

Notes for the Trainer

On-Site Training

Intoxilyzer® S-D5 (Five) Using Gas Standards

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INTOXILYZER®



S-D5

Intoxilyzer® S-D5 (Five) Initial Training Information

Upon receipt of this information, your agency should have one or more of the new Intoxilyzer® S-D5 (Five) instruments. Please read through the following information regarding usage training.

Purpose of the training:

In order to maintain a breath program in our state, we must have trained operators available to operate/calibrate instruments throughout the state. The following on-site training format allows for training to be done locally, is cost effective, and allows lab staff to remain in the lab performing analysis and assisting officers. By successfully completing this training course, officers will be certified as Intoxilyzer® S-D5 (Five) operators (Class 7) according to NDCC Sections 20.1-15-15 and 39-20-14.

Officer eligibility for certification:

You must be currently employed as a law enforcement officer in North Dakota. No prior or current chemical test operator certification is necessary.

Items your agency should have on hand for training:

1. Intoxilyzer® S-D5 (Five) device(s)
2. Instrument mouthpieces
3. Training DVD
4. Training documents:
 - A) ND Intoxilyzer® S-D5 (Five) Chemical Test Operator Instructions
 - B) Intoxilyzer® S-D5 (Five) Screening Device Quiz
 - C) Approved Method for Operating the Intoxilyzer® S-D5 (Five)
 - D) Chemical Test Operator Information and Certification Acknowledgement
 - E) Instructor's Report of Certified Law Enforcement Training (POST Board)*

Training document preparation:

Make one copy of the following documents for each officer being trained:

1. ND Intoxilyzer® S-D5 (Five) Chemical Test Operator Instructions
2. Intoxilyzer® S-D5 (Five) Screening Device Quiz
3. Approved Method for Operating the Intoxilyzer® S-D5 (Five)
4. Chemical Test Operator Information and Certification Acknowledgement

If requested, the following instrument manufacturer's guides can also be downloaded, viewed, and printed directly from the training DVD:

1. Intoxilyzer® S-D5 (Five) Operator's Guide
2. Intoxilyzer® S-D5 (Five) Quick-Start Guide
3. Intoxilyzer® S-D5 (Five) Trouble Shooting Guide

Training instructions:

You will want to view the DVD presentation prior to training (see "Instructions for Viewing...").

1. Have each operator view the DVD presentation
2. Have each operator complete a Chemical Test Operator Information and Certification Acknowledgement
3. Have each operator complete the Intoxilyzer® S-D5 (Five) Screening Device Quiz (**not to be confused with the quiz available on the DVD**)
4. Have each operator complete and sign the Instructor's Report of Certified Law Enforcement Training (POST Board)*
5. Have each operator retain a copy of the Approved Method for Operating the Intoxilyzer® S-D5
6. Have each operator retain a copy of the Chemical Test Operator Instructions

Note: After training has been completed, please do not return the DVD to our office. Your agency should retain the DVD presentation and a copy of the training documents for future training needs.

Returning training documents:

After operators have completed their training, the following documents will need to be returned to our office for each operator:

1. Chemical Test Operator Information and Certification Acknowledgement
2. Intoxilyzer® S-D5 (Five) Screening Device Quiz
3. Instructor's Report of Certified Law Enforcement Training (POST Board)*

***Note:** We have been informed that POST Board training credit will only apply if a department administrator or a POST Board-certified instructor monitors training and signs the Post Board form. Upon receipt of your completed Post Board form, we will forward a copy of the report to the POST Board Office.

Instructions for Viewing the Intoxilyzer® S-D5 (Five) DVD

Listed below are the computer requirements for viewing the training DVD:

1. 600 MHz or greater Intel Pentium processor or equivalent
2. Windows 98 SE, Windows Millennium, Windows NT 4.0 with Service Pack 5, Windows 2000, or Windows XP
3. Adobe Acrobat Reader for Windows (version 7 or above strongly recommended)
4. QuickTime for Windows (version 6 or above strongly recommended)
5. 256 MB of RAM, 200 MB of available hard-disk space, and a CD-ROM drive

Downloading Adobe Acrobat and QuickTime document readers:

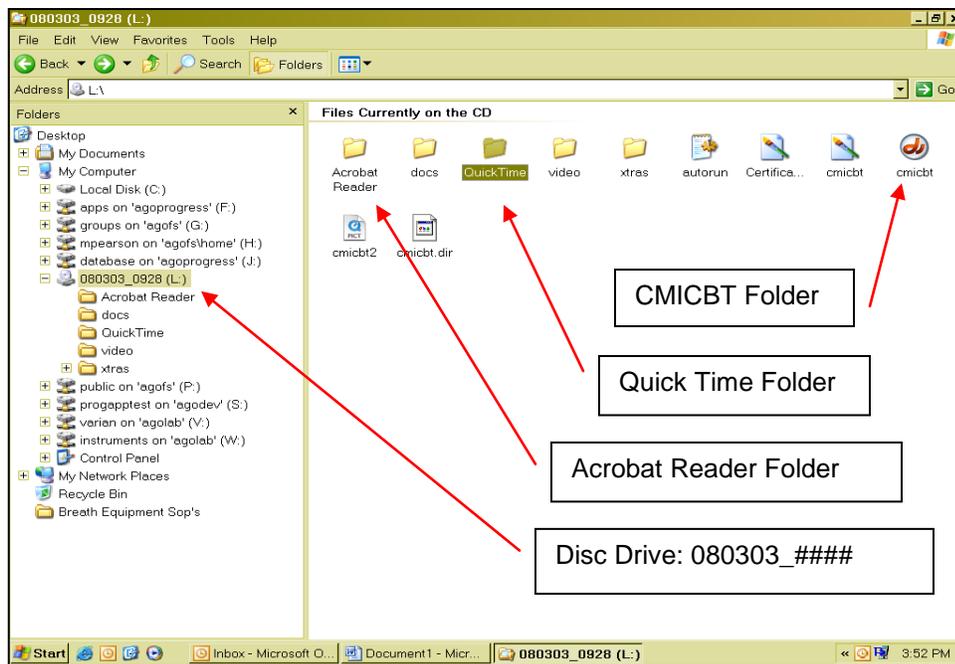
Both Adobe Acrobat Reader and QuickTime document reader programs can be downloaded from the DVD onto your computer if you do not already have these programs installed.

Note: Be sure to load a reader program, load the presentation, and view it in advance of the training class.

1. Find these program files by using the “start” then “search for files or folders” feature, the “start” then “run” feature, or Windows Explorer feature of your computer.
2. Insert the DVD into the drive.
3. Select the disc drive where your disc is running. In the following example, the DVD is in drive (L:).
4. Locate the two folders containing Acrobat Reader or QuickTime.
5. Right click on the folder to open.
6. When the file opens, double click on the install icon and allow your computer to download the program(s).
7. After downloading the file(s), the DVD should now be available to be viewed.

Loading the Presentation:

The video may perform an “auto run” as you insert the disc into the drive. If not, you may open it manually by using the “start” then “search for files or folders” feature, the “start” then “run” feature, or Windows Explorer feature of your computer to find the file you must use to load the program. You will be opening the file labeled “cmicht.exe” as shown.



Navigational tools:

The following panes show several of the buttons or keys which will help you view the presentation.

Note: At any time, you may stop the film and return to the beginning by hitting the “escape” key on your computer keyboard.



Main Menu:

Allows you to select which section to view

Each Operator must view only 2 (two) sections

- Operational Training
- Calibration Training

Additionally:

If you wish to print guides see:

- Product Documentation

If you wish to view ordering information (supplies etc.) see:

- Company Info

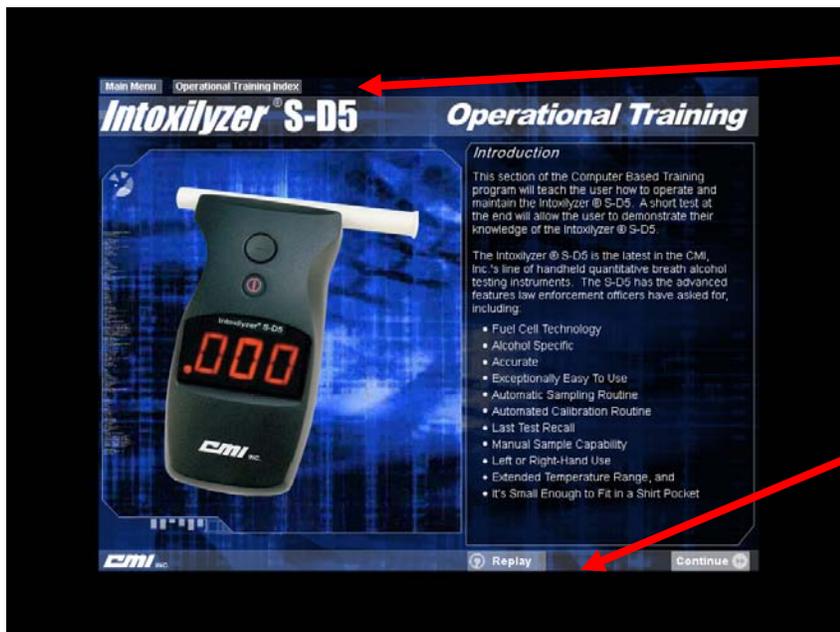


Continue:
Allows you to advance the video to the next selection



Review Last Section:
Allows you to view the last section again

View This Section:
Clicking on the button allows you to begin viewing.

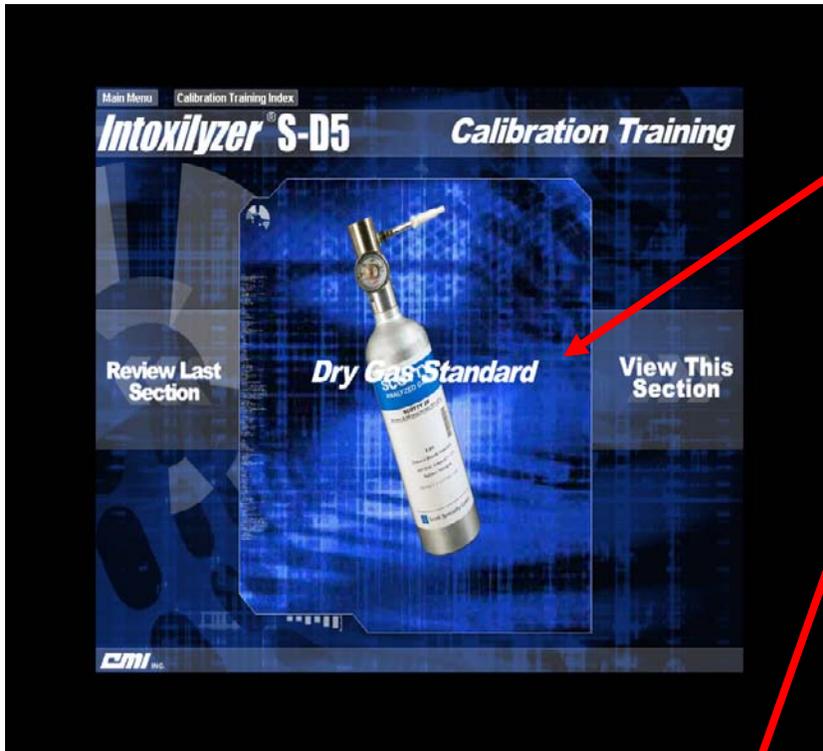


Section Index Tab:
Clicking on the tab will take you to the section index.

Replay:
Clicking on this allows you to begin viewing the section over again.

Calibration of your instrument:

When you get to the calibration portion of the training disk, **click on the “Calibration Training Index” tab instead of the “View this Section” button.** This will shorten the training video as **you will be skipping the “Wet Bath Simulator” calibration section of the video and selecting the “Dry Gas Standard” section here.** Click on the words “Dry Gas Standard” and continue viewing through the end of the training video.



View Dry Gas Standard Section Only:

Do **not** view the “Wet Bath Simulator” section of the video.



Testing:

Use the test provided on the DVD as a “discussion tool only.” Click on “submit” to start the test. When the video asks you to print the certificate, exit the test by hitting the “escape” key on your computer keyboard.

Note: The operators must complete and return the Intoxilyzer® S-D5 (Five) Screening Device Quiz provided in the trainer’s packet of materials. The Crime Laboratory will issue the certificate necessary for North Dakota certification.



Test:

Click on “submit” to start the test and “escape” on your keyboard to exit.

Exiting Training:

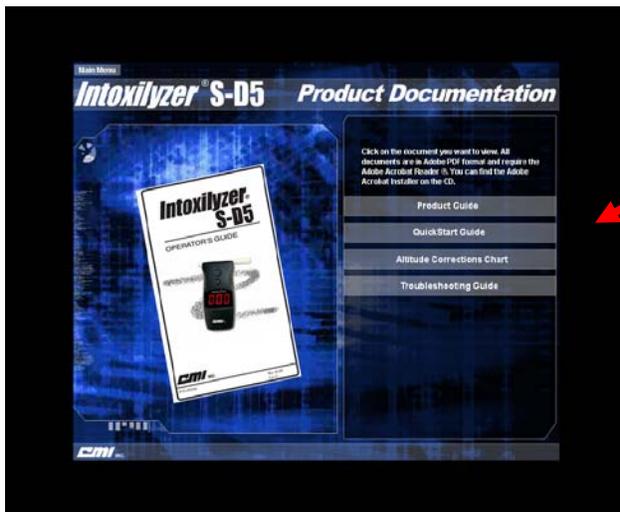
To exit the video, go back to the main menu and depress the exit button or depress the “escape” button on your computer keyboard

Printing optional guides from CMI, Inc.:

Trainers can print documents if requested. You will need to go to the “Main Menu” then to “Product Documentation Section” of the video.

Product documentation contains:

1. Product Guide (34 pages)
2. Quick Start Guide
3. Troubleshooting Guide
4. Altitude Correction Guide (Note: This pertains to dry gas standards use only)



Guide Printing:

Click on the soft button and print the PDF file of each of the document(s) requested.

