

MEMO

To: OWI Taskforce Members

From: Lt. Phillips

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The following officers have been assigned to work the OWI taskforce detail on the week ending 5-29-04.

Burks – Glover – Retherford - Lipps

You will need 2 DUI arrests total between the four of you to meet the minimum state requirement.

4 Hour Shifts

Officers may work the detail either Friday, May 28, or Saturday, Saturday May 29, 2004 between 1800 and 0300 hours.

Remember:

Officers are required to make 3 contacts per hour and you must issue 2 citations per hour unless there is a custodial arrest. Officers are required by the state to make 1 OWI arrest every eight man-hours. At the minimum, you must stop 12 vehicles and issue 8 citations.

All paperwork is to be delivered to my mailbox no later than Monday, May 31, 2004 at 0800 hours.

Paperwork includes your activity sheets and copies of all arrest reports and overtime cards. Also I now need copies of all traffic tickets and ordinance violations. All activity including any type of arrest or citation is to be noted on your activity sheets. Do not turn in overtime cards to your supervisors. Please give them to me and I will sign them and submit them to your supervisors.

Officers are required to make 3 stops per hour and to issue two tickets per hour minimum. The minimum is adjusted if you make a custodial arrest however unless the custodial arrest is an OWI arrest or some other time consuming arrest, you are still expected to issue citations.

Effective Immediately, officers who consistently fail to meet the minimum standards will not be permitted to work the detail again for the remainder of the grant year. The state has increased our budget over the past three grant cycles because of officer performance and officers who fail to perform will not be permitted to jeopardize the positions of those officers who do perform.