

CORONA POLICE DEPARTMENT

~TRAINING SAFETY POLICY & GENERAL GUIDELINES ~

It shall be the policy of the Corona Police Department to conduct all training in such a manner as to promote an attitude of safety among instructors and students alike. Concern for safety is contagious and can only result in a reduction of risk.

The efforts of all personnel involved in training shall be directed toward ensuring a safe atmosphere within which maximum training benefit can be realized.

I. STAFF/ADMINISTRATIVE RESPONSIBILITIES

A. The training staff shall provide advance notice to prospective trainees (and their agencies where applicable) regarding anticipated physical demands and/or physical performance expectations.

B. Instructors shall be provided with a copy of the specific safety guidelines pertaining to their course of instruction prior to the commencement of their class.

C. The training staff shall ensure that emergency communications (phone, radio or other means) are accessible at all training sites.

D. At least one member of the instructional staff, either directly involved in the training event or immediately available at the training site, shall be trained in first aid and CPR.

E. Student emergency notification information will be maintained at the Corona Police Department.

F. When planning a training event, the training staff shall identify which medical facilities and emergency services are available or subject to call in the event of an emergency or student injury.

II. INSTRUCTIONAL STAFF-TO-STUDENT RATIOS

A. Instructional staff-to-student ratios for each psychomotor skill area have been established. (The span of control ratio for each instructor will normally be 1 trainer per 5 students) Factors considered in establishing these ratios included, but were not limited to:

- ▶ the intensity or pace of the training experience
- ▶ student familiarity with the material

- ▶ characteristics of the training site
- ▶ injury potential
- ▶ active versus passive participation

B. For the purposes of establishing an instructional staff-to-student ratio, the following personnel titles and descriptions are viewed as exerting functional supervision over students in training:

- ▶ Training Specialists
- ▶ Defensive Tactics Instructors
- ▶ Firearms Instructors
- ▶ Other instructors as designated by the training sergeant

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

III. INSTRUCTOR RESPONSIBILITIES

A. The primary instructor or designee shall be responsible for conducting safety inspections of students and facilities used for training.

B. Instructors should be aware of environmental factors such as weather or air quality and adjust the instruction as necessary.

C. The primary instructor or designee shall verbally review specific safety rules with students.

D. Specific safety rules shall be incorporated into lesson plans. A copy of the safety rules, either in writing or verbally, will be distributed to students as part of the course handouts.

E. Instructors shall adhere to the expanded course outline as submitted to P.O.S.T. Instructors shall also adhere to their lesson plan as approved by the Corona Police Department Personnel and Training Commander.

F. Instructors shall display an attitude of safety and a professional demeanor at all times.

G. Instructors shall advise students of their responsibility to report and/or stop unsafe actions during training.

IV. STUDENT RESPONSIBILITIES

A. Students shall immediately notify the primary instructor of any known pre-existing medical condition which is likely to be aggravated by, or effect performance during training.

B. Students shall be excluded from training when doubt exists as to the student's medical fitness unless evidence of medical or physical fitness is provided.

C. Students shall immediately notify a member of the training staff of any injury sustained during training.

D. Students are responsible for adhering to all safety requirements of individual courses.

V. RESPONSE TO INJURIES

A. In the event of an injury, the following actions shall be taken as necessary:

1. Render First Aid

2. Obtain appropriate medical assistance. In all cases where a student loses consciousness, an evaluation shall be sought from a competent medical authority before the student is allowed to return to training.

3. Initiate student emergency notification information and agency notification requirements.

4. Investigate and complete an accident report using CPD approved reporting procedures.

B. Students who sustain an injury which requires treatment by a physician must obtain a medical release before they will be allowed to resume training.

VI. COURSE-SPECIFIC SAFETY RULES

A. Specific safety rules for each domain taught will be covered prior to each course offered. Specific rules vary due to difference in subject matter, tasks to be performed and the particular training environment or site.

CORONA POLICE DEPARTMENT

~PSP DRIVER TRAINING SAFETY POLICY ~

The Corona Police Department's PSP Driver Training course is a slow speed driving/maneuvering course coupled with classroom lecture. This policy addresses safety issues pertaining to the driving/maneuvering portion of the course.

I. Facility

- A. The driving portion of this class will be held in the open asphalt lot located at the westernmost portion of the city of Corona Corporation Yard which is specified as a driver training area for various city departments.
- B. The training area is enclosed by a fence to limit vehicular and pedestrian traffic. There is easy access to the area for emergency situations and the areas immediately adjacent to the training area will be kept clear of vehicles and objects that might interfere with unexpected training vehicle "run out." Training area boundaries will be clearly marked and easily visible to course participants.
- C. Prior to the commencement of any driving, the roadway surface will be checked for damage and/or unsafe conditions. Areas of concern will be excluded from the training and be marked with cones, barriers or tape. Surface conditions will be monitored continuously and problem areas will be promptly addressed.
- D. A staging area or safe zone is located on the south portion of the training area. This area will be used to stage motor vehicles prior to entering the training area. The staging area will also be used for breaks by students and instructors as needed.

II. Equipment

- A. Vehicles used for this slow speed maneuvering will be the type of vehicle used by the student during his/her regular activities while on duty. For example, a patrol officer will use a marked Corona Police Department patrol vehicle while a detective will use the unmarked vehicle assigned to him/her.
- B. All vehicles used for training shall have functioning seat belt system which will be utilized during the training.
- C. A fire extinguisher, first aid kit and police radio shall be immediately available in the event of an emergency situation.

D. In the event of an emergency, all training shall cease until the emergency situation has been resolved.

III. Instructors and Presentation

A. The maximum instructor to student ratio will be one instructor for every three student drivers.

B. There will be at least two instructors present at the training location during all driving activity.

C. Instructors will emphasize safety during the course and will review safety guidelines with the students prior to driving exercises.

D. Instructors will monitor students for any physical condition (fatigue, etc.) that might affect the student's ability to safely operate a motor vehicle. Students deemed unsafe for any reason will not be allowed to operate motor vehicles until the unsafe condition has been resolved.

E. Any safety issue that is not specifically addressed in this policy will be addressed and resolved by the instructional staff.