during processing of alcohol related arrests.

- a. No offenders (other than juveniles) that were resistive or combative at the time of the arrest will be processed at the Sherman Police Department.
- b. Sherman police officers will report in transit and time out (and mileage as necessary) to Sangamon County Dispatch. Officers should secure this documentation per in-car video.
- c. Prior to entering the Sherman Police Department, there shall be a second officer present during the entire processing of the suspect. Officers should consider the availability of a female officer for female offenders.
- d. The officer operating the Breath Analysis Instrument shall secure their firearm in the trunk of the police vehicle or in a weapons lock box.
- e. The second officer shall act as a witness and back-up for the officer conducting the breath analysis.
- f. Handcuffs shall remain on the suspect until weapons are secure and providing the suspect is cooperative. Otherwise the handcuffs shall remain on the suspect throughout the entire process.
- g. As per the references, all paperwork will be completed and the proper log entries will be made as required. An example of the log is provided as an attachment to this policy. Print in capitol block letters in the log. The log can and will be used as evidence in court.
- h. Only a certified Breath Test Operator can perform the evidenciary breath analysis.

i. Use of the restroom shall be monitored to prevent the destruction of evidence or other uncontrolled actions of the in-custody offender. Male officers will not have direct view of female offenders use of the restroom.

*(under 18  
no release)*

j. If the suspect is a juvenile offender, then refer to the Sherman P.D. Juvenile Policy for the processing of Juvenile Arrests.

k. Upon completion of the breath analysis, complete all citations, field booking slips, sworn reports, alcohol contact report and other related paperwork prior to transporting to Sangamon County Jail or release to parent or guardian in juvenile matters.

l. Sherman police officers will report in transit and time out (and mileage as necessary) to Sangamon County Dispatch when transporting offenders from the Sherman Police Department to the Sangamon County Jail.

m. When assisting other police agencies, Sherman police officers will ensure that this policy is adhered to.

*SUPERVISOR APPROVAL*

*N. NTA ONLY WITH APPROVAL*

**REPORTING REQUIREMENTS:** Upon completing transport or release of alcohol related offenders a PIPS Incident Report will be completed by the arresting officer.

In cases where Sherman officers assist another police agency, a PIPS "assist agency" (9002 County Police, 9003 State Police or 9004 Other Police Agency) incident report will be completed. This report will include the Persons Involved information and be coded "Arrested by Other Jurisdiction".

Copies of all alcohol related offenses and assist agency reports involving alcohol offenses will be provided to shift Sergeant for submission to the Sangamon County DUI Task Force.

By Order of:

Chief of Police