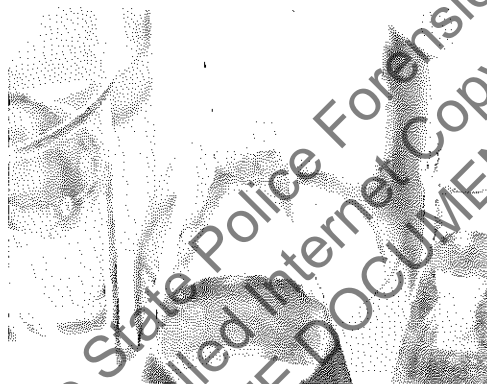


Idaho State Police Forensic Services

Approval for Quality System Controlled Documents



Discipline/Name of Document: Breath Alcohol

3.0 ISP Regional Breath Testing Coordinator Training

Revision Number: 0

Issue Date: 6/28/2010

APPROVED BY:


Quality Manager

6/28/2010
Date Signed

Checklist Submitted and Checked

WJG

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Idaho State Police Forensic Services

Alcohol Discipline Training Plan

3.0 Analyst Training Regional Breath Testing Coordinator

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3.1 GENERAL TRAINING OBJECTIVES3.1.1 Introduction

This section is intended to serve as a guide for an Idaho State Police Forensic Services (ISPFS) analyst training to perform the duties of a Regional Breath Testing Coordinator (RBTC) within the Idaho State Police Forensic Services. The subsections address other related issues including general aspects of ISP Forensics Services, its quality program, safety, court testimony, teaching, administrative rules for breath testing, instrument calibration, solution calibration, and issues related to expert knowledge of the subject material. In order to address questions in court, the analyst must possess knowledge of the pharmacology of ethanol and related compounds, field testing to detect impairment and the associated Idaho Codes. The references cited and all accessible literature should be consulted as necessary.

3.1.2 Approach to Training

- 3.1.2.1 To facilitate the over-all process, training within different subsections of this plan need not occur in order.
- 3.1.2.2 Answers to training plan questions may be provided verbally and/or in written form. This choice is at the discretion of the trainer. Documentation of completion shall be within the training plan topic sign-off and retained in the trainee records.

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3.1.2.3 The final mock trial will cover all aspects of the subsections, but need not be completed prior to individual sub-discipline sign off. The trainee must complete the final mock trial before testifying as an expert in court.

3.1.3 Continual Awareness of Relevant Literature

The new or experienced analyst is reminded that this training plan only addresses the core of training for volatiles analysis. After the completion of training, the analyst is responsible for keeping their knowledge current through continual literature review. This should include relevant journals, newsletters and text books.

3.2 LABORATORY SYSTEM INTRODUCTION

3.2.1 Goal(s): This is an introduction to the Idaho State Police as an organization, the Forensic Services laboratory, the Alcohol Section and the policies and procedures which guide the laboratory's operations. This section also covers the requirement to have general knowledge of the other disciplines within ISP forensics, which can be gained through previous education, training, reading, job shadows, or successful completion of ABC general diplomat accreditation. Documentation of ISPFSS knowledge shall be included in the trainee records and approved by the discipline leader. Knowledge base is graded at the sole discretion of the discipline leader. Successful completion of this section is required of all permanent employees in the Alcohol Section.

3.2.2 Orientation to Laboratory/ISP Facility
____/____ (Analysts initials/Trainers Initials)

3.2.3 Laboratory Security and Confidentiality
____/____

3.2.4 Demonstrates knowledge of other disciplines within ISP forensics.
____/____

3.2.5 Background Reading

1. Idaho State Police Employee Handbook.
____/____

2. Idaho State Police Forensic Services ISO/IEC 17025:2005 Compliant Quality/Procedure Manual (Passing grade on test required).
____/____

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3. Idaho State Police Forensic Services Health and Safety Manual (Passing grade on test required).

_____/_____
/

3.3 COURT TESTIMONY

- 3.3.1 **Goal(s):** The goal of this section is to make certain that the individual is capable of testifying as an expert witness and is competent in that role. The individual must possess the professional decorum and attitude necessary to succeed when challenged by officers of the court.

- 3.3.2 General courtroom testimony training must be taken as part of formal education, be provided by an experienced individual, and be documented prior to testifying as an RBTC.

_____/_____
/

- 3.3.3 Specific courtroom testimony training to Breath Alcohol must be provided to each trainee. This courtroom training shall include (at a minimum) the presentation of statistics and uncertainty of measurement, the presentation of instrument specific information, and the presentation of general knowledge related to Breath Alcohol.

_____/_____
/

- 3.3.4 The trainee must monitor another RBTC/Discipline Leader's testimony (This requirement may be completed at any time and is not required before training is complete).

_____/_____
/

- 3.3.5 The trainee may testify as a material witness regarding instrument calibration following a mock technical court and being signed off for instrument calibration (see section 3.4.7). A trainee must complete a final mock court and have all training completed before testifying as an expert witness in Breath Alcohol (see section 3.6.12).

_____/_____
/

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3.4 INSTRUMENT CALIBRATION

3.4.1 **Goal(s):** To establish the expertise of the trainee in their ability to accurately and precisely recertify the available evidentiary instruments in use within the State of Idaho.

3.4.2 The trainee needs to familiarize themselves with the instruments used for evidentiary breath alcohol testing in the State of Idaho. This currently includes the Lifeloc FC20, the Alcosensor III, and the Intoxilyzer 5000/5000EN. Knowledge will be demonstrated during their BTS Classes, and through the technical mock trial and its successful completion.

3.4.3 Background reading:

3.4.4.1 Lifeloc FC20 Users manual and reference manuals.

3.4.4.2 Alco sensor III operator reference manual.

3.4.4.3 Intoxilyzer 5000 operator reference manual.

3.4.4.4 Calibration Analytical Method (s).

3.4.4.5 Medical-legal aspects of Alcohol, by James Garriot, 4th edition

3.4.4.6 Course Materials from the Robert F Borkenstein Course on Alcohol, Drugs and Highway Safety: Testing Research and Litigation, Various Authors.

3.4.4 Trainee must possess the general knowledge of each instrument and their basic operation. This shall include the calibration process. Knowledge will be demonstrated during their technical mock trial and successful completion.

3.4.5 The trainee must demonstrate the ability to operate the instrument to obtain a valid breath alcohol sample using a simulator. This shall include the calibration procedure for each instrument. Completion will be documented upon finishing at least 10 successful supervised calibrations.

3.4.6 Competency testing in each instrument will be completed satisfactorily by the trainee. This will be accomplished through checking the calibration of instruments that the trainee has adjusted. A minimum of 5 instruments needs to be rechecked by the discipline leader/trainer.

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- 3.4.7 Passage of a mock technical court with respect to the calibration process is demonstration of passage of the section.
____/____

3.5 SOLUTION AUTHENTICATION

- 3.5.1 **Goal(s):** To establish the expertise of the trainee in their ability to accurately and precisely analyze the alcohol simulator solutions which are provided by an external vendor. This section is only applicable to those individuals in laboratories currently performing solution authentications.
____/____
- 3.5.2 For section requirements and training guidelines, see Section 2 -Volatiles Tox Training Plan.
____/____
- 3.5.3 Review Section 1 of the Breath Alcohol analytical method and be able to explain how solutions are approved or rejected. Be able to explain the statistical evaluation of the data performed by the Alcohol Discipline Leader.
____/____

3.6 PRINCIPLES OF BREATH TESTING EXPERTISE

- 3.6.1 **Goal(s):** To establish the expert knowledge of the trainee in order to effectively perform their duties within the State of Idaho. Completion of this section will establish that the individual possesses the knowledge and the ability to understand complex scenarios that may be brought up in a courtroom as well as the ability to think quickly when presented with a potential situation for the first time.
____/____
- 3.6.2 Trainee shall satisfactorily complete the Robert F. Borkenstein Course on Alcohol and Highway Safety (or comparable course approved by the Alcohol Discipline Leader in advance).
____/____
- 3.6.3 Read all of the analytical methods for the Alcohol Program.
____/____
- 3.6.4 Read all of the external SOP's for the Alcohol Program.
____/____

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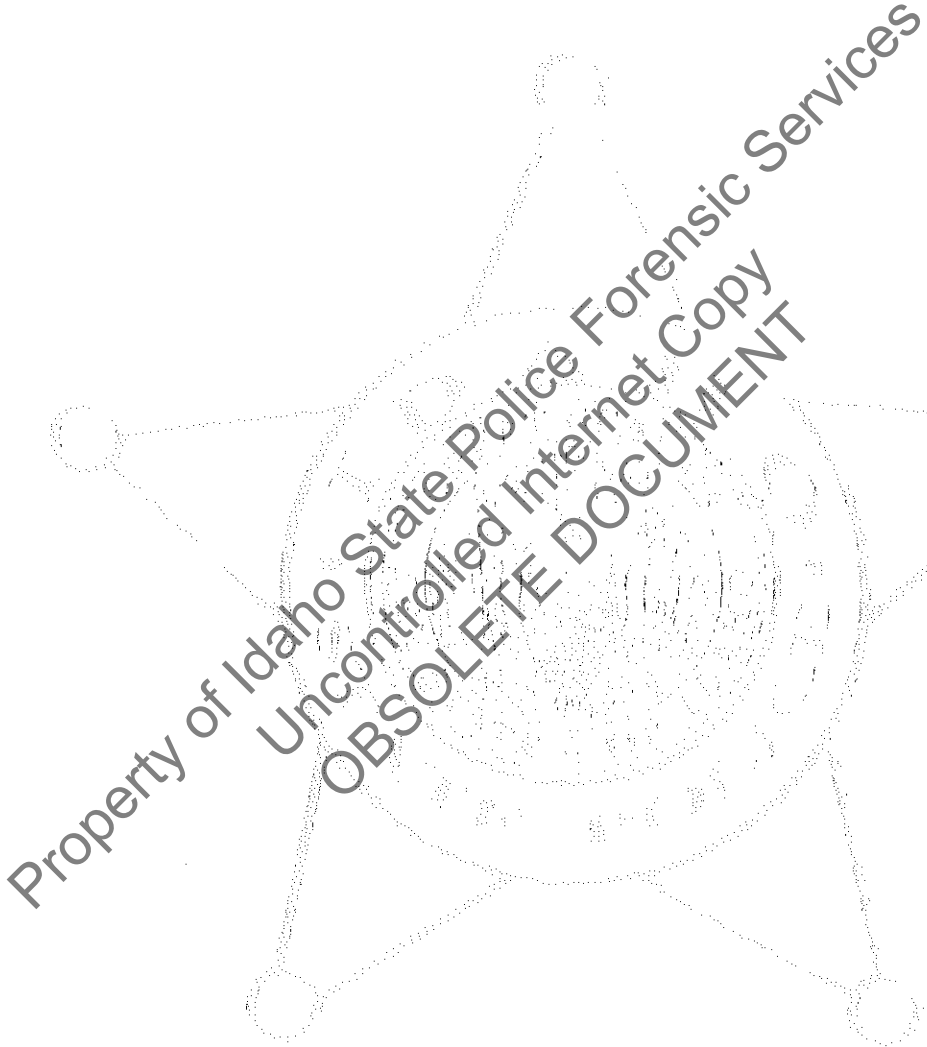
- 3.6.5 Satisfactorily complete the Idaho ISPFS BTS class from an approved instructor. Sign the Idaho P.O.S.T. roster as an attendee.
____/____
- 3.6.6 Co-teach an Idaho ISPFS BTS class with an approved instructor. This will require teaching one of the sections for each day of class while the trainer/instructor observes and is available for clarification on difficult topics. Both the trainee and the instructor will sign the P.O.S.T roster signifying that they taught the class. Any incorrect statements will be corrected by the trainer immediately during the course. The trainer will provide feedback to the trainee after the instruction.
____/____
- 3.6.7 Apply to be a POST certified instructor in the area of breath testing.
____/____
- 3.6.8 Independently teach a class that is audited by a current RBTC/Discipline Leader. Any incorrect statements will be corrected by the trainer immediately during the course. The trainer will provide feedback to the trainee after the instruction and any deficiencies will be addressed before this section is signed off as completed.
____/____
- 3.6.9 Trainee shall have formal education in statistics and demonstrate they have a working knowledge of the principles of statistical evaluation of data. Trainee shall have at least the equivalent of a three semester credit hour course in statistics, one approved 40 hour continuing education course in statistics, or a combined 40 hours of continuing education statistics courses approved by the Discipline Leader. Such concepts shall include accuracy, precision, standard deviation, confidence intervals, uncertainty of measurement, and coefficient of variation.
____/____
- 3.6.10 Background Reading
1. Idaho Code 18-8004.
 2. IDAPA 11, Title 03, Chapter 01: Idaho State Forensic Laboratory Rules Governing Alcohol Testing.
____/____

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- 3.6.11 A competency test over the analytical methods, technical elements, and statistical information must be successfully completed.
 ___/___

- 3.6.12 Completion of this section will culminate in a successfully evaluated final mock trial.
 ___/___



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Topic Completion Sign-off

3.2 LABORATORY SYSTEM INTRODUCTION

Date of Completion

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Trainer

3.3 COURT TESTIMONY

Date of Completion

Analyst in Training

Trainer

3.4 INSTRUMENT CALIBRATION - RC20

Date of Completion

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3.4 INSTRUMENT CALIBRATION - ALCOSENSOR III

Date of Completion

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3.4 INSTRUMENT CALIBRATION – INTOXILYZER 5000

Date of Completion

Analyst in Training

Trainer

3.5 SOLUTION AUTHENTICATION

Date of Completion

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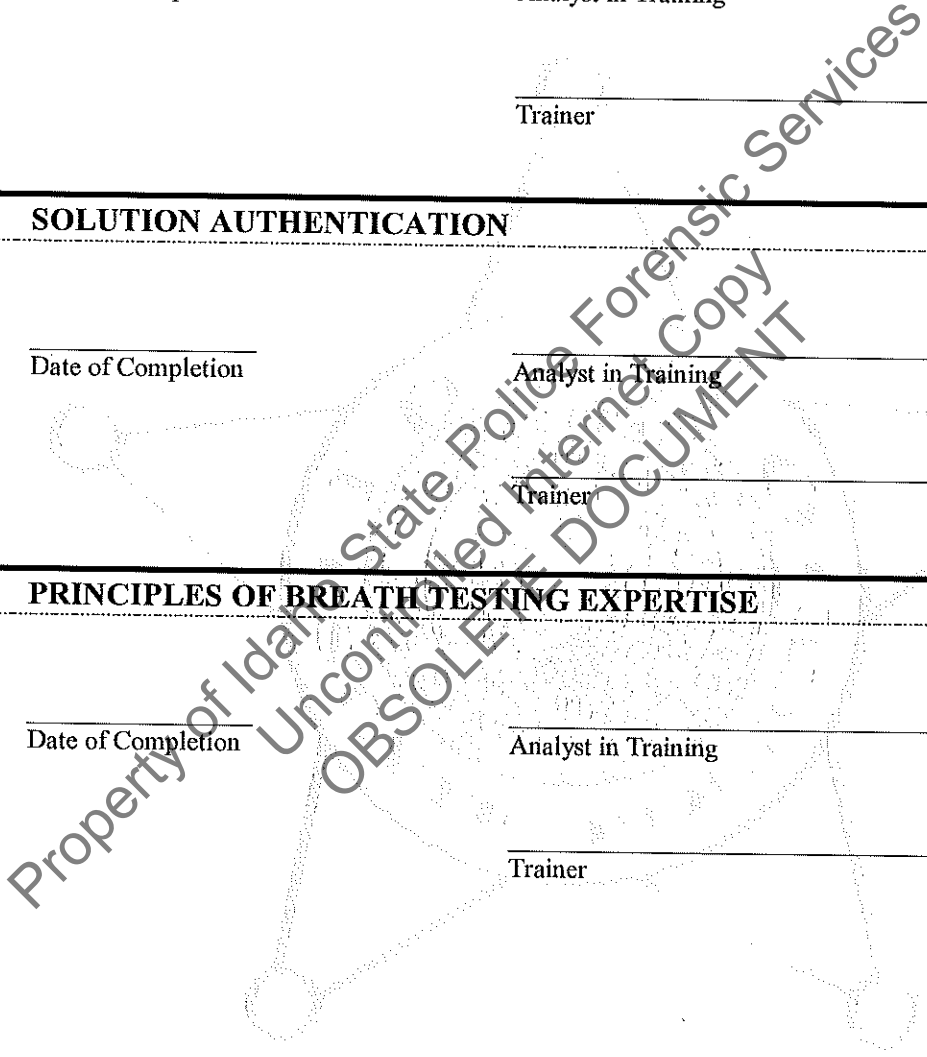
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3.6 PRINCIPLES OF BREATH TESTING EXPERTISE

Date of Completion

Analyst in Training

Trainer



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0	05-28-2010	Original Issue

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