

BASIC OPERATOR CERTIFICATION

Date: 9/25/09

REV: 4

Approved: *ke*

Scheduling of Class Dates for Training

Basic Operator Certification is conducted at the Georgia Public Safety Training Center (GPSTC) in Forsyth, GA. Facility requests to reserve training dates are coordinated with the GPSTC Facility Manager by the IC Manager. Classes are scheduled in one year increments or as designated by GPSTC. Facility Requests must be submitted by the date specified by GPSTC. The Basic Operator Training Class is a sixteen hour course that is taught on Monday and Tuesday of the training week. During a one year schedule between 28 and 40 classes can be held. The scheduling of classes may be adjusted at the discretion of the Implied Consent Manager, dependent upon the needs of the law enforcement community. Classes should not be scheduled during weeks with Monday holidays.

The Basic Operator Certification is incorporated into the GSP Cadet mandate training course. GSP Training at GPSTC coordinates with the IC Manager for scheduling of GSP Cadet classes.

Scheduling of Students

Training class size is limited to the classroom facility capacity. Optimum class size is 28 to 32 students. The IC Class Coordinator at DOFS conducts registration. Requests for training are submitted to the IC Section via the DOFS website. Training requests are accepted from students or Local Training Officers on a first come first serve basis. Requests for more than four students from a single agency will be distributed over different class dates to complete training needs. Information needed to reserve training slots includes student name, agency name, contact email address, telephone number and fax number. Substitution of reserved students by the local agency is allowed. Students from federal, military, out of state and private sector are required to pay a tuition fee to the GBI of \$100.00 per student. These funds are sent to GBI Finance and are allocated to Intoxilyzer Training. Due to limited space training is limited to individuals employed in a law enforcement capacity.

All students must meet the requirements in GBI Implied Consent Rules 92-3 to be issued a permit for breath alcohol testing.

Instructor Scheduling

The IC Area Supervisor assigned to the Training Center, Implied Consent Manager, and the Department of Law Instructor assigned by the Attorney General's Office provide instruction at the Basic Operator Certification Class. All Instructors will be notified of reserved class dates when verification is received from GPSTC of Facility Request Approval.

Instructional Materials

The IC Manager maintains instructional materials for the Basic Certification Class. A training manual or handout material will be provided to students. These instructional

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materials will cover the basic chemistry and pharmacology of alcohol, anatomy associated with alcohol absorption, circulatory system, respiratory anatomy, theory of breath alcohol testing, operation of the breath testing instrument and DUI and Implied Consent Law. A training manual or handout material is available subject to Open Records Request or full information for a \$50 fee. These funds are sent to GBI Finance and are allocated to Intoxilyzer Training.

Basic Class Operations

All students will complete registration materials for GPSTC and a GBI Application for Breath Alcohol Certification. The IC Area Supervisor completes a class roster and provides a copy of the information contained therein to the IC Manager or designee. This information is then stored in an electronic database maintained by the GBI-DOFS and is used to generate operator permits. Operator permits are valid for four years from issue date. The IC Manager transports the permits to GPSTC and instructs class with IC Area Supervisor. At the class conclusion students must complete an exam and make a score of 80 or better to be awarded a permit to conduct breath alcohol tests. A pass/fail roster is sent to GPSTC Training and training completion is forwarded to POST. Any students failing to complete the course are not awarded a permit. Applications, class roster and any voided permits are sent to the DOFS Implied Consent Manager or designee.

Operator Training Records

Each operator is assigned a permit number in the electronic database maintained by the GBI-DOFS. The data maintained in the Implied Consent electronic database includes but is not limited to the operator's first name, middle initial, last name, identification number, date trained, agency number, agency name, status, status notes, permit issue and expiration dates. Class rosters and operator applications are stored electronically.. All applicable operator and instrument records are maintained in the IC Section. Class rosters are maintained in accordance with Policy 2 Table 1 and/or DOFSQP 16 Table 1. All certified operator applications are maintained while current instrument is approved for use. Permits of operators failing certification will be destroyed by the IC Manager when returned to the IC Section by the IC Area Supervisor.

BASIC OPERATOR CERTIFICATION

Date: 11/22/04

REV: 3

Approved: *ke*

Scheduling of Class Dates for Training

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The Basic Operator Certification is incorporated into the GSP Cadet mandate training course. GSP Training at GPSTC coordinates with the IC Manager for scheduling of GSP Cadet classes.

Scheduling of Students

Training class size is limited to a maximum of 40 students. Optimum class size is 28 to 34 students. The IC Class Coordinator at DOFS conducts registration. Requests for training are faxed to the IC Section. Training requests are accepted from students or Local Training Officers on a first come first serve basis. Requests for more than three students from a single agency will be distributed over different class dates to complete training needs. Information needed to reserve training slots includes student name, SSN, agency name, telephone number and fax number. Substitution of reserved students by the local agency is allowed. Students from federal, military, out of state and private sector are required to pay a tuition fee to the GBI of \$100.00 per student. These funds are sent to GBI Finance and are allocated to Intoxilyzer Training.

All students must meet the requirements in GBI Implied Consent Rules 92-3 to be issued a permit for breath alcohol testing.

Instructor Scheduling

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Instructional Materials

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BASIC OPERATOR CERTIFICATION

Date: 10/17/00

REV: 2

Approved: *JMW*

Scheduling of Class Dates for Training

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All students must meet the requirements in GBI Implied Consent Rules 92-3 to be issued a permit for breath alcohol testing.

Instructor Scheduling

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Instructional Materials

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Date: 10/17/00

REV: 2

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testing, operation of the breath testing instrument and DUI and Implied Consent Law. A training manual or handout material is available subject to Open Records Request or full information for a \$50 fee. These funds are sent to GBI Finance and are allocated to Intoxilyzer Training.

Basic Class Operations

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Operator Training Records

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BASIC OPERATOR CERTIFICATION

Date: 4/24/00

REV: 1

Approved:

Scheduling of Class Dates for Training

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All students must meet the requirements in GBI Implied Consent Rules 92-3 to be issued a permit for breath alcohol testing.

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BASIC OPERATOR CERTIFICATION

Date: 4/15/99

REV: 0

Approved:

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