

MESA POLICE Department Policy Manual	Preliminary Breath Test (PBT) Devices	DPM 1.9.85 Effective 04/06/2012
Approved by: Chief of Police	Chapter: Uniforms & Equipment	Page: 1 of 5

1. PURPOSE

This policy provides Mesa Police Department (MPD) members guidelines for the carrying and use of Preliminary Breath Test (PBT) devices.

2. GENERAL

- A. PBT devices are assigned to officers, units, and divisions within the MPD.
- B. The purpose of PBT devices is to establish reasonable suspicion for presence/absence of ethyl alcohol in a subject's breath sample. This includes if the subject is being investigated for underage consumption, when the subject is booked into the MPD Holding Facility, and/or to further investigations.
- C. PBT devices are typically obtained either through direct purchase from a vendor or reassignment from the Traffic Section's surplus supply.

3. OBTAINING A PBT

3.1 PBT Inter-Division Transfer

- A. To obtain a PBT, the requesting member should complete a memo justifying the need for the PBT and forward it through the chain of command to the affected Division Commander.
 - 1. Once approved, the affected Division Coordinator should contact the Traffic Section Lieutenant and determine if a suitable surplus PBT is available for transfer to that division.
 - 2. If a transfer is agreed upon, the current holding division will notify the Forensic Services Toxicology Unit in writing and include the specific PBT information.
 - 3. Forensic Services will update the inventory record to reflect the inter-division transfer.

3.2 PBT Purchase

- A. If a PBT purchase is to be made, the ordering member should:
 - 1. Consult with the Traffic Section Lieutenant to determine which makes and models are in service.
 - 2. Contact the Forensic Services Section (FSS) to ensure the proposed PBT device can be supported.
- B. Ensure the Forensic Services Toxicology Unit verifies PBT device compliance with the Arizona Department of Public Safety (DPS) safety regulations or the U.S. Department of Transportation Conforming Products list.

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- C. If the PBT device is approved, the affected Division commander will initial the request, attach the completed purchase paperwork to the work order, and forward it to Forensic Services for ordering.
- D. The FSS will review the PBT request and have the order placed.
- E. When FSS receives the newly purchase PBT, they will calibrate the device, add it to inventory, and notify the ordering Division Coordinator.

4. PBT CONTROL AND INVENTORY

4.1 Control of PBTs

- A. All PBT devices under the control of the MPD must be approved devices as identified in the current DPS Safety Regulations or the U.S. Department of Transportation Conforming Products list.
- B. Forensic Services will maintain an inventory of Department-issued PBT devices. The inventory is available to participating divisions for view only.
- C. Each division will be responsible for tracking assigned PBT devices by updating device status, location and assigned member when turning in the PBTs for a check.
- D. If a member assigned a PBT device is transferred or promoted to another division/section, the PBT device will be returned to the original division for reassignment.
- E. PBT device inventory will be updated by FSS members on the first Wednesday of each month

4.2 PBT Mouthpieces

- A. Participating divisions will have primary responsibility for ordering sufficient PBT mouthpieces for their use.
- B. FSS does not keep mouthpieces in inventory.

4.3 PBT Device Inventory Responsibilities

- A. Forensic Services Responsibilities
 - 1. The PBT inventory listing includes:
 - a. Device type.
 - b. Manufacturer serial number.
 - c. Date device was placed into service.
 - d. Last calibration check date.
 - e. MPD or GOHS assigned number, if applicable.
 - f. The division the device is assigned to.
- B. Division Coordinator Responsibilities
 - 1. Maintain division inventory of PBT devices, including member assignment.

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2. Notify Forensic Services if a device is reassigned to another division or retired from service.
- C. Member Responsibilities
 1. Maintain possession of PBT device(s) assigned.
 2. Notify Division Coordinator/Traffic Section Lieutenant if PBT device is lost, stolen, or reassigned.
 3. Turn in PBT device when reassigned to a new division.

5. PBT CALIBRATION CHECKS

5.1 Calibration Process

- A. PBT calibration checks should be conducted every three months to ensure functionality.
- B. Each division is pre-scheduled for PBT drop off at Forensic Services on a quarterly basis.
- C. Calibration checks are performed on the first Tuesday of every month as follows:
 1. January, April, July, October: Metro and Gang Units.
 2. February, May, August, November: Central, Superstition, MPD Holding Facility, and Teleserve.
 3. March, June, September, December: Fiesta and Red Mountain.
- D. Forensic Services will inform the Division Coordinators of the calibration check schedule two weeks in advance and include a listing of devices not received during the prior six-month period.
- E. The Division Coordinator or designee is responsible for:
 1. Informing members that are assigned devices within the division of the calibration check schedule.
 2. Collecting and transferring the PBT devices to Forensic Services by 1000 hours on the scheduled calibration check date.
 - a. Collected PBTs are to be accompanied by a completed inventory sheet showing the work to be performed and any changes to current PBT status, including reassignment, repair, or device retirement. Only Department-owned PBTs will receive service.
 - b. Forensic Services members perform and document the calibration checks. Recalibration is conducted, if necessary.
 - c. Work completed is documented and returned with the completed PBTs.
- F. The Division Coordinator or designee is responsible for arranging for the pick-up of the PBT devices from Forensic Services and returning to assigned members. The devices are generally ready for pickup by 1000 hours the morning following the scheduled calibration check date.

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5.2 Missing Scheduled Calibration Checks

- A. Division Coordinators will inform assigned members of missed calibration checks and require submission of PBT device(s) during next scheduled check.
- B. PBT devices failing to meet the Division's scheduled calibration check date:
 - 1. Must be turned in for their Division's next regularly scheduled calibration check.
 - 2. Should NOT be brought to Forensic Services for calibration check testing between scheduled calibration check dates.
 - 3. It can be submitted for a calibration check, if the assigned member prefers not to wait for their Division's next scheduled check, on the first Tuesday of the following month by 1000 hours.
- C. Forensic Services will not perform calibration check testing between regularly scheduled dates.
- D. PBT devices not functioning properly may be brought to Forensic Services for evaluation between scheduled calibration check dates.
 - 1. This is done by forwarding an email to the Forensic Services Toxicology supervisor specifically outlining the nature of the problem, then printing and attaching a copy of the email to the PBT being submitted.

6. LOST/STOLEN/DAMAGED PBTs

6.1 General PBT Repairs

- A. When determining the cost effectiveness of repairing a PBT, the device age, replacement cost and estimated repair cost must be taken into account.
- B. Prior to submitting a PBT for repair, the determination of the maximum allowable repair cost for the device must be made and signed for by the Division Commander.
 - 1. PBTs submitted for repair must be accompanied by a division inventory report and include a detailed written explanation of the problem being encountered.
 - 2. General maintenance experience by the manufacturer can often indicate the best course of action and likely cost. This can be communicated to the Division Commander or designee during the decision making process by contacting Forensic Services.
 - 3. Unknown issues not readily diagnosed may require an estimate fee that is owed if the work is not completed or may be rolled into the repair bill if the work is completed contemporaneous to the estimate.

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6.2 Return of PBT to the Manufacturer for Repair

- A. When a repair is probable, Forensic Services will document the nature of the problem and request the manufacturer examine the PBT device and complete the repair if it can be done under the cost ceiling pre-approved by the Division Commander.
- B. If the estimated repair cost is over the cost ceiling, the affected division is billed for the estimate and the PBT device is retained/ retired by Forensic Services and removed from inventory listing.
- C. If the estimated repair cost is under the cost ceiling set, the manufacturer is authorized to complete the work, the PBT device is returned to Forensic Services and the Commander's pre-approved authorization is sent with the bill to Financial Services for payment.
- D. Forensic Services will perform a calibration check on the PBT device and contact the Division Coordinator for pick-up.
- E. Forensic Services does not perform calibration checks on devices not in their inventory.

6.3 Lost/Stolen/Damaged PBTs

- A. Members will immediately report any damage or loss of Department-owned PBTs to their immediate supervisor.
- B. Members shall complete a memo stating the circumstances of the loss/damage and forward it through their chain of command to their Division Commander.
- C. Forensic Services will require a copy of the memo documenting the loss of the PBT, regardless of the reason, in order to properly document the loss and remove the item from the inventory list.
- D. If the PBT is lost or stolen, members shall also complete a departmental report (GO).