Subject: **DUI and Zero Toleranc e Enforcement**Policy #: **403.6**Effective Since: 8-21-03

Originally Issued As: General Order # 15 of 11-1-95

Revision Effective: 1-1-19 FTO Training Task: # 30

Reference Material: ILCS Statutes ILEAP Standards Covered: NA

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PURPOSE: The DeKalb Police Department recognizes the danger precipitated by driving under the influence of alcohol and/or drugs and will enforce the statutes prohibiting such behavior with the full force of legislative intent. The department also recognizes the seriousness of the charge of driving under the influence of alcohol and/or drugs and the consequences that may result from a conviction. The effectiveness of the enforcement effort depends upon uniform application of the law. The purpose of this policy is to outline the procedures for making a DUI arrest or processing a zero tolerance violation.

POLICY:

- A. It is the policy of this department to detect, arrest, and process DUI and zero tolerance offenders, following the procedure as defined in the Illinois Vehicle Code.
- B. Police officers, when enforcing these measures, will maintain a courteous climate, exercising the principles of reason and discretion, but these principles will not compromise the principle of traffic safety.

DEFINITIONS:

IVC: Illinois Vehicle Code.

625 ILCS 5/11-501 is abbreviated to 11-501 for purposes of this policy summary.

DUI: driving under the influence of alcohol, drugs, or intoxicating compound, or combination of such.

PBT: portable breath test instrument.

Motor vehicle: 625 ILCS 5/1-146: "every vehicle which is self-propelled and every vehicle which is propelled by electric power obtained from overhead trolley wires, but not operated upon rails, except for vehicles moved solely by human power and motorized wheelchairs."

I. DUI PROCEDURE S:

- A. Suspected DUI violators may be encountered through the following means:
 - 1. While conducting a traffic stop.
 - 2. While checking an occupied or otherwise suspicious vehicle.
 - 3. While conducting a roadside safety check.
 - 4. While investigating a traffic accident.
 - 5. Citizen/motorist complaints.
- B. Suspected DUI violators may be stopped when there is a reasonable suspicion that they violated <u>any</u> section of the Illinois Vehicle Code (IVC). This includes stopping vehicles where there is reasonable suspicion that the driver is DUI but has not necessarily committed an actual IVC violation (examples: weaving within a lane of traffic, unnecessary slowing down or speeding up, unnecessary or erratic braking, etc.).
- C. When another motorist or citizen contacts the police department to report a possible DUI violator, officers should make reasonable attempts to locate and/or apprehend the suspected vehicle. In cases where the complainant will not or cannot make an official complaint of a traffic violation, the officer is to investigate the suspected violator as a "make your own case" incident, stopping the vehicle when there is reasonable suspicion of a violation of the IVC.

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> D. Suspected DUI violators may be arrested when probable cause exists that they violated the provisions of 11-501(a) of the IVC: when driving or in actual physical control of any vehicle when:

- 1. The alcohol concentration in the person's blood or breath is .08 or more.
- 2. Under the influence of alcohol.
- 3. Under the influence of any intoxicating compound or combination of intoxicating compounds to a degree that renders the person incapable of driving safely
- 4. Under the influence of any drug or combination of drugs to a degree that renders the person incapable of safely driving
- 5. Under the combined influence of alcohol, other drug, or intoxicating compounds that renders the person incapable of safely driving
- 6. There is a specified amount of a drug, substance, or compound in the person's breath, blood, or urine resulting from the unlawful use or consumption of cannabis, a controlled substance, or an intoxicating compound.
- E. A written report of any DUI arrest will be prepared, to include documentation of the probable cause established in arresting the suspected violator. In cases involving accidents, supplemental information should be documented on standard follow-up reports.
- F. In developing probable cause to arrest a suspected violator for DUI, the arresting officer should whenever practical attempt to administer field sobriety tests. Before administering field sobriety tests, the officer should have a reasonable belief to suspect that the individual has been drinking or consuming any drug or intoxicating compound. This determination can be made from one or more of the following non-exclusive list:
 - 1. Odor of alcohol on breath; odor of cannabis or other drugs.
 - 2. Admission of drinking or consuming any drug or intoxicating compound.
 - 3. Glassy or bloodshot eyes.
 - 4. Difficulty with dexterity or physical skills.
 - 5. Open containers of alcohol in the vehicle; drug contraband in plain view.
 - 6. Slurred or mumbled speech.
 - 7. Inappropriate verbal responses or statements.
 - 8. Incorrect answers to simple questions.
 - 9. Observable dizziness or confusion.
 - 10. Simple dexterity tests.
 - 11. Motorist passed out.

G. Portable Breath Test (PBT) instruments

- 1. The department maintains several PBT instruments to use in the field to assist in the determination of probable cause for a DUI or Zero Tolerance violation.
- 2. The PBT is not a certified test and cannot be used to conclusively determine the level of intoxication in a DUI or Zero Tolerance case.
- 3. PBTs can be used in another situations, such as to the establish probable cause for an Unlawful Consumption of Alcohol violation or related offense. PBTs can also be used to determine if a subject has been drinking after being involved in an incident, in the commission of a

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crime, prior to attendance in court, or in violation of a court order, probation or parole conditions.

- 4. The PBT's are maintained by a designated PBT Coordinator, who performs regular testing and certification of each PBT as required by state standards.
- H. Field sobriety tests: Such tests should be conducted whenever possible on suspected DUI drivers to help determine their level of impairment and/or intoxication. Officers should request suspected DUI drivers to perform field sobriety tests; officers should be aware that drivers may refuse to perform field sobriety tests, in which case probable cause for arrest must be established upon other factors.
 - 1. Use of standardized field sobriety tests , as documented currently by and through the state's training board:
 - a. Horizontal Gaze Nystagmus (HGN).
 - b. One Leg Stand.
 - c. Walk-and-Turn.

2. The officer may elect to use other field sobriety tests to assist in the detection of impairment :

- a. Portable Breath Test (PBT); may be used on anyone whom the officer has reasonable suspicion to believe that person has violated any section of 11-501. (see 11-501.5) Other field sobriety tests should be performed first.
- b. Reciting the alphabet, or a portion of the alphabet.
- c. Counting a series of numbers either forward or backwards.
- d. Other reasonable dexterity tests.
- e. Officers trained in the administration of drug influence tests may use those tests, following the procedures as prescribed in the training.

3. When conducting field sobriety tests, officers should follow the se guidelines:

- a. Provide for the person's safety by removing them from the street or other dangerous area.
- b. In cases where there is no smooth roadway shoulder or sidewalk or nearby parking lot, field sobriety tests may be performed on the roadway surface in an area that is protected from passing vehicles.
- c. Perform physical tests on a surface that is dry, flat, and clear of any debris.
- d. Attempt to record the tests by use of the in-squad video equipment, if so furnished; guidelines for such are listed in Policy 304.3.
- e. Ask the individual if there is any vision conditions, physical ailment, or defect that would prevent them from adequately performing the test(s).
- f. Explain and demonstrate the test(s), confirming that the subject understands.
- g. Document the administration of the tests on the Field Sobriety Test form and/or in the narrative of the written report.
- h. Ask clarifying questions, such as:
 - a. Where the person started from or is going;
 - b. What time the person started or stopped drinking;

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c. Number and size of alcoholic beverages consumed;

- d. The person's opinion if they feel intoxicated, impaired, or should be driving;
- e. If the person feels differently than they do when not drinking.
- f. Other related questions.
- I. **Arrest Procedures**: when probable cause to sustain an arrest for DUI, the following procedures should be performed:
 - 1. Vehicle impoundment: the vehicle shall be impounded upon the driver's arrest for DUI as provided in 625 ILCS 5/4-203(e):
 - 12 hours for first offense
 - 24 hours for second offense
 - 48 hours for third and subsequent offenses
 - 2. Exceptions to vehicle impoundment can only be made as provided for in 625 ILCS 5/4-203(e), and then only when such person is physically present at the time of arrest:
 - The vehicle is not owned by the person under arrest, and the lawful owner possesses a valid license and would not indicate a lack of ability to operate the vehicle in a safe manner or violate provisions of the IVC.
 - The vehicle is owned by the person under arrest, and the person under arrest gives permission to another person to operate the vehicle who possesses a valid license and would not indicate a lack of ability to operate the vehicle in a safe manner or violate provisions of the IVC.
 - The department does not condone the release of the vehicle to anyone who has been drinking, or to anyone who does not have the express consent of the vehicle's owner
 - 3. A tow sheet should be completed and a copy given to the tow agency.
 - 4. Standard custodial arrest procedures should be performed, to include vehicle and suspect search.
 - 5. Miranda warnings should not be read until after chemical testing; as such, officers should not ask direct incriminating questions relating to a criminal offense until after chemical testing and after the Miranda warning has been given. There may be instances where Miranda is required prior to chemical testing, such as the need to establish probable cause by asking questions related to a specific offense.
- J. Administering DUI Citations, Warning to Motorist, and Sworn Report
 - 1. Observation Peri od: the officer or a licensed breathalyzer operator shall begin an observation period as soon as practical, to be a minimum of 20 minutes as required, following the procedures as required by the Illinois Department of State Police.
 - 2. **Issuing Citations**: the first item of DUI paperwork is the issuing of the applicable uniform traffic citation for DUI:
 - DUI-alcohol: issue citation for 11-501(a)(2)
 - DUI-intoxicating compounds: issue citation for 11-501(a)(3)
 - DUI-drugs: issue citation for 11-501(a)(4)
 - DUI-any **combination** of the above: issue citation for **11-501(a)(5)**

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Note that <u>11-501(a)(1)</u> is issued **after** a certified breath test when the result is .08 or more; and <u>11-501(a)(6)</u> is issued **after** the certified results of a blood or urine test indicate a specified amount of a drug, substance, or intoxicated compound. <u>These two sections should NOT be the first DUI citation issued as they require the results of a certified test.
</u>

- 3. Warning to Motorist: the next item of DUI paperwork is the administering and issuing of the Warning to Motorist. The warning should be read verbatim to the offender by the arresting officer or breathalyzer operator, regardless as to the physical condition or cooperation level of the offender. Written Spanish warnings are available; other languages should be interpreted by a qualified interpreter or through the assistance of Language Line.
- **4.Sworn Report**: The sworn report is completed by the arresting officer **after the results of all chemical test(s) are determined**, or after the time of refusal to complete such test(s).
 - **a.** The officer should be careful to document the correct dates, arrest time, and test time.
 - b. All portions of the sworn report need to be completed as they apply. Copies of the sworn report need to be distributed as prescribed, after the results of all chemical test(s) a redetermined.
 - **c.** The sworn report needs to be issued in person, or by U.S. mail if the chemical test result(s) are not immediately available.
 - d. If the sworn report is not yet completed due to pending chemical test result(s), the sworn report should be retained by the officer.
 - **e.** The offender's <u>Illinois</u> driver's license, if valid and in possession of the offender, shall be confiscated and used for bail purposes, and the receipt to drive should be completed.
 - f. If the offender's Illinois driver's license is not valid, or the offender possesses an out-of-state license, the receipt to drive should be voided.

K. Chemical Testing:

- 1. **Breath Testing**: the department primarily uses breath testing for individuals charged with DUI-alcohol. If the offender is incapable of performing a breath test, blood and urine testing may be used. Only law enforcement personnel with a valid breathalyzer operator's license issued by the Illinois State Police are authorized to administer the official breath test.
- 2. Blood and urine testing: to be used in cases where the offender is incapable of performing a breath test for DUI-alcohol, or in cases where the offender is suspected to be under the influence of other drugs or intoxicating compounds, or a combination of alcohol, drugs, or intoxicating compounds.
- 3. **Blood testi ng**, as required in 11-501.2, must be performed to standards promulgated by the State Police by a licensed physician, registered nurse, trained phlebotomist acting under the direction of licensed physician, certified paramedic, or other individual possessing a valid permit issued by the State Police for this purpose.

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a. A police officer must be present for the blood draw and the requisite medical forms (provided by the hospital) need to be completed.

- b. Blood testing for DUI-alcohol is primarily performed at Kishwaukee Hospital when possible but may occur elsewhere due to necessary medical treatment.
- c. The arresting officer should notify dispatch and the supervisor when someone is being transported to a medical facility for blood testing.
- d. Be sure to note IVC requirements for obtaining blood in DUI-Cannabis cases which must be done within two hours of the driving event.
- e. Also note special provisions in the IVC for processing a DUI-Cannabis offense when the subject is a valid medical cannabis card holder.
- 4. **Urine testi ng** need not be conducted by medical personnel. The sample collection must be observed, either by a police officer of the same sex (or by any medical staff member), maintaining the offender's dignity as much as possible.
 - a. Urine samples for DUI-drug testing can be taken at the PD.
 - b. Only official urine test kits may be used.
 - c. Completed test kits will be forwarded to an approved lab for testing.
- 5. Obtain a copy of the hospital's signed consent to treat form and include with the report.
- 6. The DUI blood and urine kits are provided by the hospital. Once testing is complete, the samples shall be placed in the DUI kit. The officer should initial or sign the labels as required and take custody of the kit. Completed kits shall be placed in the evidence refrigerator. The officer should notify the appropriate Evidence Custodian to ensure that the kit is forwarded to the department's designated forensic laboratory.
- 7. "Any person who is dead, unconscious, or who is otherwise in a condition rendering the person incapable of refusal, shall be deemed not to have withdrawn the consent provided by 11-501.1(a) and the test(s) may be administered." 11-501.1(b)
- 8. Note that 11-501.1(a), implied consent, applies to a person who drives or is in actual physical control of a motor vehicle upon the public highways of this State. This means that in order for implied consent to apply, it must be established, but not necessarily directly observed by the officer, that the driver was or had been driving upon a public roadway. In cases involving driving exclusively on private property, implied consent and related driver's license suspensions do not apply.
- 9. Presumptive levels regarding alcohol content , as listed in 11-501.2(b):
 - a. Less than .05 not under the influence of alcohol
 - b. .05 but less than .08 does not give rise to any presumption, but may be considered with other evidence in determining whether the person was under the influence of alcohol
 - . .08 or more under the influence of alcohol
- 10. **DUI log bo ok**: the breathalyzer operator shall make the appropriate entry in the DUI log book for every DUI arrest, on the date of the arrest, even if test results are pending. Officers who receive result(s) of

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chemical testing after the date of arrest should notify the operator, who can then document the result of the test(s) in the log book.

- L. **DUI Procedures in cases of accidents involving personal injury or death,**where the driver is at fault AND arrested for DUI
 : in these cases, use the
 standard warning to motorist and sworn report, NOT
 the traffic accident warning
 and sworn report these are used for accidents listed in Section L. below.
 - 1. For purposes of this section, personal injury shall be a Type A injury as defined in 11-501.2(c)(3): any Type A injury as indicated on the traffic accident report that requires immediate professional attention in either a doctor's office or a medical facility. Type A injuries include: severe bleeding wounds, distorted extremities, and injuries that require the injured party to be carried from the scene.
 - 2. If the DUI driver is determined to be at fault at an accident involving personal injury or death to another, then 11-501.2(c)(2) applies in regard to chemical testing: "that person shall submit, upon the request of a law enforcement officer, to a chemical test or tests of his or her blood, breath, or urine for the purpose of determining the alcohol content thereof or the presence of any other drug or combination of both."
 - In DUI cases involving serious personal injury or death to another person, officers should be particularly careful about following procedural measures and the proper collection and retention of evidence.
- M. Procedures in cases of accidents involving personal injury or death, where the driver is issued a traffic cit ation (except for Chapter 12 violations) but is NOT arrested for DUI: in these cases, use the traffic accident warning to motorist and sworn report, currently contained in a red booklet from the Secretary of State.
 - 1. In accidents on public highways involving Type A personal injury or death, where the driver or person in actual physical control of a motor vehicle is issued a traffic citation as a result of the accident investigation (except for Chapter 12 [equipment] violations), the IVC provides for the chemical testing of such driver, even in cases where they are not suspected of DUI nor arrested for DUI. This is an administrative, non-custodial matter involving the Secretary of State. See 11-501.6
 - 2. In these cases, it is designed primarily to show that the driver is NOT under the influence. However, if chemical tests are refused, or show an alcohol concentration over .08, or reveal any amount of any drug, substance, or intoxicating compound resulting from the unlawful use of cannabis, a controlled substance, or intoxicating compound, the Secretary of State will issue a suspension of the person's driver's license.
 - In these cases, if the driver refuses to come to the police department or other location for chemical testing , the traffic accident warning to motorist and sworn report should be completed on-scene, indicating that a refusal was made.
 - 4. Such transport and testing is NOT a custodial matter, and custodial arrest procedures shall NOT apply.

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5. It is standard to request a breath test to determine alcohol content. Blood and urine tests may be completed if the person is unable to perform a breath test or agrees to perform additional tests.

N. **DUI Procedures-Commercial Driver**: pursuant to 625 ILCS 5/6-516, a driver arrested for DUI while operating a commercial motor vehicle upon the highways is deemed to have given consent to submit to the chemical testing. The Warning to Commercial Motor Vehicle Driver and "Out of Service" order-sworn report should be used.

O. Procedure for School Bus drivers:

- 1. Pursuant to 625 ILCS 5/6-516(c), any person who operates a school bus at the time of an accident involving the school bus is hereby deemed to have given consent to chemical testing.
- 2. If the school bus driver is arrested for DUI , standard DUI procedures should be followed and the Warning to Commercial Motor Vehicle Driver and "Out of Service" order-sworn report should be used.
- 3. School bus driver zero tolerance (alcohol only) 625 ILCS 5/6106.1a: if probable cause to sustain a DUI arrest are NOT present, but the officer issues a traffic citation for any offense when the bus or vehicle is being used for the transportation of students in grade 12 or below on the highways of the state, and the officer has probable cause to believe that the driver has consumed any amount of an alcoholic beverage, the driver shall be deemed to have given consent to a chemical test for the purpose of determining the alcohol content. The School Bus Driver Zero Tolerance forms should be used. In the case of zero tolerance, it is a non-custodial matter, and custodial arrest procedures do not apply. It is standard to request a breath test to determine alcohol content. Blood and urine tests may be completed if the person is unable to perform a breath test. If the driver refuses to come to the police department or other location for chemical testing, the zero tolerance warning to motorist and sworn report should be completed on-scene.
- P. Zero Tolerance Procedure: this procedure applies to drivers under the age of 21 that have any amount of alcohol in their system and have committed any violation of the IVC. This procedure is used when the officer believes that the driver's alcohol content is above .00 but below .08. A driver under the age of 21 may be charged with DUI if there is probable cause for such arrest.
 - 1. Once an officer informs the offender that he is being processed for zero tolerance, the officer cannot upgrade the charge to a DUI even if the results of the chemical test(s) disclose an alcohol concentration of .08 or more. However, if the offender is charged with DUI but then chemical test(s) disclose an alcohol concentration less than .08, the zero tolerance sworn report can be issued and the DUI citation can be voided.
 - 2. When encountering a driver under 21 who is suspected to have been drinking, standard field sobriety tests should be administered.
 - 3. Zero tolerance is a non-custodial, administrative measure implemented by the Secretary of State. An officer charging a driver under 21 for zero tolerance should request of the driver to come to the police station or other designated processing area for a breath test. Officers may

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make a custodial arrest, however, for the charge of unlawful consumption of alcohol or other criminal violation.

- 4. If the driver refuses transport to the police department or designated processing area for a breath test and the officer is not making a custodial arrest for unlawful consumption of alcohol (or other violation), the zero tolerance warning to motorist and sworn report should be completed on-scene.
- 5. The offender's vehicle should be towed for a 12-hour hold in zero tolerance cases, unless the vehicle owner gives permission of a licensed, capable person to remove the vehicle. The vehicle should not be released to anyone who has been drinking or is otherwise impaired.
- 6. There is no citation to issue for zero tolerance itself. In order to charge a driver with zero tolerance, the officer must write a citation for any violation of the IVC, preferably for the violation that initiated the traffic stop. The citation can be a state or city ordinance charge. If there is no citable violation of the IVC, the driver cannot be charged with zero tolerance.
- 7. The zero tolerance warning to motorist must be read verbatim to the offender.
- 8. The twenty-minute observation applies, and a certified breath operator must conduct the chemical testing.
- 9. The breath test is the standard test for determining alcohol consumption. Blood and urine tests may be administered if the offender is not capable of performing a breath test.
- 10. If the result of the chemical test(s) is low (.02 or below), the officer should ask the driver if he has taken any medication or participated in any religious service involving the consumption of alcohol.
- 11. The zero tolerance sworn report is completed and issued after the results of the chemical test(s) are received.
- 12. Booking is not necessary for a zero tolerance violation; however, booking should be completed if the driver is charged for unlawful consumption of alcohol or other custodial arrest violation(s).
- 13. Bond is not required for a zero tolerance violation; standard bond is required for other custodial arrest violations.
- 14. The breathalyzer operator must make the appropriate entry in the DUI log book.
- Q. Alcohol Influence Rep ort Form; this form must be completed for any DUI arrest or Zero Tolerance procedure; after submitting or refusing chemical testing, an attempt to ask the offender the questions on the back of the alcohol influence report form must be made.
 - 1. Before asking these questions, Miranda rights must be read and the offender must understand and waive these rights. Do not ask the offender these or any other incriminating questions prior to administering Miranda. Do not administer the Miranda rights before chemical testing is completed.
 - 2. The offender may choose to disregard any or all of the questions.
 - 3. The offender has the right under Miranda to have an attorney present during questioning, but not during the testing process.
 - 4. The breath operator should complete the items on the front of the Alcohol Influence Report form.

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5. The breath operator, arresting officer, or other officer may ask the questions and complete the back of the Alcohol Influence Report form.

6. The Alcohol Influence Report Form gets turned in with the report.

R. Illinois Crime Compensation Act , 740 ILCS 45:

- 1. Officers must advise any victim or the victim's family of the Illinois Crime Compensation Act when the victim was injured or killed as a result of DUI.
- 2. Victims may be eligible for compensation for medical and hospital expenses, counseling, loss of earnings, tuition reimbursement, prosthetic appliances and accessibility costs, personal property replacement costs, temporary lodging or relocation, funeral expenses, and crime scene clean-up.
- 3. In these cases, the officer "shall inform the victim of the offense or his dependents concerning the availability of an award of compensation and advise such persons that any information concerning this Act and the filing of a claim may be obtained from the office of the Attorney General." [740 ILCS 45/5.1(b)]
- 4. The victim needs to complete an application available through the Attorney's General Office and can be done on-line at www.ag.state.il.us or requested by phone on the Illinois Victims Assistance Line, 800-228-3368.

II. DUI Enforcement Countermeasure Programs

- A. The primary objective of the department's DUI countermeasure programs is to reduce alcohol and/or drug related traffic offenses by fielding units that are specially trained and equipped to apprehend and process DUI violators. Special emphasis is placed on enforcement of DUI laws. See Policy 403.2, Traffic Enforcement.
- B. Training will be provided to develop officer skills in detecting persons who are under the influence of alcohol or drugs.
 - 1. Newly-hired officers will receive basic training at the police academy in DUI detection, standardized field sobriety testing, and DUI processing.
 - 2. During the Field Training process, newly-hired officers will receive additional instruction in this policy and DUI procedures.
 - 3. As availability permits, officers will attend advanced training in certified Standardized Field Sobriety Testing.
 - 4. Officers who express interest and/or exhibit high performance in DUI detection and arrest will be considered for training for Breath Alcohol Testing licensing.
- C. The department will utilize equipment to aid officers in their detection of impaired drivers; as budget or grant money permits, the following equipment will be purchased and used in DUI enforcement:
 - 1. Speed detection devices.
 - 2. In-squad video recording systems.
 - 3. PBT's.
 - 4. Other specialized DUI detection equipment.
- D. Officers on zone or routine patrol are always encouraged to be aggressive in detection and arrest of DUI violators.

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E. Assignment of DUI Patrols: the department occasionally employs aggressive DUI patrols whose primary responsibility is the detection and arrest of impaired drivers.

- 1. The department may specifically select officers for this assignment who have exhibited high performance in DUI detection and arrest.
- 2. Locations, dates, and times for aggressive DUI enforcement will generally be conducted where statistical analysis and patrol officer experience has shown there to be a raised level of violations and/or collisions involving impaired drivers.
- F. Other countermeasure procedures:
 - 1. The department may conduct selective surveillance of roadways on which there has been an unusual incidence of DUI-involved collisions to ascertain the characteristic violation profile of the DUI driver.
 - 2. The department may analyze alcohol-related collision investigations to determine the factors involved and possible prevention tactics.
 - 3. The department may direct roadside safety checks at locations known for a higher frequency of DUI violations.

Policy originally issued 8-21-03; the is revision becomes effective on 1-1-19 by authority of the Chief of Police.

NOTE: This policy and procedure summarizes the department's position on this specific matter. This policy is for general direction and guidance primarily designed for use by the department's members. This policy is for internal use only and does not create or enlarge an officer's liability in any way. This policy shall not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this policy, if proven, can only form the basis of an internal departmental complaint and then only in a non-judicial administrative setting.