College of the Siskiyous
Administration of Justice

PC 832
Safety Policy

(Revised February 23, 2013)
1. General Safety Policy

1.1 Applicability

1.1.1 This policy applies to a training environment, not an actual tactical event

The intent of this policy is to provide for optimal conditions for both, student training experience and student safety. Procedures mandated by this policy may be inappropriate for actual tactical events.

1.1.2 This policy applies to instructors, students and other personnel

All sections of this policy apply to all personnel involved or present at training. Some sections will address rules for specific personnel, such as students or instructors when applicable to training.

(Reference: P.O.S.T. Safety Guideline 1.1)

1.2 Basic Policies

1.2.1 Unsafe acts and conditions

Any person present during training, who observes any act or condition that may lead to death, injury, or unintended damage to property, has the responsibility and full authority to cause the immediate cessation of the training event or portion of the training event involved.

1.2.3 Edged Weapons

With the exception of training specifically designed to train the use of actual edged weapons, no person present during training shall have any edged weapon in possession.

1.2.4 Training Equipment

All personnel involved in the acquisition, preparation, and maintenance of any equipment used in training have the responsibility to ensure, to the best of their ability, that this equipment is safe to use or operate within the scope of its application, that it functions properly, and that it is free of obvious defects.

Instructors shall ensure that only equipment used in the course of instruction is present in the training area and that all extraneous equipment is properly stored.

1.2.6 Daily Training Facility Checks

Every facility used shall be checked for obvious hazards and general cleanliness every day prior to utilization. Running areas shall provide adequate traction. Outside training areas shall also be inspected for lighting, security, and traffic control requirements prior to any exercise.
All personnel involved in the acquisition, preparation, and maintenance of any facility used for training have the responsibility to ensure, to the best of their ability, that the facility is safe to use or operate within the scope of the training to be conducted there and that appliances and conveniences are clean, available in sufficient numbers, and free of obvious defects and hazards.

Personnel in charge of a facility utilized for training are responsible for designating a facility safety officer, maintaining the facility’s safety policy and discussing applicable safety policy with all students attending training. They shall also include this information in their lesson hand out, even if it is the only information contained therein.

A facility safety officer (Administration of Justice Director) shall be designated and be aware of Cal/OSHA and EPA standards as to the safeguarding of personnel and the environment.

The facility safety policy shall addresses conditions unique to the facility.

(Reference: P.O.S.T. Safety Guidelines 1.1, 1.11)

1.2.7 Basic Training Facility Maintenance

All encroaching vegetation, debris, and other materials posing a possible fire hazard shall be removed from the building and the immediate surrounding area of the location on a weekly basis.

1.3 Specific Responsibilities

1.3.1 Instructors

All instructors shall have completed either the required POST-certified or applicable Department approved training instructor course.

Instructors shall advise the class of instructor and student responsibilities. Instructors shall advise students of their responsibility to immediately report any incurred injuries.

Instructors are responsible for being aware of environmental factors such as weather or air quality and adjust the instruction as necessary. They shall also ensure that a sufficient amount of potable water is able to support all of the students in their course at all times.

Instructors shall strictly follow expanded course outlines as submitted and approved by POST and/or STC. Instructors shall notify their administrators of any potential impact their specific training may have on outside agencies.

Instructors shall adhere to all safety policies, rules, regulations, ordinances and laws concerning their conduct while interacting with students. Instructors shall advise students of proper reporting procedures concerning injuries.
Instructors, especially when teaching manipulative skills courses, are required to maintain the discipline within their class.

1.3.2 Students

Students shall immediately notify the course instructor of any known pre-existing medical condition which is likely to be aggravated during training or which may affect their performance during training.

Students shall immediately notify the course instructor of any injury sustained during training.

Students shall adhere to all safety requirements while attending courses. Students shall immediately bring to the attention of a staff member any unsafe or potentially unsafe training equipment or condition.

1.3.3 Advance Notice of Expectations

To maximize attendance by physically prepared students, scheduled personnel and their respective training sections shall be made aware of specific course expectations in advance of any attendance.

(Reference: P.O.S.T. Safety Guideline 1.3, 1.4, 1.5, 1.8, 1.9, 1.11)

1.4 Training Injuries

1.4.1 Emergency Equipment

To ensure that personnel injured during training receive prompt medical aid, the training staff has developed a first aid bag. This bag contains a basic first aid kit, cold packs and injury report forms. Its intended purpose is that of a portable first aid station.

The first aid bag is kept in the mat room where it is conspicuously marked, and the students are made aware of its location. Replacement and maintenance of the kit is monitored by the Administration of Justice Director.

Telephones are located in each room at the training facility to ensure the ability to summon emergency services. Cell phones are carried by instructors and can be utilized for any physical training sessions at any off-site locations.

1.4.2 Injury Response and Emergency Management

This section shall be prominently posted as part of any facility-specific emergency procedures. The hospital information portion shall be changed to correctly identify the closest emergency care provider.

In case of minor injury not requiring emergency medical personnel (i.e.: minor abrasion, cuts etc.) the injured party may be treated at the scene by staff instructors.
In case of a serious or life threatening injury occurring during training, the local fire department and ambulance service shall be notified.

In all instances of injuries requiring immediate treatment, first aid shall be administered and the injured person shall be transported to the nearest hospital as determined by the responding emergency medical personnel.

All injured personnel shall be accompanied to the hospital by a member of the training staff, and the Administration of Justice Director shall be notified.

All injuries shall be documented per the College of the Siskiyous Safety Procedure guidelines. The information shall be prepared within 24 hours for every injury. The completed packet shall be retained by the college and processed per the guidelines.

Upon discharge from the medical facility and the issuance of a medical release allowing the student to return to training, an injured student shall be re-integrated into the training program under careful observation of medical restrictions and limitations.

**Note:** No injured student, treated at a medical facility, is to be returned to training without a medical release.

### 1.4.3 Department Sponsored Trainees

If a student is affiliated with an agency, and sustains an injury, the watch commander of the agency shall be notified.

(Reference: P.O.S.T. Safety Guidelines 1.6, 1.10, 1.11)

### 1.5 Staff-to-Student Ratios

#### 1.5.1 Establishing Staff-to-Student Ratios

Staff-to-student ratios will be established for each psycho-motor manipulative and can be located in each course specific safety policy. Each specific area of training as delineated further in this policy will set forth a minimum staff-to-student ratio, which may not be reduced without due cause and the approval of the Training Bureau Commander.

Even though the ratios have mandatory minimum ratios, they are dynamic, and subject to an increase in instructors per student based on the following criteria:

- a. Intensity/pace of the training experience (speed of training, physical demands)
- b. Student experience (recruits versus tenured sworn personnel)
- c. Student demeanor (level of participation and engagement differs from class to class)
- d. Training facility conditions (vary from facility to facility)
- e. Student Injury Potential (firearms, defensive tactics, require more instructors)
per students than a group run, for e.g.)

(Reference: P.O.S.T. Safety Guideline 1.7)

2. Firearms

2.1 Facilities

2.1.1 Basic Facility Policies

All training is conducted at the Siskiyou County Sheriff’s Department Firing Range located on White Rock Road in Grenada, California. It is referred to as “White Rock Range.”

2.1.2 Firearms

With the exception of training specifically designed for the use of live ammunition, all firearms in the possession of any person present during training are to be rendered safe. This means that all firearms are unloaded, have been verified by a person other than the carrier to have no ordinance or other objects present in the barrel, no ammunition feeding device, chamber, or other directly attached conveyance, and all recruit weapons are appropriately marked with orange or red tape or paint. No live ammunition shall be present in the training area. This includes so-called “simunitions” and blank rounds.

Before a site is designated “active” for the purpose of expending live ammunition, the following basic precautions shall be taken:

a. All possible avenues of approach are clearly marked with “live fire in progress” signs and warning markers (red flags) indicating live fire training is in progress. Depending on the physical terrain surrounding the site, additional markers shall be posted to clearly identify the area as an active range, if necessary for public safety. All markers and signs shall be well visible and at a sufficient distance from the firing range to provide a wide safety margin around any hazardous areas.

b. All impact areas shall be clearly marked as such and shall provide a reasonable margin of safety from aimed, strayed, and ricocheted rounds.

c. Impact areas shall be physically checked for any remaining personnel.

d. All safe areas designated for loading and unloading of firearms or for scoring targets, cleaning weapons and other administrative endeavors, shall be clearly identifiable by all persons present during training.

e. Firing lines and the associated direction of fire shall also be clearly discernible for students and all other personnel.

No live ammunition is allowed in any of the classrooms.

Sand barrels shall be available outside the classroom for any loading or unloading.
Signs shall be clearly posted to remind students to unload their weapons in the appropriate safety location prior to entering the classroom.

Range rules and facility safety policies inclusive of the required emergency procedures shall be prominently posted on-site.

The site shall provide adequate lighting, shelter, heating, air conditioning, bathroom facilities, and access to potable water (running or bottled).

2.1.3 Daily Facility Checks

If being utilized, each site shall be inspected daily for any safety hazards in accordance with the local facility safety policy.

2.1.4 Removal and Storage of Expended Munitions

Expended shell casings are policed on the range and stored at the range to be salvaged at a later date.

2.1.5 Equipment

2.1.6 Special Emphasis

As their consideration is paramount to student safety, the risks inherent to firearms training utilizing live ammunition are the focus of this policy. A clean, well-working firearm, functional protective and safety gear, and range equipment free of defects all substantially minimize these risks. Another major risk addressed by this policy is heavy metal contamination from materials used for casings, projectiles and the actual gun powder and primer.

2.1.7 Maintenance

Most of the individual safety equipment and most of the weapons are brought to the range by the students.

Instructors shall ensure that all weapons are “rendered safe,” i.e. they are unloaded and have been verified by a person other than the carrier to have no ordinance or other objects present in the barrel, no ammunition feeding device, chamber, or other directly attached conveyance. This shall be done prior to the beginning of all classes and every time after the weapons have been removed and re-introduced to the site.

All weapons shall be inspected by weapons training staff for cleanliness, defects, and obstructions prior to training.

Instructors shall inspect all protective and safety gear for defects and serviceability. This shall include weapons holsters, their fit, suitability and proper adjustment to the weapon they are intended to contain as well as proper placement on the duty belt of the student.
2.1.8 Utilized Equipment

Aside from firearms, the following protective and safety equipment shall be available to all students and worn during training as appropriate:

a. Hearing Protection
b. Eye Protection
c. Protective Vest
d. Duty belt and holster

2.1.9 Pre-Training Checks

A first aid kit shall be kept and available at the firing range. Students shall be made aware of its location. The first aid kit shall be properly maintained and contain specific materials for the treatment of gunshot injuries, equivalent to the trauma shooting kit.

Instructors shall ensure that protective and safety equipment is available in sufficient numbers for the size of the class and that it has been inspected for defects and serviceability.

Instructors shall ensure that all weapons are “rendered safe” as mentioned above prior to the beginning of all classes and every time after the weapons have been removed and re-introduced to the site. Instructors shall ensure that all students, regardless of experience level are knowledgeable in loading and unloading their firearms.

Prior to conducting any training, instructors shall ensure that students are wearing clothing and shoes appropriate for the prevailing weather conditions, the terrain, and the type of training conducted. Students shall have inclement weather protective clothing available as determined necessary by staff. Instructors shall also inspect each student for any items worn such as hair adornments, necklaces, and any other jewelry or clothing items likely to interfere with the operation of the firearms used or the training involved.

Students shall have firearm, duty belt, protective vest, hearing protection, eye protection and the appropriate number of magazines or other ammunition sources (speed loaders, belts, drums) needed for their training in their possession. Protective equipment shall meet or exceed all departmentally prescribed, ANSI, NJIS, OSHA, and NRR ratings.

Instructors shall inquire about and students shall notify the instructor of all pre-existing conditions that may affect the student’s ability to fully participate or limit the student’s ability to safely handle or operate the involved firearms.

Students shall be instructed in donning and wearing appropriate safety equipment and advised of all safety concerns specific to the block of instruction prior to training. Instructors shall check each student and ensure protective equipment is worn properly before they engage in training.
There shall be no night fire training without properly working lights illuminating the firing line.

2.1.10 Loading and unloading Firearms

The only time firearms are loaded is on the firing line and under direct command and supervision of the instructors. Students shall only load weapons in the manner instructed by and when told to do so by range staff. When firearms are unloaded on the firing line, students shall strictly adhere to the commands given by range staff.

Students shall request staff assistance if they are unsure how to unload or otherwise manipulate their weapon and not attempt to do so on their own. Students shall not in any way experiment with any weapon in their possession at any time.

(Reference: P.O.S.T. Safety Guideline 2.2)

2.2 Instructor Qualifications

2.2.1 Minimum Instructor Qualifications

Each instructor shall have completed a POST certified Firearms Instructor Course or its equivalent and be in good departmental standing.

Instructors shall be familiar with all weapons used in their training and have a broad base of knowledge in weapons technology.

2.2.2 Continuation of Instructor Training

Instructors are encouraged to further their knowledge of weapons by attending periodic updates and manufacturer’s courses of instruction.

(Reference: P.O.S.T. Safety Guideline 2.3)

2.3 Staff-to-Student Ratios

2.3.1 Minimum Staff-to-Student Ratios

The staff-to-student ratios shall be appropriate for the type of activity (classroom or lecture vs. live fire). Minimally the ratios are as follows:

Static Courses of Fire: 1:5

(Reference: P.O.S.T. Safety Guideline 2.4)

2.4 Course Presentation

2.4.1 General
The range staff instructors shall follow the pre-approved, written course outline to ensure the objectives of the safety policies are met.

Students shall further be advised to immediately report any unsafe conditions and actions and to call for a stop in training if necessary.

Instructors shall adjust course pace, course intensity, order of fire, and firing positions as necessary considering inclement weather conditions.

Students shall be made aware of range rules prior to the beginning of any training or entering any range site. A detailed review of the range rules and safety shall be part of the first lecture before any firing begins. Students shall be made aware of the consequences of violating range rules, varying from qualification failure to exclusion from further training.

Students shall be made aware of the location of first aid kits and the facility safety policy inclusive of the emergency procedures.

Students shall rigidly follow instructions by staff and adhere to all safety and range policies and rules. Students shall do their best to immediately identify hazards, injuries, and other concerns impacting health, safety, and report them to their training staff.

No firing is conducted without the presence and approval of a range instructor.

Prior to hands-on training, inexperienced students, such as academy recruits, shall receive an appropriate lecture covering range and home safety, handgun nomenclature, loading/unloading, drawing from the holster and shooting fundamentals (stance, grip, breathing, sight picture, sight alignment and trigger control).

Prior to each course of fire, range instructors shall demonstrate the course of fire to their students by performing a physical walk-through of each performance exercise to alleviate confusion. The level of detail of the orientation shall accomplish the safety goal. It does not have to devoid the exercise of all elements of discretionary decision making for the student. Students shall be advised to report ricochet hazards to staff immediately.

Instructors shall ensure that props and sets used in tactical shooting courses are constructed and set up in a manner minimizing ricochet hazards.

Instructors shall immediately stop training when ricochet hazards are encountered and immediately rectify any potential problem areas.

Instructors shall ensure all steel targets (reactive targets) are properly set up and with the appropriate angle to deflect shots into the designated impact area.

Hearing and eye protection shall be worn by all personnel on the firing line.

All weapons shall remain holstered until students are expressly instructed to remove them by a Weapons Training staff instructor.
No weapon shall be out of its holster when anyone is down range.

When weapons are out of their holsters, they shall be pointed down range at all times. Instructors shall strictly enforce trigger discipline (off-target, off-trigger).

When there is a malfunction on the line, the effected student shall immediately notify an instructor by raising their free hand, while keeping their weapon pointing down range.

Range instructors shall be readily identifiable by their red polo shirts.

2.4.2 Technique Application Discipline

Instructors shall, aside from maintaining general good discipline and professional conduct, identify students who compromise their fellow classmates’ safety by either being overly aggressive or incompetent in handling fire arms.

(Reference: P.O.S.T. Safety Guideline 2.4,2.5)

2.5 Specific Safety Rules

2.5.1 Student Injury

In the event of a gunshot injury, notifications shall be made per the General Safety Guidelines:

Any injuries incurred in the course of training shall be addressed in accordance with the directives and procedures established in section 1.4.2 of this policy.

(Reference: P.O.S.T. Safety Guideline 2.5)
3. General Safety Policy for Defensive Tactics (D.T.) and Arrest Control Courses

3.1 Facilities

3.1.1 Basic Facility Policies

The location generally used for Arrest and Control and Defensive Tactics (D.T.) techniques training is the mat room located at the Northern California Law Enforcement Training Center in Yreka, California (College of the Siskiyous – 2001 College Way, Yreka, CA 96097).

The site shall be adequate for the number of students to be trained. If student class size exceeds the site capacity, the class shall be divided into smaller groups. The size of the student groups shall be governed by the type of training conducted. There shall be sufficient space between students to accomplish the goal of training without interference with the movement of another student. This especially applies to falling techniques and baton training.

The site shall provide adequate lighting and ventilation, heating, air conditioning, bathroom facilities, and access to potable water (running or bottled).

The site shall be enclosed and free from outside distractions.

The location shall have an appropriate area for the storage and utilization of protective mats.

The environment created by the site and prevailing conditions shall be conducive to the course of instruction for psychomotor skills training.

(Reference: P.O.S.T. Safety Guideline 4.1)

3.2 Equipment

3.2.1 Maintenance

Equipment used in the D.T. course is cleaned and disinfected on a regular basis. Non-personal items, such as mats and other contact surfaces (hands/holding pads) are disinfected after each use.

Each instructor using defensive tactics equipment shall periodically inspect the equipment to ensure its safety and integrity. Any equipment deficiencies shall be brought to the attention of the Administration of Justice Director who is responsible for overall maintenance of the equipment.

All equipment utilized shall conform to required state and/or federal safety standards.
3.2.2 Utilized Equipment

If being utilized, for full contact exercises, such as personal weapons instructions, the following equipment is made available for students:

a. Head gear  
b. Groin protectors  
c. Boxing gloves  
d. Hand wraps  
e. Mouthpiece  
f. Chest protector (females)

3.2.3 Pre-Training Checks

Instructors shall have the first aid bag available and placed in a conspicuous place at every training session. Instructors shall ensure that the first aid bag is sufficiently stocked for its purpose. They shall also ensure that the facility emergency action plan is on hand and that all pertinent emergency information is prominently displayed. Instructors shall be familiar with this equipment and the policy.

Instructors shall have access to each student’s emergency notification contact information. This information shall be collected from participating agency students prior to the beginning of the class.

Telephones are located in each room at the training facility to ensure the ability to summon emergency services. Cell phones are carried by instructors and can be utilized for any physical training sessions at any off-site locations.

Instructors shall ensure that protective equipment is present in sufficient numbers for the size of the class, that it is accounted for, that is has been inspected for defects and serviceability, and has been disinfected in compliance with the maintenance portion of this policy.

When student weapons are carried and/or utilized, D.T. instructors shall conduct weapons and ammunition checks of all students’ firearms and back up ammunition carriers before any training begins, even if the weapons have been made safe at the beginning of the training day.

Prior to conducting any training, the instructors shall ensure that all students are wearing appropriate physical training attire and proper shoes. Students shall wear physical training clothing that allows for maximum flexibility of movement (shorts, sweats and tee shirts).

Instructors shall also inspect each individual student for safety hazards such as hair adornments, watches, rings, necklaces, earrings, other jewelry, as well as any other item
which may present a hazard to others during the training. Students with eyeglasses are required to wear glasses with shatterproof lenses and eyeglass retainers.

Students shall have exercised good personal hygiene and shall be free of dirt, grease and odors. Students shall have all finger and toe nails trimmed to not exceed the tips of their fingers and toes. Students shall not be in possession or in the process of consuming any food items before, during and immediately after training. No loose objects or body piercings shall be retained in any body cavity during training.

Instructors shall inquire about and students shall notify the instructor of all pre-existing conditions that may affect the student’s ability to fully participate. Instructors shall advise students of their responsibility to immediately report any incurred injuries. Students shall further be advised to also immediately report any unsafe conditions and actions and to call for a stop in training if necessary.

Students shall be instructed in the donning and wearing of appropriate safety equipment and advised of all safety concerns specific to the block of instruction prior to training. Instructors shall check each student and ensure protective equipment is worn properly before they engage in training.

(Reference: P.O.S.T. Safety Guideline 4.2)

3.3 Instructor Qualifications

3.3.1 Minimum Instructor Qualifications

Arrest and Control and Defensive Tactics instructors shall attend and successfully complete the POST-approved Arrest and Control or Defensive Tactics Instructor’s Course before they engage in any D.T. or Arrest and Control Training.

(Reference: P.O.S.T. Safety Guideline 1.3)

3.4 Staff-to-Student Ratios

3.4.1 Minimum Staff-to-Student Ratios

Appropriate staff-to-student ratios have been established and incorporated into respective course lesson plans. Because this course is offered as an update for advanced instructors in Arrest and Control and D.T. techniques, the staff-to-student ratios have been established based upon the students’ skill levels. The following ratios are dynamic, and subject to change based upon

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(Reference: P.O.S.T. Safety Guideline 4.4)

Students who are not actively participating in hands-on demonstration or practical application training shall wait, and remain in a safe location on the mats under the supervision the Academy Coordinator.

3.5 Course Presentation

3.5.1 General

The D.T. instructors shall follow pre-approved, written course outline to ensure the objectives of the safety policies are met. Specific safety rules shall be referred to in lesson plans and copies of the safety rules shall be distributed to students.

Instructors shall advise the class of instructor and student responsibilities, and review specific safety rules as part of the course orientation.

Instructors shall adjust course pace, course intensity, order of exercise, and exercise locations as necessary considering inclement weather conditions.

Training shall be conducted with sufficient time allocated to pre-exercise stretching and warm-up as well as a cool-down session to reduce injuries.

Calisthenics exercises shall be performed on shock absorbing, non-abrasive surfaces that provide sufficient traction.

Students shall rigidly follow instructions by staff and adhere to all safety policies and rules. Students shall do their best to immediately identify hazards, injuries, and other concerns impacting health, safety, and report them to their training staff.

3.5.2 Technique Application Discipline

Instructors shall, aside from maintaining general good discipline and professional conduct, identify students who compromise their fellow classmates’ safety by either being overly aggressive or incompetent in the application of joint manipulation, pain compliance, and other control techniques.

3.5.3 Fatigue

Instructors shall consider the physically tiring aspects of Defensive Tactics training and shall avoid increasing the injury potential by appropriately adjusting the intensity of the training as necessary. Instructors, students and observers alike shall identify students that may be at increased risk of injury due to physical fatigue.

(Reference: P.O.S.T. Safety Guideline 4.5)
3.6 Specific Safety Rules

3.6.1 Student Injury

In the event of an injury, notifications shall be made per General Safety Guidelines:

Any injuries incurred in the course of training shall be addressed in accordance with the directives and procedures established in section 1.4.2 of this policy.

(Reference: P.O.S.T. Safety Guideline 4.6)