



ALBUQUERQUE POLICE DEPARTMENT
SPECIAL SERVICES BUREAU ORDERS

SOP 6-4

Effective: 08/25/16 Review Due: 08/25/17 Replaces: 07/31/13

6-4 DWI SECTION

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6-4-1 Purpose

The purpose of this policy is to outline the goals, objectives, procedures, and responsibilities of the DWI Section of the Department. This includes the DWI Unit, DRE program, and the DWI Seizure Unit.



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6-4-2 Policy

The DWI Section will provide expertise, direct action, and active support in the areas of impaired driving, and vehicle seizure. This will be combined with participation in community programs promoting driver safety, sobriety and public awareness. It is our goal to detect, prevent and reduce crime through patrols. Our objective is, above all, to provide the highest possible service to the citizens of our community while providing support to all officers in public safety.

The DWI Seizure Unit will administer the City's vehicle nuisance ordinance and provide equipment to field officers to enhance enforcement and education efforts. The unit will coordinate with the City's legal department and manage all seized vehicles.

The DRE program will provide trained and certified Drug Recognition Officers. These officers will support investigations of individuals who are found to be operating a motor vehicle while impaired by substances other than alcohol. This should result in a reduction of alcohol and drug related crashes.



6-4-3 OBJECTIVES AND MEASURES

A. Objectives and Measures

1. Section Criteria:

a. Objective 1:

Minimize vehicular and pedestrian alcohol related crashes and fatalities, through uniform, consistent, and aggressive enforcement of impaired drivers.

Measures:

Total number of alcohol related crashes for a set time period. The number of DWI arrests within a set time period.

b. Objective 2:

Maximize feedback and use of information gained regarding crash patterns, contributing factors, and crash investigation principles and procedures.

Measure:

The number of alcohol related crashes at identified crash locations and the effect of Sobriety Checkpoints and Saturation Patrols.

c. Objective 3:

Maximize the presence of personnel and equipment at locations and times conducive to detecting and arresting impaired drivers.

Measure:

The number of hours a DWI unit patrols a set area for a set time divided by the number of DWI arrests.



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6-4-4 DUTIES & RESPONSIBILITIES

A. Commander

The Traffic Division Commander has overall responsibility for the Division's goals, responsibilities, safety, training, discipline, and morale.

B. Lieutenant

The DWI Lieutenant is responsible for the following:

1. Assigned supervisors and squads.
2. Development and implementation of enforcement programs specifically designed to address:
 - a. Alcohol Related Crash Reduction.
 - b. Impaired Driving Enforcement to include the DRE program.
 - c. Securing citizen compliance with traffic laws.
 - d. Vehicle Seizure Enforcement
3. Evaluation of all special events, Sobriety Checkpoints and Saturation Patrols.
4. Overseeing and Evaluation of all grant monies used for DWI training, equipment, education and enforcement.
5. Deployment of personnel within the section.
 - a. He/she shall have the authority to assign and transfer personnel within the section as needed to accomplish the goals of the division.
 - b. He/she shall have the authority to assign section officers within the city as needed to accomplish the goals of the division.
 - c. He/she shall have the authority to adjust work schedules, with 7-day advanced notice to accomplish the goals of the division.
 - d. He/she shall ensure that all section personnel have received current, up to date training in impaired driving enforcement.

C. Sergeant(s)

All sergeants within the section are responsible for the following:

1. Incorporates the Department's Mission and Values in the development of the unit's goals and objectives.
2. Strives for personal and professional excellence as a means of keeping current on relevant issues and administering the public's business with professional competence, efficiency, and effectiveness.



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3. Ensures that all personnel actions comply with the provisions of the Merit System Ordinance, Employee Relations Ordinance, Personnel Rules and Regulations, applicable legislation, and relevant judicial/administrative decisions.
4. Develops, implements, and conducts, a performance evaluation program for newly assigned officers to include final recommendation for permanent assignment.
5. Conducts performance observation and evaluation of unit members.
6. Ensure unit members are properly trained.
7. Work in a liaison capacity with community groups that support impaired driving education and enforcement.
8. Maintain a close working relationship with the Traffic Analyst to ensure that alcohol related fatalities, serious injury, and property crashes are recorded and corrective measures are implemented.
9. Maintain a close working relationship with the City Attorney's Office to assist them with continuing to maintain an efficient and effective Vehicle Forfeiture Program.

D. Officers

All Officers within this section will have the following duties and responsibilities:

1. Survey the jurisdiction for evidence of impaired driving violations and hazardous conditions and upon observing these violations takes necessary enforcement action.
2. Investigate alcohol related crashes involving Department Fleet Vehicles and take enforcement action as necessary.
3. Arrest persons suspected of committing crimes, violating ordinances or statutes, while focusing on driving while under the influence of alcohol or drugs.
4. When assigned to details (parades, traffic control, etc.), DWI officers will report to the specified location at the assigned time. The officers will remain at the assigned location until relieved, the detail is completed, or advised by a supervisor.
5. Obtain and execute search warrants for the purpose of obtaining blood samples from subjects involved in fatalities or serious injury crashes.
6. Prepares written reports of events on shift and prepares a daily activity report. Submits all reports at the end of each shift to the squad sergeant and the daily activity report at the end of the work month.



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7. Is responsible for the security and calibration of all assigned radar, PBTs and other equipment.



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6-4-5 DWI ENFORCEMENT

It is the policy of the DWI Section to provide officers who have received advanced training in Impaired Driving Enforcement that will support field patrol in impaired driving and alcohol involved crash investigations.

A. The responsibilities of the respective members of the DWI Section are as follows:

1. Sergeant Responsibilities:

- a. Will be responsible to the DWI Lieutenant to deploy personnel to areas where traffic analysis reports show personnel can best be utilized.
- b. Will review and analyze alcohol related crash data and impaired driving calls for service data and deploy DWI enforcement as necessary.
- c. Maintain a working relationship with Traffic Analyst and assign personnel to areas of enforcement.

2. Officer Responsibilities:

- a. Respond and investigate Impaired Driving calls for service during their respective shifts throughout the City.
- b. Respond to and investigate all fatal, major injury, and injury crashes involving city-owned vehicles where alcohol or drugs may be a factor.
 - i. During non-duty hours, DWI Officers and their respective sergeant will be on a rotating on-call status to respond to crashes.
 - ii. During non-duty hours the DWI Unit will assist the Traffic Investigation Team with any investigation that may involve the use of drugs or alcohol and forward a copy of the report to the section lieutenant at the end of the call-out.
- c. Assist Field Services with Impaired Driving calls for service by taking over the investigation as long as the suspect has not been given field sobriety tests earlier in the investigation.
- d. A DWI Unit officer will investigate all alcohol related traffic crashes that occur as a result of a police action.
 - i. In this section, the term "police action" means an official activity such as: pursuits of vehicles or suspects, directing traffic, sobriety checkpoints, traffic stops, felony stops, and escorting motorcades or parades.
- e. Officers will not release a DWI suspect or arrange for alternate transportation in lieu of arrest.
- f. Officers shall ensure that they maintain their certification to administer breath alcohol tests in accordance with New Mexico Scientific Laboratory Division requirements.



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- g. All field sobriety testing shall be conducted within guidance contained in each officers issued NHTSA SFST student manual.
- h. All phases of the DWI detection process shall be noted on the appropriate sections of the DWI report
- i. All MVD revocation paperwork will be completed at time of arrest and served to driver.

B. Sobriety and Traffic Checkpoints

1. The Traffic Division Commander must approve all Checkpoints.
2. Checkpoints must adhere to current case law i.e. City of Las Cruces v. Betancourt (1987)
3. Role of Supervisory Personnel
 - a. Supervisory personnel, rather than officers in the field must establish the checkpoint site and procedures.
 - b. The checkpoint supervisor should be a sergeant or higher ranking officer.
4. Restrictions on Discretion of Field Officers
 - a. The officers will be given specific instructions at the briefing prior to the checkpoint.
 - b. The officers will have no discretion on whom to stop and officers should be instructed on uniform procedures to be utilized when contacting motorists.
 - c. Officers will be instructed to contact every driver.
5. Safety

The safety of the public and the officers must be taken into consideration. Safety measures aimed at warning the approaching traffic, the degree to which the checkpoint causes traffic congestion and whether the checkpoint is set up is such a way so as to put the motoring public and the officers in unnecessary peril.
6. Reasonable Location

The location of the checkpoint is significant in determining the degree of intrusiveness and safety of the public and police.

 - a. The location needs to be selected on the basis of its deterrent effect and its detection value.
 - b. A location that is chosen with the intent of stopping and searching only a particular group of people, i.e., Hispanics, African Americans, etc. would not be approved.



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7. Time and Duration

This factor also bears on the intrusiveness and effectiveness of the checkpoint. Reasonableness is the standard. For example, sobriety checkpoints established during the late evening hours on a weekend may be reasonable to detect drunk drivers, while continuing the roadblock through Monday morning rush hour might not be reasonable.

8. Indicia of Official Nature of the Checkpoint

- a. The official nature of the checkpoint should be immediately apparent.
- b. Officers in the field should be uniformed, police cars should be marked, and warning or stop signs, and traffic pylons are advisable.
- c. The checkpoint scene should strike an appropriate balance to provide for high visibility at the roadblock, yet minimize the potential fear and apprehension to the public.
- d. In addition to being important for safety reasons, these indicia will reassure the motorists that the stop is duly authorized.

9. Length and Nature of Detention

The average length of time that a motorist is detained at the checkpoint and the degree of intrusiveness should be minimized. This will avoid lengthy delays and traffic congestion. Initially, motorists should be detained only long enough to be informed of the purpose of the stop and to look into the vehicle for signs of intoxication, the suspected impaired motorists should be removed from their vehicle and taken to a nearby testing area so as not to place anyone in danger and not unnecessarily inhibit the flow of traffic.

10. Advance Notice to the Public

- a. The deterrent value of any checkpoint and its reasonableness for sobriety checks will be enhanced if given widespread advanced publicity.
- b. Local media should be notified via the Public Information Officer (PIO) in a press release or a fax. Proof of this notification should become a permanent part of the tact plan file.

11. Checkpoint Procedures

- a. A Sergeant or higher-ranking officer must select the Checkpoint location and date. Acting Sergeants will not be considered supervisors for this purpose.
- b. The Checkpoint shall be written as a tact plan by the supervisor who will be in charge of the checkpoint. The checkpoint tact plan will include the following information:
 - i. A cover sheet with spaces for the signatures of those supervisors reviewing and giving authorization for the checkpoint.



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- ii. The authorization must include the supervisor in charge of the checkpoint, the DWI Section Lieutenant, and a Commander or higher-ranking official in the department.
 - iii. Date, time, and location of the proposed checkpoint.
 - iv. Type of checkpoint i.e. DWI Checkpoint, seatbelt checkpoint, or driver's license and insurance checkpoint.
 - v. Location: Specific location and direction of travel on the roadway.
 - vi. Reason for selection: a description why this site was selected for this operation.
 - vii. Advanced notice to the public: Include whether it was faxed to the media, a press release, and the presence of marked police cars, signs, traffic pylons, and uniformed officer's presence.
 - viii. Length of Detention: The checkpoint supervisor will monitor the traffic flow and ensure that the average length of traffic detention will not exceed five minutes. If an emergency vehicle approaches the checkpoint, the command to clear a traffic lane will be given so the emergency vehicle may proceed unhindered.
 - ix. Officer equipment: Officers will be in uniform and clearly display their badge of office. All officers on the road way will wear reflective vests and at night must carry a flashlight.
- c. Duties and Discretion:
- i. During the briefing the checkpoint supervisor will give instructions about the location and set up of the checkpoint. The officers will be instructed how the traffic flow will be directed.
 - ii. The officers will be given instruction regarding their contact with motorists.
 - iii. Officers will introduce themselves by name, and rank, and inform the driver of the purpose of the checkpoint.
 - iv. In the case of a DWI Checkpoint, the officer will inquire whether or not the driver has been drinking.
 - v. Officers shall be alert for contraband in the interior of the car as well as the presence of the passengers.
 - vi. Officers will look for signs of intoxication during this brief contact.
 - vii. Any enforcement action connected to the checkpoint will include the checkpoint supervisor's name and man number on the reports and citations.
- d. Enforcement action:
- i. Officers having "reasonable suspicion" to believe the targeted violation as stated in the tact plan has been committed shall remove the suspect from the vehicle.
 - ii. Assisting officers shall remove all other occupants, and an assisting officer or Police Safety Aide will drive the vehicle to a pre-designated location.



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- iii. In no case shall a suspected DWI offender be permitted to continue to drive the vehicle once the officer has reasonable suspicion to believe the driver is intoxicated.
- iv. A pre-designated location for further investigation will be established. This may be a field sobriety testing area.
- v. Onlookers and others will not be permitted in this area. This will allow the tests to be conducted with the least amount of distraction from the others.
- vi. A pre-designated area for the media, public and passengers to observe the checkpoint will be established. This will allow them to observe the operation without hindering the operation, or causing safety concerns.

- vii. The original copy of the checkpoint tact plan shall be maintained by the checkpoint supervisor. The original tact plan will be produced in court if requested.



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6-4-6 DWI FORFEITURE

A. DWI Seizure Sergeant's responsibilities:

1. DWI Seizure Sergeant will oversee all employees of the DWI Seizure Unit and will ensure the efficient operation of the Seizure Unit.
2. Schedule all DWI Seizure auctions
3. Maintain a relationship with the City Attorney's DWI Seizure counterpart.
4. Supervise the Crash Removal Vehicle personnel while working in the CRV1.

B. DWI Seizure Coordinator's responsibilities:

1. Supervised by the DWI Seizure Sergeant.
2. Oversee all administrative functions of the DWI Seizure Unit.
3. Maintain database information.
4. Maintain all hard files and keep updated information in each file.
5. Ensure all seized vehicles meet City Ordinance and SOP criteria and facilitate the release of those vehicles that do not meet those specific criteria.
6. Prepares all background information necessary for the forfeiture of seized vehicles and fax to the City Attorney's Office within 10 working days.
7. Work with City Attorney's DWI Seizure counterpart in addressing all forfeiture vehicles.
8. Ensure abandoned vehicle notices are mailed to owner/lien holder when there has been no activity or vehicle is unclaimed after 30 days.
9. Prepare and maintain an auction list. DWI coordinator will provide auction list to contracted auction vendor.
10. Prepare a monthly DWI Seizure report.
11. Schedule and subpoena officers for DWI Seizure hearings.
12. Order and track office supplies for DWI Seizure Unit and City Attorney's office.
13. May delegate responsibilities to DWI Seizure Assistant and other personnel of the DWI Seizure Unit upon DWI Seizure Sergeant's approval.



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C. DWI Seizure Assistant

1. Supervised by the DWI Seizure Coordinator.
2. Respond to all requests for information from the general public, officers, and the City Attorney's office regarding seized vehicles.
3. Schedule return and property appointments in a timely manner.
4. Audit DWI Seizure files ensuring all files are current and active.
5. Maintain and update owner/lien holder/ and vehicle information in the DWI Seizure database.
6. Issue abandonment notices when necessary.
7. Close out all files of vehicles that have been auctioned.

D. DWI Seizure Officer/CSA/CSO and PSA's Duties:

1. Supervised by the DWI Seizure Sergeant.
2. Responsible for checking in all seized vehicles into the DWI Seizure database and create a hard file for each vehicle.
3. Answer and return telephone calls to include scheduling return/property appointments as needed.
4. Update database with any changes pertaining to each vehicle.
5. Check each vehicle through NCIC and note any noticeable damage.
6. Maintain all seizure vehicle lots and transfer vehicles from lot to lot when necessary.
7. Personnel are responsible for updating any movement of vehicles and placing keys in their proper places.
8. Required to learn to operate the Department tow truck.
9. Maintain scheduled appointments for releases, boots, and property.
10. Ensure all proper documents are in hard file prior to releasing/booting vehicle or returning property.
11. Must accept boot payments, fill out correct boot paperwork and boot vehicles when necessary.



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12. Must attend Cash Handling Class prior to accepting payments for releases.

13. Prepare vehicles for auction to include:

- a. obtaining titles from court orders,
- b. cleaning out vehicles,
- c. preparing abandonment letters to lien holders and registered owners.
- d. Must also prepare the Abandonment Vehicle Publication.

14. Must work cohesively with contracted auction vendor and provide any required paperwork regarding auctioned vehicles.

15. Close out all files of vehicles that have been returned or booted.

16. Must be willing to be a certified VIN inspector.

E. DWI Vehicle Forfeiture

1. It is the policy of the Albuquerque Police Department to actively seek forfeiture proceedings against any person operating a motor vehicle:

- a. A revoked Driver's License pursuant to 66-8-122g or Revoked/ Denied for any alcohol related revocation.
- b. The person operating the vehicle is driving while under the influence of an intoxicating liquor or drug and this person has been convicted of a prior DWI.

2. These procedures will be in compliance with Albuquerque City Ordinance 7 Article 6 ROA 1994.

3. Vehicle Seizure Procedures:

- a. Upon initiating a traffic stop, the Officer shall submit the driver's name, social security number and date of birth to APD Radio, requesting the person's driving record to include a previous DWI history.
- b. Should the driving history reveal one of the following:
 - i. A revoked driver's license with an arrest clause, 66-8-122G.
 - ii. The person is arrested for driving under the influence of alcohol or drugs and has a prior DIO or DI1 on his driving history.
 - iii. The vehicle is used to transport the offender to or from the scene of a felony offense and the offense was perpetrated by the use of a firearm or the felony offense occurred in or from the vehicle and the offense was perpetrated by the use of a firearm or the possession of the firearm is unlawful due to the offender being less than nineteen years old and constitutes a violation of Section 30-7-2.2.
 - iv. At no time will the Officer seize a vehicle by merely asking the driver if he/she has been arrested for DWI without verifying information through



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MVD or APD radio. Nor will a vehicle be seized if the driver has a pending DWI case but no conviction for DWI.

- v. In the event driving history from another State or agency is being used, Officers must include documentation of such history with the police report and include in the narrative. (Triple I)

4. Field Officers are responsible for:

- a. Ensuring the vehicle seizure meets city ordinance prior to towing the vehicle.
- b. Place the driver under arrest. An arrest must be made if seizing the vehicle. This includes hospital blood draws, where the patient (driver) must be placed under arrest prior to requesting blood although booking the subject is at the discretion of the officer.
- c. Advise the on call towing company that the vehicle is a seizure and needs to be towed to the APD Seizure lot located at the Gerald Cline Substation.
- d. The Officer shall perform an extensive inventory of the seized vehicle. All inventory and any observable damage will be listed on the tow-in sheet.
- e. Only the ignition and door keys should be sent with the towed vehicle. All other keys will be given to the owner of the vehicle if available.
- f. Ensure that a copy of the Notice of Vehicle Seizure is served to the offender.
- g. Ensure that a copy of the police report and seizure notice is faxed, emailed or forwarded to the DWI Seizure Unit within 24 hours after the arrest.
- h. Officers shall not disclose the location of the seized vehicle or the Seizure Lot.
- i. In the event a vehicle is seized and the driver is not charged and released, the officer will advise the driver to contact the DWI Seizure Unit to claim their vehicle. Officers will then forward a copy of the report to the seizure unit by the end of shift or notify the Seizure Unit by phone to advise them of the situation.
- j. In the event that a blood test is obtained, the arresting officer shall tag the blood into evidence prior to the end of their shift and shall ensure that the DWI Seizure Sergeant be forwarded the results as soon as available. In the event that a blood test is obtained for drugs, a Drug Recognition Expert shall be called to conduct a DRE examination to determine if there is probable cause to substantiate an arrest and subsequent vehicle seizure.



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6-4-7 CRASH REMOVAL VEHICLE

- A. In an effort to improve traffic flow along the I-25 and I-40 corridor, during peak hours of congestion, the Traffic Division has instituted the Crash Removal Vehicle Program. Utilizing a specialized vehicle (CRV1), the Albuquerque Police Department communications section will dispatch CRV1 to all vehicle crashes that occur on the freeway and any other major arterial routes used for vehicle travel. The vehicle will facilitate the rapid removal of vehicles blocking lanes of the roadway to ensure that traffic congestion as a result of crashes is alleviated.
- B. CRV1 personnel will be responsible for the following:
1. Inspecting the interior and exterior of CRV1 at the beginning of shift, and log any damages observed on the inspection form before going into service.
 2. Ensure all components are in good and safe working order before the beginning of shift.
 3. Inform the DWI Seizure Sergeant when CRV1 is due for Preventive maintenance.
 4. Advise dispatch that CRV1 is in-service and respond to all traffic crashes on the interstate and major arterial routes used for vehicle travel.
 5. When arriving on scene of a crash, CRV1 will immediately remove any inoperable vehicle that is obstructing a traffic lane.
 6. Vehicles will only be moved to the shoulder to ensure the safety of all the motoring public.
 7. Fill out the daily incident log which is used to report all dispatched calls for service and the result of the call.
 8. CRV1 will stand by until a dispatched officer arrives. CRV1 will then provide a rough draft of the scene to the dispatched officer prior to returning to service.
 9. Any minor debris resulting from the crash will be cleared by CRV1 if possible it is the responsibility of the on-call wrecker service to remove such debris prior to towing the vehicle.
 10. CRV1 personnel will not be responsible for filling out crash reports that will be left to the dispatched officer.



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11. If a vehicle is damaged as a result of CRV1 removing it from the roadway, CRV1 personnel will photograph both vehicles, and provide a supplemental report. The photos will be tagged into evidence. It will be the responsibility of the dispatched primary officer to complete the original crash investigation and report.
12. In the event CRV1 is involved in a crash, personnel will follow the Department SOP guidelines for officer involved crashes. Personnel will notify the DWI Seizure Sergeant as soon as possible.
13. In the case of a serious injury or fatality, CRV1 will only remove vehicles with authorization of the on-scene supervisor. CRV1 will clear the scene and return to service upon clearing of a vehicle from the roadway.
14. At the end of shift, personnel will refuel CRV1 and dispose of any trash in the vehicle. The vehicle will then be returned to the DWI Seizure lot for storage.
15. Any significant event involving CRV1 will be immediately reported to the DWI Seizure Sergeant.

C. The CRV1 Supervisor is responsible for the following:

1. Create and post the CRV1 schedule.
2. Ensure that the proper maintenance to CRV1 is complete in compliance with Department SOP.
3. Inspecting the CRV1 daily for any unreported damage and cleanliness.
4. Will review the incident log daily for significant events and discrepancies.
5. Will report any significant event to the DWI Section Lieutenant.
6. Ensure that all CRV1 personnel are trained on the safe operation of the CRV1 vehicle.



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6-4-8 DRE/ DWI PROGRAM

- A. It is the policy of this section that the DRE/DWI Program provide trained and certified Drug Recognition Officers in the identification and detection of drivers under the influence of substances other than alcohol, thereby increasing the likelihood of the arrest of drug impaired drivers in our community.
- B. Duties and Responsibilities
1. DRE State Coordinator
If APD personnel are chosen to fill this position, they will report to the DWI Section Lieutenant in all DRE related matters.
 2. DRE OFFICER
 - a. Is assigned on a rotation basis to an on-call list. This schedule will be sent to radio communications.
 - b. Responds to requests requiring drug recognition skills and performs DRE evaluations in accordance with State of New Mexico DRE Regulations.
 - c. Conducts breath and/or blood tests on suspected DWI offenders and logs results.
 - d. Prepares written reports of DRE events on shift and prepares a DRE event report to be turned in at the end of the month to the DRE Coordinator.
 - e. Enters the DRE report information into the DRE National Database.
 - f. Will respond to hospitals in the event of a suspected drug involved crash and if possible record any pertinent information in a report.
 - g. Will conduct a DRE examination rather than only obtain a blood sample if possible.
- C. DRE Procedures
1. DRE Officers are responsible for the drug evaluation investigation. The arresting officer will be available to maintain officer safety during the evaluation.
 2. Two DRE officers should be used if available, one to conduct the exam and one to scribe. If two DRE officers are not available, a field officer may be used for officer safety.
- D. Reports Distribution
1. DRE Officers are responsible for ensuring that all original forms are forwarded to the DRE Coordinator.
 2. DRE Officers are responsible for making and maintaining personal copies of all forms and evaluations.



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3. The DRE officers are responsible for entering the DRE report information into www.sobrietytesting.org upon completion of the report.

E. Evidence Handling

1. DRE Officers are responsible for the disposition of blood evidence; all other evidence will be the responsibility of the arresting officer.
2. The DRE is responsible for taking the blood evidence to Scientific Laboratory Division within 24 hours. If the blood cannot be taken within 24 hours the DRE will tag the blood into evidence. Once the evidence unit has concluded the intake process (usually 3-4 days) the DRE will check out the evidence and transport it to SLD for processing. It is recommended that the DRE officer call Evidence at 823-4200 prior to pick up to insure it can be checked out. This process must be completed within 5 days of the actual blood draw.

F. DRE Equipment

1. DRE Officers will maintain all issued equipment in good working condition.
2. DRE Officers will report any equipment discrepancies to the DRE Coordinator as soon as possible. The DRE Coordinator will replace the equipment.