

<i>Time-Distance Instructor Training / Time-Distance Instructor Re-Certification</i>
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TDI-A01.01

Course Title: TIME-DISTANCE INSTRUCTOR TRAINING / TIME-DISTANCE INSTRUCTOR 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 Instructor Training course or the Time-Distance Instructor 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 Instructor Training course or the Time-Distance Instructor 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 Instructor Training course or the Time-Distance Instructor Re-Certification Training course.
3. Utilizing the Time-Distance Instructor Training course schedule or the Time-Distance Instructor 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:	Two (2) hours
Instructional Method:	Lecture/Demonstration
Material Required:	Time-Distance Instructor 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). <i>North Carolina Administrative Code</i> . Title 12, Chapter 9 (2001). Prepared By: W. Stacy Holloman Instructor/Coordinator North Carolina Justice Academy Date Prepared: May 1999 Revised By: W. Stacy Holloman Instructor/Coordinator North Carolina Justice Academy Date Revised: March 2000 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, Chairman
North Carolina SMI Advisory Committee

Date Revised: March 2015

Time-Distance Instructor Training / Time-Distance Instructor Re-Certification

TDI-A01.03

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

Lesson Title: Course Orientation

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 Instructor Training course and the Time-Distance Instructor 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 Instructor, utilizing the Time-Distance instrument(s) which are approved for use in North Carolina. 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 Instructor Training course or the Time-Distance Instructor 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 Instructor to the best of your abilities.

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 Instructor Training course or the Time-Distance Instructor 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 Instructor Training course or the Time-Distance Instructor Re-Certification Training course.
3. Utilizing the Time-Distance Instructor Training course schedule or the Time-Distance Instructor 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 Instructor Training course or the Time-Distance Instructor Re-Certification Training course you are attending.

Remember that the ultimate responsibility for successfully completing the Time-Distance Instructor Training course or the Time-Distance Instructor 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 Instructor Training course or the Time-Distance Instructor 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 Instructor Training course or the Time-Distance Instructor Re-Certification Training course in its entirety shall be applied toward certification as a Time-Distance Instructor.

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II. Body

TIME-DISTANCE INSTRUCTOR TRAINING COURSE

A. The Time-Distance Instructor Training course for law enforcement officers shall consist of a minimum of thirty (30) hours and shall not exceed eight (8) consecutive weeks. The thirty (30) hours shall include the following topic areas, instructional hours and performance objectives:

1. Course Orientation

a) Minimum hours

Two (2) hours

b) Performance Objectives

(1) Identify the Commission's requirements pertaining to the following aspects of the Time-Distance Instructor 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 Instructor Training course.

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

2. Introduction to Time-Distance Training

a) Minimum hours

One (1) hour

- b) Performance Objectives
 - (1) Describe the performance objectives of the course.
 - (2) Describe the technical scope and contents of the course.
- 3. SMI Forms
 - a) Minimum hours
One (1) hour
 - b) Performance Objective
Complete standardized trainee performance evaluation forms.
- 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.
- 5. Legal and Operational Considerations
 - a) Minimum hours
Three (3) 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] **(Minimum Ratio of 1 instructor per 6 students)**

a) Minimum hours

Thirteen (13) hours

b) Performance Objectives

- (1) Demonstrate familiarity with the functions and operating procedures of all Time-Distance instrument(s) currently in use and approved in North Carolina in accordance with criteria specified on a standardized performance evaluation form.
- (2) Describe the functional components of all Time-Distance instrument(s) currently in use and approved in North

Carolina in accordance with criteria specified on a standardized performance evaluation form.

- (3) Describe the setup, calibration, test for accuracy and operational procedures of all Time-Distance instrument(s) currently in use and approved in North Carolina in accordance with criteria specified on a standardized performance evaluation form.

7. Courtroom Preparation

- a) Minimum hours

Two (2) 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 (**Minimum Ratio of 1 instructor per 6 students**)

- a) Minimum hours

Six (6) hours

- b) Performance Objectives

- (1) Demonstrate one-hundred (100) percent competence on 25 basic configuration clocks 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, if the time-distance instructor course concludes more than six weeks after the trainee

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successfully completes the RADAR Instructor Training Course.

- (3) Demonstrate one-hundred (100) percent competence in the set-up, calibration, test for accuracy and operation of all Time-Distance instrument(s) currently in use and approved in North Carolina in accordance with criteria specified on a standardized performance evaluation form.

B. Course Enrollment

Each applicant for the Time-Distance Instructor 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.
2. Hold general or probationary law enforcement officer certification and have successfully completed a basic law enforcement training course as required in 12 NCAC 9B .0400.
3. 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.
4. Present the endorsement of a Commission-recognized school director or a law enforcement agency executive officer or his designee.
5. Provide, for practice and testing, a vehicle equipped with a Time-Distance instrument.
6. Possess criminal justice general instructor certification as required in 12 NCAC 9B .0302.
7. Must present proof of successful completion of a Certification Training Course for Time-Distance Operators as outlined in 12 NCAC 9B .0213 or 12 NCAC 9B .0214 and be currently certified as a Time-Distance Operator.
8. Must present proof of successful completion of a Certification Training Course for RADAR Instructors as outlined in 12 NCAC 9B .0210.

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C. Attendance

The Time-Distance Instructor 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 Instructor Training course is considered essential in providing you with the knowledge, skills and abilities to function as a Time-Distance Instructor/Operator.

1. A trainee enrolled in the Time-Distance Instructor Training course shall not be absent from class attendance for more than 10% of the total scheduled delivery period in order to receive successful course completion. Appropriate make-up work must be completed during the current course presentation for all absenteeism.
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.

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 Instructor Training course. The following requirements must be met before you are awarded a certificate of successful course completion or instructor/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. The trainee must obtain a score of ninety percent (90%) correct on a written pre-entrance test designed to test the trainee's knowledge at the "operator" level. Failure to pass the written pre-entrance test will automatically result in the trainee's dismissal from the course. There is no retest.

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3. 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 1.5 hours or less of total testing time including the sign-off and calibration routine. Failure to successfully demonstrate this ability will automatically result in the trainee's dismissal from the course. There is no retest.
4. The trainee must demonstrate the ability to estimate vehicular speed in accordance with criteria specified on a standardized performance evaluation form, if the time-distance instructor course concludes more than six weeks after the trainee successfully completes the RADAR Instructor Training Course. This must be completed in .5 hour (30 minutes) or less of total testing time. Failure to successfully demonstrate this ability will automatically result in the trainee's dismissal from the course. There is no retest.
5. Satisfactorily complete all course requirements during the scheduled course delivery period.
6. The trainee must demonstrate one-hundred (100) percent competence in the setup, calibration, test for accuracy and operation of all Time-Distance instrument(s) currently in use and approved in North Carolina in accordance with criteria specified on a standardized performance evaluation form. The trainee will be given two opportunities to sign-off on each instrument at the instructor level only. A student utilizing this will receive a star placed in the upper right corner of the test form. If the trainee fails this attempt, a re-test may be allowed. However, while an Instructor may be provided a minimum of one re-test attempt, they will not receive more than the greater of a 10% average of the total combined sign-offs according to the current number of sign-offs listed on the Instructor Initial Form for that particular course. For example, if there are 2 combined sign-offs, 10% of that is 0.2, but the retest attempts will be the greater of 10% which would put the retest attempts at one, which is also the minimum permitted per student. Upon the need for a second re-test exceeding the greater of 10%, the student has failed the motor-skills testing and will automatically result in the trainee's dismissal from the course.
7. The trainee shall not be absent from class attendance for more than 10% of

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the total scheduled delivery period in order to receive successful course completion. Appropriate make-up work must be completed during the current course presentation for all absenteeism at the discretion of the School Director.

8. Score a minimum of seventy-five (75) percent on a Commission administered written examination upon successful course completion.

Note: Time-Distance Instructor/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 instructor/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 Instructor 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 Instructor 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.
2. The Time-Distance Instructor 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.

TIME-DISTANCE INSTRUCTOR RE-CERTIFICATION TRAINING COURSE

- A. The Time-Distance Instructor 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 Instructor 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 Instructor Re-Certification Training course.
 - (3) Utilizing the Time-Distance Instructor 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

One (1) hour

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. Familiarization and Operation of Specific Time-Distance Instruments
(Minimum Ratio of 1 instructor per 6 students)

a) Minimum hours

One (1) hour

b) Performance Objectives

- (1) Demonstrate familiarity with the functions and operating procedures of all Time-Distance instrument(s) currently in

use and approved in North Carolina in accordance with criteria specified on a standardized performance evaluation form.

- (2) Describe the functional components of all Time-Distance instrument(s) currently in use and approved in North Carolina in accordance with criteria specified on a standardized performance evaluation form.
- (3) Describe the setup, calibration, test for accuracy and operational procedures of all Time-Distance instrument(s) currently in use and approved in North Carolina in accordance with criteria specified on a standardized performance evaluation form.

4. **Motor-Skill Performance Testing (Minimum Ratio of 1 instructor per 6 students)**

a) Minimum hours

Four (4) hours

b) Performance Objectives

- (1) Demonstrate one-hundred (100) percent competence on 25 basic configuration clocks 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, if the time-distance instructor re-certification course concludes more than six weeks after the trainee successfully completes the RADAR Instructor Re-certification Training Course.
- (3) Demonstrate one-hundred (100) percent competence in the set-up, calibration, test for accuracy and operation of all Time-Distance instrument(s) currently in use and approved in North Carolina in accordance with criteria specified on a standardized performance evaluation form.

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B. Course Enrollment

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

1. Have successfully completed a Commission-accredited RADAR Instructor Re-certification training course as prescribed in 12 NCAC 9B .0218.
2. Present the endorsement of a Commission-recognized school director or a law enforcement agency executive officer or his designee.
3. Possess criminal justice general instructor certification as required in 12 NCAC 9B .0302.
4. Have been certified as a Time-Distance Instructor within three years preceding the completion date of the retraining course.
5. Provide, for practice and testing, a vehicle equipped with a Time-Distance instrument.
6. Provide or obtain a copy of the Time-Distance Instructor Training course manual.

C. Attendance

The Time-Distance Instructor 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 Instructor Re-Certification Training course is considered essential in providing you with the knowledge, skills and abilities to continue to function as a Time-Distance Instructor/Operator.

1. Where a trainee is enrolled in the Time-Distance Instructor 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.

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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.

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 Instructor 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,
 - b) The lesson plan performance objectives established for each topic area as indicated on the lesson plan abstracts.
2. Satisfactorily complete all assigned course work during the scheduled course delivery period as prescribed by the School Director.
3. 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 1.5 hours or less of total testing time including the sign-off and calibration routine.
4. Demonstrate the ability to estimate vehicular speed in accordance with criteria specified on a standardized performance evaluation form, if the time-distance instructor re-certification course concludes more than six weeks after the trainee successfully completes the RADAR Instructor Re-certification Training Course. 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 in the setup, calibration, test for accuracy and operation of all Time-Distance instrument(s) currently in use and approved in North Carolina in

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accordance with criteria specified on a standardized performance evaluation form. The trainee will be given two opportunities to sign-off on each instrument at the instructor level only. A student utilizing this will receive a star placed in the upper right corner of the test form. If the trainee fails this attempt, a re-test may be allowed. However, while an Instructor may be provided a minimum of one re-test attempt, they will not receive more than the greater of a 10% average of the total combined sign-offs according to the current number of sign-offs listed on the Instructor Initial Form for that particular course. For example, if there are 2 combined sign-offs, 10% of that is 0.2, but the retest attempts will be the greater of 10% which would put the retest attempts at one, which is also the minimum permitted per student. Upon the need for a second re-test exceeding the greater of 10%, the student has failed the motor-skills testing and will automatically result in the trainee's dismissal from the course.

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.

Note: Time-Distance Instructor/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. A student failing any portion of the motor skills testing will immediately have his/her Time Distance Instructor and Operator certification suspended and may not utilize Time Distance for enforcement purposes until successfully completing the re-examination and their certification is re-issued by the Commission and is in-hand. A student failing the Time Distance Instructor/Operator recertification written examination will have their certifications immediately suspended and must complete a Time Distance Operator and Instructor course in its entirety before enforcement and instruction may be given by the student.

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

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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 Instructor 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 Instructor 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.
2. The Time-Distance Instructor 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

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 Instructor Training course or the Time-Distance Instructor Re-Certification Training course you are attending.

B. Questions

C. Closing Statement

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Remember that you are ultimately responsible for your performance in the Time-Distance Instructor Training course or the Time-Distance Instructor 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.