

**OPERATOR RENEWAL/RECERTIFICATION**

Date: 7/5/10

REV: 4

Approved: *ke*

**Scheduling of Class Dates for Training**

Operator renewal/recertification classes are held at GPSTC and the GPSTC regional police academies located more than 60 miles from Forsyth. The Implied Consent Area Supervisor assigned to the GPSTC coordinates facility requests and reservation of training dates at the various locations. The number of operators needing permit renewal will determine the number of training classes held. At least one training session per quarter at the regional academies and two at GPSTC will be scheduled. Classes held at regional academies may be cancelled at the discretion of the IC Manager if the scheduled attendance drops below ten students.

Operator renewal/recertification classes are four hours in length and will be held on Wednesday or Thursday of the training week at GPSTC and the regional police academies when possible. IC Area Supervisors may also coordinate with local facilities to conduct additional renewal classes at the discretion of the IC Manager. All requests for additional renewal classes must be approved by the IC Manager prior to the class date.

**Scheduling of Students**

Training class size limitations vary from one location to another. The IC Area Supervisor will coordinate with the various training centers in limiting the number of students to facility availability. Operators whose permit has expired within the last year and operators whose permit will expire within one year of the training date are eligible for renewal of permit status. Other students will not be eligible for class enrollment unless otherwise approved by the IC Manager. The IC Manager will provide the IC Area Supervisor with the number of operators eligible for renewal upon request.

**Instructional Materials**

The IC Manager maintains instructional materials for the renewal class. A training manual or handout material will be provided to students. These instructional materials will cover the theory of breath alcohol testing, operation of the breath testing instrument and DUI and Implied Consent Law.

**Renewal/Recertification Class Operations**

All students complete registration materials for the training facility and sign the class roster. The IC Area Supervisor transmits the class roster to the DOFS IC Manager. The IC Manager updates each student's training file and prints a new Breath Alcohol permit for the Operator. Renewal permits are valid for four years from issue date. The IC Area Supervisor or IC Manager distributes the permits to the students.

**Operator Training Records**

All operators must attend a renewal/recertification class to maintain active permit status. Operators whose permit has expired by more than one year may be placed on inactive

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status. The IC Manager will identify operators subject to placement on inactive status and update their files.

Operators placed on inactive status must attend a Basic Certification Class to be recertified unless their permit is restored to expired status by the IC Manager. The IC Manager may retroactively restore and extend the expired status of breath test operators in cases where military service, injury or other hardship would have prevented attendance of a recertification class within one year of permit expiration.

The IC Manager may require a proficiency test of any current permit holder or operator seeking permit renewal. Failure to successfully pass this proficiency test may result in revocation of the operator permit, mandated retraining of the operator or a denial of permit renewal.

Operators are not notified of placement on inactive status.

**OPERATOR RENEWAL/RECERTIFICATION**

Date: 9/25/09

REV: 3

Approved: *ke*

**Scheduling of Class Dates for Training**

Operator Renewal/Recertification Classes are held at GPSTC and the GPTSC regional police academies located more than 60 miles from Forsyth. The Implied Consent Area Supervisor assigned to the GPSTC coordinates facility requests and reservation of training dates at the various locations. The number of operators needing permit renewal will determine the number of training classes held. At least one training session per quarter at the regional academies and two at GPSTC will be scheduled. Classes held at regional academies may be cancelled at the discretion of the IC Manager if the scheduled attendance drops below ten students.

Operator Renewal/Recertification Classes are four hours in length and will be held on Wednesday or Thursday of the training week at GPSTC and the regional police academies when possible. IC Area Supervisors may also coordinate with local facilities to conduct additional renewal classes at the discretion of the IC Manager. All requests for additional renewal classes must be approved by the IC Manager prior to the class date.

**Scheduling of Students**

Training class size limitations vary from one location to another. The IC Area Supervisor will coordinate with the various training centers in limiting the number of students to facility availability. Operators whose permit has expired within the last six months and operators whose permit will expire within six months of the training date are eligible for renewal of permit status. Other students will not be eligible for class enrollment unless otherwise approved by the IC Manager. The IC Manager will provide the IC Area Supervisor with the number of operators eligible for renewal upon request.

**Instructional Materials**

The IC Manager maintains instructional materials for the Renewal Class. A training manual or handout material will be provided to students. These instructional materials will cover the theory of breath alcohol testing, operation of the breath testing instrument and DUI and Implied Consent Law.

**Renewal/Recertification Class Operations**

All students complete registration materials for the training facility and sign the class roster. The IC Area Supervisor transmits the class roster to the DOFS IC Manager. The IC Manager updates each student's training file and prints a new Breath Alcohol permit for the Operator. Renewal permits are valid for four years from issue date. The IC Area Supervisor or IC Manager distributes the permits to the students.

**Operator Training Records**

All operators must attend a renewal/recertification class to maintain active permit status. Operators whose permit has expired by more than six months may be placed on inactive

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Date: 9/25/09

REV: 3

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Operators placed on inactive status for more than six months must attend a Basic Certification Class to be recertified unless their permit is restored to expired status by the IC Manager. The IC Manager may retroactively restore and extend the expired status of breath test operators in cases where military service, injury or other hardship would have prevented attendance of a recertification class within six months of permit expiration.

The IC Manger may require a proficiency test of any current permit holder or operator seeking permit renewal. Failure to successfully pass this proficiency test may result in revocation of the operator permit, mandated retraining of the operator or a denial of permit renewal. Operators are not notified of placement on inactive status.

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**OPERATOR RENEWAL/RECERTIFICATION**

Date: 6/4/07

REV: 2

Approved: *ke*

Scheduling of Class Dates for Training

Operator Renewal/Recertification Classes are held at GPSTC and the GPTSC regional police academies located more than 60 miles from Forsyth. The Implied Consent Area Supervisor assigned to the GPSTC coordinates facility requests and reservation of training dates at the various locations. The number of operators needing permit renewal will determine the number of training classes held. At least one training session per quarter at the regional academies and two at GPSTC will be scheduled. Classes held at regional academies may be cancelled at the discretion of the IC Manager if the scheduled attendance drops below ten students.

Operator Renewal/Recertification Classes are four hours in length and will be held on Wednesday or Thursday of the training week at GPSTC and the regional police academies when possible. IC Area Supervisors may also coordinate with local facilities to conduct additional renewal classes at the discretion of the IC Manager. All requests for additional renewal classes must be approved by the IC Manager prior to the class date.

Scheduling of Students

Training class size limitations vary from one location to another. The IC Area Supervisor will coordinate with the various training centers in limiting the number of students to facility availability. Operators whose permit has expired within the last six months and operators whose permit will expire within six months of the training date are eligible for renewal of permit status. Other students will not be eligible for class enrollment unless otherwise approved by the IC Manager. The IC Manager will provide the IC Area Supervisor with the number of operators eligible for renewal upon request.

Instructional Materials

The IC Manager maintains instructional materials for the Renewal Class. A training manual or handout material will be provided to students. These instructional materials will cover the theory of breath alcohol testing, operation of the breath testing instrument and DUI and Implied Consent Law.

Renewal/Recertification Class Operations

All students complete a registration card for the training facility and sign the class roster. The IC Area Supervisor transmits the class roster to the DOFS IC Manager. The IC Manager updates each student's training file and prints a new Breath Alcohol permit for the Operator. Renewal permits are valid for four years from issue date. The IC Area Supervisor or IC Manager distributes the permits to the students.

Operator Training Records

All operators must attend a renewal/recertification class to maintain active permit status. Operators whose permit has expired by more than six months may be placed on inactive

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Date: 6/4/07

REV: 2

Approved: *Ke*

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Operators placed on inactive status for more than six months must attend a Basic Certification Class to be recertified unless their permit is restored to expired status by the IC Manager. The IC Manager may retroactively restore and extend the expired status of breath test operators in cases where military service, injury or other hardship would have prevented attendance of a recertification class within six months of permit expiration.

The IC Manger may require a proficiency test of any current permit holder or operator seeking permit renewal. Failure to successfully pass this proficiency test may result in the revocation the operator permit, mandated retraining of the operator or a denial of permit renewal. Operators are not notified of placement on inactive status.

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**OPERATOR RENEWAL/RECERTIFICATION**

Date: 4/24/00

REV: 1

Approved:

Scheduling of Class Dates for Training

Operator Renewal/Recertification Classes are held at GPSTC and the regional police academies. The Implied Consent Area Supervisor assigned to the GPSTC coordinates facility requests and reservation of training dates at the various locations. The number of operators needing permit renewal will determine the number of training classes held. At least one training session per quarter at the regional academies and two at GPSTC will be conducted. Operator Renewal/Recertification Classes are four hours and will be held on Wednesday or Thursday of the training week at GPSTC and the regional police academies. IC Area Supervisors may also coordinate with local facilities to conduct additional renewal classes within their assigned supervision area.

Scheduling of Students

Training class size limitations vary from one location to another. The IC Area Supervisor will coordinate with the various training centers in limiting the number of students to facility availability. Operators whose permit has expired within the last six months and operators whose permit will expire within six months of the training date are eligible for renewal of permit status. The IC Manager will provide the IC Area Supervisor with the number of operators eligible for renewal semiannually.

Instructional Materials

The IC Manager maintains instructional materials for the Renewal Class. A training manual or handout material will be provided to students. These instructional materials will cover the theory of breath alcohol testing, operation of the breath testing instrument and DUI and Implied Consent Law.

Renewal/Recertification Class Operations

All students complete a registration card for the training facility and sign the class roster. The IC Area Supervisor transmits the class roster to the DOFS IC Class Coordinator. The Class Coordinator updates each student's training file and prints a new Breath Alcohol permit for the Operator. Renewal permits are valid for four years from issue date. The IC Area Supervisor distributes the permits to the students. When possible students may preregister for the class and permits will be printed and available for the students upon class completion.

Operator Training Records

All operators must attend a renewal/recertification class to maintain permit on active status. Operators whose permit has expired by more than six months may be placed on inactive status. The IC Manager will identify operators subject to be placement on inactive status annually and update their files. Operators placed on Inactive status for more than six months must attend a Basic Certification Class to be recertified. Operators are not notified of placement on Inactive status.

Georgia Bureau of Investigation-Division of Forensic Sciences

Implied Consent Operations Manual

**OPERATOR RENEWAL/RECERTIFICATION**

Date: 4/24/00

REV: 1

Approved:

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**OPERATOR RENEWAL/RECERTIFICATION**

Date: 4/15/99

REV: 0

Approved:

Scheduling of Class Dates for Training

Operator Renewal/Recertification Classes are held at GPSTC and the regional police academies. The Implied Consent Area Supervisor assigned to the GPSTC coordinates facility requests and reservation of training dates at the various locations. The number of operators needing permit renewal will determine the number of training classes held. At least one training session per quarter at the regional academies and two at GPSTC will be conducted. Operator Renewal/Recertification Classes are four hours and will be held on Wednesday or Thursday of the training week at GPSTC and the regional police academies. IC Area Supervisors may also coordinate with local facilities to conduct additional renewal classes within their assigned supervision area.

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Instructional Materials

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Renewal/Recertification Class Operations

All students complete a registration card for the training facility and sign the class roster. The IC Area Supervisor transmits the class roster to the DOFS IC Class Coordinator. The Class Coordinator updates each student's training file and prints a new Breath Alcohol permit for the Operator. Renewal permits are valid for two years from issue date. The IC Area Supervisor distributes the permits to the students. When possible students may preregister for the class and permits will be printed and available for the students upon class completion.

Operator Training Records

All operators must attend a renewal/recertification class to maintain permit on active status. Operators whose permit has expired by more than six months may be placed on inactive status. The IC Manager will identify operators subject to be placement on inactive status annually and update their files. Operators placed on Inactive status for more than six months must attend a Basic Certification Class to be recertified. Operators are not notified of placement on Inactive status.

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Date: 4/15/99

REV: 0

Approved:

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