

<i>Time-Distance Instructor Training / Time-Distance Instructor Re-Certification</i>
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TDI-C01.01

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

Lesson Title: SMI Forms

Lesson Purpose: To familiarize the trainee with the completion of the forms that pertain to time-distance training.

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

Complete standardized trainee performance evaluation forms.

Hours: One (1) hour

Instructional Method: Lecture / Demonstration / Practical Exercises

Material Required: Time-Distance Instructor Training Course Manual
SMI Motor-Skill Testing Forms

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).

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Revised By: North Carolina SMI Advisory Committee

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Reviewed By: North Carolina SMI Advisory Committee

Date Reviewed: August 2008

Revised By: North Carolina SMI Advisory Committee

Date Revised: August 2011
August 2014

Revised By: Dan Worley, Chairman
North Carolina SMI Advisory Committee

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TDI-C01.02

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

Lesson Title: SMI Forms

I. Introduction

A. Opening Statement

The trainee will be provided with information pertaining to the standardized trainee evaluation forms used in the time-distance program.

B. Performance Objective

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

Complete standardized trainee performance evaluation forms.

C. Reason

To introduce the trainee to the forms used in documenting the time-distance training courses and evaluating trainee skills.

II. Body

A. Procedures for Completion of SMI Evaluation Forms

1. If a trainee fails the motor-skill portion of the original evaluation, 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 a currently certified Time-Distance Instructor to arrange a date, time, and place for a re-examination. The Criminal Justice Standards Division shall be notified by the instructor/school director of this re-examination. This notification shall be written, by use of Form SMI 6, and must be included in the Post-Delivery Report. All motor skills retest must be completed within 90 days of the original exam date.
2. School Directors have 10 days from the date of course completion to

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submit the Post-Delivery Report. Form SMI 6 should not be submitted prior to submission of the Post-Delivery Report because the status of the student cannot be verified until the Post-Delivery Report is received and retest information cannot be entered without receiving the course information first.

3. All SMI Forms relative to a trainee should be put together in the following order, stapled (top center), and arranged in Alphabetical order (by trainee's last name):

Any Retest (SMI 3B) or Supplemental SMI Forms.
SMI 6 (if applicable) on top of original motor skill test form for the trainee.
Original motor skill test form (SMI 3) with SMI 4 attached.
Any SMI 3A forms used for sign-off.

The following order should be followed, by the School Director, when submitting SMI Forms to the Criminal Justice Standards Division:

SMI 10B (Post-Delivery Form)
SMI 5 (Report of Exam Scores)
Trainee motor skill test forms, in order, as listed above.

4. 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 individually 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 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

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the total testing time of the initial attempt (the signoff, road test, and any restarts that were required) AND the total time used during the RETEST. The SMI Instructor may stop testing at any point the maximum time limit has been reached, as no RETEST opportunity is allowed on a time failure. 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 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. Procedures for Skill Testing and Completion of Form “SMI 3”

1. Front

- a) Every line should be filled in and contain correct information, Name, DOB, and Social Security Number, etc.
- b) Description of the Time-Distance instrument must be described as it appears on the Approved Instrument List.
- c) Do not use a malfunctioning Time-Distance instrument for testing.
- d) If the trainee fails in any section on this form, write “failed” on the appropriate line and continue testing on all additional sections until the skill test portion of this form is completed. If the trainee fails in any section on this form, the trainee has failed the motor-skill portion of the course. Remember, one retest is allowed in the motor-skill area upon receiving proper authorization from the Criminal Justice Standards Division.
- e) There will be start and end time blanks for each section to help you keep up with the total time used.

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2. Sections A and B

Both lines under sections A and B should be initialed by the instructor as the trainee explains sections A and B. (Sections A and B shall be explained by the trainee without power to the Time-Distance instrument).

3. Section C

- a) Section C should be initialed by the instructor as the trainee performs each step. If any of the steps under Section C is not applicable to the particular Time-Distance instrument being used by the trainee, do not leave blank, write N/A (not applicable) on the line.
- b) Deviation: Record any significant deviation between the instructors (target vehicle) and the trainees (patrol vehicle).

4. Section D (1-5) - Road Test Procedures

- a) Each trainee must be informed as to exactly what they are being tested on and what is expected of them. Instructor must explain the skill test form to the trainee. Once the road test starts, their will be no practicing allowed in that mode/configuration.
- b) The road test must be conducted on the same make and model time-distance instrument as identified on the front of the skill test form used for the road test.
- c) Trainee may have a maximum of ten (10) ////////// clocks disregarded because of trainee error prior to any communication of the time-distance speed readouts. Each disregarded clock should be recorded.
- d) Trainee shall conduct five (5) consecutive clocks on the target vehicle in each of the five (5) configurations (1 through 5) for a total of twenty-five (25) clocks with no one error in excess of ± 2 mph.
- e) Start time: Instructor writes time test starts in space provided.
- f) 5 consecutive clocks: Instructor initials to indicate trainee made 5 consecutive clocks.

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- g) Target Vehicle: Speed as displayed in the target speed window of the time-distance instrument located in the instructor vehicle.
(After adjustment for equipment differences - deviation).
- h) Patrol Vehicle: Speed as displayed in the target speed window of the time-distance instrument located in the trainee vehicle.
- i) MPH Error: Difference between the Target Vehicle speed and the Patrol Vehicle speed.
- j) End time: Instructor writes time test ends in space provided. You will need to tally the total time used in these configurations to determine that the student has successfully completed the road test once all five configurations are completed.
- k) Total Error: Instructor writes the sum of the (five) MPH Errors in the space provided.

5. Restart (Same Day)

Trainee may be allowed to restart on the following:

- a) On as many as two (2) different clocking configurations in which the clocking error is more than ± 2 mph, “OR”
- b) On as many as two (2) different clocking configurations in which the average error exceeds .750. (If overall error exceeds 18.7 mph), “OR”
- c) On as many as one (1) clocking configurations in which the total testing time exceeds 1 hour and it must be the one configuration having the highest amount of used time, “OR”
- d) On one (1) clocking configuration in which the clocking error is more than ± 2 mph and one (1) clocking configuration in which the average error exceeds .750.

6. Errors

- a) Record errors for each configuration in the spaced provided.

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- b) Record sum of errors (configurations 1-5) in space marked TOTAL ERROR ON 25 CLOCKS.
- c) Total error on 25 clocks must not exceed 18.7 mph or an average error of not more than .750. No one error in excess of plus/minus two (2) mph.
- d) Record the “rounded down” minutes of total testing time used by the student after adding the time taken for the sign-off, calibration routine, and five configurations by documenting the time in the space marked “TOTAL TIME OF TESTING” followed by the instructor certification that the student passed or failed this requirement.

7. Citation

Must be completed and signed by the instructor whether or not the trainee has demonstrated 100% competence. The instructor must write in “has not” on the blank line if the trainee fails the motor-skill test in any section. If the trainee passes all sections, write in “has” on the blank line. If more than one instructor tests the trainee on the same time-distance instrument, all instructors must sign the citation. The trainee shall sign-off on the time-distance instrument in which he/she will road test immediately prior to the road test.

C. Procedures for Skill Testing and Completion of Form “SMI 3A”

1. Front

- a) Every line should be filled in and contain correct information, Name, DOB, and Social Security Number, etc.
- b) Description of the Time-Distance instrument must be described as it appears on the Approved Instrument List.
- c) Do not use a malfunctioning Time-Distance instrument for testing.
- d) If the trainee fails in any section on this form, write “failed” on the appropriate line and continue testing on all additional sections until the skill test portion of this form is completed. If the trainee fails in any section on this form, the trainee has failed the motor-skill portion of the course. Remember, one retest is allowed in the

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motor-skill area upon receiving proper authorization from the Criminal Justice Standards Division.

2. Sections A and B

Both lines under sections A and B should be initialed by the instructor as the trainee explains sections A and B. (Sections A and B shall be explained by the trainee without power to the Time-Distance instrument).

3. Section C

Section C should be initialed by the instructor as the trainee performs each step. If any of the steps under Section C is not applicable to the particular Time-Distance instrument being used by the trainee, do not leave blank, write N/A (not applicable) on the line.

4. Citation

Must be completed and signed by the instructor whether or not the trainee has demonstrated 100% competence. The instructor must write in “has not” on the blank line if the trainee fails the motor-skill test in any section. If the trainee passes all sections, write in “has” on the blank line. If more than one instructor tests the trainee on the same time-distance instrument, all instructors must sign the citation.

D. Procedures for Skill Testing and Completion of Form “SMI 3B”

The trainee only has to retest in the area of his deficiency. Remember, this is the one retest allowed in the motor-skill area. Stress the importance of being prepared prior to the trainee testing.

1. Front

- a) Every line should be filled in and contain correct information, Name, DOB, and Social Security Number, etc.
- b) Write the date of the original test in the space provided.
- c) Description of the Time-Distance instrument must be described as it appears on the Approved Instrument List.
- d) Do not use a malfunctioning Time-Distance instrument for testing.

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- e) If the trainee fails in any section on this form, write “failed” on the appropriate line and continue testing on all additional sections until the skill test portion of this form is completed. If the trainee fails in any section on this form, the trainee has failed the motor-skill portion of the course. Remember, this is the one allowable retest, so stress to the trainee the importance of being prepared.

2. Sections A and B

If sign-off is applicable: Both lines under sections A and B should be initialed by the instructor as the trainee explains sections A and B. (Sections A and B shall be explained by the trainee without power to the Time-Distance instrument).

3. Section C

- a) If sign-off is applicable: Section C should be initialed by the instructor as the trainee performs each step. If any of the steps under Section C is not applicable to the particular Time-Distance instrument being used by the trainee, do not leave blank, write N/A (not applicable) on the line.
- b) Deviation: Record any significant deviation between the instructors (target vehicle) and the trainees (patrol vehicle).

4. Section D (1-5) - Road Test Procedures

- a) Each trainee must be informed as to exactly what they are being tested on and what is expected of them. Instructor must explain the skill test form to the trainee. Once the road test starts, their will be no practicing allowed in that mode/configuration.
- b) The road test must be conducted on the same make and model time-distance instrument as identified on the front of the skill test form used for the road test.
- c) Trainee may have a maximum of five (5) ///// clocks disregarded because of trainee error prior to any communication of the time-distance speed readouts. Each disregarded clock should be recorded.

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5. Retest - Configuration

- a) Print the configuration the trainee is retesting in on the line provided. Trainee is only allowed to retest on the specified number of configurations as described on the back of Form SMI 3B.
- b) Trainee shall conduct five (5) consecutive clocks on the target vehicle in each of the configurations, in which he/she is retesting, with no one error in excess of ± 2 mph.
- c) Start time: Instructor writes time test starts in space provided.
- d) 5 consecutive clocks: Instructor initials to indicate trainee made 5 consecutive clocks.
- e) Target Vehicle: Speed as displayed in the target speed window of the time-distance instrument located in the instructor vehicle. (After adjustment for equipment differences - deviation).
- f) Patrol Vehicle: Speed as displayed in the target speed window of the time-distance instrument located in the trainee vehicle.
- g) MPH Error: Difference between the Target Vehicle speed and the Patrol Vehicle speed.
- h) End time: Instructor writes time test ends in space provided.
- i) Total Error: Instructor writes the sum of the (five) MPH Errors in the space provided.

6. Errors

In regards to the total errors from the original test form and the retest, exclude the total errors from the configurations on the original test form in which the trainee retested. List the total errors from the retest configurations in place of the excluded total errors. Calculate the total errors. If the new total error is more than 18.7 mph or one clocking error is more than ± 2 mph, the trainee has failed the motor-skill portion of the course. The trainee will not be recommended for certification. Trainee shall enroll and complete a subsequent Time-Distance Operator Training Course in its entirety before further examination may be permitted.

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Likewise, if the purpose for retest is based on failing to meet the time requirement, the one configuration having the highest amount of time should be utilized to retest and attempt to lower the total time of testing. The original sign-off and calibration routine time and the lowest four configuration times should be transferred to the retest form, as the original time used in the one highest timed configuration is about to be subject to retest.

7. Citation

Must be completed and signed by the instructor whether or not the trainee has demonstrated 100% competence. The instructor must write in “has not” on the blank line if the trainee fails the motor-skill test in any section. If the trainee passes all sections, write in “has” on the blank line. If more than one instructor tests the trainee on the same time-distance instrument, all instructors must sign the citation. If the sign-off is applicable, the trainee shall sign-off on the time-distance instrument in which he/she will road test immediately prior to the road test.

E. Procedures for Skill Testing and Completion of Form “SMI 4”

Form SMI 4 shall be used to evaluate the ability of the trainee to obtain two (2) sets of six (6) consecutive speed estimates with a total error on 12 speed estimates not to exceed 42 mph or an average error of not more than 3.5. (One set stationary and one set moving). No one error in excess of ± 12 mph. No more than one (1) SMI 4 may be used for each trainee. If a retest is necessary, use form SMI 2d. The SMI 4 form used must be attached to the trainee’s time-distance skill test form.

Form SMI 4 shall only be used during the time-distance operator course or the time-distance instructor courses. If the trainee is attending a combination RADAR/Time-Distance course, the SMI 3 shall be used for the time-distance road test and the SMI form appropriate for the RADAR instrument the trainee is road testing on shall be used to evaluate the ability of the trainee to obtain twelve (12) speed estimates. (Either SMI 2A, 2B or 2C)

A .5 hour (30 minute) time limit has been established for speed estimate testing as well. The SMI-4 has “start,” “end,” and “total time” blanks to assist you in keeping time during testing. At the end of the testing, the instructor shall add the testing time used in the two configurations. If the student is exceeding the allowable time limit, they will be dismissed from the course as no RETEST applies to a time limit failure. The SMI Instructor may stop testing once the time limit has been reached.

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1. Front

- a) Every line should be filled in and contain correct information, Name, DOB, and Social Security Number, etc.
- b) Description of the speed measuring instrument must be described as it appears on the Approved Instrument List.
- c) Do not use a malfunctioning speed measuring instrument for testing.
- d) If the trainee fails in any section on this form, write “failed” on the appropriate line and continue testing on all additional sections until the skill test portion of this form is completed. If a retest is necessary, use form SMI 2d.

2. Road Test Procedures and Speed Estimates

- a) Each trainee must be informed as to exactly what they are being tested on and what is expected of them. Instructor must explain the skill test form to the trainee. Once the road test starts, their will be no practicing allowed in that mode.
- b) Instructors will not identify target vehicles, or lock the speed readings. The target window will be covered during the road test so the trainee cannot view the target window readings prior to estimating the speed (orally) and locking the target speed. A trainee not wanting a clock must say so (orally) and must not uncover the target window until he has cleared the speed reading. If the trainee wishes to take a reading, the trainee is to orally give an estimate of the target vehicle’s speed at any time prior to viewing the (locked) target window. Removing the covering from the target window is the responsibility of the trainee.
- c) The road test must be conducted on the same make and model speed measuring instrument as identified on the front of the skill test form used for the road test.
- d) The trainee should be road-tested in the same area they received their practice.

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- e) The speed zone the trainee is tested in should be a zone that is realistic to their jurisdiction, but cannot be less than 35 mph. No testing in speed zones less than 35 mph.
- f) Target vehicles used during testing will not be law enforcement or trainee vehicles. No clocking of the same target vehicle twice. No emergency flashers or other emergency lights shall be utilized on the law enforcement vehicle(s) engaged in the testing and/or practice.

3. Stationary Mode

- a) Once trainee begins to test in this mode, no more practice is allowed.
- b) Start time: Instructor writes time test starts in space provided.
- c) 6 consecutive clocks: Instructor initials to indicate trainee made 6 consecutive clocks/estimates.
- d) RADAR Target Speed: Speed display in the “locked” target speed window.
- e) Trainee Estimate: Must be given any time prior to trainee seeing the locked target speed.
- f) MPH Error: Difference between the Radar Target Speed and the Trainee Estimate.
- g) End time: Instructor writes time test ends in space provided.
- h) Total Error: Instructor writes the sum of the (six) MPH Errors in the space provided.

4. Moving Mode - Opposite Direction

- a) Once trainee begins to test in this mode, no more practice is allowed.
- b) Start time: Instructor writes time test starts in space provided.
- c) 6 consecutive clocks: Instructor initials to indicate trainee made 6

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consecutive clocks/estimates.

- d) RADAR Target Speed: Speed display in the Alocked@ target speed window.
- e) Trainee Estimate: Must be given any time prior to trainee seeing the locked target speed.
- f) MPH Error: Difference between the Radar Target Speed and the Trainee Estimate.
- g) End time: Instructor writes time test ends in space provided.
- h) Total Error: Instructor writes the sum of the (six) MPH Errors in the space provided.

5. Restart (Same Day)

Trainee may be allowed to restart in one (1) of the above configurations in which the average of the six clocks in the configuration exceeds 3.5. This restart applies only if the overall total error (on 12 clocks) exceeds 3.5 mph or 42 mph. Trainee may also be allowed to restart in one (1) of the above configurations if the total testing time exceeds .5 hour (30 minutes). Trainee may also be allowed to restart if one clocking error is more than $\pm$ 12 mph.

Example: Trainees estimates in stationary mode - front antenna are 5, 6, 5, 7, 4, 0. The trainees total error is 27 mph. The average error on the six clocks is 4.5.

Trainee's estimates in moving mode - front antenna, opposite lane are 2, 3, 4, 6, 1, 0. The trainee's total error is 16 mph. The average error on the six clocks is 2.6.

The trainees total error on the 12 clocks is 43 mph because $27 + 16 = 43$. 43 mph or 3.6 exceeds 42 mph or 3.5, so the student must restart (same day) in an attempt to bring his average down.

The trainee may restart in the stationary configuration because his average error on the six clocks is 4.5 which exceed 3.5.

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The trainee may not restart in the moving mode configuration because his average error on the six clocks is 2.6 which does not exceed 3.5.

The trainee restarts (same day) and the restart estimates are 1, 0, 4, 5, 7, 2. The trainee's total error is 19 mph. We now have 19 mph + 16 mph which gives us a total error of 35 mph on 12 clocks, so the trainee has passed the motor-skills examination.

If the trainee completes 12 speed estimates with a total error of 44 miles per hour in 31 minutes, he/she will need to restart in the mode with the highest individual testing time, but will also need to lower his total error on the estimates in addition to lower his total testing time to at or below the required limit at the same time! Failing to accomplish either of these requirements will result in the failure of the student and his/her subsequent dismissal from the course.

6. Citation

Must be completed and signed by the instructor whether or not the trainee has demonstrated 100% competence. The instructor must write in "has not" on the blank line if the trainee fails the motor-skill test in any section. If the trainee passes all sections, write in "has" on the blank line. If more than one instructor tests the trainee on the same speed measuring instrument, all instructors must sign the citation.

F. Configurations

1. Following, Approach from Rear, and "T" Intersection Clocks

The testing instructor will simultaneously switch both time and distance switches in the target vehicle on or off upon receiving notice from the trainees vehicle that the timing of the target vehicle has started or stopped.

2. Meeting Clocks

The testing instructor will simultaneously switch both time and distance switches in the target vehicle on or off upon receiving notice from the trainees vehicle that the timing of the target vehicle has started or stopped. Exception: As the two vehicles pass (opposite directions) the instructor

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will do his own simultaneous switching of both switches on or off (when the two vehicles are properly aligned) without using the notice from the trainee's vehicle.

3. Parked Pre-Measured Clocks

The instructor shall ascertain from the trainee the reference points to be used on each end of the pre-measured course and do his own simultaneous switching of both time and distance switches on and then off as the target vehicle travels through the pre-measured course.

III. Conclusion

- A. Summary
- B. Questions
- C. Closing Statement