

BOARD OF TESTS FOR ALCOHOL AND DRUG INFLUENCE



ANNUAL PLAN

February 2, 2016

Executive Summary

In 2016, the Board of Tests for Alcohol and Drug Influence (BOT) will continue its efforts to modernize and integrate the State's breath testing and ignition interlock programs.

BOT will continue to grow into its role as a leader in the State's efforts to eliminate impaired driving. In that regard, BOT will participate in inter-agency initiatives to decrease the incidence of impaired driving. Specifically, BOT will support relevant activities identified by the Governor's Impaired Driving Prevention Advisory Council. BOT will take advantage of opportunities to increase awareness of, and address myths related to, impaired driving chemical testing with law enforcement, prosecutors, the judiciary, and the public. Building on successes and lessons learned over the last few years, BOT will continue to leverage technology to reduce costs and increase efficiency related to the provision of services.

In addition to the initiatives outlined in this plan, BOT will continue the routine functions that support its mission, including:

- Maintaining Board approved breath test instruments and related equipment.
- Training officers in the operation of Board approved breath test instruments.
- Maintaining records related to breath and blood testing.
- Regulating ignition interlock devices, technicians, and service centers.

The Board has four regular meetings scheduled for 2016. All meetings are scheduled for 10:00 a.m. at the Administrative Offices of the Board of Tests for Alcohol and Drug Influence. The dates for the meetings are:

- February 2, 2016
- May 3, 2016
- August 2, 2016
- November 1, 2016

Highlights of the upcoming year's activities are outlined below. These activities are grouped by function: ADMINISTRATION, TRAINING, MAINTENANCE, and IGNITION INTERLOCK.

Any questions about the 2016 Annual Plan may be directed to the State Director of Tests, Kevin Behrens at 405-425-2460, or by mail to Board of Tests for Alcohol and Drug Influence, P.O. Box 36307, Oklahoma City, OK 73136. Additional information about the Board of Tests for Alcohol and Drug Influence may be obtained on the Board's website at www.ok.gov/bot.

ADMINISTRATION

The Administration section is responsible for the financial, record keeping, communications, personnel, purchasing, IT, and policy activities of BOT. Additionally, the administrative staff is responsible for the

scheduling, holding, and memorializing the meetings of the Board. Some of the projects to be undertaken in 2016 include:

- Formally adjust policies and practices to address quarterly meetings of the Board.
- Formally implement policies and practices for regular reports from the Director on the state of the agency, as well as technical and legal updates to practitioners.
- Evaluation of the Cleveland County Pilot Study of the OASIS concept.
- Preparation of a report to GIDPAC related to the investigation of programs that integrate adjudication (both civil and criminal), treatment, and offender monitoring of impaired driving cases.
- Continued evaluation of new technology, whether related directly to testing or other ancillary functions such as record keeping.
- Continued participation in national and international organizations related to breath and blood alcohol and drug testing. This includes evaluation of current practices in light of identified best practices and procedures in the field.
- BOT will improve the accuracy, completeness, timeliness, and accessibility to electronic maintenance records and administrative records.
- BOT will update its time and accountability policies and practices to ensure compliance with current standards.
- Complete and evaluate an updated COOP plan for the agency.
- Adjust agency practices, policies, and procedures to accommodate Executive Order 2016-1.

Training

BOT's training functions primarily include instructing law enforcement officers in the use of the Board approved breath testing instrument. Other training opportunities arise to train judicial, prosecutorial, interlock personnel, and the public. It is BOT's goal to take full advantage of these training opportunities to increase the understanding of the function of BOT, the administration of breath and blood tests in Oklahoma, the administration of ignition interlock requirements, and impaired driving prevention in general. In 2016, the Training projects to be undertaken by BOT include:

- Preparation of a DUI Reference Manual for use by all interested parties, to include law enforcement, prosecutors, defense counsel, the judiciary, and to a limited extent, the public. The manual will include legal references, scientific information, and statistical analysis about the problem of impaired driving.
- Conducting, or participating in, instrument evaluations as the need and opportunity arise. This includes but is not limited to evaluation projects that involve:
 - Determining what effect, if any, the use of electronic cigarettes, or vapes, has on the implementation of the breath test under current administrative guidelines;
 - Determining what effect, if any, testing in a mobile environment (i.e. BAT Mobile) has on the implementation of the breath test under current administrative guidelines;

- Determining what effect, if any, testing in a high carbon monoxide environment has on the implementation of the breath test under current administrative guidelines;
- Publishing the results of the previously completed evaluation of what effect, if any, the presence and use of alcohol based hand sanitizer has on the implementation of the breath test under current administrative guidelines.¹
- Produce breath test operator job aids. This includes instructional materials to be posted with the Intoxilyzer 8000, and possible video production for instructional materials if appropriate.
- Participate in the development and delivery of inter-agency training in impaired driving enforcement, prosecution, and enforcement.

Maintenance

BOT is responsible for maintaining the State's inventory of evidential breath test instruments. The purpose of these activities is to retain the instruments' original factory calibration specifications. The primary method of providing this maintenance is through a series of tests of the functionality of the instrument, called a bench check. Other non-routine maintenance and repairs are currently performed by the manufacturer. Additionally, BOT is responsible for distribution of the breath test instruments throughout the State, and providing sufficient access to law enforcement agencies to breath test instrumentation. In 2016, the Maintenance section will undertake the following projects:

- Increase the number of instruments that are connected via high speed internet by 5%.
- Test and implement approved software updates.
- Implement changes to maintenance procedure recording to reduce paperwork without sacrificing the quality of information maintained regarding maintenance on individual instruments.
- Develop and implement a system to provide after-hours support for users of the Intoxilyzer 8000.
- Evaluate and, if applicable, implement a process to communicate wirelessly with instruments that have do not have access to a telephone line or high-speed internet line.
- Evaluate the efficacy of the newly implemented distribution plan involving generic instrument assignments.
- Prepare for the instrument distribution review in 2017 as required by policy.

Ignition Interlock

BOT is responsible for regulatory oversight of the ignition interlock industry, as well as approval of ignition interlock devices to be used in Oklahoma. Additionally, BOT assists a large number of ignition interlock program participants with maintaining compliance with their program requirements by responding to inquiries related to the program. Finally, BOT assists law enforcement in understanding

¹ Publishing is not meant to imply the application of a peer review process. It is only meant to denote the formatting and release of the evaluation methodology and results in a public document.

the importance, impact, and benefits of the ignition interlock device. In 2016, the Ignition Interlock Program will undertake the following projects:

- Evaluate current policies and procedures related to device certification, device certification renewal, compliance testing, and service center inspections in order to make improvements in effectiveness or efficiency.
- Create and publish relevant training and educational tools for the interlock industry, or the public, or both at least quarterly.
- Participate in national and international organizations related to ignition interlocks in order to stay abreast of current events and developing best practices.

Conclusion

Thank you for your interest in the activities of the Board of Tests for Alcohol and Drug Influence and the 2016 Annual Plan. The plan is the starting point for the agency to fulfill its mission to “Enhance public safety through the administration and regulation of the impaired driving breath alcohol and blood testing programs in the State of Oklahoma”. To that end, the agency will continue to focus on:

RELIABILITY

RESILIENCY

RESPONSIVENESS