

<i>Time-Distance Operator Training / Time-Distance Operator Re-Certification</i>
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TDI-B01.01

Course Title: TIME-DISTANCE OPERATOR TRAINING / TIME-DISTANCE OPERATOR RE-CERTIFICATION

Lesson Title: Course Orientation

Lesson Purpose: To familiarize the student with the North Carolina Criminal Justice Education and Training Standards Commission's (Commission) rules and regulations, the accredited school's rules and regulations, the course schedule, standards for completion, and the performance objectives pertaining to the accredited Time-Distance Operator Training course or the Time-Distance Operator Re-Certification Training course.

Performance Objectives: At the end of this block of instruction, the trainee will be able to achieve the following objectives in accordance with information provided during the instructional period:

1. Identify the Commission's requirements pertaining to the following aspects of the Time-Distance Operator Training course or the Time-Distance Operator Re-Certification Training course:
 - a) Enrollment
 - b) Attendance
 - c) Successful Course Completion
2. Define the role of the School Director and the staff instructor(s) in administering the Time-Distance Operator Training course or the Time-Distance Operator Re-Certification Training course.
3. Utilizing the Time-Distance Operator Training course schedule or the Time-Distance Operator Re-Certification Training course schedule: identify the course topic areas, the assigned staff instructor(s), and the designated delivery sites.

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Hours:	One half (1/2) hour
Instructional Method:	Lecture/Demonstration
Material Required:	Time-Distance Operator Training Course Manual Supplement for Speed Measuring Instrument Courses Handout(s): Instructor/Staff Roster Course Schedule
References:	N.C. Department of Justice. <i>Time-Distance Operator Training Manual</i> . Salemburg, NC: North Carolina Justice Academy, 1993. <i>North Carolina Administrative Code</i> . Title 12, Chapter 9 (1999).
Prepared By:	W. Stacy Holloman Instructor/Coordinator North Carolina Justice Academy Robert E. Flynt, Corporal Greensboro Police Department
Date Prepared:	March 1999
Revised By:	W. Stacy Holloman Instructor/Coordinator North Carolina Justice Academy
Dated Revised:	January 2004
Reviewed By:	North Carolina SMI Advisory Committee
Date Reviewed:	August 2008
Revised By:	North Carolina SMI Advisory Committee
Date Revised:	August 2011

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Revised By: Dan Worley,
North Carolina SMI Advisory Committee

Date Revised: March 2015
June 2016

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TDI-B01.03

Course Title: TIME-DISTANCE OPERATOR TRAINING / TIME-DISTANCE OPERATOR RE-CERTIFICATION TRAINING

Lesson Title: Course Orientation

Note: PowerPoint slides have been developed for mandated use during instruction of the Time Distance Operator course.

Note: SMI instructors may wish to consider whether a sworn student law enforcement officer should be armed with a weapon while familiarization or road testing is ongoing if approved by their agency for officer/instructor safety purposes. This is a particularly important aspect when road testing in marked law enforcement vehicles within the community. The instructor shall remind the sworn student officers that state law, agency policy, and safe weapon handling practices must be followed at all times if armed during training.

I. Introduction

A. Opening Statement

The Criminal Justice Education and Training Standards Commission (Commission) is the State agency that is charged with the responsibility of developing and implementing mandatory criminal justice training courses, including the Time-Distance Operator Training course and the Time-Distance Operator Re-Certification Training course. The Commission recognizes the importance of a high quality training program which provides the trainee with the minimum skills necessary to function as a Time-Distance Operator, utilizing the Time-Distance instrument(s) in which the trainee seeks certification. To maintain a high quality standard of training delivery, the Commission has formulated certain regulations which must be adhered to by each trainee participating in the Time-Distance Operator Training course or the Time-Distance Operator Re-Certification Training course. These regulations are designed to ensure that you, the trainee, receive the best training available so that you can perform your duties as a Time-Distance Operator to the best of your abilities.

Note: Show Slide, “Performance Objectives”

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B. Performance Objectives

At the end of this block of instruction, the trainee will be able to achieve the following objectives in accordance with the information provided during the instructional period:

1. Identify the Commission's requirements pertaining to the following aspects of the Time-Distance Operator Training course or the Time-Distance Operator Re-Certification course:
 - a) Enrollment
 - b) Attendance
 - c) Successful Course Completion
2. Define the role of the School Director and the staff instructor(s) in administering the Time-Distance Operator Training course or the Time-Distance Operator Re-Certification Training course.
3. Utilizing the Time-Distance Operator Training course schedule or the Time-Distance Operator Re-Certification Training course schedule: identify the course topic areas, the assigned staff instructor(s), and the designated delivery sites.

C. Reason

The rules and regulations appearing in this manual represent the State mandated guidelines referred to in Title 12, North Carolina Administrative Code, Chapter 9. The School Director will point out these minimum standards and additional, or more stringent, standards utilized by the accredited school in providing the Time-Distance Operator Training course or the Time-Distance Operator Re-Certification Training course you are attending.

Remember that the ultimate responsibility for successfully completing the Time-Distance Operator Training course or the Time-Distance Operator Re-Certification Training course does not belong to the school, the School Director, or your instructors. That responsibility is yours. Consequently, you should familiarize yourself with the content of this orientation thoroughly. Any questions you may have should be raised to the School Director of the Time-Distance

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Operator Training course or the Time-Distance Operator Re-Certification Training course. Failure to conform to these rules may jeopardize your successful completion of the training course you are attending.

Completion of the Time-Distance Operator Training course or the Time-Distance Operator Re-Certification Training course in its entirety shall be applied toward certification on the Time-Distance instrument(s) on which you are successfully tested.

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II. Body

TIME-DISTANCE OPERATOR TRAINING COURSE

Show Slide, “Time Distance Operator Training”

- A. The Time-Distance Operator Training course for law enforcement officers shall consist of a minimum of thirty (30) hours and shall not exceed four (4) consecutive weeks. The thirty (30) hours shall include the following topic areas, instructional hours and performance objectives:

1. Course Orientation

- a) Minimum hours

One half (1/2) hour

- b) Performance Objectives

- (1) Identify the Commission's requirements pertaining to the following aspects of the Time-Distance Operator Training Course:

(a) Enrollment

(b) Attendance

(c) Successful Course Completion

- (2) Define the role of the School Director and the staff instructor(s) in administering the Time-Distance Operator Training course.

- (3) Utilizing the Time-Distance Operator Training course schedule: identify the course topic areas, the assigned staff instructor(s), and the designated delivery sites.

2. Introduction to Time-Distance Training

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- a) Minimum hours
One half (1/2) hour
 - b) Performance Objectives
 - (1) Describe the performance objectives of the course.
 - (2) Describe the technical scope and contents of the course.
3. Speed Offenses and Speed Enforcement
- a) Minimum hours
Two (2) hours
 - b) Performance Objectives
 - (1) Describe the association between speed offenses and motor vehicle crashes.
 - (2) Describe major types of speed regulations, including origin, development, and scope of these regulations.
 - (3) Describe the safety benefits of effective speed enforcement in general and 55 m.p.h. enforcement in particular.
4. Basic Principles of Time-Distance Speed Measurement
- a) Minimum hours
Two (2) hours
 - b) Performance Objective
Describe the basic principles on which Time-Distance instruments operate.

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5. Legal and Operational Considerations

a) Minimum hours

Four (4) hours

b) Performance Objectives

- (1) Identify and describe those factors which may affect the selection of various speed measurement sites.
- (2) Describe the five basic operating configurations required when employing Time-Distance speed measuring instruments.
- (3) Describe the calibrating procedures for Time-Distance speed measuring instruments and what intervals the instruments are required to be calibrated.
- (4) Define a reference point and describe at least ten (10) reference points.
- (5) Define reaction time and anticipation time and distinguish between the two.
- (6) Identify the four facts required by the RADAR Reliability Act pertaining to the admissibility of results from speed measuring instruments.
- (7) Identify and describe the fundamental law affecting the use of time-distance for speed measurement and enforcement.
- (8) Discuss the essential elements necessary for the successful prosecution of a speeding offense.

6. Familiarization and Operation of Specific Time-Distance Instruments [Supervised Operation of Instrument(s) - Field Practice] **(1 Instructor to each 6 students)**

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- a) Minimum hours

Twelve (12) hours

- b) Performance Objectives

- (1) Demonstrate familiarity with the functions and operating procedures of the Time-Distance instrument(s) for which the trainee seeks certification in accordance with criteria specified on a standardized performance evaluation form.
- (2) Describe the functional components of the Time-Distance instrument(s) for which the trainee seeks certification in accordance with criteria specified on a standardized performance evaluation form.
- (3) Describe the setup, calibration, test for accuracy and operational procedures of the Time-Distance instrument(s) for which the trainee seeks certification in accordance with criteria specified on a standardized performance evaluation form.

7. Courtroom Preparation

- a) Minimum hours

Three (3) hours

- b) Performance Objectives

- (1) Prepare and deliver complete, concise, and effective direct testimony for Time-Distance speed measurement cases.
- (2) Respond properly and effectively to cross-examination in Time-Distance speed measurement cases.

8. Motor-Skill Performance Testing **(1 Instructor to each 6 students)**

- a) Minimum hours

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Five (5) hours

b) Performance Objectives

- (1) Demonstrate one-hundred (100) percent competence in the setup, calibration, test for accuracy and operation of the Time-Distance instrument(s) for which the trainee seeks certification in accordance with criteria specified on a standardized performance evaluation form.
- (2) Demonstrate the ability to estimate vehicular speed in accordance with criteria specified on a standardized performance evaluation form.
- (3) Demonstrate one-hundred (100) percent competence on 25 basic configuration clocks in accordance with criteria specified on a standardized performance evaluation form.

9. Course Review

a) Minimum hours

One (1) hour

b) Performance Objective

Score a minimum of seventy (70) percent on a Commission administered written examination upon successful completion of the course.

Note: Show Slide, “Course Enrollment Requirements”

B. Course Enrollment

Each applicant for the Time-Distance Operator Training course shall:

1. Be employed or appointed as a law enforcement officer by a State or local law enforcement agency, or be a federal law enforcement officer. **Such a trainee shall not be certified as a time-distance operator until the basic law enforcement training course has been successfully completed and**

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probationary or general law enforcement certification has been granted.

2. If the applicant is a deputy sheriff, he/she must be in total compliance with the standards established by the North Carolina Sheriffs' Education and Training Standards Commission.
3. Present the endorsement of a commission-recognized school director or a law enforcement agency executive officer or his designee.
4. Provide, for practice and testing, a vehicle and the Time-Distance instrument(s) on which the trainee seeks certification.

Note: Instructor or school director should contact the N.C. Criminal Justice Education and Training Standards Commission office after the course starts to confirm, with the test administrator, information pertaining to the number of trainees as well as the time and date of the Commission administered written examination.

Note: Show Slide, "Attendance Requirements"

C. Attendance

The Time-Distance Operator Training course tenders a great deal of information and skill development training which is covered within a designated period of time. Each topic contained in the Time-Distance Operator Training course is considered essential in providing you with the knowledge, skills and abilities to function as a Time-Distance Operator.

1. Where a trainee is enrolled in the Time-Distance Operator Training course and the scheduled course hours exceed the minimum requirements of the Commission, the trainee, upon the authorization of the school director, may be deemed to have satisfactorily completed the required number of hours for attendance provided the trainee's attendance is not less than one-hundred (100) percent of the minimum instructional hours as required by the Commission.
2. The School Director may dismiss from course participation or deny certification of successful course completion any student that is habitually tardy to, or regularly departs early from, scheduled class sessions and/or training exercises.

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Note: Show Slide, “Successful Course Completion”

D. Successful Course Completion/Certification

It is not sufficient that you just physically attend the scheduled class sessions in order to successfully complete the Time-Distance Operator Training course. The following requirements must be met before you are awarded a certificate of successful course completion or operator certification:

1. Achieve:
 - a) The performance objectives established for the course as indicated on the course abstract; and,
 - b) The lesson plan performance objectives established for each topic area as indicated on the lesson plan abstracts.
2. Satisfactorily complete all course requirements during the scheduled course delivery period.
3. The trainee must demonstrate one-hundred (100) percent competence in the setup, calibration, test for accuracy and operation of the Time-Distance instrument(s) for which the trainee seeks certification in accordance with criteria specified on a standardized performance evaluation form. This must be completed in 2 hours or less of total testing time including the sign-off, calibration routine, and the 25 basic configuration clocks.

Note: Show Slide, “Con’t”

4. The trainee must demonstrate one-hundred (100) percent competence on 25 basic configuration clocks in accordance with criteria specified on a standardized performance evaluation form. This must be completed in 2 hours or less of total testing time including the sign-off and calibration routine.
5. The trainee must demonstrate the ability to estimate vehicular speed in accordance with criteria specified on a standardized performance evaluation form. This must be completed in .5 hour (30 minutes) or less of total testing time.

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6. Attend 100% of minimum instructional hours.
7. Score a minimum of seventy (70) percent on a Commission administered written examination upon successful completion of the course.

Note: Time-Distance Operator Certification will be issued on receipt of the Post-delivery report from the School Director or on the date the trainee meets all course requirements. Certification will be valid for three (3) years, unless sooner suspended or terminated by the Commission. An officer may begin to use Time-Distance for enforcement purposes only upon receipt of his/her operator certificate from the Commission.

E. Instructor/Staff Roster

The Instructor/Staff Roster is designed to provide the student with the necessary information should the need to contact the School Director, instructor(s), or staff arise either during the course or after the course is completed. The address and telephone number contained on the Instructor/Staff Roster should reflect their employing agency.

F. Time-Distance Operator Training Course Schedule

1. The School Director has carefully designed the course schedule to ensure optimum use of available time and resources. However, it may become necessary to revise the course schedule should conflicts develop involving instructors or facilities. In addition, the School Director may revise the schedule as he deems necessary to ensure the timely delivery of the Time-Distance Operator Training course. Students will be notified of all revisions as soon as possible. It is the students' responsibility to make all revisions on their schedule.

Note: Instructor or school director should prepare a course schedule which includes the information listed below:

2. The Time-Distance Operator Training course schedule is designed to indicate:
 - a) The date and time of each training session;

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- b) The topic area for each training session;
- c) The delivery site, with the location contained within (parenthesis), for each training session; and,
- d) The staff instructor(s), with the lead instructor indicated in bold type, for each training session.

G. North Carolina Approved Speed-Measuring Instruments

See “Appendix A” located in the Supplement for Speed Measuring Instrument Training Courses.

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TIME-DISTANCE OPERATOR RE-CERTIFICATION TRAINING COURSE

NOTE: Show Slide, “Time Distance Operator Recertification Training”

- A. The Time-Distance Operator Re-Certification Training course for law enforcement officers shall consist of a minimum of six (6) hours and shall not exceed one (1) week. The six (6) hours shall include the following topic areas, instructional hours and performance objectives:
1. Course Orientation
 - a) Minimum hours

One half (1/2) hour
 - b) Performance Objectives
 - (1) Identify the Commission's requirements pertaining to the following aspects of the Time-Distance Operator Re-Certification Training Course:
 - (a) Enrollment
 - (b) Attendance
 - (c) Successful Course Completion
 - (2) Define the role of the School Director and the staff instructor(s) in administering the Time-Distance Operator Re-Certification Training course.
 - (3) Utilizing the Time-Distance Operator Re-Certification Training course schedule: identify the course topic areas, the assigned staff instructor(s), and the designated delivery sites.
 2. Legal and Operational Considerations
 - a) Minimum hours

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One and one half (1-1/2) hours

b) Performance Objectives

- (1) Identify and describe those factors which may affect the selection of various speed measurement sites.
- (2) Describe the five basic operating configurations required when employing Time-Distance Speed Measuring Instruments.
- (3) Describe the calibrating procedures for Time-Distance Speed Measuring Instruments and what intervals the instruments are required to be calibrated.
- (4) Define a reference point and describe at least ten (10) reference points.
- (5) Define reaction time and anticipation time and distinguish between the two.
- (6) Identify the four facts required by the RADAR Reliability Act pertaining to the admissibility of results from speed measuring instruments.
- (7) Identify and describe the fundamental law affecting the use of time-distance for speed measurement and enforcement.
- (8) Discuss the essential elements necessary for the successful prosecution of a speeding offense.

3. Motor-Skill Performance Testing (**1 instructor to each 6 students**)

a) Minimum hours

Four (4) hours

b) Performance Objectives

- (1) Demonstrate one-hundred (100) percent competence in the

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setup, calibration, test for accuracy and operation of the Time-Distance instrument(s) for which the trainee seeks certification in accordance with criteria specified on a standardized performance evaluation form.

- (2) Demonstrate the ability to estimate vehicular speed in accordance with criteria specified on a standardized performance evaluation form.
- (3) Demonstrate one-hundred (100) percent competence on 25 basic configuration clocks in accordance with criteria specified on a standardized performance evaluation form.

Note: Show Slide, “Course Enrollment - Re-Certification”

B. Course Enrollment

Each applicant for the Time-Distance Operator Re-Certification Training course shall:

1. Have successfully completed a commission-accredited operator training course as prescribed in 12 NCAC 9B .0213 or 12 NCAC 9B .0214.
2. Be employed or appointed as a law enforcement officer by a State or local law enforcement agency or be a federal law enforcement officer.
3. Hold general or probationary law enforcement officer certification and have successfully completed a basic training course as required in 12 NCAC 9B .0400.
4. If the applicant is a deputy sheriff, he/she must be in total compliance with the standards established by the North Carolina Sheriffs’ Education and Training Standards Commission.
5. Present the endorsement of a commission-recognized school director or a law enforcement agency executive officer or his designee.
6. Provide, for practice and testing, a vehicle and the Time-Distance instrument(s) in which the trainee seeks re-certification.

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7. Provide or obtain a copy of the Time-Distance Operator Training course manual.

Note: Show Slide, “Attendance Requirements - Re-Certification”

C. Attendance

The Time-Distance Operator Re-Certification Training course tenders a great deal of information and skill development training which is covered within a designated period of time. Each topic contained in the Time-Distance Operator Re-Certification Training course is considered essential in providing you with the knowledge, skills and abilities to continue to function as a Time-Distance Operator.

1. Where a trainee is enrolled in the Time-Distance Operator Re-Certification Training course and the scheduled course hours exceed the minimum requirements of the Commission, the trainee, upon the authorization of the school director, may be deemed to have satisfactorily completed the required number of hours for attendance provided the trainee's attendance is not less than one-hundred (100) percent of the minimum instructional hours as required by the Commission.
2. The School Director may dismiss from course participation or deny certification of successful course completion any student that is habitually tardy to, or regularly departs early from, scheduled class sessions and/or training exercises.

Note: Show Slide, “Successful Course Completion - Re-Certification”

D. Successful Course Completion/Certification

It is not sufficient that you just physically attend the scheduled class sessions in order to successfully complete the Time-Distance Operator Re-Certification Training course. The following requirements must be met before you are awarded a certificate of successful course completion or certification:

1. Achieve:
 - a) The performance objectives established for the course as indicated on the course abstract; and,

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- b) The lesson plan performance objectives established for each topic area as indicated on the lesson plan abstracts.
- 2. Satisfactorily complete all course requirements during the scheduled course delivery period.
- 3. The trainee must demonstrate one-hundred (100) percent competence in the setup, calibration, test for accuracy and operation of the Time-Distance instrument(s) for which the trainee seeks certification in accordance with criteria specified on a standardized performance evaluation form. This must be completed in 2 hours or less of total testing time including the sign-off, calibration routine, and the 25 basic configuration clocks.

Note: Show Slide, “Con’t”

- 4. The trainee must demonstrate the ability to estimate vehicular speed in accordance with criteria specified on a standardized performance evaluation form. This must be completed in .5 hour (30 minutes) or less of total testing time.
- 5. The trainee must demonstrate one-hundred (100) percent competence on 25 basic configuration clocks in accordance with criteria specified on a standardized performance evaluation form. This must be completed in 2 hours or less of total testing time including the sign-off and calibration routine.
- 6. Attend 100% of minimum instructional hours.
- 7. Score a minimum of seventy-five (75) percent on a Commission administered written examination upon successful completion of the course. There is NO RE-TEST opportunity on the recertification written examination.

Note: Time-Distance Operator Re-Certification will be issued on receipt of the Post-delivery report from the School Director or on the date the trainee meets all course requirements. Certification will be valid for three (3) years, unless sooner suspended or terminated by the Commission. An officer may begin to use Time-Distance for enforcement purposes only upon receipt of his/her operator certificate from the Commission. The

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Operator certification immediately terminates if a failure occurs, and the officer shall first be reissued a certification and have such in hand before enforcement action is permitted while using Time-Distance.

E. Instructor/Staff Roster

The Instructor/Staff Roster is designed to provide the student with the necessary information should the need to contact the School Director, instructor(s), or staff arise either during the course or after the course is completed. The address and telephone number contained on the Instructor/Staff Roster should reflect their employing agency.

F. Time-Distance Operator Re-Certification Training Course Schedule

1. The School Director has carefully designed the course schedule to ensure optimum use of available time and resources. However, it may become necessary to revise the course schedule should conflicts develop involving instructors or facilities. In addition, the School Director may revise the schedule as he deems necessary to ensure the timely delivery of the Time-Distance Operator Re-Certification Training course. Students will be notified of all revisions as soon as possible. It is the students' responsibility to make all revisions on their schedule.

Note: Instructor or school director should prepare a course schedule which includes the information listed below:

2. The Time-Distance Operator Re-Certification Training course schedule is designed to indicate:
 - a) The date and time of each training session;
 - b) The topic area for each training session;
 - c) The delivery site, with the location contained within (parenthesis), for each training session; and,
 - d) The staff instructor(s), with the lead instructor indicated in bold type, for each training session.

III. Conclusion

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A. Summary

The rules and regulations outlined in this Orientation lesson plan are to ensure that you are afforded an opportunity to know what is expected of you during the Time-Distance Operator Training course or the Time-Distance Operator Re-Certification Training course you are attending.

B. Questions

Note: Show Slide, “Questions”

C. Closing Statement

Remember that you are ultimately responsible for your performance in the Time-Distance Operator Training course or the Time-Distance Operator Re-Certification Training course. The school staff, the School Director, and the staff instructors offering this course to you stand ready to assist you in achieving successful course completion. Achieving this objective cannot be accomplished without your active participation to the best of your abilities.