

# **Corona Police Department**

## **~General Safety Policy ~**

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 Course-Specific Safety policy and the General Safety Policy 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. INSTRUCTOR-TO-STUDENT RATIOS**

A. Instructor-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 4 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 instructor-to-student ratio, the following personnel titles and descriptions are viewed as exerting functional supervision over students in training:

- ▶ Firearms Instructors

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

D. As needed, course specific instructor-to-student ratios will be established based on the needs of the course to insure a safe learning environment.

### **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 review the Course- Specific Safety Policy and General Safety Policy with students.

D. The Course-Specific Safety Policy shall be incorporated into lesson plans. A copy of the Course-Specific Safety Policy and the General Safety Policy, will be distributed to students as part of the course handouts.

E. Instructors shall adhere to the expanded course outline as submitted to and approved by 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.

### **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 the Course-Specific Safety Policy and the General Safety Policy.

#### IV. **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 policy.

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.

- **Hospital/Medical facilities**

1. Corona Regional Hospital: 800 S. Main St., Corona, Phone number 951-737-4343
2. Riverside Community Hospital: 4445 Magnolia Ave., Riverside. Phone number 951-788-3000

# **Corona Police Department**

## **Course Specific Safety Policy**

### **A. Training Objective**

1. The Corona Police Firearms Training Facility is operated by the Corona Police Department for the purposes of training Corona Police personnel and for training allied law enforcement personnel.

### **B. Range Brief / Safety Brief**

1. All weapons will be cleared and/or made ready in the ready room prior to entering the firing range.
2. Any range ammunition which fails to fire shall be returned to the Rangemaster for replacement. Do not put live ammunition in the brass buckets.
3. Range ammunition or empty brass provided by this facility shall not be removed from the facility without approval of the Rangemaster or Firearms Instructor.
4. Profanity, gambling, disorderly conduct, or drinking of alcoholic beverages is prohibited on the facility grounds.
5. Interference or unnecessary conversation with any other shooter on the firing line is prohibited.
6. No smoking, food or drinks are permitted on the firing line.
7. Appropriate *clothing* attire is required when using the range. No open-toe shoes or sandals are permitted. Long pants and closed-toe shoes – required.
8. Do not turn or twist the target carrier by hand as this will damage the carrier shaft. Do not operate the carriers in fast mode.
9. Brief:
  - a) All firearms are loaded until cleared by the operator.
  - b) Never point the muzzle at anything that you do not want to destroy.
  - c) Keep the finger off of the trigger until ready to shoot.
  - d) Know the target and what is behind it.
10. In matters of "Safety Operating Procedures" (specifically the Course-Specific Safety Policy and the General Safety Policy), the Rangemaster is the ultimate authority on the range.

11. At the beginning of each day or at the beginning of a new shooting event, the responsible Firearms Instructor or Rangemaster will inspect the live-fire portion of the Firearms Training Facility for any hazards before allowing any firearms training.
12. Any Rangemaster or Firearms Instructor has the authority to inspect any weapon and/or ammunition brought onto the facility grounds for safety and approval.
13. Defective or unsafe weapons will not be permitted on the firing line.
14. Only factory loaded ammunition is permitted. Reloaded ammunition is not permitted in firearms classes.
15. Armor piercing (AP), tracer or incendiary ammunition are prohibited.
16. All personnel on the range (firing areas) shall wear soft body armor, eye and ear protection except when the Rangemaster or Firearms Instructor authorizes shooters to remove the gear for discussion or instructions.
17. All students entering upon, remaining upon, or leaving the facility shall carry all firearms in a safe manner, adhering to the following:
  - a) All patrol rifles shall be carried unloaded with the action open and all magazines removed. This does not apply on the firing line or shooting areas.
  - b) Other weapons brought into the facility shall be unloaded unless the weapon is worn directly on the person in a holster or carried concealed upon the person in a secure manner.
18. Firearms will be loaded and unloaded with the muzzles pointed in a safe direction and only in the following locations:
  - a) In the Ready Room utilizing the bullet containment device.
  - b) On the Firing Line with muzzle pointed down range or as directed by the Rangemaster or Firearms Instructor.
  - c) Forward of the Firing Line with muzzle pointed down range as directed to do so by the Rangemaster or Firearms Instructor.
  - d) Any other area designated by the Rangemaster
19. No shooting will take place in the Firearms Training Facility unless supervised by a Corona Police Rangemaster or Firearms Instructor.
20. Firearms shall not be handled, cycled, or displayed behind the firing line (Except in designated areas). No weapons or equipment shall be left unattended.
21. Before cleaning or servicing any weapon, the weapon shall be checked to make sure it is unloaded. Cleaning and/or servicing of firearms shall be

permitted only in the designated areas.

22. All shooters on the firing line shall adhere to the following:

a) Only shooters assigned to a target shall be permitted on the firing line with the exception of the following:

- (1) Rangemaster
- (2) Firearms Instructors

b) All shooters on the firing line shall cease fire, enable weapon safety device, holster their weapon or unload it safely upon the command of the Rangemaster or if "cease fire" is called by anyone on the range.

c) The following weapons are prohibited from being fired at this facility:

- (1) Black powder weapons
- (2) Damascus barreled weapons
- (3) Twist barreled weapons
- (4) Any weapon capable of chambering ammunition with greater muzzle energy than a .308 Winchester (unless approved by the Corona Police Rangemaster)
- (5) Any weapon that the on-duty Rangemaster or Firearms Instructor deems unsafe

d) No malfunctioning weapon shall be removed from the firing line without first clearing the malfunction and removing all ammunition, unless directed otherwise by the Rangemaster or Firearms Instructor. If assistance is required, the student will keep the weapon pointed down range and raise the non-shooting hand.

e) Sunglasses and other light restricting eyewear are not authorized to be worn on the firing line unless medically prescribed and/or approved by the Rangemaster.

f) Ammunition shall be handled with care. Do not throw or toss live ammunition to the ground or into brass buckets.

g) A first aid kit is located in the Range Ready Room and shall be maintained at the training facility to treat minor injuries.

h) A black trauma kit containing items for a gunshot wound or injury is located on the back wall of the range and is labeled.

### **C. Instructor-to-Student Ratios**

1. The following minimum instructor-to-student ratios will be in effect for the Firearms/Tactical Rifle Course:

- a) Static Firing Line – one instructor per five students (1:5)
- b) Moving Firing Line – one instructor per two students (1:2)

- c) Stress Firing line – one instructor per two students (1:2)
2. At no time will there be more than ten (10) students on the firing line during live fire exercises. Non shooting students will be outside of the range waiting in the ready room supervised by an instructor.

#### **D. Emergency Procedures**

1. In the event of an emergency situation, medical aid will be requested via Corona PD dispatch by either portable radio or telephone. Telephones are located in the armory, the range office and the range control booth. A cell phone or other communication device may be used if available. The Corona Fire Department will be summoned with an EMT (Emergency Medical Technician) and/or a Paramedic.
2. Students who suffer a life threatening injury will be transported to the closest emergency medical facility. This will normally be the Corona Regional Medical Center Emergency Room located at 800 South Main Street in Corona. First-aid shall be rendered until the arrival of emergency assistance. Emergency assistance will take over and determine the facility to transport the student to.
3. Students who suffer moderate (non life threatening) injuries will be treated by a member of the range staff who is first aid certified. At least one of the staff on duty at the class will be currently certified in first aid and CPR. The mode of transportation (if needed) will be determined by the instructor who is providing the first aid. Examples could be: broken bones, large abrasions, minor burns, lacerations and sprains. Wounds will be cleaned and bandaged, direct pressure will be applied if needed. Immobilization will be done if the injury requires it and ice will be applied for swelling.
3. Students who suffer from minor injuries will be treated by a member of the range staff who is first aid certified. Examples could be: minor abrasions and lacerations, swelling or bruising. Wounds will be cleaned and bandaged and ice will be applied to areas affected by swelling.
4. The determination of whether or not to summon medical aid (paramedics, Corona Fire, etc.) in non life threatening situations will be at the discretion of the ranking instructor or at the request of the injured student.
5. If deemed necessary, the injured student in a non life threatening situation may be transported to the Corona Regional Medical center or any facility dictated by the student's agency.

#### **F. Local hospital**

10. Corona Regional Hospital: 800 S. Main St., Corona phone number 951-737-4343