

	<b>STANDARD OPERATING PROCEDURE</b> <small>State Form 39870(R/S-06)</small>	Reference Number <b>ENF-036</b>
	Subject <b>Preliminary Breath Testers (PBTs)</b>	
	Special Instructions Replaces TRA-018 dated May 15, 2012	Effective Date <b>March 1, 2015</b>

## **I. PURPOSE**

Establish guidelines for the requisition, inventory, calibration, and disposal of preliminary breath test (PBT) instruments.

## **II. POLICY**

The Department will provide, within the confines of availability, properly calibrated PBTs to enforcement personnel to use to determine the possible blood alcohol content (BAC) of a driver who is under investigation for driving while intoxicated.

## **III. PROCEDURE**

### **A. PBT Calibration.**

1. Each district shall have a PBT coordinator.
2. A PBT coordinator (of any rank) shall be selected from district police personnel by the district commander.

### **B. PBT Coordinators shall:**

1. Obtain PBTs by submitting a properly completed Stockroom-Request Shipper (State Form #39169 – Stock #356) to the Quartermaster Section;
2. Not requisition more PBTs than are needed to equip district enforcement personnel;
3. Ensure that every requisitioned PBT is calibrated and assigned to an officer and that no officer is assigned more than one (1) PBT;
4. Notify the Quartermaster Section to whom the PBTs are assigned. Quartermaster Section shall update the appropriate property records; and
5. Maintain an inventory/calibration log of the PBTs assigned to their district which shall include the following:
  - a. Each requisitioned PBT has a state asset number assigned to it before the PBT is issued to an officer. PBT Coordinators shall contact the Quartermaster Section to obtain a state asset number for any PBT received without one,
  - b. Calibrate each PBT assigned to the district before issuing the PBT and at least once annually thereafter. PBT coordinators shall ensure the inventory/calibration log is kept up-to-date at all times and maintained in district files, and

c. Complete a Transfer of Equipment Report (Stock #400) when a PBT is transferred from one officer to another or relinquished and not assigned to another officer. The PBT Coordinator shall forward the report to the Quartermaster Section with the district's monthly supply requisition. The Quartermaster Section is responsible to make the appropriate updates on the property records of the affected officer(s).

C. PBT Coordinator Training:

1. PBT Coordinators shall be trained in the proper methods to calibrate PBTs.
2. The training shall be conducted by a qualified PBT Calibration Trainer.
3. At least three (3) district PBT coordinators shall be identified to serve as calibration trainers. The calibration trainers shall conduct periodic PBT calibration training as necessary. One trainer will be geographically located in each of the north, central and south sections of the state. One of the PBT Calibration Trainers shall be assigned to serve as the lead trainer and coordinator of all PBT calibration training.

D. PBT Malfunctions and Repairs.

1. Officers who discover that a PBT is not functioning properly shall make arrangements for the district PBT coordinator to examine and calibrate the instrument.
2. If the PBT Coordinator determines that a PBT is in need of a repair beyond the capabilities of the PBT Coordinator, the PBT Coordinator shall cause the malfunctioning PBT to be delivered to the Quartermaster Section.
3. The Quartermaster Section shall maintain a log of PBTs received for and returned after repair. The log shall include:
  - a. The name, PE number and district of the officer to whom the PBT is issued;
  - b. PBT serial number;
  - d. PBT state asset number
  - e. Name and PE number of officer delivering the PBT; and
  - f. Name and PE number of officer picking up the repaired PBT.
4. After a PBT has been repaired and is ready to be returned to the district, the Quartermaster Section shall notify the applicable district's PBT coordinator. The PBT coordinator is responsible for making arrangements to have the PBT picked up and returned to the district. The person picking up the PBT must sign for the PBT upon receipt.
5. The Quartermaster Section shall document when a non-repairable PBT is taken out of service by completing a Receiving Report (State Form #15838 – Stock #546), making the appropriate notation on the affected officer's property record and forwarding a copy of the Receiving Report to the officer's district PBT coordinator. The district PBT coordinator shall notify the officer

assigned the PBT that it has been taken out of service and update the inventory/calibration log as necessary.

**E. Officer Responsibilities:**

To reduce the chance of acquiring a communicable disease, officers should use caution when handling a used mouthpiece after PBT test. Once the testing is complete, the officer who administered the test should remove the mouthpiece from the PBT without touching it with bare fingers and properly dispose of it in a refuse container.

F. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.