I. GENERAL SAFETY POLICY

A. Section 1.1 Application of Guidelines
   1. Guideline 1.1.1
      a. The following safety guidelines shall be strictly enforced during all
         instruction and training provided by the College of the Siskiyous.

B. Section 1.2 Written Policy Guidelines
   1. Guideline 1.2.1
      a. It is the policy of the College of the Siskiyous and the California
         Commission on Peace Officer Standards and Training (POST) to
         conduct training in a manner that promotes student, staff, and
         instructor safety.
   2. Guideline 1.2.2
      a. The following list of training activities are potentially dangerous to
         students, staff, and instructors. Due to their potential for injuries,
         specific safety guidelines associated with these activities have been
         developed.
         1) Firearms (Section 2.0)
         2) Arrest and Control (Section 4.0)
         3) Others (see POST Student Safety Guidelines)
   3. Guideline 1.2.3
      a. Instructors and Facilitators will be issued copies of these safety
         guidelines and become familiar with the policies and procedures
         contained within. Each staff member will be available to provide
         direction and answer questions regarding safety procedures prior to the
         commencement of any training activities involving psychomotor skills.
   4. Guideline 1.2.4
      a. Instructors will read the following General Safety Guidelines to the
         students on the first day of all training activities. A review of the
         specific safety guidelines, including the requirement to report injuries,
         will be conducted by the instructor for each training activity prior to
         the initiation of each subsequent training session. A copy of all
         applicable safety guidelines will be available at all training sites.
      b. Students are required to immediately notify the instructor or any
         available staff member of any injury sustained during a training
         activity.
      c. Students shall notify the instructor of any known pre-existing medical
         condition which is likely to be aggravated during a training activity or
         that will affect performance during training.
5. **Guideline 1.2.5**
   a. Instructors shall incorporate specific safety guidelines into their lesson plans that involve manipulative or psychomotor skills so safety consciousness is kept at the forefront.

6. **Guideline 1.2.6**
   a. Student safety policies are part of the handout material disseminated during class sessions that involve manipulative or psychomotor skill activities.

7. **Guideline 1.2.7**
   a. As part of the College of the Siskiyou’ safety guidelines, instructors shall follow the expanded course outline as submitted and approved by POST for presentation. Unauthorized additions, changes, or substitution of curriculum, without critical review, may adversely affect the safety of a training exercise.

C. **Section 1.3 Student Fitness for Training**
   1. **Guideline 1.3.1**
      a. Students attending any psychomotor training shall report any medical conditions, physical injuries, or physical limitations, which may potentially affect their ability to perform those particular activities safely or may aggravate a pre-existing medical condition or physical injury.
      b. Instructors are encouraged to discuss such concerns with students that report them so the student can make an informed decision to withdraw from the activity or continue to participate.

   2. **Guideline 1.3.2**
      a. When it is becomes obvious to the instructor that a student may be jeopardizing his/her safety or maybe aggravating a pre-existing injury or medical condition, the instructor can require the student to provide evidence from a medical physician of that student’s physical fitness to perform that particular training activity safely.

D. **Section 1.4 Instructor Attitude and Demeanor**
   1. **Guideline 1.4.1**
      a. Instructors and Staff shall demonstrate an attitude of safety and exhibit a professional demeanor at all times. Instructors must lead by example and enforce safety guidelines.

   2. **Guideline 1.4.2**
      a. An instructor’s job is to impart knowledge and develop job skills for the students. Instructors must project enthusiasm for the subject matter taught.

E. **Section 1.5 Instructor Training**
   1. **Guideline 1.5.1**
      a. All instructors that teach courses in Firearms training must have successfully completed a POST certified Firearms Instructor training course or its equivalence.
2. **Guideline 1.5.2**  
   a. Instructors and instructional aides that teach specialized training activities as outlined in POST regulation 1070(b) are required to complete POST certified instructor courses in those specialized areas, or its equivalence.  
      1) Arrest and Control  
      2) Firearms

**F. Section 1.6 Student Injuries**

1. **Guideline 1.6.1**  
   a. In the event of a student or staff injury, the following process will be followed:  
      1) Render first aid.  
      2) If necessary, the instructor will request medical assistance by notifying the following local emergency medical providers for emergencies:  
         a) Yreka Fire Department / Weed Fire Department  
         b) Mount Shasta Ambulance Service  
         c) Call 9-1-1  
      3) Should further medical treatment be needed, the injured party shall be transported to the nearest medical facility.  
         a) Fairchild Medical Center, 444 Bruce St, Yreka, CA 96097, phone (530) 842-4121  
         b) Mercy Medical Center Mount Shasta, 914 Pine Street, Mount Shasta, CA 96067, phone (530) 926-6111  
      4) If requested by the injured party, or if warranted by the seriousness of the injury/illness, the injured person’s emergency contact designee will be notified by telephone.  
      5) The instructor shall notify the Director of Administration of Justice at College of the Siskyous by telephone if the injury is serious; otherwise, a copy of the injury/illness report will be submitted within 24 hours.

   b. Document requirements of injury/illness reporting:  
      1) Employee-Instructor  
         a) Worker’s Compensation Claim  
         b) Employee Report of Work Related Injury/Illness  
         c) Accident/Illness Report – Supervisor  
      2) Student  
         a) Student Accident Report

2. **Guideline 1.6.2**  
   a. Course staff shall investigate and track injury trends to help identify unsafe equipment or techniques used in training exercises.  
      1) If it is determined a training technique is the root cause, this information will be shared with POST to foster a more in-depth investigation with other academies.

3. **Guideline 1.6.3**
a. Students that seek medical treatment at a medical facility for an injury or illness sustained during a training session shall be required to present a physician’s clearance of their ability to return to training.

4. Guideline 1.6.4
   a. Students that are excused from a training session as a result of an injury must present medical documentation that confirms their inability to actively participate.
      1) The student shall be required to present a physician’s clearance before being allowed to resume training later.

5. Guideline 1.6.5
   a. Instructors are required to thoroughly document the details associated with an injury that causes a loss of time from a training course.

G. Section 1.7 Instructional Staff-to-Student Ratios
   1. Guideline 1.7.1
      a. Module III instructors have collectively established appropriate instructional staff to student ratios for specific training activities involving manipulative skills. The purpose of these ratios is to ensure there is an adequate level of supervision.

   2. Guideline 1.7.2
      a. Instructional staff-to-student ratios are based on the intensity or pace of the training experience, participant familiarity with the material, characteristics of the training facility, the injury potential, and active versus passive participation.

H. Section 1.8 Course Curricula
   1. Guideline 1.8.1
      a. Module III Facilitators shall ensure that the instructors will follow the expanded course outline as submitted and approved by POST for presentation. Unauthorized additions, changes, or substitution of curriculum, without critical review, may adversely affect the safety of a training exercise.

   2. Guideline 1.8.2
      a. Instructors shall follow the approved lesson plan for the training presentation. Variation from the approved lesson plan promotes inconsistency in training, confusion to students, and may lead to instructor disagreements.

I. Section 1.9 Course Presentation Guidelines
   1. Guideline 1.9.1
      a. Instructors are required to review their specific safety rules governing their training subject prior to the application of the training session.

   2. Guideline 1.9.2
      a. Instructors involved in the presentation of training exercises must maintain a high level of supervision and discipline over students to sustain a safe training session.

   3. Guideline 1.9.3
a. Instructors are reminded that strenuous activities during periods of poor air quality or during periods of excessive heat or cold weather can lead to student injuries. Exercising in such conditions will be avoided.
b. Student breaks for personal needs and hydration shall be offered by instructors at regular intervals.

4. Guideline 1.9.4
   a. Instructional staff shall be clearly identified by distinctive attire.

J. Section 1.10 Safety Equipment
   1. Guideline 1.10.1
      a. Instructors shall have rapid access to a telephone, radio, or other means of emergency communication. The location and operation of such communication devices will be shared with the students prior to the start of any training session.
   2. Guideline 1.10.2
      a. A first aid kit is readily accessible to each instructor at all times.
      b. At off-site locations (firearm ranges), first aid kits are mounted within the equipment storage containers. In addition to these kits, instructors also bring assigned first aid jump bags to all off-site locations.
      c. The first aid kits are readily available to the instructors and students.

K. Section 1.11 On-Site Facilities
   1. Guideline 1.11.1
      a. The presenter has restrooms accessible to students in the Training building. In addition to the restrooms, there are drinking fountains also within this building.
      b. The range that is used in Module III has indoor restrooms with potable, running water.
I. GENERAL SAFETY POLICY
   A. Basic Arrest and Control Safety
      1. All participants shall perform organized physical “warm-up” exercises to increase blood flow to the various muscle groups. The “warm-up” sessions will also include various flexibility exercises to minimize injuries.
      2. No jewelry, rings, watches, or any other similar items may be worn during Arrest and Control training to minimize injuries.
      3. All participants shall conclude any Arrest and Control session with stretching procedures for cooling down.
      4. All Arrest and Control training equipment will be cleaned on a regular basis and will be inspected for safety.
      5. Mats or other appropriate material will be utilized to decrease the risk of injury to all participants during Arrest and Control training.
   B. Course Safety
      1. Never anticipate a command from an Arrest and Control instructor. Students should stay focused and pay strict attention to the Arrest and Control instructor.
      2. Persons not actively participating in an exercise shall stand by in a designated area for non-participants. While in this safety area, students shall be monitored/supervised by an instructor or staff member.
      3. Individuals whom the techniques are being applied to should offer only passive resistance. Any excessive pressure or pain should be brought to the attention of the person applying the technique verbally and/or by a “tap” signal.
   C. Course Attire
      1. All participants, including Arrest and Control instructors, shall wear appropriate training clothing while engaged in Arrest and Control instruction.
      2. Arrest and Control instructors shall wear distinctive clothing identifying them as “staff”.
   D. Responsibilities
      1. Instructor
         a. Instructors are responsible for conducting safety inspections and assessing the safety of the equipment and facilities used.
         b. Instructors shall be aware of environmental factors such as weather or air quality and adjust the instruction as necessary.
         c. Instructors shall advise students of their responsibility to report and/or stop unsafe actions during training.
         d. Instructors shall follow the expanded course outline as submitted and approved by POST for presentation.
e. Instructors shall display an attitude of safety and professional demeanor at all times.
f. Instructors shall ensure a medically trained person, with adequate equipment, will be on-site at all times for initial treatment of injuries/illnesses. This person shall be medically trained.
   1) First Aid/CPR certified or EMT certified.
g. Instructors will immediately remove any student from participation for the day for violation(s) of serious safety rules:
   1) Repeated failure to follow instructional commands.
   2) Intentionally inflicting unnecessary pain or injuries.

2. Students/Participants
   a. Students/Participants are required to complete an emergency contact information form.
   b. Students/Participants shall immediately notify the Arrest and Control instructor of any known pre-existing medical condition which is likely to be aggravated during training or will affect performance during training.
   c. Students/Participants shall immediately notify the Arrest and Control instructor of any injury sustained during training.
   d. Students/Participants are responsible for adhering to all safety requirements of individual courses.
   e. Students/Participants are responsible for identifying and notifying Arrest and Control instructor(s) of any unsafe conditions.

II. FACILITY SPECIFIC SAFETY POLICY
   A. Section 4.1 Facility Guidelines
   1. Guideline 4.1.1
      a. General safety rules as well as procedures unique to the Arrest and Control training facility have been developed and reduced to writing. These are communicated to students prior to each training session.
      b. Arrest and Control instruction is carried out in a room with mats and free of any obstruction.
   2. Guideline 4.1.2
      a. The Arrest and Control exercise area has special mats. Arrest and Control instructors inspect the facility prior to each usage.
   3. Guideline 4.1.3
      a. The Arrest and Control exercise room is large enough to safely accommodate 20 students (10 active and 10 passive) at a time.
   4. Guideline 4.1.4
      a. The Arrest and Control exercise room has adequate lighting and ventilation to accommodate strenuous physical activity. The mat room has central air conditioning and heating and has additional commercial grade oscillating fans to keep the air circulating.
      b. The Arrest and Control exercise room has a chilled water fountain conveniently located in the main hallway of the building, for quick hydration.
   5. Guideline 4.1.5
a. The Arrest and Control exercise room is incorporated within the property of the College of the Siskiyous and are accessed through secure doors that help control unauthorized access.

B. Section 4.2 Equipment Guidelines

6. Guideline 4.2.1
   a. Every student is required to wear clothing that allows for flexibility of movement.
   b. Students wearing glasses shall use shatter resistant lenses and eyeglass retainers for sustained impact weapons training.

7. Guideline 4.2.2
   a. Arrest and Control instructors shall inspect students to ensure that each have brought the correct clothing and personal equipment for the training session.
   b. Arrest and Control instructors shall ensure that students are not wearing jewelry, rings, watches, or any other similar items that may cause injury to the individual or other students.

8. Guideline 4.2.3
   a. Mats and surfaces of all equipment which students come in contact with shall be cleaned after each training session.
      1) A disinfecting solution of 10% bleach and 90% water shall be used.
      2) The disinfecting solution components are carried with the instructor.

9. Guideline 4.2.4
   a. Arrest and Control instructors inspect the facility and equipment that will be used prior to the start of any training session.
   b. Mat surfaces prone to tearing are repaired professionally.
   c. Striking pads are inspected by the Arrest and Control instructors prior to their usage at each training session.
   d. Handcuffs and other training items are inspected for safety at the start of each training session.

10. Guideline 4.2.5
    a. The PC 832 Course does not require high intensity or full-contact training. Tactical suits are not necessary for this instruction.

C. Section 4.3 Instructor Qualifications

11. Guideline 4.3.1
    a. Only instructors, who have completed the specific Arrest and Control instructor course for arrest control techniques as certified by POST, the FBI, or an equivalent authority, shall be used. Further, instructors and/or staff that administer the actual tests for PC 832 must have completed the specific POST proctor course for Arrest Methods Test Administration.
    b. Each Arrest and Control instructor is certified minimally in First Aid (First Responder) and CPR (Professional Rescuer). Some have certification in EMT-Basic.

12. Guideline 4.3.2
a. Arrest and Control instructor update courses are recommended as necessary, generally every three years. These update courses offer new ideas in training and tactics, and provide the instructor with a network of peers.
b. Arrest and Control instructors are encouraged to attend POST workshops that deal with defensive tactics and arrest control training issues.

D. Section 4.4 Instructional Staff-To Student Ratios

13. Guideline 4.4.1
a. The PC 832 Arrest and Control instructors have collectively established appropriate instructional staff to student ratios. These ratios are based on the intensity or pace of the training experience, participant familiarity with the material, training facility, injury potential, and active versus passive participation. The ratios permit the instructional staff to adequately observe takedowns, application of pain compliance holds, and other activities that present the potential for student injury.
b. General guidelines for staff-to-student ratio during Arrest and Control training is as follows:

<table>
<thead>
<tr>
<th>Task</th>
<th>Staff</th>
<th>Active Students</th>
<th>Passive Students</th>
</tr>
</thead>
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<tr>
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<td>1</td>
<td>-</td>
<td>30</td>
</tr>
<tr>
<td>Demonstrations &amp; Practice</td>
<td>1</td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>Testing of Techniques</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

14. Guideline 4.4.2
a. Reassessment of the staff-to-student ratio will be initiated when curriculum changes are proposed or when course structure is otherwise modified.

E. Section 4.5 Presentation Guidelines

1. Guideline 4.5.1
a. Arrest and Control instructors shall maintain a professional and safe training session. Instructors will maintain the appropriate level of discipline over students at all times during the training session and prohibit horseplay.
b. Arrest and Control instructors will stay attentive and identify students who are overly aggressive in the application of joint manipulation techniques or other pain compliance holds and take immediate steps to ensure student safety.

2. Guideline 4.5.2
a. Arrest and Control instructors are aware that long periods of training, environmental conditions, and other factors can lead to fatigue of students and increase injury potential.
b. Student breaks for personal needs and hydration are offered by Arrest and Control instructors at regular intervals.
c. Each Arrest and Control instructor will have a first aid kit readily available for use by the instructors or students.

d. The primary Arrest and Control instructor will have in his/her possession the following forms and documents:
   1) Emergency contact information for all participants.
   2) Student & Employee Accident-Injury forms

3. **Guideline 4.5.3**
   a. Arrest and Control instructors are aware that hot weather conditions and poor air quality can adversely affect student health during strenuous activity.
      1) Cold packs are readily available in first aid kits.

F. **Section 4.6 Specific Safety Rules**

1. **Guideline 4.6.1**
   a. Arrest and Control instructors are aware that the physical conditioning of older students is generally not of the standard of younger PC 832 students. Care is given to start each student at a pace that accounts for age and physical conditioning of the group as a whole.

2. **Guideline 4.6.2**
   a. The PC 832 course is a basic entry course. It is not designed as an Instructor level training course.
   b. Even though it is a basic entry course, the Arrest and Control Instructor will explain the physical requirements, fitness expectations, and testing standards for the students.

3. **Guideline 4.6.3**
   a. Students complete a systematic series of warm-up activities and exercises prior to the commencement of any Arrest and Control training. The use of stretching activities before training reduces the likelihood of injuries. Special attention is given to the particular muscle and joint groups that will be involved in the training session.

4. **Guideline 4.6.4**
   a. Students complete a systematic series of cool-down activities at the conclusion of any Arrest and Control training session. This helps reduce muscle pain.

III. **SPECIFIC NOTIFICATION PROTOCOL FOR INJURY**

A. Any injury/illness occurring during Arrest and Control instruction shall be reported to an Arrest and Control Instructor.

B. If necessary, an Arrest and Control Instructor will notify the local emergency medical provider.

C. The Arrest and Control Instructor shall notify the Director of Administration of Justice at College of the Siskiyous by:
   1. Personal contact or by telephone if injury is serious
   2. Submitting a copy of the injury/illness report within 24 hours for non-life threatening injury/illness

D. Director of Administration of Justice at College of the Siskiyous shall notify
   1. Dean of the Service Area
2. Department of Human Resources

IV. SPECIFIC PROTOCOL ACTION IN THE EVENT OF INJURY OR ILLNESS

A. Render first aid.
B. If necessary, the Arrest and Control Instructor will request medical assistance by notifying the local emergency medical provider for emergencies at the College of the Siskiyous campus or other off-site training facilities:
   1. Yreka Fire Department/Weed Fire Department/Cal Fire/Mount Shasta Ambulance Company.
      a. Call 9-1-1
C. Should further medical treatment be needed, the injured party shall be transported to the nearest medical facility.
   1. Fairchild Medical Center, 444 Bruce St, Yreka, CA 96097, phone (530) 842-4121
   2. Mercy Medical Center Mount Shasta, 914 Pine Street, Mount Shasta, CA 96067, phone (530) 926-6111
D. If requested by the injured party, or if warranted by the seriousness of the injury/illness, the injured person’s emergency contact designee will be notified by telephone.
E. The Arrest and Control Instructor shall notify the Director of Administration of Justice at College of the Siskiyous as soon as practical in person or by telephone if injury is serious; otherwise, a copy of the Student or Employee injury/illness report will be submitted within 24 hours.
   1. Document requirements of injury/illness reporting:
      a. Employee-Instructor
         1) Worker’s Compensation Claim Form
         2) Employee Rpt of Work Related Injury/Illness
         3) Accident/Illness Report – Supervisor
      b. Student
         1) Student Accident Report
   2. All completed accident report packages are forwarded to the Director of Human Resources.

POST Student Safety Guidelines Link:

http://lib.post.ca.gov/Publications/Student_Safety_Guidelines.pdf
I. GENERAL FIREARMS SAFETY POLICY
   A. Guideline 2.5.1 – Basic Firearm Safety
      1. Consider all guns to be loaded at all times.
      2. Keep the muzzle pointed away from anything you do not intend to shoot.
      3. Keep firearm pointed in the safest possible direction.
   B. Guideline 2.5.3
      1. Keep fingers out of the trigger guard and finger off the trigger until on target, ready to shoot.
      2. Be sure of the target and what’s beyond it.
   C. Guideline 2.5.5 – Initial Safety Check
      1. All firearms shall be carried unloaded until directed otherwise by the firearms instructor.
      2. The firearm action shall be open anytime a firearm is transferred to another person. A visual and physical check of the firearm shall be done to make certain it is unloaded.
   D. Guideline 2.5.1 – Course Safety
      1. When not actively participating in an exercise:
         a. All handguns will be holstered and secured.
      2. No talking on the firing line except by firearms instructors.
      3. Never go in front of the firing line or bend over to pick up dropped items without first receiving clearance from the firearms instructor.
      4. Never anticipate a command from a firearms instructor. Students are to stay focused and to pay strict attention to the firearms instructor.
      5. Persons not actively participating in an exercise shall stand by in a designated area for non-participants. While in this safety area, students shall be monitored/ supervised by an instructor or staff member.
      6. The loading and unloading of firearms will only be performed on the firing line. Under no circumstances will any student behind the firing line have a firearm that is not holstered.
      7. All shooting participants will be instructed to wash their hands and faces thoroughly after shooting to remove any lead particles or other debris deposited as a result of the weapon’s discharge.
   E. Instructor Responsibility
      1. Instructors are responsible for conducting safety inspections or otherwise assessing the safety of the equipment and facilities used.
      2. Firearms instructors shall wear distinctive clothing identifying them as “staff”.
      3. Instructors shall be aware of environmental factors such as weather or air quality and adjust the instruction as necessary.
4. Instructors shall advise students of their responsibility to report and/or stop unsafe actions during training.
5. Instructors shall follow the expanded course outline as submitted and approved by POST for presentation.
6. Instructors shall display an attitude of safety and professional demeanor at all times.
7. In addition to the firearm instruction duties, one instructor will be designated at the “Firearms Safety Officer”.
8. Instructors will immediately remove any student from participation for the day for violation(s) of serious safety rules:
   a. Unsafe weapon handling
   b. Accidental discharge
   c. Repeated failure to follow instructional commands.

F. Students/Participants Responsibility
1. Students/Participants are required to complete an emergency contact information form.
2. Students/Participants shall immediately notify the firearms instructor of any known pre-existing medical condition which is likely to be aggravated during training or will affect performance during training.
3. Students/Participants shall immediately notify the firearms instructor of any injury sustained during training.
4. Students/Participants are responsible for adhering to all safety requirements of individual courses.
5. Students/Participants are responsible for identifying and notifying firearm instructor(s) of any unsafe conditions.

II. FACILITY SPECIFIC SAFETY POLICY

A. Section 2.1 Facility Guidelines
1. Guideline 2.1.1
   a. General safety rules as well as procedures unique to the firearms training facility have been developed and reduced to writing. These are communicated to students prior to each training session.
   b. The firearms training range is used for all law enforcement training and will abide by this safety policy:
      1) Primary location
         a. Siskiyou County Sheriff’s Department
         b. White Rock Road, Grenada, CA 96038
      2) Additional Location
         a. Mott Road Shooting Range
         b. Mott Airport Road, Dunsmuir, CA 96025
2. Guideline 2.1.2
   a. Range facilities have established an adequate bullet impact area to provide a reasonable margin of safety from all aimed, strayed and ricocheted shots.
b. The bullet impact areas are dirt berm bullet traps. Staff will inspect the facilities prior to each use and report any safety or security issues to the range owners.

3. **Guideline 2.1.3**
   a. Range facilities have a reasonably contained perimeter designated by means of warning signs and fencing to prevent unauthorized entry.

4. **Guideline 2.1.4**
   a. Safe areas are designated at the range facility to accommodate persons who are not directly engaged in shooting, including areas for cleaning, unloading and reloading.
   b. The range has agency/presenter safety rules clearly posted on the outside walls of their outbuildings, near the entrance to the range.
   c. Loading/un-loading barrels are provided near the weapon cleaning stations. Course firearms instructors are always present and monitor these activities.
   d. Range facilities are designed so that no expended rounds fired on the ranges are directed at occupied buildings or areas.

5. **Guideline 2.1.5**
   a. The range facilities will have a communication process capable of clearly transmitting instructions to all persons on the range.
   b. The Module III instructors shall clearly communicate instructions to all persons on the range.
   c. The communications process shall be sufficient to stop action and ensure that verbal commands are clearly understood by shooters on the firing line. The communications process may also include the use of lights, flags, whistles, horns, or hand signals.
   d. Lastly, range instructors are equipped with cell phones for instant emergency communications.

6. **Guideline 2.1.6**
   a. Range facility and bullet impact areas are inspected at the start of each training session for apparent hazards by the firearm instructors.
   b. Firearm instructors report any safety or security issues to the range owners. If the hazard is major and needs immediate attention, firearm instructors have the authority to cancel the training session.
   c. All weapons are checked for safety prior to the start of live fire training.

7. **Guideline 2.1.7**
   a. The Module III does not require emergency lighting for firearms training conducted during the night-time hours.
   b. The approved ranges listed above have appropriate full lighting in the range facility including overhead lighting in the weapon cleaning area.

8. **Guideline 2.1.8**
   a. The Range facility is an outdoor range. Weather conditions are always a consideration with regard to the need to provide shelter and shade.
   b. The Range facility has a covered patio area for protection against extreme sun or rain.

9. **Guideline 2.1.09**
a. Currently we do not have an in-door range.

10. Guideline 2.1.10
   a. First aid kits are carried by instructors at all times.
   b. The primary firearm instructor will have in his/her possession the emergency contact information for all participants.
   c. The primary firearm instructor will have in his/her possession the following forms and documents
      1) Student & Employee Accident-Injury forms
      2) Accidental Discharge (A.D.) forms

11. Guideline 2.1.11
   a. Range facilities prohibit the use of reactive (steel) targets. The Module III does not use these types of targets.

12. Guideline 2.1.12
   a. Props used in tactical shooting courses are constructed to minimize the danger of injury to the shooter.
   b. The Module III course uses portable wooden target bases (2”x 4” construction) to minimize any chance of ricochets.
      1) The approved ranges listed above can safely accommodate 6 firing lanes for static line shooting courses.

B. Section 2.2 Equipment Guidelines
   1. Guideline 2.2.1
      a. Every student is required to wear eye and ear protection while engaged in shooting or while in the immediate vicinity of the firing line. It is suggested shooters wear a shirt with a snug fitting neck to prevent hot brass from entering the neckline. A baseball style hat is also required.

   2. Guideline 2.2.2
      a. The use of soft body armor is required in all shooting courses. It is required by the students and the firearm instructors.

   3. Guideline 2.2.3
      a. Each handgun shooter must use a holster that is compatible with the type of handgun that will be used on the range. The gun is to be secured with all retention devices whenever it is holstered.

   4. Guideline 2.2.4
      a. Each weapon is subject to a safety inspection and approved for use by the firearms instructional staff prior to use on the range. No non-factory modifications to guns are allowed.

   5. Guideline 2.2.5
      a. Any time a firearm is used in a situation where it may be pointed towards someone, it is physically and visually checked by both the instructor and student(s). The firearm is re-cleared, both physically and visually, every time it is used for demonstration.

   6. Guideline 2.2.6
      a. Clothing and footwear appropriate to the course of fire and terrain of the range is required.

   7. Guideline 2.2.7
      a. The firearm instructors will be easily identifiable by the following:
• Red colored Administration of Justice polo shirt.
• Khaki pants.

C. Section 2.3 Instructor Qualifications
1. Guideline 2.3.1
   a. Only instructors, who have successfully completed the specific firearm instructor course for this specific firearm subject matter as certified by POST, the FBI, or an equivalent authority, shall be used.
2. Guideline 2.3.2
   a. Firearm instructor update courses are recommended as necessary, generally every three years. These update courses offer new ideas in training and tactics, and provide the instructor with a network of peers.
   b. Firearm instructors are encouraged to attend POST workshops that deal with firearm training issues.
3. Guideline 2.3.3
   a. All firearm instructors will have training in the weapons that are used by the College of the Siskiyous.
   b. All firearms instructors should have a good working knowledge of numerous types of firearms utilized in Module III.

D. Section 2.4 Instructional Staff-to-Student Ratio
1. Guideline 2.4.1
   a. The firearm instructors have collectively established appropriate instructional staff-to-student ratios. These ratios are based on the intensity or pace of the training experience, participant familiarity with the material, training facility, injury potential, and active versus passive participation.
   b. General guidelines for staff-to-student ratio during firearms training is as follows:

<table>
<thead>
<tr>
<th>Task</th>
<th>Staff</th>
<th>Active Students</th>
<th>Passive Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom Instruction</td>
<td>1</td>
<td>-</td>
<td>15</td>
</tr>
<tr>
<td>Static Line Live Firing</td>
<td>1</td>
<td>5</td>
<td>-</td>
</tr>
</tbody>
</table>

2. Guideline 2.4.2
   a. The Module III does not require the students perform any tactical or moving courses of fire.
   b. Reassessment of the staff-to-student ratio will be initiated when curriculum changes are proposed or when course structure is otherwise modified.

G. Section 2.5 Presentation Guidelines
1. Guideline 2.5.1
   a. General Safety rules will be reviewed with students prior to students participating in range training.
   b. Each range has safety rules posted on signage attached to the outbuildings, near the firing line.
2. **Guideline 2.5.2**
   a. Procedures for handling weapon malfunctions, ammunition failures and other unusual occurrences are reviewed immediately before any live fire training takes place.

3. **Guideline 2.5.3**
   a. Students are instructed to keep their fingers outside the firearm’s trigger guard until they are ready to fire.
   b. Students that continue to disregard this safety policy, or that experience an Accidental Discharge (A.D.) are removed from training for that day. Documentation is then completed by the firearm instructor.

4. **Guideline 2.5.4**
   a. Students shall be given a general orientation to any tactical shooting course where live fire will be used prior to the application phase of training.
   b. An orientation on the overall expectations of a tactical shooting exercise will generally enhance safety and positively impact the training experience. This practice becomes critical in exercises involving multiple shooters where coordinated activity is essential.

5. **Guideline 2.5.5**
   a. Students are instructed on the hazards of lead exposure and contamination.
   b. Shooting participants are instructed to wash their hands and face after completing a range training day or before going on a meal break.
      - The approved ranges listed above have an indoor restroom facility with running, potable water located adjacent to the weapons cleaning station.

III. **SPECIFIC PROTOCOL – ACTIONS IN THE EVENT OF INJURY OR ILLNESS**

   A. **Guideline 1.6.1 (See Page 3)**
      1. Render first aid.
      2. If necessary, the instructor will request medical assistance by notifying the following local emergency medical providers for emergencies:
         a. Yreka Fire Department / Weed Fire Department / Mount Shasta District Fire Department / Dunsmuir Fire Department
         b. Mount Shasta Ambulance Service
         c. Call 9-1-1
      3. Should further medical treatment be needed, the injured party shall be transported to the nearest medical facility.
         a. Fairchild Medical Center, 444 Bruce St, Yreka, CA 96097, phone (530) 842-4121
         b. Mercy Medical Center Mount Shasta, 914 Pine Street, Mount Shasta, CA 96067, phone (530) 926-6111
c. If requested by the injured party, or if warranted by the seriousness of the injury/illness, the injured person’s emergency contact designee will be notified by telephone.

d. The instructor shall notify the Director of Administration of Justice at College of the Siskiyous by telephone if the injury is serious; otherwise, a copy of the injury/illness report will be submitted within 24 hours.

4. Document requirements of injury/illness reporting:
   a. Employee-Instructor
      1. Worker’s Compensation Claim
      2. Employee Report of Work Related Injury/Illness
      3. Accident/Illness Report – Supervisor
   b. Student
      1. Student Accident Report

5. Guideline 1.6.2
   a. Course staff shall investigate and track injury trends to help identify unsafe equipment or techniques used in training exercises.
      1. If it is determined a training technique is the root cause, this information will be shared with POST to foster a more in-depth investigation with other academies.

6. Guideline 1.6.3
   a. Students that seek medical treatment at a medical facility for an injury or illness sustained during a training session shall be required to present a physician’s clearance of their ability to return to training.

7. Guideline 1.6.4
   a. Students that are excused from a training session as a result of an injury must present medical documentation that confirms their inability to actively participate.
   b. The student shall be required to present a physician’s clearance before being allowed to resume training later.

8. Guideline 1.6.5
   a. Instructors are required to thoroughly document the details associated with an injury that causes a loss of time from a training course.

POST Student Safety Guidelines Link:

http://lib.post.ca.gov/Publications/Student_Safety_Guidelines.pdf
9.1 Facility Guidelines

A. Physical conditioning training shall occur primarily in the Mat Room area, Armory, or College Gymnasium. These areas have adequate lighting and ventilation suitable for strenuous physical activity.

B. Callisthenic exercises should be performed on shock absorbing, nonabrasive surfaces when available.

C. To the extent possible, running areas shall afford adequate traction and shall be free from hazards such as physical obstructions, steep embankments, and excessive inclines or declines.

D. Restrooms and drinking water are readily available during exercise sessions.

9.2 Equipment

A. Students may select their own footwear. The footwear shall offer shock absorption and support. A quality cross trainer shoe is recommended

B. Students in the Basic Academy will wear a dark blue t-shirt, plain dark blue shorts and may wear dark blue sweat pants and/or dark blue sweatshirt during activities. The sweatshirt and t-shirt will have the student’s name imprinted on the front and back.

C. The wearing of excessive jewelry during exercise shall be prohibited since its presence may represent a hazard to students. No body piercings are allowed with the exception of small post earrings for females.

5.3.1 Minimum Instructor Qualifications

A. Instructors of physical conditioning training shall complete a POST certified Basic Physical Training Instructor course, or its equivalent. The academy and POST will jointly determine equivalency. Instructors should have a physical training instructor update course at least every five years.

B. Physical training instructors shall be familiar with the objective symptoms of heat illnesses, exhaustion, respiratory, and cardiac emergencies. Training in First Aid and CPR at the advanced level is encouraged. Instructors shall also be familiar with the
recognition of symptoms of muscle strains, tears, fractures, and dislocations in order to facilitate an appropriate medical response.

5.4.1 Minimum Staff-to-Student Rations

A. For the first sessions and when introducing new activities, the instructor-to-student ratio should be one instructor to 10 students. Once students are correctly performing the tasks, the ratio can change to one instructor to 15 students.

B. For campus runs, one instructor should be in the lead and one instructor at the rear of the group.

5.5 Special Considerations

A. Strenuous exercise shall be avoided during periods of poor air quality in accordance with Air Quality Management Board guidelines.

B. In the rare instance that poor air quality exists, strenuous exercise will be avoided. Since smog is not an issue locally, this problem will usually only arise if there is a fairly close fire and the smoke from the fire leads to poor air quality.

C. Instructors shall advise students of the causes of common exercise-related injuries and strategies for preventing such injuries. In the event a student is injured and cannot participate with the rest of the class in an event, modifications to the exercise may be allowed at the discretion of the instructor. The student will still need to be under the supervision of the instructor(s).

D. Instructors shall follow recognized manipulative skill training principles in the delivery of training.

E. Conditioning skills and exercises are generally taught by first describing the skill, demonstrating it, and then having the student perform it at a reduced speed until some proficiency is achieved.

F. Instructors shall constantly emphasize proper application of technique and safety over competitive performance.

G. Lesson plans for physical conditioning shall be developed in accordance with the principles outlined in the Basic Academy Physical Conditioning Manual.
9.6 Specific Safety Rules

A. Students will complete a Health Self-Evaluation & Health History Statement prior to beginning the academy.

B. Students will also have a physical examination done by a licensed health professional (M.D., PA, PA-C, or FNP). The health professional will determine if the student is fit to engage in the physical activities of the academy and sign a form to the effect of their findings.

C. Students are given information when applying for the academy that outlines the physical demands and performance expectations of the physical conditioning program. Students who are not ready to engage in rigorous physical exercise should reconsider their attending the academy until they are physically ready.

D. All exercise sessions will be preceded by appropriate warm-up and stretching exercises and shall typically conclude with an appropriate cool-down activity.
A. Appropriate safety and instructional signage (e.g. closed course, and no vehicle admittance) will be visible and students will be made aware of the placement of the signage.

B. All non-participating students will remain in a safe location under the supervision of the Academy Coordinator.

C. General Safety Policy as well as policies unique to each training facility are developed, reduced to writing, and communicated to students prior to each training session. 1.2.5, 1.2.6

D. The training area will be located in an area that minimizes potential hazards to the public and students.

E. The slow-speed course design and site shall have minimum obstructions, no outside interference, safe run-out areas, and access for emergency vehicles.

F. The instructional staff shall inspect the driver training facility before the beginning of each instructional day.

G. Vehicles used shall be adequately equipped for the training purpose.
   a. Instructor to Student Ratio
   b. For all driving exercises 1 to 2
   c. POST Driving Skills Exam 1 to 1

H. All vehicles shall have seatbelts and seatbelts will be used by all occupants when the vehicle is in motion.

I. The training facility will have a trauma kit, fire extinguisher, and a pry tool available at the training facility.

J. All vehicles will be adequately maintained and inspected prior to instruction.

K. Each instructor shall have successfully completed the POST certified Driver Training Instructor and Driver Awareness Instructor course.

L. Instructors shall be aware of any physical fatigue factors that may affect the student’s ability to safely perform.

M. A safe zone shall be identified for students that are set apart from the actual driving area.