



## POLICY AND PROCEDURE STATEMENT

### ADM-1.4.0 General Information, Instructions and Forms

Purpose: This policy and procedure provides general information about the administrative operations of the Board of Tests for Alcohol and Drug Influence as well as instructions on the use of the Policy and Procedure Statements and Forms.

Effective Date: August 1, 2021

Superseded Policy: ADM – 1.3.0

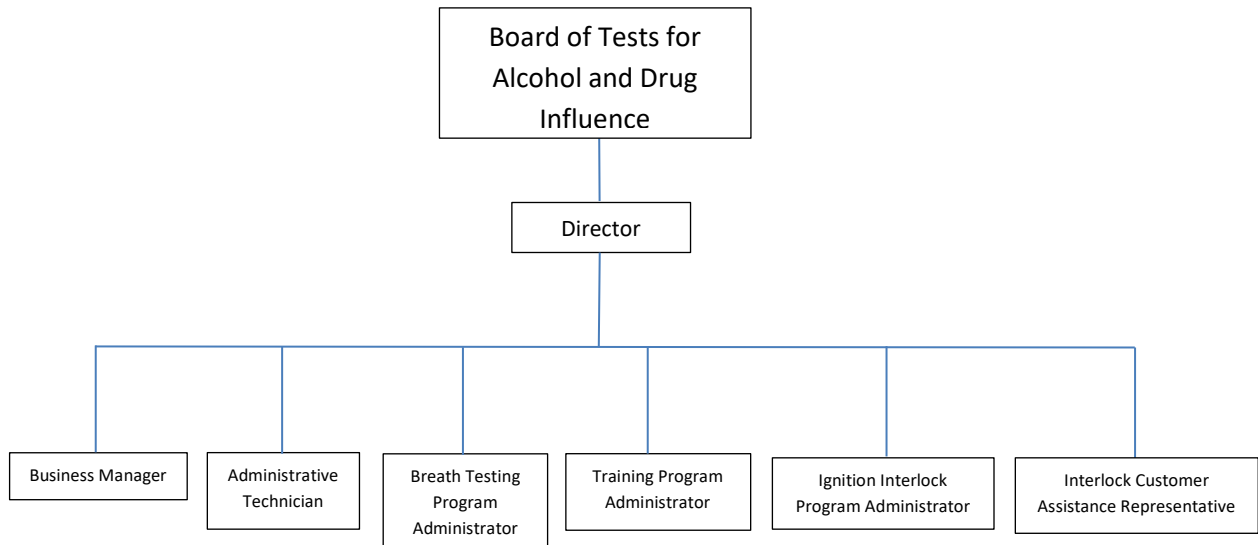
References: 47 O.S. §759, 40 O.A.C. 1-1-3, 40 O.A.C. 45-1-2

Related Forms: N/A

Approved By: Joshua Smith

1. 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.
2. Organization: The Administrative Office of the Board of Tests for Alcohol and Drug Influence consists of three sections. Each section has distinct, but interrelated, functions. Due to the limited size of the agency, employees may serve roles in any, or all, of the sections at times.
  - a. Administration: The Administration Section is responsible for the daily administrative functions of the Board. This includes, but is not limited to, conducting Board meetings, procurement, inventory, records management, and personnel administration. The Administration Section is also responsible for promulgating rules, setting goals, establishing policy, and formulating long term plans in conjunction with the Board.
  - b. Testing: The Testing Section is responsible for maintaining the integrity of the evidential testing program, including both blood and breath testing. This includes, but is not limited to, conducting routine maintenance on the currently approved breath testing instruments in the field, maintaining adequate supplies of blood and breath testing supplies, and making repairs to approved breath testing instruments. The Testing Section is also responsible for training users in the use of the currently approved breath testing instrument, and providing technical support to users of approved breath test instrumentation in the field.
  - c. Ignition Interlock: The Ignition Interlock Section is responsible for administering statutory and regulatory provisions related to the installation of ignition interlock devices in Oklahoma. This includes, but is not limited to, compliance monitoring of manufacturers, devices, installers, technicians, and service centers. The Ignition Interlock Section also provides technical assistance to users and technicians on an as needed basis. Additionally, the Ignition Interlock Section provides public information and education related to the ignition interlock program.
3. Office Information:
  - a. Physical Location: 3600 N. Martin Luther King Blvd., Building 9, Oklahoma City, OK 73111

- b. Mailing Address: P.O. Box 36307, Oklahoma City, OK 73136
- c. Telephone Number: 405-425-2460
- d. Fax Number: 405-425-2490
- e. Website: [www.ok.gov/bot](http://www.ok.gov/bot)
- f. Office Hours: Monday-Friday  
8:00 a.m. – 4:30 p.m.  
Excluding all state government holidays.
- g. Organizational Chart



#### 4. Instructions on Use

- a. Policy Header: Each Policy and Procedure Statement will be preceded by an informational header containing information related to the purpose of the policy, the authority for the policy, any references, related forms, effective date, policy and version number, and authorization.
  - i. Policy and Procedure numbering: The Policy and Procedure Statements are numbered according to the following format:
    1. Policy Family: An alphabetical prefix referencing the section/function of the agency to which the Policy and Procedure Statement belongs. (ADM = Administration, TRG = Training, BRT = Breath Testing, BLT = Blood Testing, INT = Ignition Interlock). Note: Appendices will contain the prefix APP.
    2. Numbering: The numbering for the Policy and Procedure Statements consists of three digits representing the following, in order:
      - a. Policy and Procedure Number,
      - b. Version Number,

- c. The third digit is reserved to add Policy and Procedure Statements while maintaining the logical and structural integrity of the Policy and Procedure Statements as a whole.
  - b. The official versions of the Policy and Procedure Statements will be maintained on the Board's website.
  - c. Requests for deviations from any Policy and Procedure Statement must be made in writing to the Director.
  - d. When issues arise implicating a Policy and Procedure Statement, but are not directly covered by the Policy and Procedure Statement, resolution of the issue must forward the purpose of the Policy and Procedure Statement and the Mission of the Board of Tests for Alcohol and Drug Influence.
- 5. Forms: In accordance with 40 O.A.C. 45-1-2, any form created within these series of policies and procedures or otherwise employed in connection with matters under the jurisdiction of this Board, shall be such Record, Report, Log, or other Form or Document as is specified and is hereby approved for such purposes by the State Director of Tests for Alcohol and Drug Influence.
  - a. All versions of forms created for the purpose of use by the agency shall be a form that has been reviewed and approved by the State Director. Each version of a form shall be kept for open record act purposes.
  - b. Evidential forms such as Breath Alcohol Testing and Blood Testing shall be kept in the agency filing system for open record act purposes. The Director shall create a dated and signed Memorandum to File inclusive of all approved forms marked with sequential Exhibit stickers. The Director should also include any cost associated quotes or correspondence regarding form changes with third party vendors. Failure to file such correspondence or quotes shall not invalidate the Director's form approval.

**END OF POLICY AND PROCEDURE STATEMENT**