

CLASS TITLE: SUPERVISOR BREATH ANALYSIS PROGRAM

Class Code: 02529200

Pay Grade: 28A

EO Code: C

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To supervise and coordinate a statewide breath analysis program within the Department of Health involving the certification and recertification of all models of breath testing instruments approved for use by law enforcement in Rhode Island; to supervise and assist in the training and certification/recertification of breath testing instrument operators; to ensure compliance with state laws as mandated; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with latitude for the exercise of independent judgment; work is subject to review upon completion through conferences and submitted reports for conformance to established monitoring methods and techniques, state law, and agency policies, rules and regulations.

SUPERVISION EXERCISED: Plans, assigns, supervises and reviews the work of inspectors and clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To supervise and coordinate a statewide breath analysis program within the Department of Health involving the certification and recertification of all models of breath testing instruments approved for use by law enforcement in Rhode Island; to supervise and assist in the training and certification/recertification of breath testing instrument operators; to ensure compliance with state laws as mandated.

To assure compliance with National Highway Traffic Safety Administration standards for training.

To prepare instructional materials for formal classroom training for breath analysis instrumentation and associated paperwork to conduct examination for initial certification and recertification of operators.

To prepare materials for speakers and field sobriety instructors, and coordinate instructor training to replenish the field sobriety pool, thereby establishing and maintaining a DUI statewide training cooperative.

To oversee and assist in the performance of inspection, testing, calibration and certification/recertification of all local law enforcement agency breath analysis equipment to ensure accuracy and precision within prescribed limits.

To supervise the utilization of maintenance and calibration laboratory equipment and solutions for use in examinations and certifications.

To oversee subordinates engaged in diagnoses of malfunctions and repairs to these and related instruments and to coordinate activities between state and local police and the out of state repair facilities to expedite repairs and decrease down time.

To participate in formal classroom training designed to train and certify qualified candidates in the operation of evidentiary breath analysis instruments and in Standard

Field Sobriety Testing.

To develop and revise training material used in training classes.

To maintain accurate records of all registrations, officer certifications, inspections and instrument maintenance performed.

To screen and monitor volunteer subjects for live alcohol workshop.

To play a lead role in providing expert court testimony to support the accuracy of the equipment and its operation as well as the methods and techniques employed by its operators.

To consult with and give advice and counsel to police and other law enforcement officials regarding the operations of instruments, problems, methods and procedures.

To review and approve responses to all writs of discovery from various attorneys.

To track court decisions and rulings and disseminate information to state and local police. To supervise and assist in the training of police officers in the use of new equipment.

To provide ongoing in-service training in all aspects of "Driving Under the Influence" enforcement procedures and policies.

To evaluate, test and approve new breath testing equipment to be purchased and utilized by law enforcement agencies.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles and mechanics of breath testing instruments and the methods, procedures and techniques of their operation; ability to apply such knowledge in the certifying and recertifying the accuracy of such instruments and their operators in accordance with state law; the ability to participate in the administration of a training school program for the training and certifying of competent operators of breath testing instruments by conducting classes in the approved methods and techniques of instrument operation; the ability to give testimony in court pertaining to the accuracy of breath testing instruments and the competency of operators of such instruments; the ability to consult with and give advice and counsel to instrument operators, police, and other law enforcement officials regarding breath, testing problems, methods and procedures; the ability to understand and maintain knowledge of technical specifics of instrument performance; the ability to maintain and file reports; related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with a concentration in law enforcement, criminal justice, sociology or a closely related field supplemented by completion of approved course of training in breath analysis methods, procedures and instrument operation; and

Experience: Such as may have been gained through: employment in a position involving the operation of breath testing instruments and participation in law enforcement procedures relevant to the adjudication of cases alleging the operation of a motor vehicle while under the influence of intoxicating liquor.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: At the time of appointment, must possess a certificate of competency in breath analysis and breath testing instrument operation issued by the State Department of Health; and must maintain such certification requirements as a condition of employment.

Editorial Review: 3/15/03

Class Revised: March 20, 2016