

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

TDI-D01.01

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

Lesson Title: Motor-Skill Performance Testing

Lesson Purpose: To evaluate the trainee on his/her knowledge of the Time-Distance instrument(s) approved for use in North Carolina.

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

Hours: Six (6) hours

Instructional Method: Evaluation

Material Required: Time-Distance Instructor Training Course Manual  
SMI Motor-Skill Testing Forms  
Time-Distance Equipped Vehicle(s)  
Power Supplies

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

References: N.C. Department of Justice. *Time-Distance Operator Training Manual*. Salemburg, NC: North Carolina Justice Academy, 1993.

*North Carolina Administrative Code*. Title 12, Chapter 9 (1999).

*North Carolina Administrative Code*. Title 12, Chapter 9 (2001).

Prepared By: W. Stacy Holloman  
Instructor/Coordinator  
North Carolina Justice Academy

Date Prepared: June 1999

Revised By: North Carolina SMI Advisory Committee

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  
August 2014

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

TDI-D01.03

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

Lesson Title: Motor-Skill Performance Testing

I. Introduction

A. Opening Statement

The trainee will be evaluated to ensure that he/she possesses the minimum skills necessary to function as a Time-Distance Instructor, utilizing the Time-Distance instrument(s) approved for use in North Carolina.

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

C. Reason

To allow the trainee to demonstrate his/her ability to follow proper setup, calibration, test for accuracy and operational procedures of the Time-Distance

instrument(s) approved for use in North Carolina.

II. Body

TIME-DISTANCE INSTRUCTOR TRAINING COURSE

A. Motor-Skills Performance Testing

1. 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.
2. 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.
3. 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, so the trainee will receive one retest attempt in this scenario. Upon the need for a second re-test exceeding the greater of 10%, or the minimum 1 retest attempt, the student has failed the motor-skills testing and will

automatically result in the trainee's dismissal from the course.

4. When applicable, time limits have been established for the pre-entrance motor skills testing. Each test form, where these time limits exist, have "start," "end," and "total time" blanks to assist you in keeping time during testing. The SMI Instructor shall record the time used by the student to complete each configuration/mode and document that time in the provided spaces on the appropriate motor skills testing form. The use of a wristwatch or vehicle (dash) clock shall be permissible and time used by the student will be rounded to the LOWER minute of testing for each configuration/mode to ensure the full allotted maximum time is provided to the student before a failure is recorded. At the end of the testing, the instructor shall add all of the testing segments to obtain a total testing time, including the signoff, road test, and any restarts that were required. If the total testing time exceeds the allowed maximum testing time, the student has failed the pre-entrance motor skills test and will NOT be permitted a RETEST. Therefore, the student will be dismissed from the training. If the total testing time does not exceed the allowed maximum testing time, and no failures remain, the student has passed the motor skills pre-entrance test. At the end of testing if the total testing time does not exceed the allowed maximum testing time, but a failure still exists due to a sequence failure or MPH error, the student has still failed the pre-entrance motor skills test for Time-Distance Instructor and will be dismissed from the training. Once the student is ready and verbally says he/she is starting the test for each configuration or section, the time will begin. Remember that once a student begins testing, they must complete all five clocks consecutively in that testing configuration, and the time is counted until that configuration is finished or a failure occurs. Time will be kept by a reliable source; such as a clock or stopwatch, and the same device should be used to keep time throughout the entire segment of testing. The time utilized for that configuration is recorded in the "total time" blank located in that configuration. A failure will occur if the total time utilized by the student exceeds the allowed time by as little as 1 complete second or more. The instructor shall carefully ensure that the student is provided the full maximum time before a failure is recorded.

B. Motor-Skill Performance Testing Evaluation Forms

Speed measuring instrument evaluation forms are contained on the webpage maintained by the Criminal Justice Standards Division.

TIME-DISTANCE INSTRUCTOR RE-CERTIFICATION TRAINING COURSE

A. Motor-Skills Performance Testing

1. 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.
2. 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.
3. 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, so the trainee will receive one retest attempt in this scenario. Upon the need for a second re-test exceeding the greater of 10%, or the minimum 1 retest attempt, the student has failed the motor-skills testing and will automatically result in the trainee's dismissal from the course.
4. As described above, any trainee failing to achieve one-hundred (100) percent competence in the motor-skill area may be allowed a re-examination. The trainee's current Time-Distance certification automatically and immediately terminates at the time the trainee fails the

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

motor-skill examination. No further enforcement action resulting from the use of Time-Distance instruments shall be taken by such trainee until proper certification is re-issued by the Commission and received by the trainee.

5. When applicable, time limits have been established for some of the motor skills testing. Each test form, where these time limits exist, have “start,” “end,” and “total time” blanks to assist you in keeping time during testing. The SMI Instructor shall record the time used by the student to complete each configuration/mode and document that time in the provided spaces on the appropriate motor skills testing form. The use of a wristwatch or vehicle (dash) clock shall be permissible and time used by the student will be rounded to the LOWER minute of testing for each configuration/mode to ensure the full allotted maximum time is provided to the student before a failure is recorded. At the end of the testing, the instructor shall add all of the testing segments to obtain a total testing time, including the signoff, calibration, road test, and any restarts that were required. If the total testing time exceeds the allowed maximum testing time, the student has failed the motor skills test and will NOT be permitted a RETEST. Therefore, the student will be dismissed from the training. If the total testing time does not exceed the allowed maximum testing time, and no failures remain, the student has passed the motor skills test. If the total testing time does not exceed the allowed maximum testing time, but a failure still exists due to a sequence failure or MPH error, the student may request a RETEST (if applicable) to correct that deficiency, however, the instructor will then add the total testing time of the initial attempt (the signoff, calibration, road test, and any restarts that were required) AND the total time used during the RETEST. To pass the motor skills test in this example, the student must pass the deficiency (a sequence failure or MPH error) and be within the allowable time limit for all modes of testing. Once the student is ready and verbally says he/she is starting the test for each configuration or section, the time will begin. Remember that once a student begins testing, they must complete all the required clocks (the six speed estimates or the 5 configuration clocks) consecutively in that testing configuration, and the time is counted until that configuration is finished or a failure occurs. Time will be kept by a reliable source; such as a clock or stopwatch, and the same device should be used to keep time throughout the entire segment of testing. The time utilized for that configuration is recorded in the “total time” blank located in that configuration. A failure will occur if the total time utilized by the student exceeds the allowed time

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

by as little as 1 complete second or more. The instructor shall carefully ensure that the student is provided the full maximum time before a failure is recorded.

6. Motor-skill re-examination procedures
  - a) A trainee shall have, within 90 days of the original examination, only one opportunity for motor-skill re-examination and shall satisfactorily complete each identified area of deficiency on the original motor-skill examination.
  - b) The trainee may be given the one opportunity for re-examination on the same day if he/she wishes. If not, the trainee must contact the designated school director for Time-Distance Instructor Training to arrange a date, time, and place for a re-examination.
  - c) If the trainee fails to achieve one-hundred (100) percent competence on the motor-skill re-examination, he/she will not be recommended for re-certification. Trainee shall enroll and complete a subsequent Time-Distance Operator and Instructor Training Course in its entirety before further enforcement and instruction may be permitted.

### B. Motor-Skill Performance Testing Evaluation Forms

Speed measuring instrument evaluation forms are contained on the webpage maintained by the Criminal Justice Standards Division.

## III. Conclusion

### A. Summary

The trainee's demonstration of the instrument calibration, testing for accuracy, and operating procedures outlined in this lesson plan is necessary to ensure that the trainee is competent in the area of setup, calibration, test for accuracy and operational procedures of the Time-Distance instrument(s) in which he/she will be certified upon successful completion of this training course.

### B. Questions



C. Closing Statement

Remember that you are ultimately responsible for your performance as a Time-Distance Instructor and Operator. Always follow the procedures set forth by the Commission. Not only because it is required, but to ensure that you, the Time-Distance Instructor teach proper methods and procedures which will aid Time-Distance Operators in making reliable, credible and accurate enforcement actions.