SAFETY MANUAL

Presenter Identification Number: 2410-00100
Regular Basic Course- Intensive

REVISED: October 9, 2026

TABLE OF CONTENTS

SAFETY POLICY		**4**
GENERAL SAFETY GUIDELINES		**5**
STAFF/ADMINISTRATIVE RESPONSIBILITIES		**6**
SAFETY MEETINGS		**6**
INSTRUCTOR RESPONSIBILITIES		**7**
STUDENT RESPONSIBILITIES		**7**
RESPONSE/REPORTING INJURIES		**8**
HEAT RELATED ILLNESS		**9**
BLOOD BORNE PATHOGEN PROGRAM		**11**
HEPATITIS B VACCINATION PROGRAM		**12**
TRANSMISSION OF INFECTIOUS PATHOGENS DURING CPR		**13**
FIRST AID FOR OPEN WOUNDS, CLEAN-UP, AND DISPOSAL		**13**
INSTRUCTOR/STUDENT RATIOS		**13**
FIRE PREVENTION PROGRAM		**14**
EMERGENCY AND EVACUATION PROCEDURES		**15**
HAZARDOUS MATERIALS		**16**
COURSE SPECIFIC SAFETY RULES		
A	**FIREARMS**	**18**
B	**EVOC DRIVER TRAINING**	**22**
C	**ARREST AND CONTROL**	**25**
D	**TACTICAL OPERATIONS / SCENARIO SIMULATION**	**35**
E	**CHEMICAL AGENT TRAINING**	**39**
F	**PHYSICAL TRAINING**	**42**
G	**CROWD CONTROL**	**4**

TABLE OF CONTENTS (Continued)

H	**AIRSOFT SAFETY**	**48**
I	**WORK SAMPLE TEST BATTERY (WSTB)**	**50**
J	**DESIGNATED EMERGENCY ROOMS**	**55**

SAFETY POLICY

The San Diego Regional Public Safety Training Institute (S.D.R.P.S.T.I.) is intended to supplement the California Peace Officer Standards and Training (P.O.S.T.) Guidelines for Student Safety in Certified Courses 2024. All presenters and instructors shall familiarize themselves with the content of Chapter 1 of the POST Guidelines for Student Safety before reviewing any topic specific guidelines in any other chapter. Refer to the P.O.S.T. Guidelines for Student Safety in Certified Courses 2024 for details.

It shall be the policy of the S.D.R.P.S.T.I. to conduct training that promotes a safe and secure environment for staff, students, and visitors. Instructors shall conform to all applicable Environmental Protection Agency (E.P.A.) and California Occupational Safety and Health Administration (Cal/OSHA) standards. The goal is to minimize risk and exposure to injuries for all at S.D.R.P.S.T.I. The efforts of all personnel shall be directed towards maximizing the training experience while ensuring a safe secure environment. This manual has been prepared to provide guidelines which will ensure everyone's safety and security.

GENERAL SAFETY GUIDELINES

1. Safety Policies and Procedures
    a. All safety rules shall be clearly posted.
    b. Students shall be made aware of local rules, conditions, and facility requirements.
    c. Each presenter/facility shall supply, in written form, the safety/facility rules to each student.

2. Training/Testing site
    a. All staging areas shall be clearly designated and have drinking water, restrooms, a fully equipped first aid/trauma kit and AED readily accessible.

3. Controlling Access
    a. Classrooms, gyms, and other indoor training/testing facilities shall have restricted access to prevent unauthorized entry for basic courses.
    b. Outdoor training/testing sites should have a reasonably contained perimeter to prevent unauthorized entry.
    c. Training/testing sites shall always be accessible to EMS or other emergency resources
    d. It is important that all persons near certain training facilities/testing (firearm ranges, etc.) be aware of the activities that occur there.

4. Instructor-to-Student/Scenario Evaluator-to-Student Ratios
    a. Presenters of basic courses shall include scenario evaluator-to-student ratio to ensure adequate supervision of the students during scenario testing.
    b. Ratios for testing of manipulative skills and scenarios:
        i. Firearms 1:5 for static line and 1:1 for dynamic movement
        ii. Arrest and Control 1:1
        iii. Driver Training 1:1
        iv. Scenarios 1:1

5. Presentation Guidelines
    a. It is the presenter and instructors' primary responsibility for the safe conduct of training/testing.
    b. All students and role players shall be reminded of the importance of not altering or improvising scenarios.
    c. All instructors shall adhere to the approved course content (ECO/TTS) included in the course certification.
    d. If applicable, significant changes in presenter-specific content which impact the expanded course outline must be submitted to POST for approval prior to instruction for basic courses.

6. Review and Reemphasize Safety Rules
    a. General Safety rules and rules applicable tot eh specific training activity or event shall be reviewed with students prior to the application phase of training or testing.
    b. The instructor shall remind and reinforce safety rules at each critical state of the training/testing as needed.
    c. When posting of the safety rules is not possible, they shall be briefed and provided to the students.
    d. It is required for basic courses that rules shall be posted in a conspicuous location so students can quickly and regularly review the correct procedures.

STAFF/ADMINISTRATIVE RESPONSIBILITIES

A. All staff will perform their duties in a manner that promotes the safest learning environment.

B. Staff will immediately report any unsafe conditions and/or practices to a supervisor, a lead instructor, or a safety officer. Staff members are to take immediate action to prevent injuries and are strongly encouraged to submit recommendations for corrective action through their supervisor.

C. Staff members must be vigilant to any hazards that might lead to injury and take corrective actions to eliminate those hazards.

D. Safety is a primary operating requirement and must be aggressively and consistently implemented in all operations. A Site Safety Officer is assigned to work areas and acts in an advisory capacity to assist staff and instructors in carrying out this safety responsibility.

E. The training staff will provide advance notice to prospective students and their agencies regarding anticipated physical demands and/or physical performance expectations.

F. Each academy exceeding forty recruits should be separated into smaller subsections and academy sections should not exceed forty recruits.

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

H. All indoor and outdoor training venues should have restricted access to prevent unauthorized entry.

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

J. At least one member of the training staff, either directly involved in the training event or immediately available at the training site, will be trained in First Aid, CPR and AED.

K. When planning a training event, the training staff will identify which medical facilities and emergency services are available in the event of an emergency or student injury.

SAFETY MEETINGS

A. Supervisors will conduct safety meetings with staff on a regular basis.

1. S.D.R.P.S.T.I. safety rules and safe operating procedures.
2. Possible or actual hazards on the job.
3. Safety equipment.
4. Accident procedures.
5. Emergency or evacuation procedures.
6. Any other pertinent subjects.

INSTRUCTOR RESPONSIBILITIES

A. Instructors are responsible for conducting safety inspections or otherwise assessing the safety of the equipment and facilities used for training.

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

C. Instructors will incorporate the safety policy into their lesson plans and either orally review the policy with the class or incorporate the written policy into the course handout material. The instructor shall supply a written copy to each student.

D. Instructors will follow the expanded course outline as submitted to P.O.S.T. and/or S.D.R.P.S.T.I. as approved by the Academy Director.

E. Instructors will advise all students of their responsibility to report and/or stop unsafe actions during training.

F. Instructors will notify administrative staff of any potential impact of their specific training on outside agencies.

G. Instructors will adhere to all policies, rules, regulations, ordinances and laws concerning their conduct while interacting with students.

H. Instructors will always convey an attitude of safety and professional demeanor.

STUDENT RESPONSIBILITIES

A. Students will not endanger anyone, including themselves, through careless or willful violation of safety rules or instructions. All recruits are safety officers and as such will familiarize themselves with the entire S.D.R.P.S.T.I. Safety Policy (Accessible via the S.D.R.P.S.T.I. Google Drive).

B. Students will immediately notify course instructors of any known pre-existing medical condition that is likely to be aggravated by or affect performance during training.

C. Students will be required to provide evidence of medical or physical fitness for training if the instructor questions their ability to perform safely.

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

E. Students will be responsible for adhering to all safety requirements while attending courses at the San Diego Regional Public Safety Training Institute

F. Students will not violate medical restrictions while on or off duty.

RESPONSE/REPORTING INJURIES

A. All S.D.R.P.S.T.I. personnel assigned to the Academy will promptly report injuries and illness and receive medical treatment in accordance with their department policy.

B. All S.D.R.P.S.T.I. personnel and others (in the active capacity of a paid San Diego Community College District employee/instructor) will promptly report work-related illness or injuries to the Community College Police for documentation and treatment.

C. When an Academy staff member learns that a sponsored student from another agency has sustained a work-related illness or injury, they will contact the agency in question to determine the proper reporting and treatment procedures.

D. When an Academy staff member learns that an open enrollment student has suffered an academy related illness or injury, they will promptly notify the Community College Police for proper documentation and treatment.

E. In the event of an injury, instructors or staff will be responsible for investigating and submitting a written report of the incident.

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

G. EMS will be notified and respond to every situation involving injury or medical emergency which is life-threatening or renders the individual unconscious.

H. Any work-related illness or injury requiring medical assistance beyond staff first aid (e.g., cuts, sprains, etc.) will be treated in accordance with their agency's provider.

I. The P.O.S.T. Basic Training Bureau shall be notified via The Injury Report Form (located on the CA POST website) within five business days.

J. Administrative staff will notify the P.O.S.T. consultant for S.D.R.P.S.T.I. in the event a serious injury occurs during training.

K. Emergency / Injury Notification
    a. See Pages 48-50.

The San Diego Regional Public Safety Training Institute

Basic Academy

Heat Illness Prevention

A. **Environmental and Personal Risk Factors:** In the event of exertion, a rise in temperature due to clothing insulation, or heat-related illness due to personal protective equipment, loosen clothing and move to a cool place.

B. **Training Staff Procedure:** During the approximate 6-month academy, we will provide, and you will be reminded to partake in water consumption, shade, cool-down rest locations, and have access to first aid.

C. **Water Consumption:** During the approximate 6-month academy, you will be reminded to drink small quantities of water, up to 4 cups per hour, when the work environment is hot and on occasions when you will likely be sweating more than usual.

D. **Acclimatization:** You will be closely observed by a supervisor or designee for the first 14 days of the academy, and during a "heat wave," any day in which the predicted high temperature for the day will be at least 80 degrees Fahrenheit and at least ten degrees Fahrenheit higher than the average high daily temperature in the preceding five days.

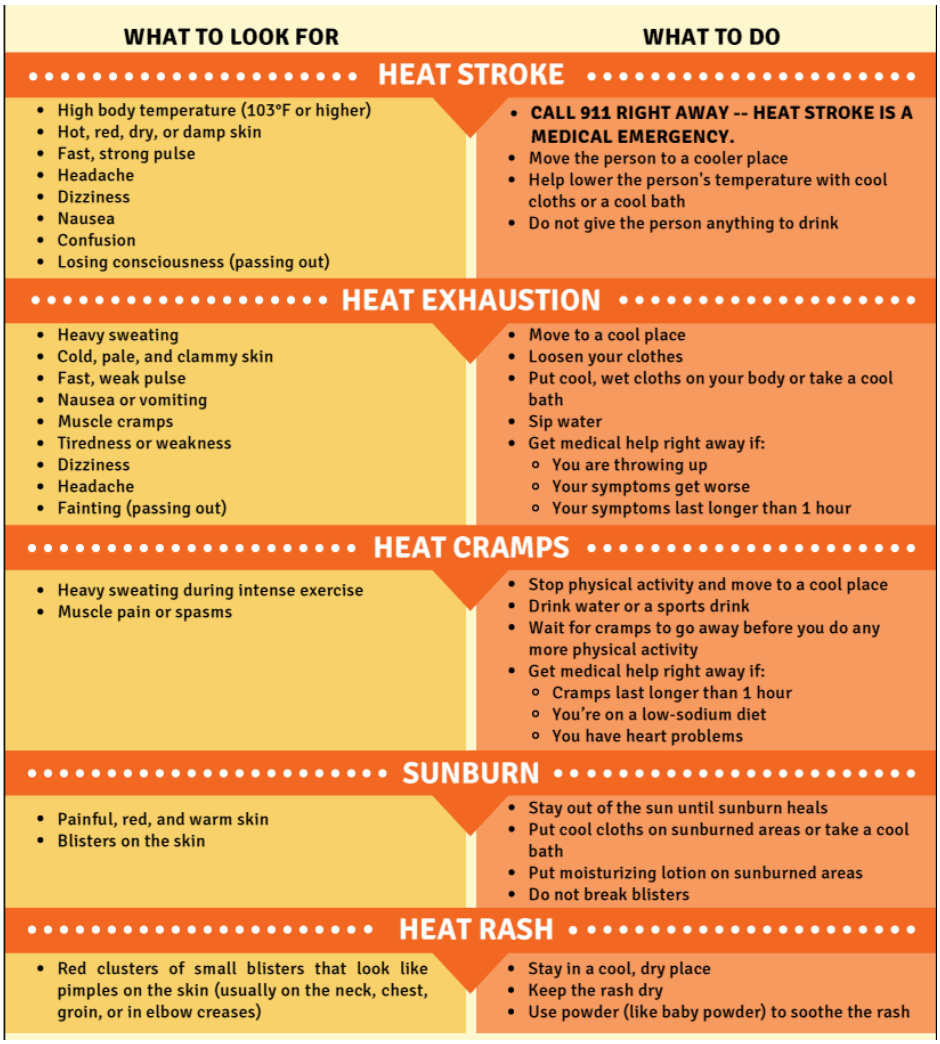
E. **Heat-Related Illnesses:** *See the document on page 10.*

F. **Reporting:** Immediately report to any supervisor or staff member if any symptoms or signs of heat illness arise.

G. **Training Staff Responsibilities:** In the event of a heat-related illness, the training staff will escort the affected individual to a cool area and monitor their vital signs. The training staff will assess for heat-related illness symptoms or signs, and if necessary, the training staff, will summon medical personnel.

H. **Contacting Medical Services:** In the event of a medical emergency, the training staff will request medical services via their Department issued hand-held radio or mobile/stationary telephone and if necessary, a training staff member will escort the recruit via ambulance to the designated hospital. The training staff member will remain with the recruit until their emergency contact, family, or requested person(s) arrive on scene.

I. **Medical Services Directions:** In the event of a medical emergency, the Training Staff will provide clear and precise directions to the work site to emergency responders.



BLOOD BORNE PATHOGEN PROGRAM

December 6, 1991, the Federal Occupational Safety and Health Administration published the final rule, 29 CFR, Part 1910.1030, Occupational Exposure to BLOOD BORNE Pathogens. Six months later California Occupational Safety and Health Standards Board published changes to Title 8 CCR, Section 5193, BLOOD BORNE Pathogens, proposing a State of California standard relating to occupational exposure to BLOOD BORNE Pathogens. The California standard is nearly identical to the federal standard.

The purpose of the BLOOD BORNE Pathogen standard is to protect workers from BLOOD BORNE infectious diseases. Protection is particularly targeted toward employees exposed to agents or occupational situations that could cause accidental transmission of any BLOOD BORNE infectious disease in general and both Human Immunodeficiency Virus (HIV) and Hepatitis B Virus (HBV) in particular. Examples of employees who would fall in this category are public safety officers, biologists, student health care providers, custodians, and maintenance.

A. Purpose

1. The purpose of this program document is to address the Occupational Exposure to BLOOD BORNE Pathogen Program, per 29CFR 1910.1030 and Title 8, CCR, Sec 5193.

2. This program will serve as the written aspect of an Exposure Control Program to reduce the potential for exposure to occupational incidents involving BLOOD BORNE infectious disease in general and Human Immunodeficiency Virus (HIV) and Hepatitis B Virus (HBV) in particular.

B. Scope

1. This program applies to all employees who are potentially exposed to human blood or blood components, e.g., serum, or other potentially infectious materials as a result of the performance of their duties. Examples of employees who might be exposed are police employees, principle investigators or laboratory technicians performing work with human blood or potentially infectious materials, phlebotomist, custodial and maintenance personnel, contractors, custodial personnel and handlers of biomedical waste products.

2. The definition of "potentially infectious materials" means human body fluids such as semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva or any other body fluid that is visibly contaminated with blood, such as saliva or vomit. This is especially important in emergency response situations. Public safety personnel stand the greatest risk of becoming infected.

C. Training and Record Keeping

1. Each supervisor will ensure that all employees with the potential of exposure will receive initial training at the time of initial assignment and at least annually thereafter. The initial training will be given within ten days of hire and shall be recorded. The supervisor will retain training

records for at least three years from the date on which the training occurred.

2. If there is a change in a task or procedures or institution of new tasks or procedures that affect the employee's occupational exposure, additional training will be administered.

HEPATITIS B VACCINATION PROGRAM

A. Post-Exposure Evaluation and Follow-Up

1. All incidents of employee exposure will be reported to the Safety Officer as quickly as possible. An "Exposure Incident" is a specific eye, mouth, other mucous membrane, non-intact skin, or penetration by blood, or potentially infectious material, contaminated needle, knife, scalpel, micro-slide or pipette incident that results from the performance of an employee's duties. The employee's immediate supervisor will complete the Accident, Injury & Occupational Illness Investigation Form.

2. The Safety Officer, in conjunction with the appropriate supervisor or manager, upon receiving the Accident, Injury & Occupational Illness Investigation Form, will immediately schedule a confidential medical evaluation and follow-up.

3. The Safety Officer will conduct an exposure incident investigation to include:

    a. Documentation of the route(s) of exposure, and the circumstances under which the exposure incident occurred.

    b. Identification and documentation of the source individual if applicable to investigation.

4. The Safety Officer will ensure, when feasible, that the source individual's blood is tested for hepatitis B virus and human immunodeficiency virus infectivity. Local police and District Police units' assistance in locating the source individual may be required. Local Public Health departments may be contacted to assist in locating and obtaining a blood sample from the source individual. The results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual by the treating physician.

5. As part of the injury investigation, the Safety Officer will ensure that the exposed employee's blood is collected and tested for HBV and HIV as a baseline. The exposed employee's consent is required for HIV serologic testing. If consent is not given at the time the blood sample is obtained, the sample shall be preserved for as long as possible so the employee can have the opportunity to give consent for HIV baseline testing. Any further baseline blood testing may be requested by the employee's or the District's physician at no expense to the employee.

6. Post-exposure prophylaxis, counseling, reporting and evaluation of reported illness will be conducted by either the employee's or District's physician.

    a. A copy of Title 8 CCR, Sec. 5193, will be provided to the treating physician and the exposed employee.

    b. A description of the exposed employee's duties as they relate to the exposure incident will

be provided to the treating physician.

c. A copy of the Form IIPP-5 will be provided to the treating physician.

d. Copies of all medical records available to the District will be made available to the treating physician, upon request.

7. The physician's post-exposure evaluation and follow-up written report to the District shall contain the following:

a. An opinion whether hepatitis B vaccination is indicated for the employee.
b. If the employee has received such vaccination.
c. If the employee has been informed of the results of the full evaluation.

d. Whether the employee has been informed about medical conditions resulting from exposure to blood or potentially infectious materials that require further evaluation or treatment.

8. All other findings or diagnoses shall remain confidential and shall not be included in the written post-exposure evaluation report.

TRANSMISSION OF INFECTIOUS PATHOGENS DURING CPR

A. Special attention should be given to the use of disposable airway equipment or resuscitation bags and the wearing of gloves when in contact with blood or other potentially infectious materials.

B. Clear plastic facemasks with one-way valves are available for use during mouth to-mask ventilation. These masks provide diversion of the victim's exhaled gas away from the rescuer and may be used by health care providers and public safety personnel properly trained in their use during two-person rescue to replace the mouth-to-mouth ventilation technique. Such devices require two hands to secure a proper face seal and to maintain an open airway. The user of this device must be specially trained in the correct use of this device.

FIRST AID FOR OPEN WOUNDS, CLEAN-UP, AND DISPOSAL

A. If a student incurs a minor cut during participation in a class, they will immediately be provided with First Aid (e.g. cleaning and bandage) before continuing their participation in the class. The on-site nurse for Miramar College is an additional resource.

B. If a student's cut or wound does not stop bleeding within a reasonable period after treatment, they will be sent to a medical facility for treatment.

C. All contaminated equipment, clothing, and surrounding environment will be cleaned with an anti-microbial solution (e.g. 10-1 water/bleach solution).

INSTRUCTOR/STUDENT RATIOS

A. Instructor to student ratios for each psychomotor skill area have been established. Factors

considered in establishing these ratios included, but were not limited to:

a. The intensity or pace of the training experience
b. Student familiarity with the material
c. Characteristics of the training site
d. Injury potential
e. Active versus passive participation

B. For the purposes of establishing an instructor to student ratio, the following personnel titles and descriptions are viewed by the S.D.R.P.S.T.I. as having functional supervision over students in training:

a. Core Instructor
b. Primary/Lead Instructor
c. Assistant Instructor
d. Course Director
e. Course Coordinator
f. Recruit Training Officers
g. Range Masters
h. Range Safety Officers
i. Role Players/Evaluators

C. Specific ratios are described in the course specific areas of this document.

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

FIRE PREVENTION PROGRAM

The most effective method of dealing with the hazards of fire emergencies is an established fire safety program that encompasses regular inspections of firefighting equipment, installation of an effective fire alarm system, and fire drills.

1. **Fire Extinguishers**

A. Fire extinguishers can be an effective method of fighting small fires. Check with your manager/supervisor for the location of the closest fire extinguisher.

B. The instructions of the proper use of a fire extinguisher are as follows:

a. The extinguishers are for small fires only. Large fires should be abandoned and left to professional fire fighters.

C. If a decision to use an extinguisher is made, the user shall:

a. Ensure that the proper extinguisher is being used.
b. Remove the locking pin or other safety device from the extinguisher.
c. Point the extinguisher agent release hose device at the base of the fire.
d. Squeeze the release handle, causing the chemical agent to release.

D. Never replace a used extinguisher on its mounting until it has been re-certified by an authorized inspector.

E. Fire extinguisher shall be readily accessible during any training course or exercise where a fire hazard may exist.

2. **Fire Alarm System**

A. Servicing, maintenance, and testing of fire detection systems, including cleaning and necessary sensitivity adjustments shall be performed by the District Alarm Maintenance Technician.

3. **Fire Drills**

A. Fire drills shall be conducted at least once during each Academy Class. These drills will be designed to test the fire alarm equipment and to inspect the behavior and procedures used by staff and employees in reacting to fire alarms.

B. All employees and students will take fire drills seriously.

C. When a fire drill is conducted, all procedures for an actual fire emergency shall be followed except for the actual notification from Personnel of non-District emergency agencies or notifying the Fire Department.

EMERGENCY AND EVACUATION PROCEDURES

1. EARTHQUAKE

A. During an earthquake:

1. Move or stay away from outside windows.
2. Take cover in the inside hallways or under a heavy desk, table, or inside wall.
3. Do not use candles, matches, or other open flames either during or after the tremor because of possible gas leaks.
4. If outside, move away from building structures and utility wires. Falling debris and live utility wires are the greatest danger.

B. After the earthquake:

1. Be prepared for additional tremors.
2. Check for injuries; do not attempt to move seriously injured persons unless they are in immediate danger of further injury.
3. The College Police via the Dispatch Center will relay latest emergency bulletins and instructions from local authorities to the area team leaders.
4. Maintenance will turn off utilities and coordinate the need to evacuate with College Police and area team leaders.

EMERGENCY EVACUATION

1. Authority to Evacuate--Normally the authority to evacuate comes from a cooperative decision

made by the College Police and Maintenance Departments. However, in the case of an extreme, immediate emergency, the authority to evacuate the building is vested in any supervisory employee. In such cases good judgment should be used.

2. Evacuation--When a building alarm is sounded, all employees and other occupants of the building are to immediately stop whatever they are doing, leave the building, and go to the Academy's East parking lot or predesignated area.

3. Evacuation Routes--Please see the Miramar College Emergency Preparedness Plan for evacuation routes of Miramar College buildings and the location of fire hydrants, water shutoff, gas shutoff, etc.

BOMB THREATS

A. Responsibility
    a. Site Administrator or designee evaluates information and implements evacuation procedures: if necessary, summons search team, briefs team, and initiates search procedures.
    b. College Police assists site administrators as necessary, cooperates with public agencies, investigates and makes reports as required.

B. Standard Precautions
    a. Be alert for unauthorized persons in or around buildings and report such persons especially if carrying any suspicious objects.

    b. DO NOT TOUCH suspicious objects; if a suspicious object is found, call College Police, Site Administrator and/or Fire and Police Departments immediately. Use a land line to make the calls and avoid the use of radios.

.

C. Telephone Calls
    a. Tracing of Bomb Threat Call--Notify another person to call the Telephone Company Operator and hold the caller online if possible. Person calling Telephone Company should say, "School bomb threat, suspect still online." Give name and location of site and line number on which call is being received.

HAZARDOUS MATERIALS

Hazardous Materials Communication Procedure (See Miramar College Safety Manual for complete Community College District Procedures.)

A. The purpose of this Hazardous Communication Procedure (HazComm) is to ensure:
    1. All hazardous materials used by employees in the performance of their duties are properly evaluated for their hazard, use and control.

    2. Enough information about hazardous materials is communicated to employees in such a manner that any risk to their health is eliminated.

    3. For the purposes of this procedure, hazardous materials are those so described by the California Occupational Safety and Health Act, (also known as "The Director's List" which is maintained by CAL/OSHA).

4. No employee shall be disciplined or otherwise harmed or criticized by exercising his/her rights under this procedure or the California Occupational Safety and Health Act.

B. Hazardous Materials Containers and Labeling

1. Substances containing hazardous material should be kept in the containers supplied by the manufacturer. If, because bulk purchases of a hazardous substance must be inventoried in more than one location, additional containers must be of like safety quality to the original and duplicates of the manufacturer's hazard and warning labels must be prominently attached to the additional containers.

2. All containers of hazardous materials must be prominently labeled, in English, to show:
   a. The identity of the hazardous material(s).
   b. Appropriate hazard warnings.
   c. The name and address of the manufacturer.

3. Defacing manufacturers' labels is a violation of the law unless immediately replaced with similar information.

C. Material Safety Data Sheets

1. All manufacturers and distributors of hazardous materials are required by federal and state law to describe the hazards and methods of control in the form of a Material Safety Data Sheet (MSDS). Any purchases of materials for use in the workplace by an employee or third party contracted employees shall require a properly completed copy of the MSDS upon or prior to delivery of the product.

2. No manager/supervisor shall allow any employee to use or come into contact with any substance containing a hazardous material unless an MSDS has been received by the workplace, placed in the required MSDS book, and the employee trained in the information contained in the MSDS.

3. If material is received without an MSDS or if any employee (or his/her representative) requests access to an MSDS that is not available, the supervisor, acting in consultation with the Safety Officer, will immediately contact the employee whose responsibility it was to purchase the material requesting that a proper MSDS be obtained. That employee shall act on this request in writing as quickly as is reasonable, but in no case more than seven (seven) days from the date that the supervisor learned that the required MSDS was missing. If no response is forthcoming within 25 days, a second written request shall be made, and the matter shall be referred to the Safety Committee to act on the District's obligation to inform the State Department of Industrial Relations.

4. For the purposes of compliance with 8 CCR 5194(d), the District and its employees will rely on the information concerning the physical and health hazards of hazardous materials contained in the MSDS supplied by the manufacturers or distributors of their products.

5. The senior supervisors for each workplace (for the purposes of this procedure a workplace is as determined by the Site Safety Committee) shall maintain a book, easily and readily available

to all employees, containing copies of MSDS's of all products containing hazardous material present in the workplace. The program manager shall audit the completeness of the MSDS book and may issue a verbal or written reprimand to the supervisor for failure to maintain it.

COURSE SPECIFIC SAFETY RULES

A. Firearms

1. Site Description

A. Miramar Training Facility
Address: A- Range, East Miramar Road, Camp Elliott, San Diego, CA 92145

a. Range #7 description:
- 25-yard maximum shooting distance.
- Movable cardboard/paper target hangers at 25-yard distance.
- Maximum number of shooting positions ~ 27 with 3.5 to 4 feet between shooters.
- Concrete walkways positioned at 3, 5, 10, 15, 20- & 25-yard distances from target area.
- Areas not covered in concrete is decomposed granite.
- Covered bench and work surface at rear of range.
- Vehicle accessible.

b. Range #6 description:

- 35-yard maximum shooting distance.
- Movable cardboard/paper target hangers at 35-yard distance.
- Maximum number of shooting positions ~ 27 with 3.5 to 4 feet between shooters.
- Entire area surfaced with decomposed granite
- Covered bench and work surface at rear of range.
- Vehicle accessible.

B. San Diego Regional Firearms Training Center Address: 440 Alta Road, San Diego, CA. 92158

a. Range #1 description
- 50-yard maximum shooting distance
- Movable cardboard/paper target hangers at 50-yard distance
- Maximum number of shooting positions ~ 20 with 3.5 to 4 feet between shooters
- Entire area surfaced with decomposed granite
- Work surface at rear of range.
- Vehicle accessible.

b. Range #4 description
- 50-yard maximum shooting distance
- Fixed cardboard/paper target turning system at 50-yard distance
- Maximum number of shooting positions ~ 27 with 3.5 to 4 feet between shooters
- Shooting area between 3 & 10 feet from targets is totally concrete

- Concrete walkways positioned at 15, 20, 25 & 50 yards
- Areas not covered in concrete are grass
- Covered bleacher seating at rear of range

C. **Safety Briefing**

a. The following fundamental firearms safety rules are reviewed and discussed by both firearms training staff and recruits prior to each training session.
    1. Treat all firearms as if they are loaded.
    2. Always keep the firearm pointed in the safest direction possible.
    3. Always keep fingers off the trigger until ready to fire the firearm
    4. Always keep the firearm pointed in the safest direction possible.

b. Instructors shall inspect all small arms training sites prior to, during and after use. Inspections serve to identify and correct potential hazards and ensure a safe training site/ environment.
c. Inspections will include, but are not limited to, impact area, perimeter, and areas adjacent to the training site.
d. Instructors and staff will conduct ongoing evaluations of the environment to ensure that temporary or permanent hazards are appropriately addressed.
e. Instructors should be aware of ricochet hazards/bullet containment.
f. First aid, trauma kits and AED locations.
    - Miramar A-Range: AED located in Range Office
    - SDRFTC AED located on Range 3, Main Lobby, and employee hallway.
    - The First aid/trauma kits at firearm ranges shall include pressure bandages, hemostatic dressing, and other related trauma care supplies for emergency treatment of gunshot wounds.
    - Fire extinguishers shall be readily accessible during any training course or exercise where a fire hazard may exist.

g. Training sites have the following communications:
    - Portable address system
    - Telephone
    - Cellular phone
    - Portable radio (as required)
    - Emergency lighting is available and operable

D. Equipment Guidelines- Small arms training sites/ firing ranges

a. Students shall be required to wear eye protection, ear protection, and body armor during firing exercises and in designated safety zones. Hats and sunscreen are recommended.
b. Students shall wear presenter approved holster and equipment.
c. Instructors shall wear authorized attire identifying themselves as instructors, eye protection, ear protection and body armor while on the firing line and in designated safety zones. Hat and sunscreen are recommended.

E. **Instructor Qualifications**

Instructors will meet the Academy Instructor Certificate Program (AICP). Documentation will be

retained at the S.D.R.P.S.T.I. As of March 2009, the instructor files are located in the Regular Basic Course (RBC) offices at 10440 Black Mountain Road, San Diego.

a. RBC small arms cadre will complete a P.O.S.T. Approved-Certified Firearms Instructor Course (or equivalent) and Academy Instructor Certification Course.
b. All instructors/rangemasters shall have a broad, general knowledge of firearms.
c. A P.O.S.T. resume for the instructor will be completed and reviewed to ensure P.O.S.T. requirements have been met. The resume will be retained in the RBC instructor files.

F. **Instructor to Student Ratios- Firearms**

a. The instructor to student learning ratio for the static firearms training is a minimum of 1:5 (one instructor for every five students).
b. Courses of fire requiring movement by the student of more than one step in any direction require a 1:1 instructor to student ratio.
c. Students not engaged in training will observe from a safe location.

G. **Presentation Guidelines:**

a. All firearms instructors and students will comply with other requirements outlined in the Staff/Administrative/Student and Instructor portions of this document.

b. Students will be instructed to wash their hands and face thoroughly after shooting. Lead traces and like deposits on a student's hands must be removed before eating or drinking. The long-term potential health hazard associated with lead contamination will be emphasized.

c. Prior to any tactical shooting course, students will be given instructions pertaining to the course and expectations for the outcome. Emphasis will be placed on safety in completing the course. Instructors are responsible for inspecting the course for hazards prior to class.

d. The instructors will take all steps necessary to eliminate any potential hazards during range inspections.

H. Specific Safety Guidelines:

a. Each recruit will receive a copy of the Firearms Safety Guidelines at session one.
b. Each recruit will complete a form acknowledgment and it will be placed in the recruit's Academy folder.
c. Communications: Instructors will have cell phones available at each firing range.
d. Instructors must immediately notify the Core or Lead Instructor of any known hazards such as unauthorized pedestrian/vehicle traffic, damaged or defective equipment, or injuries to participants.
e. Cleaning of pistols or long guns at the training site will be accomplished in the designated areas specific to each range.
f. The following safety practices are reviewed and discussed by both firearms training staff and shooters prior to each training session.
    - For major injuries, call 9-1-1.
    - In case of medical emergency or fire at the San Diego Regional Firearms Training Center call Cal Fire Dispatch Center at 619-442-1615 and request the emergency

services needed. A student or staff member will meet the emergency responders near the entranceway to the facility and direct them to the scene.

- In case of medical emergency or fire at the Miramar Training Facility (Sheriff's A-Range) call the on-site Miramar Fire Dispatch Center at 858-307-4059 and request the emergency services needed. A student or staff member will meet the emergency responders at the main entrance, and a second student/staff member will be assigned to the road adjacent from the range needing assistance and direct them to the scene.

g. Know which way muzzle is pointing.

h. Correct ALL unsafe actions.

i. Load and fire only upon command of the instructors

j. Remain holstered when not engaged in a firing exercise.

k. Never remove a holstered weapon with personnel down range.

l. No handling of weapons behind the firing line.

m. No eating or smoking on the firing line.

n. Hearing and eye protection are required, including in designated safety zones.

o. In case of emergency, anyone can yell "Cease Fire". Range Staff or designee will cease fire on all ranges.

p. All firearms/weapons will be safely loaded and/ or unloaded in designated areas while under the supervision of the instructors or staff.

q. Miramar A-Range Pokorny Pavilion: Restrooms, microwave, picnic tables, eating covered area.

r. Major Injury/Emergency Response: Paramedics notified via radio, the injured person with report forms is transported to the nearest hospital.

s. If an air evacuation condition exists, clear a suitable landing site (minimum 100' circumference) for the helicopter. In addition, the P.O.S.T. Area Coordinator must be notified of all serious injuries occurring during P.O.S.T. certified courses. Also, notify the medical assistance unit of the affected agency.

- MCAS Miramar Camp Elliot Training area 5 (flat pad next to Miramar Fire Station #62, 21134 H Avenue, San Diego, CA 92123.
- SDRFTC @ San Diego Station 38, Otay Mesa Road/Alta Road, San Diego 92126. (619) 661-2820.
- In between East Mesa Detention Facility and George Bailey Detention Facility.

I. Emergency /Injury Notification

a. In case of medical emergency or fire at the Miramar Training Facility (Sheriff's A-Range)

call the on-site Miramar Fire Dispatch Center at 858-307-4059 and request the emergency services needed. A student or staff member will meet the emergency responders at the main entrance, and a second student/staff member will be assigned at the road adjacent from the range needing assistance and direct them to the scene. The Miramar A-Range is located at Camp Elliot, 6755 Kearney Villa Road, San Diego, CA 92145 – Range Office: (858) 565-3077; Main Office: (858) 575-3070 and the Main Gate: (858) 307-4059. The designated hospital for the Sheriff's A-Range is Sharp Memorial Hospital, located at 7901 Frost Street, San Diego, CA 92123 (858) 939-3400 / (619) 541-3411.

b. In case of medical emergency or fire at the San Diego Regional Firearms Training Center call Cal Fire Dispatch Center at (619) 442-1615 and request the emergency services needed. A student or staff member will meet the emergency responders near the entranceway to the facility and direct them to the scene. The San Diego Regional Firearms Training Center (commonly known as the Otay Training Facility) is located at 440 Alta Road, San Diego, CA 92158 (619) 661-2757 or 2758/2759. The designated hospital is Sharp Chula Vista Hospital, 751 Medical Center Court, Chula Vista, CA 91911 (619) 502-5800.

c. In addition, the P.O.S.T. Area Coordinator must be notified of all serious injuries occurring during P.O.S.T. certified courses.

d. See pages 48-50.

J. **Transporting Pistols**

Pistols will be transported to and from "firearms sessions/training /classes" in compliance with Penal Code 12026.1. Ammunition is to be kept separate from the pistol and magazines. Pistols will be transported unloaded in a locked and secure container in the trunk of the vehicle.

B. EVOC DRIVER TRAINING

1. Facility Guidelines

A. The primary EVOC facility is the San Diego County Sheriff's Office Emergency Vehicle Operations Center (EVOC) located at 7361 Otay Mesa Rd, San Diego, CA 92154.

a. The EVOC facility is situated in a restricted access area bordered on all sides by chain link fencing. Access is controlled by a series of monitored electric gates. Unauthorized vehicles and pedestrians are not permitted in the training areas.
b. The facility's driver training areas consist of a high-speed track, city street grid and a multi-use skills pad. All areas have adequate run-off, minimal obstructions, appropriate barriers, no interference with other training exercises, and well-maintained surface conditions. All areas are readily accessible by fire, rescue, and other emergency equipment. The facility includes restrooms, water fountains and emergency lighting for nighttime driver training.
d. The facility has readily accessible first aid/trauma kits and emergency pry tools.
e. The facility has fire extinguishers suitable for vehicle fires that are positioned in various locations on-site and readily accessible.
f. The facility has telephones and radios readily available for emergency communications.
g. The facility has a designated safe area for persons not directly engaged in driving exercises. This area includes a shade structure, restrooms, and water fountains.

h. The facility has designated staging areas for each series of exercises.
i. The facility condition is continuously monitored by instructors for any safety hazards. The driving course and surfaces are inspected for apparent hazards prior to the onset of each training session.

2. Secondary locations include but are not limited to:

A. MCAS Miramar Camp Elliot Training area 5 (flat pad next to Miramar Fire Station #62, 21134 H Avenue, San Diego, CA 92123
B. Del Mar Fairgrounds Parking Lot, 2260 Jimmy Durante Blvd, Del Mar, CA 92014
C. Pechanga Arena Parking Lot, 3500 Sports Arena Blvd, San Diego, CA 92110
D. California State University San Marcos Parking Lot F, 333 S Twin Oaks Valley Rd, San Marcos, CA 92096
E. At a minimum, inspections of the driver training facility or training location shall be conducted daily. The inspection shall be completed before students are permitted to commence driving exercises.

3. Safety Rules

A. Safety rules contained in the lesson plan are taught during the training classes and are re-emphasized prior to each active training session. Each student receives a copy of the safety rules. These safety rules are also posted at the facility for individuals to review prior to participating in the driving exercises. Safety briefings include the following:

EVOC SAFETY RULES

1. Seat belts ***shall*** be worn at all times.
2. When off track or transitioning, speed limited to 15 mph.
3. No personal vehicles allowed in the training area without permission from facility staff.
4. Stay in designated safe zones and staging areas when not operating a vehicle.
5. Radios ***shall*** be on and set to the EVOC 1 channel. Your unit is the number on the dashboard.
6. In case of emergency, stop vehicle, and wait for further instructions.
7. Emergency command: (Stop! Stop! Stop!) ***shall*** be obeyed.
8. Use emergency lights, siren and horn when directed.
9. Your instructor will identify where to change drivers and/or transition courses.
10. AED/First aid kit locations:
    a. Staff office building next to north door.
    b. Red case at conex box by bathrooms.
11. Facility Address:

    7361 Otay Mesa Road
    San Diego, CA 92154
12. Medical Facility:

    Sharp Chula Vista Medical Center
    751 Medical Center Ct
    Chula Vista, CA 91911
    Dial – **911**

B. Students are provided with a demonstration of each driving exercise prior to the application phase of training. This demonstration includes specific safety rules and appropriate precautions inherent to the particular type of exercise being presented.
C. Designated instructor-to-student ratios apply to all students actively participating in driving exercises. Students not actively participating in the exercises will remain in designated areas.
D. Training vehicles will only be moved upon command of the instructor. Students are not permitted to operate training vehicles during breaks or without instructor supervision. Students will not allow unauthorized passengers in their vehicle. The instructor must approve all passengers.
E. In the event it becomes necessary to stop training action immediately, the following series of events will occur:
    a. The instructor identifies the problem and notifies instructors and students of the hazard by radio.
    b. All students and instructors will acknowledge by safely stopping and holding their positions until directed otherwise.
    c. Once the hazard/problem has been rectified, instructors and students will be notified by radio and/or verbal command to continue training.

4. Instructor Qualifications

A. All driver training is conducted under the immediate supervision of a POST-approved or equivalent driver training instructor.
B. All Driver Training Instructors must have attended a POST-certified Driver Training Instructor Course and Driver Awareness Instructor Course or their equivalent. All Basic Academy instructors must have also completed the Academic Instructor Certification Course (or its equivalent).
C. New instructors must shadow tenured instructors and begin instruction only after demonstrating expertise in all phases of training.
D. Driver training instructors shall attend driver training instructor update courses when required.
E. Instructors shall adhere to the approved lesson plan and expanded course outline as filed with POST to ensure consistency and continuity. Instructors shall demonstrate an attitude of safety and exhibit a professional demeanor at all times.
F. Instructors shall appropriately adjust instructional pace and intensity during adverse climatic conditions.

5. Instructor to Student Ratios

A. The following guidelines will be used to determine instructor-to-student ratios:

- Classroom Instruction 1:40
- Performance Driving/High Speed 1:1
- Skid control 1:2
- Slow Speed Maneuvers 1:7

B. Students not engaged in training will observe from a safe supervised location determined by the lead instructor based on the needs of the course.

6. Vehicles and Equipment

A. All vehicles will be maintained per manufacturer and Sheriff's Fleet requirements and/or The San Diego Police Department Fleet Services. All vehicles used for law enforcement training shall be adequately equipped for the intended training application to ensure student safety and withstand training conditions.

B. The Lead Instructor, or his/her designee, will inspect all vehicles and equipment prior to each class presentation to ensure that all vehicles and equipment are in safe and working condition.

C. Equipment not suitable for training (unsafe for training conditions) will be written up for repair or replacement.

D. Unsafe equipment will not be used.

E. Participants are required to utilize the appropriate harness/three-point safety belts during training, as well as while driving to and from various exercises on the site.

F. All vehicles have a law enforcement radio, programmed with appropriate training and emergency channels.

G. Instructors will have portable radios. These radios are used for student communications and instructor communications. Instructors will always monitor their assigned frequency while on-site during training presentations.

6. Presentation Guidelines

A. All EVOC instructors and students will comply with other requirements outlined in the Staff/Administrative/Student and Instructor portions of this document.

B. The EVOC Core Instructor will normally be on-site during all driver training presentations. In his/her absence, a Lead Instructor will be designated to oversee the course presentation to ensure safety and instructional guidelines are followed.

NOTE: These guidelines are not all-inclusive, nor do they supersede any department policies and/or procedures. They are designed to facilitate a safe driver training environment, and sound judgment should be used in all cases. Additionally, all instructors shall be familiar with and follow the EVOC Facility Safety Manual for all driver training conducted at the EVOC facility.

A. Emergency / Injury Notification
   - See Pages 48-50.

C. Arrest and Control

A. Facility Guidelines

1. General safety rules and procedures

A. Mat room safety rules:

The following safety rules are provided to each recruit during Arrest and Control Session #1. They are also located on the recruit's Google Drive and posted in each mat room:

1. Safety is everyone's Responsibility!
2. Immediately alert staff and others to potential safety hazards.
3. Callout "Safety" to stop all activities.
4. Potential hazards will be mitigated before training begins.
5. No firearms or live ammunition allowed.
6. No edged weapons, "sharps," chemical agents, or electronic immobilization devices (unless cartridges and battery are removed) allowed.
7. Weapon checks will be performed regularly.
8. All injuries must be reported immediately
9. Do not leave training area without proper approval.
10. Mat room usage not allowed without proper supervision.
11. No horseplay.
12. Do not collapse expandable batons on mat surface.
13. No jewelry or watches will be worn.
14. Keep fingernails short.
15. Bring all Arrest and Control equipment to every class.
16. Mouthpieces and protective gear will be worn during high intensity training.
17. Students applying a control hold should decrease the amount of tension applied when their partner "taps out."
18. Change partners often and ask questions.
19. Take adequate breaks – Approximately every hour.
20. Warm-up sessions at beginning of class and cool down sessions at the end.
21. Sanitize safety equipment after every use.
22. Mats will be cleaned after every session.
23. Inspect and clean footwear before entering mat room.
24. Only mat shoes allowed on the mat surface.

2. Safety Procedures:

The following "Safety Procedures" is reviewed prior to very class and is clearly posted in each mat room for recruits and staff to view/reference:

Safety Procedures

IN CASE OF EMERGENCY

THE FOLLOWING SAFETY PRACTICES ARE REVIEWED AND DISCUSSED BY BOTH ARREST AND CONTROL STAFF AND RECRUITS PRIOR TO EACH TRAINING SESSION:

NOTIFY INSTRUCTOR OF EMERGENCY IMMEDIATELY

THE LEAD INSTRUCTOR, OR THEIR DESIGNEE, WILL RESPOND TO THE RTO'S OFFICE AND HAVE AN RTO REQUEST MEDICAL RESPOSNE.

IF NO RTO IS AVAILABLE, EMERGENCY MEDICAL RESPONSE WILL BE REQUESTED:

***FROM A MOBILE PHONE*: CALL 9-1-1**
***FROM A LANDLINE PHONE*: PRESS * THEN 9-1-1**

NAME OF FACILITY:
SAN DIEGO REGIONAL PUBLIC SAFETY TRAINING INSTITUTE

ADDRESS:
10440 BLACK MOUNTAIN ROAD
SAN DIEGO, CA 92126

A RECRUIT WILL RESPOND TO THE STAFF PARKING LOT AND DIRECT MEDICAL PERSONNEL TO THE CORRECT LOCATION (I.E. MAT ROOM, GYM, CLASSROOM, ETC.)

AED Locations

A-301 ("New" Mat Room)

A-210 (RTO Office)

A-208 (Staff Break Room)

Designated Emergency Hospital:

Sharp Memorial Hospital

7901 Frost Street

San Diego, CA 92123

(858) 939-3400

Safety Briefing

- Conduct Weapons Check (If applicable)
- Identify closest First Aid Kit
- Identify any preexisting injuries
- Identify anyone with medical training experience
- Review emergency response information
- Designate emergency response assignments
- Review activity specific safety considerations

3. Arrest and Control Safety Briefings:

The delivery of the Arrest and Control curriculum consists of, but is not necessarily limited to, the explanation, demonstration, application, and replication of numerous physical techniques. Many of these physical techniques require instructors to provide specific teaching and safety points unique to each technique. These teaching and safety points, in conjunction with the Mat Room Safety Rules and "Safety Procedures" form, are provided throughout each session by the instructors to maximize student and staff safety and provide effective training.

A. Designated Training Locations / Sizes / Protocols:

a. Miramar College has two mat rooms that are utilized for Arrest and Control training – They are in two separate buildings: A3 Tactical Training building and room #A-202. They are both located at 10440 Black Mountain Road, San Diego, CA 92126 (858) 505-6592.

1. The A3 multi-purpose-built mat room measures approximately 43' x 45' (1,935 sq. ft.). It has padded floors and matted walls.
2. The mat room in #A202 measures approximately 49' x 43' (2,107 sq. ft.). It has a wooden border on one side for student's shoes and equipment. This area will be avoided during training. The remaining floor is covered with a permanent mat surface and the walls are padded.

b. The San Diego Regional Firearms Training Center has a designed Arrest and Control training room. The room is purpose-built for Arrest and Control tactics training with padded floors and walls. It is located at 440 Alta Road, San Diego, CA 92126-2910 (619) 661-2757.

1. The mat room measures approximately 37' x 66' (2,422 sq. ft.)

A. Alternatively, the auditorium may be used if necessary. The instructors and students will ensure that the portable mats are fastened together properly to limit gaps between mats. The students will also be directed t avoid the edges of the mats and move in the same direction. The number of students will be limited on the mat(s) at one time. The auditorium measures approximately 60' x 60' (3,600 sq. ft.)

B. The Miramar Training Facility (a.k.a. Sheriff's A-Range), also has a designated mat room, room #F, which is located at Camp Elliot MCAS Miramar, San Diego, CA 92145 (858) 565-3077. It has a padded floor and measure approximately 24' x 40' (960 sq. ft.). The entry way is utilized to store the student's equipment. There is one window near the mat surface area. A safety officer(s) is posted near the window. Takedowns and other various techniques are performed in a safe direction away from the window

c. The San Diego Police Tactical Training Center (TTC), formerly the Naval Training Center has one designated mat room for Arrest and Control training. It measures 48' x 59' (2,832 sq. ft.). The mat room at the San Diego Police Tactical Training Center (TTC) has matted flooring and padded pillars. There are windows on two sides of the

room that present a potential hazard. The number of students is limited, and training is avoided near the windows to mitigate the associated risks.

B. Classrooms

Each of the mentioned facilities has multiple classrooms. When applicable, each classroom will be checked to ensure the following prior to classroom instruction:

A. Adequate climate control
B. Adequate lighting
C. Adequate seating
D. Power plugs
E. Presentation board

C. Sanitation:

Each training rooms at the mentioned facilities will be checked to ensure the following prior to classroom instruction:

a. Cleaner/disinfectant in storage area/janitorial closet. 1 to 10 bleach/water ratio or other approved disinfectant will be used to clean and disinfect the mat surfaces and equipment after every class.
b. Designated mops and mop buckets available in storage area/janitorial closet.
c. Mats (good repair)
d. Ventilation and lighting

C. Outdoor (On occasion only)

The following concerns will be addressed prior to training:

a. Bystanders
b. Distractions
c. Drainage grates
d. Environmental concerns
e. HAZMAT considerations
f. Land/Water hazards
g. Traffic hazards

D. Communications

a. Cellular capability – Readily available to each instructor
b. Land line telephones – Available in immediate vicinity
c. Public address system – Available through college only
d. Radio system - Readily available to each instructor/staff

E. Comfort Facilities

a. Drinking water – Available in immediate vicinity
b. Shade or shelter depending on environmental conditions
c. Toilet – Available in immediate vicinity
d. Washroom/showers – Available in immediate vicinity

4. Site Safety

a. For major injuries, contact EMS via radio or 911
b. Basic or advanced first aid equipment (including AED) will be available at each training site
c. Fire extinguishers / HAZMAT disposal will be available at each training site
d. See pages 42-44.

5. Designated training area(s).

A. Arrest and Control training will occur in one of the following designated areas at the facilities listed above:

B. All four locations are equipped with either a permanent mat surface or portable mats. Additionally, all designated training areas are adequately ventilated and lighted.

C. Practical exercises/scenario training may be conducted outside on a limited basis, but safety precautions are taken, and protective equipment is provided to prevent/minimize the chances of injury.

D. The number of students allowed on the mat at one time is limited to allow adequate space and unobstructed movement between participants to ensure their safety.

6. Environmental factors

All designated training areas are adequately ventilated, lighted, and possess air conditioning/heat to accommodate strenuous physical activity. Hydration stations are also readily available at each of the various locations. Additionally, the students are encouraged to remain hydrated and given frequent water breaks. They are also encouraged to bring their own water bottles to class.

7. Training site

All indoor training sites are secure and reasonably free from distractions. Access to these areas is also monitored and restricted.

8. Equipment Guidelines

A. Arrest and Control clothing requirements

The students will wear the designated Arrest and Control uniform or appropriate attire to allow full range of movement/motion. The students will wear appropriate footwear such as mat/wrestling shoes on all mat surfaces. Additionally, the students will bring all their Arrest and Control equipment to every class including but not limited to mouthpiece, groin protection (if applicable), soft body armor and duty belt. Protective equipment will be provided during high intensity training sessions. Finally, any students wearing glasses should wear shatter-resistant lenses and eyeglass retainers for sustained impact weapons training.

B. Personal Protective Equipment – Each of the following items will be supplied to the students when applicable:

a. Ballistic armor
b. Hand protection
c. Head protection
d. Specialized protective clothing
e. Decontamination equipment

9. Pre-training inspections

The instructor will conduct a pre-training inspection before every session to ensure that the students are not armed. No functional firearms, ammunition, edged weapons, chemical agents, etc. will be allowed inside any of the designated training areas. The students will also be checked to ensure that they are properly clothed and equipped for class. The students will be directed to remove any watches, rings, necklaces, earrings, and other jewelry that may cause injury to the individual or other students. The students' fingernails should be inspected and trimmed if necessary.

A. Cleaning procedures

All mat surfaces and equipment will be cleaned and disinfected after each training session. Only authorized footwear will be allowed on all mat surfaces. Additionally, the students will be required to change back into their street shoes prior to using the restroom or outside the designated training area. The students will be directed to wash their hands frequently during breaks and hand sanitizer will be provided.

B. Equipment inspections

The Defensive Tactics Core Instructor or designee will periodically inspect all defensive tactics equipment to ensure its safety and suitability. Any damaged equipment will be repaired or replaced.

C. Safety equipment

Safety/protective equipment including headgear, chest protectors, etc. will be provided during high intensity or full-contact training. The students will also be responsible for providing their own mouth pieces and groin cups (if applicable). The instructors will be required to complete an appropriate instructor course prior to using full-contact suits and/or participating in practical exercises/scenario training.

D. Instructor Qualifications

1. Instructor training (Basic Academy)

All Basic Academy Arrest and Control instructors shall successfully complete the following:

a. POST approved Defensive Tactics Instructor Course, or its equivalent. Specifically, the instructors should successfully complete the POST approved San Diego Regional Public Safety Training Institute (SDRPSTI) 80-hour basic Defensive Tactics Instructor course to be eligible to teach at the SDRPSTI.
b. POST approved Academy Instructor Certification Course or its equivalent.
c. Must be approved by the Academy Director.
d. Have a resume on file in the P.O.S.T. Electronic Data Interchange and the academy's

instructor file cabinet.

E. Instructor to Student Ratios

a. Instructor to student ratios during Arrest and Control
   i. The instructor to student ratio will vary depending on the activity but never exceed 1:10. The number of students allowed on the mat at one time and the staff-to-student ratios will vary depending on the type of activity being performed. Some arrest and control tactics are inherently more dangerous, so the ratios will be adjusted accordingly. For example, when performing takedowns and other potentially dangerous techniques, the instructor-to-student ratio will be 1:5 or less. Conversely, when performing person searches and other static activities the staff-to-student ratio will never be more than 1:10. Students not engaged in training will observe from a safe location.

b. Instructor to student ratios for high-risk techniques
   i. Intense supervision will be provided during high intensity training activities. 1:2 will be utilized during Scenario Based Training.
   ii. Students not engaged in training will observe from a safe location.

F. Presentation Guidelines

1. Instructor control over students

   a. The instructors will always maintain an appropriate level of control over students. The instructor and students will abide by all published safety guidelines. Horseplay will not be tolerated. The instructors will identify overly aggressive students and take the necessary steps to ensure participant safety. A safe and professional training atmosphere will always be maintained.

2. Student performance

   a. The instructors will be aware of physical fatigue factors that affect the ability of the students to perform safely. The instructors should avoid overexertion types of injuries. The training will be commensurate with the students' physical condition, skill level and other environmental factors such as heat and air quality. Poor air quality, heat, or other environmental factors may lead to a reduction in training intensity.

G. Specific Safety Rules

1. Regular Basic Course training conditioning guidelines

   a. Regular Basic Course students have a variance in age and physical condition, which may lead to increased injuries during training. The potential for injury, particularly muscle strains and joint irritations, must be considered, and the training must be modified accordingly. All students must be on "full-duty status" and medically cleared to participate in training. Pre-exiting injuries will be identified, and the students will be instructed to advise their training partners of any physical limitations or restrictions.

b. The staff will review the emergency procedures prior to every class and advise the students before instruction begins. The emergency procedures will be reviewed prior to each class.

c. The staff will have immediate access to emergency communications via cell phones, landlines and/or police radios at each of the training locations in case of an emergency.

d. All injuries must be reported immediately. EMS will be contacted for serious injuries as indicated previously and minor injuries will be treated on site by the staff or identified personnel present. Each class is equipped with a AED, first-aid kit, and supplies to treat minor injuries.

e. In an event of Full Contact Training, the instructor or role player using full contact suits must be trained and familiar with their appropriate use, as well as the training objectives and safety precautions for the role player and students.

2. Physical requirements and expectations

All participants will be given a list of specific physical requirements, fitness expectations and testing standards before any end-user or instructor level defensive tactics course. Instructor-level training is typically more intensive and requires a higher degree of physical fitness. All instructor candidates must receive prior approval from their immediate supervisor and the course coordinator to attend any instructor-level training course.

3. Warm up sessions and cool down sessions

A systematic physical warm-up session shall proceed with the commencement of any defensive tactics and arrest control techniques training. Arrest and Control Techniques Training to prevent or minimize the chances of injury. Specific attention will be given to the muscle and joint groups involved.

A systematic cool down session shall be held at the conclusion of any defensive tactics and arrest control techniques training.

H. Arrest and control simulator mannequin

When utilizing the Arrest Control Simulator Mannequin (the Freddy Device), all instructors should be certified in its use via the POST Instructor Course, or its equivalent. Instructors should consider the use of heavy-duty gloves during use of the cable-control pulley system. The cables and pulley system will be regularly inspected for wear or damage. The simulator's counterweights will be enough for the proper operation of the device and for the training techniques being utilized. The mat area around the device will be sufficient size, securely affixed, and properly positioned.

I. Emergency / Injury Notification

- See Pages 48-50

D. TACTICAL OPERATIONS & SCENARIO SIMULATION TRAINING

A. **Facility Guidelines**

A. General safety procedures are unique to each facility used for scenario training and event simulations. The written procedures are available to recruits prior to each session and communicated to students prior to each training session.

B. The Tactical Operations and Scenario Simulation Training will be conducted at the following two locations:
   a. Miramar College: Miramar College is a 2-level community college which has as its lower level the Regional Academy classes. The college is open to the public and located at 10440 Black Mountain Road, San Diego, CA 92126 (858) 505-6600.

   b. The Miramar Training Facility (a.k.a. Sheriff's A-Range), which is located at Camp Elliot MCAS Miramar, San Diego, CA 92145 (858) 565-3077.
      i. This facility is located on the property of Camp Elliott, Marine Corps Air Station Miramar where there is little chance for hazards to the public.
      ii. The facility is comprised of a group of small wooden buildings that present several business facades.
      iii. The Duty Deputy will be given prior notification that training will be taking place to ensure others on the facility know training is in progress.

   c. The San Diego Police Tactical Training Center (TTC), formerly the San Diego Naval Training Center (NTC) is located at 4230 Spruance Road, San Diego, CA 92101 (619) 840-6974.
      i. This facility consists of multiple building secured by fencing and a CCTV system.
      ii. Some of the building contain classrooms while the third building contains various rooms used for Simulation Training.
      iii. Environmental factors will be considered by presenters when a training site is selected. The presenter will do continual evaluation of these factors.
      iv. The instructor will designate a safe area, and a break area to accommodate persons who are not directly engaged in training.

B. **Safety Briefing**

The following safety briefing will be conducted at the beginning of each role- play scenario session. The briefing may be conducted by an instructor or read aloud by a student(s).

a. For major injuries, call 911.
b. Ensure recruits do not have any medical restrictions that would prohibit their full participation.
c. Identify those in attendance that may have advanced medical training such as paramedics, emergency medical technicians, etc.
d. Identify location of first aid kit(s) – Building used for Dispatch Area.
e. Instructors shall provide students with a classroom orientation, scenario walk-thru, event simulation or other briefing prior to the actual training.
f. Ensure that students are properly attired
g. A whistle and/or the term "Safety" will cease all action All injuries must be reported immediately. Remind all involved or participating that everyone is responsible for safety and ensure they are knowledgeable on how to stop any unsafe situation.
h. A weapons inspection will be conducted to ensure that no functional firearms, ammunition, edged weapons/sharps, chemical agents or anything else deemed

dangerous is allowed within the designated training area.

i. It is recommended the use of designated safety officer during dynamic or force on force training.
j. Scenarios involving the use of blank weapons will have the inspected by the role-player and Evaluator prior to the beginning of each scenario. NO LIVE WEAPONS ARE ALLOWED IN SCENARIO AREA.
k. All injuries must be reported immediately.
l. Do not leave training area without prior approval from staff.
m. No horseplay.
n. Academy recruits must bring all their arrest and control equipment.
o. Students applying a control hold should decrease the amount of tension applied when their partner "pats out" or "taps out."
p. Listen to the instructions of the Evaluator.

C. **Emergency contact information**

A. Emergency / Injury Notification

- See Pages 48-50.

1. **Equipment Guidelines**

A. Students actively participating in scenario training and tactical event simulations will have access to safety equipment related to the required tasks.

B. Even though pyrotechnic devices are not used in role-play scenarios, fire extinguishers are available at the Sheriff's Tactical Training Facility and in the trunks of all police vehicles.

C. Neither paint guns nor other less-lethal soft projectile-firing weapons are employed in scenario training or event simulations for the Basic Academy.

D. Basic Academy students do not use blank ammunition for scenario training or event simulations.

E. When blank ammunition is used by instructors/role players, care is taken that they are not used in close proximity to students and are always pointed away from participants. A distance restriction of 15 feet has been established when blanks are used as a training aid in scenario training or event simulations.

F. Proper safety equipment will be evaluated by the instructor. The use of helmets, full face shields, neck protection, ear coverings or ear protection (when appropriate), groin protection, body armor, and heavy clothing are strongly encouraged depending on the type of ammunition being used.

G. Training firearms will be modified with barrel plugs that prevent the insertion and discharge of a live round. Weapons will be visually identifiable with red or yellow tape to indicate that it has been rendered incapable of discharging a live round to reduce the potential for an accidental discharge when firearms must be pointed at students and staff during a training simulation or scenario. Live-fire building entry simulations and similar specialized tactical team exercises are an exception to this guideline.

H. All firearms used in scenario training, role plays, arrest exercises, weapon take-away, retention exercises, or other event simulations have been modified and are incapable of firing live ammunition. These weapons are easily identifiable by their red or blue handgrips.

I. Pepper-ball projectiles shall not be released towards personnel.

2. **Instructor Qualifications**

A. Scenario and event simulation instructors are selected based upon their experience, knowledge, and instructional ability.
B. Scenario and event simulation instructors are encouraged to participate in periodic instructor update courses and to network with other instructors.
C. Evaluators will complete the appropriate POST training courses required for Role-player Evaluation.
D. POST recommends for non-lethal-training ammunition scenarios (NLTA) (e.g., marking cartridges, projectile firing weapons, etc.) that instructors have successfully completed an NLTA instructor course.

3. **Instructor to Student Ratios**

A. Course presenters of low-risk scenario training and event simulations have established appropriate instructor-to-student ratios. The maximum ratio is 1: 5 (instructor to students).
B. Students not engaged in training will observe from a safe location.
C. When projectiles or force on force type techniques are involved, the instructor-to-student ratio is reduced. The maximum ratio is 1:1 (instructor to students).
D. Students not engaged in training will observe from a safe location.

4. **Presentation Guidelines**

A. All scenario/event simulation instructors and students will comply with other requirements outlined in the Staff, Administrative, Student, and Instructor portions of this document.
B. Instructors will always maintain an appropriate level of discipline over students. A professional atmosphere will always be maintained. The scenario coordinator will closely supervise role players.
C. Instructors will conduct a briefing for role players before the application phase of scenarios or event simulations. Role players and other support personnel involved will be made aware of applicable safety rules. Professional behavior and self-control by role players will be stressed.
D. The instructors will inspect training sites prior to initiating scenarios or event simulations.
E. The instructors will conduct a pre-training inspection to ensure that the clothing and personal equipment used in the scenarios or event simulations are serviceable. Inadequate, unauthorized, unserviceable or defective equipment will be removed.
F. The instructors will conduct an inspection of all props used in scenario training and event simulations prior to the application phase.
G. The instructors will conduct an inspection of all weapons and blank ammunition used in scenario training or event simulations, not only prior to training, but also following any breaks in training, or when students or role players have been allowed to leave the training site.
H. Instructors will be aware of fatigue factors that affect the ability of the student to perform safely.

I. Strenuous exercise should be avoided during periods of poor air quality.
J. The presenters' general safety rules will be reviewed prior to the application phase of training.
K. Safety rules and precautions that are applicable to the type of scenario or event simulation to be performed will be reviewed prior to the application phase of training.

5. **Specific Safety Guidelines**

A. Minimum physical conditioning guidelines will be considered for students participating in scenario training or event simulations that require physical exertion.
B. The instructor will provide the students with a list of any specific physical requirements, physical fitness expectations, or testing standards prior to participating in scenario or event simulations.
C. During scenarios and event simulations, the instructor and the students share the responsibility of stopping action when a safety breach is observed, or other problems occur. The students will be made aware of the need for an immediate stop of action when a safety problem is perceived which compromise student, instructor, or public safety.
D. Instructors will conduct an orientation of role players to the training environment. Remind role players that discipline and self-control is fundamental to overall safety.

5. Force Option Simulators

A. Force options simulator training may involve the use of a shoot-back cannon, a device that projects plastic submunition towards the active trainee.
B. If a shoot-back cannon is being utilized, all personnel in the training area shall wear eye protection.
C. Virtual Reality (VR) training creates a realistic immersive virtual environment without boundaries. A safety officer should be present and within arms-reach to prevent injury to a student.
D. The training environment should be large enough to be free of hazards, providing a safety buffer for students who may engage in dynamic movement.

6. Emergency / Injury Notification

- See Pages 48-50.

E. CHEMICAL AGENT TRAINING

1. Facility Guidelines

A. The eight-hour chemical agents class is broken into two segments. The first segment is a 4-hour lecture held in a classroom located at either the Training Center or the Sheriff's range at Camp Elliot. The second segment is four hours which is the application of manipulative and performance skills. This four-hour "practical" is performed at the Sheriff's Tactical Training

Facility at Camp Elliott, MCAS Miramar. The facility will be inspected by the Core/Lead Instructor prior to class presentations to ensure availability and safe conditions.

a. Designated training location(s)

The Chemical Agents training will be conducted at one of the following locations:

- Miramar College: Miramar College is a 2-level community college which has as its lower level the Regional Academy classes. The college is open to the public and located at 10440 Black Mountain Road, San Diego, CA 92126 (858) 505-6592.

- NTC: Naval Training Center (NTC), which is located at 4347 North Harbor Drive, San Diego CA 92101

- The Miramar Training Facility (aka Sheriff's A-Range), which is located at Camp Elliot MCAS Miramar, San Diego, CA 92145 (858) 565-3077

The exposure house is a concrete structure that is 2700 square feet. The structure has windows on all four sides that can be covered by plywood. The structure has doors on two of the sides. The structure also has a vent in the roof that can be opened or closed for ventilation. The devices are dropped into either a can or old shopping car for the exposures. No students are allowed inside during the detonation of the chemical agent device.

b. Chemical Agents Safety Briefing

The following safety briefing will be conducted at the beginning of each Chemical Agents class. The briefing may be conducted by an instructor or read aloud by a student(s).

- For major injuries, call 911.
- No student shall handle any munition without permission from an instructor. Additionally, no student shall handle any munition that fails to detonate.
- Participants must be on full-duty status and authorized to participate
- Identify those in attendance that may have advanced medical training such as paramedics, emergency medical technicians, etc.
- Identify location of first aid kit(s) –Ensure that students are properly attired
- All injuries must be reported immediately
- Do not leave training area without prior approval from staff
- Contact lenses are not advisable. Framed glasses should be worn.
- Once exposed, do not run.
- Do not hold your breath prior to entering the exposure house.
- Exposure produces a burning sensation, closure/stinging of the eyes and discomfort breathing. This is the normal effect.

2. Equipment Guidelines

a. The Core/Lead Instructor will ensure that an adequate amount of the following

equipment is present:

(1) Water for decontamination
(2) Fire suppression equipment

b. The Core/Lead Instructor is responsible for explaining all procedures for use of the listed equipment.

3. Instructor Qualifications

a. All instructors of chemical agent training courses will have attended a P.O.S.T. Certified Chemical Agent Instructor Course or its equivalent.

4. Instructor to Student Ratios

a. The following guidelines will be used to determine instructor to student ratios:

(1) Basic Academy -Classroom Instruction (Or not to exceed classroom capacity)	1:30
(2) Basic Acad/Practical Application (Exposure)	1:1
(3) Basic Acad/Practical Application (Deployment)	1:1

Students not engaged in training will observe from a safe location.

5. Presentation Guidelines

a. Instructors will maintain a professional atmosphere during training, and ensure students abide by all rules of conduct.

b. The Core/Lead Instructor will ensure that all classroom instruction is presented with the appropriate visual aids, inert devices, slides, and films.

c. When deploying chemical agents, instructors will be familiar with deployment guidelines unique to the device.

d. Projectiles and launchable chemical agent munitions used in training shall not be fired in the direction of students, or into an occupied room or enclosure.

e. Students will be instructed that they will not handle any device that fails to detonate/ignite.

f. When deploying live agent, portable “A” frame type signs will be placed at the intersections of Main Street and H Ave as well as Doghouse Road and H Ave. These signs will indicate to passing cars that chemical agent training is taking place.

g. Instructors shall handle the disposal of any munition that fails to detonate/ignite. The munition will be moved to a safe location and burned in place with either a second device or a road flare.

h. All expended munitions shall be disposed of appropriately. They shall be rinsed and then bagged for disposal.

6. Specific Safety Guideline

a. The instructors will supervise proper decontamination of students exposed to chemical agents. Students will be monitored by staff after decontamination to ensure safety. Students will be required to remain in a specific area while decontamination occurs so they can be observed by staff.

b. Communications: Instructors will have cell phones available at each training location. Instructors must immediately notify the Core or Lead Instructor of any known hazards such as unauthorized pedestrian/vehicle traffic, damaged or defective equipment, or injuries to participants.

c. Student/Instructor Injuries: All injuries will be brought to the attention of the Core/Lead Instructor immediately. First aid equipment is available in the trauma bag, which will be on-site during training. Students will follow the injury reporting procedures as outlined in their department instructions.

d. Minor Injury/No Medical Treatment: Complete a minor injury report.

e. Minor Injury/Minor Medical Treatment: Complete all report forms as required in the medical reporting package: Medical Facility @ Sharp Rees-Steely, 8901 Activity Road, S.D., 92126

f. Major Injury/Emergency Response: Paramedics notified via radio, the injured person with report forms is transported to the nearest hospital. If an air evacuation condition exists, clear a suitable landing site (minimum 100' circumference) for the helicopter. In addition, the P.O.S.T. Area Coordinator must be notified of all serious injuries occurring during P.O.S.T. certified courses. Also, notify the medical assistance unit of the affected agency.

g. Open Enrollment Students with injuries will be reported to the Community College Police and seek medical assistance through the facility of their choice. Academy Training Officers will be notified of all student injuries.

h. Emergency contact information
- For major injuries, call 911.
- In case of medical emergency or fire at Miramar College call the College Police Dispatch Center at **619-388-6405** and request emergency services needed. A student or staff member will meet the emergency responders near the entranceway and direct them to the scene.
- In case of medical emergency or fire at the **Miramar Training Facility (Sheriff's A-Range)** call the on site Miramar Fire Dispatch Center at **858-307-4059** and request the emergency services needed. A student or staff member will meet the emergency responders near the entranceway (guard shack) and direct them to the scene.

7. Emergency / Injury Notification

- See Pages 48-50.

F. PHYSICAL TRAINING

1. Facility Guidelines

A. Physical fitness training shall be conducted only in designated areas that have been approved by the Academy Director.

   a. Weight training classes -10440 Black Mountain Road -Room #203.
   b. Circuit training classes - Hourglass Park 10440 Black Mountain Road.
   c. Running sessions - Scripps Ranch neighborhood (run on sidewalks when available), Mission Beach boardwalk, (Mission Beach, SD) and Miramar Lake (Scripps Lake Road, SD).

B. Calisthenics and aerobics-type activities will be performed in the Training Center multipurpose rooms (RM 202 & 203), grass areas (hourglass park), or areas inspected by an instructor for suitability. All persons participating in physical fitness training involving calisthenics and aerobic-type activity will wear appropriate exercise training shoes.

C. All off-site physical training/running locations will be inspected in advance by training instructors for hazards, lighting, traffic safety, security, and suitability for fitness training of students.

D. Restrooms and drinking water will be accessible to students during fitness training. During muscular strength and endurance training, this is easily facilitated using nearby drinking fountains and restrooms on the Miramar College campus. Training Officers will encourage students to hydrate before, during, and after physical training classes. During physical training runs, students should be encouraged to carry water in approved plastic containers and provided access to restroom facilities prior to the run.

2. Equipment Guidelines

A. All personnel participating in physical fitness training will be appropriately clothed in accordance with the guidelines stipulated in the Academy Operations Manual and Recruit Policy and Procedure Manual. In addition, students will receive instruction on selection of a proper fitness shoe.

B. The wearing of jewelry during exercise training sessions is not recommended. The wearing of plastic type sports watches, post-type earrings, and wedding rings are allowed during running and tactical aerobics sessions. The wearing of these items is not recommended during weight training, or obstacle course training and testing.

3. Instructor Qualifications

A. All physical fitness conditioning is directed and conducted under the guidance of the S.D.R.P.S.T.I. Fitness Specialist.

B. The Fitness Specialist provides continuous instruction to both students and Training Officers

in the area of exercise science. Training Officers will attend a P.O.S.T. Certified Physical Training Instructor's course when possible.

C. Physical Training instructors shall be certified in both First Aid and CPR. The Fitness Specialist will familiarize training instructors with signs, symptoms, and basic treatment of heat stroke and cardiorespiratory emergencies.

4. **Instructor to Student Ratios**

A. A ratio of one instructor per 12 students (three per section) should be maintained during off campus distance runs; two instructors (two per section) for on campus-controlled runs, physical testing, and exercise drills; one instructor for weight room sessions.

B. Students not engaged in training will observe from a safe location.

5. **Presentation Guidelines**

A. All physical fitness trainers and students will comply with other requirements outlined in the Staff/Administrative/Student and Instructor portions of this document.

B. All testing sites will be inspected for hazards before conducting either training or testing. The courses should be properly marked and cleared of any obstructions or debris before using. When administering the Physical Abilities test, protective padding should be strapped around the low bar portion of the test "apparatus."

C. Physical fitness training will be avoided during periods of poor air quality in accordance with Air Quality Management Board guidelines. The S.D.R.P.S.T.I. Exercise Physiologist will be consulted prior to exercise being conducted when the apparent temperature indication is above 90 degrees F. The Heat Index will be checked on hot days. If the Index reading is over 90 recruits will not participate in a continuous running session. This reading will be observed as received from Miramar Marine Corps Air Station. This reading can be obtained by calling 619-537-4028.

D. Each student will receive classroom instruction in the care and prevention of minor musculoskeletal injuries.

E. Training Officers will provide instructions for recruits through both verbal communication and demonstration of required skills such as traversing obstacle courses, tactical aerobic movements, and weight training.

F. Instructors will emphasize the importance of personal fitness, safety, and proper technique over competitive performance.

G. Each academy class will receive a minimum of ten hours of classroom instruction in the domains of physical conditioning and stress management.

6. **Specific Safety Guidelines**

A. All students will have completed a physical exam authorizing their participation in the Basic Academy Fitness Program.

B. Prospective students and sponsoring agencies will be notified, in advance, of the physical demands and performance expectations of the physical conditioning program.

C. All exercise training sessions will consist of acceptable warm up and stretching exercises and conclude with an appropriate cool down activity.

D. Hand-held radios and cell phones will be available during off-site training runs for communication between training personnel and to contact emergency services when needed.

E. All instructors will be familiar with the location and most expedient route to appropriate

medical facilities when participating in off-site activities.

F. Physical Training sessions will be supervised by Physical Training Instructors.
G. Basic First Aid supplies will be available for all physical training sessions an AED is available for use when needed in the staff lounge at the SDRPSTI.
H. During running sessions all traffic safety guards will ensure the safe crossing of students across any intersections.
I. Students will point out all road hazards and obstacles that are encountered in the path of the class during all runs.
J. Communications: Instructors will have cell phones available at each training location. Instructors must immediately notify the Core or Lead Instructor of any known hazards such as unauthorized pedestrian/vehicle traffic, damaged or defective equipment, or injuries to participants.
K. Student/Instructor Injuries: All injuries will be brought to the attention of Instructors/Staff Members immediately. First aid equipment and an AED are available in the chase vehicle, which will be present during off-campus runs. First Aid Kits and AEDs are located on the academy grounds *Staff Office* *Break Room*. Students will follow the injury reporting procedures as outlined in their department instructions.
L. Minor Injury/No Medical Treatment: Complete a minor injury report.
M. Minor Injury/Minor Medical Treatment: Complete all report forms as required in the medical reporting package: Medical Facility @ Sharp Rees-Stealy, 8901 Activity Road, S.D., 92126
N. Major Injury/Emergency Response: Paramedics notified via radio, the injured person with report forms is transported to the nearest hospital. If an air evacuation condition exists, clear a suitable landing site (minimum 100' circumference) for the helicopter. In addition, the P.O.S.T. Area Coordinator must be notified of all serious injuries occurring during P.O.S.T. certified courses. Also, notify the medical assistance unit of the affected agency.
O. Open Enrollment Students with injuries will be reported to the Community College Police and seek medical assistance through the facility of their choice. Academy Training Officers will be notified of all student injuries.
P. All students of basic courses shall have a medical clearance on file with the presenter prior to instruction. The presenter supplied medical clearance form must provide the practitioner sufficient information regarding the physical training, exercises, and/or activity requirements of the course allowing them to determine if the student is physically capable of meeting those requirements.
Q. No accommodation needs to be made if it would fundamentally alter the course curriculum and testing requirements.

7. Emergency / Injury Notification

- See Pages 48-50.

G. CROWD CONTROL

A. Facility Guidelines

A. Crowd Control instruction is divided into three sections: Close Order Drill, Mobile Field Force Lecture and Mobile Field Force Practical Exercises.

B. Designated training location(s)

Crowd Control training will be conducted at the following two locations:

1. Miramar College: Miramar College is a 2-level community college which has as its lower level the Regional Academy classes. The college is open to the public and located at 10440 Black Mountain Road, San Diego, CA 92126 (858) 505-6600.
    a. The lecture portion is held in a designated classroom located at the College and the practical exercises utilize pre-identified flat parking areas within the College grounds.

2. Hourglass Community Park, which is located at 10440 Black Mountain Road, San Diego, CA 92126
    a. Hourglass Community Park contains grassy, relatively even fields used for sports and recreation. Although these facilities are open to the general public, the nature of the techniques practiced present little hazard to the public. The Training Staff is responsible for monitoring any interaction between those participating in the training and the general public.

3. Environmental factors will be considered by presenters when a training site is selected. The presenter will do continual evaluation of these factors.

4. The instructors will designate a safe area, and a break area to accommodate persons who are not directly engaged in training.

C. Crowd Control Safety Briefing

The following safety briefing will be conducted at the beginning of each Crowd Control class. The briefing may be conducted by an instructor or read aloud by a student(s).

1. For major injuries, call 911.
2. No functional firearms, ammunition, edged weapons/sharps, chemical agents or anything else deemed dangerous is allowed inside the designated training area Conduct weapons inspection of students and staff.
3. Ensure recruits do not have any medical restrictions that would prohibit their full participation.
4. Identify those in attendance that may have advanced medical training such as paramedics, emergency medical technicians, etc.
5. Identify location of first aid kit(s)
6. Ensure that students are properly attired and have required equipment.
7. A whistle and/or the term “Safety” will cease all action All injuries must be reported immediately
8. Do not leave training area without prior approval from staff
9. No horseplay

D. Equipment Guidelines

1. Students actively participating in scenario training and tactical event simulations will have access to safety equipment related to the required tasks.
2. Even though pyrotechnic devices are not used in role-play scenarios, fire extinguishers are available in all nearby buildings and in the trunks of all police vehicles.

3. Neither paint guns nor other less-lethal soft projectile-firing weapons are employed in MFF training at the Basic Academy Level.
4. Basic Academy students do not use blank ammunition for scenario training or event simulations.
5. Blanks are generally not used in MFF training. However, if blank ammunition is used by instructors/role players, care is taken that they are not used in close proximity to students and are always pointed away from participants. A distance restriction of 15 feet has been established when blanks are used as a training aid in scenario training or event simulations.
6. No operable firearms are used in designated training areas.

E. **Instructor Qualifications**

1. Mobile Field Force Instructors are selected based upon their experience, knowledge, and instructional ability.
2. Mobile Field Force Instructors are encouraged to participate in periodic instructor update courses, and to network with other instructors.

F. **Instructor to Student Ratios**

1. Course presenters of Mobile Field Force tactics have established appropriate instructor-to-student ratios. Mobile Field Force tactics consist primarily of mass marching, formations and baton tactics. The maximum ratio is 1: 11 (instructor to students).
2. Students not engaged in training will observe from a safe location.
3. When "high-risk" techniques are involved (Combative Scenarios), the instructor-to-student ratio is reduced. The maximum ratio is 1:4 (instructor to students).

G. Presentation Guidelines

1. All Mobile Field Force Instructors and students will comply with other requirements outlined in the Staff, Administrative, Student, and Instructor portions of this document.
2. Instructors will always maintain an appropriate level of discipline over students. A professional atmosphere will always be maintained. The scenario coordinator will closely supervise role players.
3. Instructors shall conduct a briefing for role players before the application phase of scenarios or event simulations. Role players and other support personnel involved will be made aware of applicable safety rules. Professional behavior and self-control by role players will be stressed.
4. The instructors shall inspect training sites prior to initiating scenarios or event simulations. It is recommended the instructor will designate a safety officer during dynamic or force-on-force training.
5. The instructors shall conduct a pre-training inspection to ensure that the clothing and personal equipment used in the scenarios or event simulations are serviceable. Inadequate, unauthorized, unserviceable, or defective equipment will be removed.
6. The instructors shall conduct an inspection of all props used in scenario training and event simulations prior to the application phase.
7. The instructors shall conduct an inspection of all weapons and blank ammunition used in scenario training or event simulations, not only prior to training, but also following any breaks in training, or when students or role players have been allowed to leave the training site.
8. Instructors shall be aware of fatigue factors that affect the ability of the student to perform

safely.

9. Strenuous exercise should be avoided during periods of poor air quality.
10. The presenters' general safety rules will be reviewed prior to the application phase of training.
11. Safety rules and precautions that are applicable to the type of scenario or event simulation to be performed will be reviewed prior to the application phase of training.

H. Specific Safety Guidelines

1. Minimum physical conditioning guidelines will be considered for students participating in scenario training or event simulations that require physical exertion.
2. The instructors will provide the students with a list of any specific physical requirements, physical fitness expectations, or testing standards prior to participating in scenario or event simulations.
3. During scenarios and event simulations, the instructors and the students share the responsibility of stopping action when a safety breach is observed, or other problems occur. The students will be made aware of the need for an immediate stop of action when a safety problem is perceived which compromise student, instructor, or public safety.
4. Students will be shown the proper method of holding or donning striking pads when interactive baton tactics are practiced.
5. Communications: Instructors will have cell phones available at each training location. Instructors must immediately notify the Core or Lead Instructor of any known hazards such as unauthorized pedestrian/vehicle traffic, damaged or defective equipment, or injuries to participants.
6. Student/Instructor Injuries: All injuries will be brought to the attention of the Core/Lead Instructor immediately. First aid equipment is available in the E.V.O.C. equipment vehicle, which will be on-site during training. Students will follow the injury reporting procedures as outlined in their department instructions.
7. Minor Injury/No Medical Treatment: Complete a minor injury report.
8. Minor Injury/Minor Medical Treatment: Complete all report forms as required in the medical reporting package: Medical Facility @ Sharp Rees-Stealy, 8901 Activity Road, S.D., 92126.
9. Major Injury/Emergency Response: Paramedics notified via radio, the injured person with report forms is transported to the nearest hospital. If an air evacuation condition exists, clear a suitable landing site (minimum 100' circumference) for the helicopter. In addition, the P.O.S.T. consultant must be notified of all serious injuries occurring during P.O.S.T. certified courses. Also, notify the medical assistance unit of the affected agency.
    a. Open Enrollment Students with injuries will be reported to the Community College Police and seek medical assistance through the facility of their choice. Academy Training Officers will be notified of all student injuries.

I. Emergency / Injury Notification

- See Pages 48-50.

H. AIRSOFT SAFETY

Airsoft Guns may be used during Role Play, Arrest & Control, and other times deemed appropriate by the Academy Director. The Airsoft Guns will be issued at the beginning of each instructional period and returned at the end of that particular instructional period. The Airsoft Guns will NOT be issued to recruits to be taken home.

1. The Officer Safety Core Instructor is responsible for storing, issuing, and maintaining the

Airsoft Guns.
2. A Safety Inspection will be conducted by the Lead Instructor prior to each instructional period when Airsoft Guns will be utilized.
3. A Safety Inspection will be conducted at the end of each instructional period to verify only "blue guns" are in the possession of the recruits.
4. Role players and evaluators directly involved with any Role Play involving Airsoft Guns will not be in possession of a firearm.
5. Safety gear (eye protection and mask) is required when the Airsoft pellets are being used.

A. EMERGENCY / INJURY NOTIFICATION:

1. Communications: Instructors will have cell phones and/or law enforcement radios available at each training location. Instructors must immediately notify the Core or Lead Instructor of any known hazards such as unauthorized pedestrian/vehicle traffic, damaged or defective equipment, or injuries to participants.

2. Student/Instructor Injuries: All injuries will be brought to the attention of the Core/Lead Instructor immediately. Students will follow the injury reporting procedures as outlined in their department instructions and the S.D.R.P.S.T.I. Safety Manual and S.D.R.P.S.T.I. Recruit Policy and Procedure Manual.

3. Minor Injury/No Medical Treatment: Complete a minor injury report as needed.
   Minor Injury/Minor Medical Treatment: Complete all report forms as required in the medical reporting package: Seek medical treatment at department approved medical provider.

4. Major Injury/Emergency Response: Paramedics notified via radio or by calling 911, the injured person with report forms is transported to the nearest hospital. If an air evacuation condition exists, clear a suitable landing site (minimum 100' circumference) for the helicopter. During P.O.S.T. certified course, the P.O.S.T. consultant must be notified of all serious injuries and/or injuries which require more than basic first aid. Also, notify the medical assistance unit of the affected agency.

5. Open Enrollment Students with injuries will be reported to the Community College Police and seek medical assistance through the facility of their choice. Academy Training Officers will be notified of all student injuries.

6. Emergency contact information and closest hospital to each training venue:
   a. The primary points of contact for each training location and site are:
      i. Academy Director Sgt. David Lee: 619-606-2947
      ii. Academy Coordinator Sgt. Tevita Fifita: 619-838-2917

   b. Regardless of the Academy Director and Academy Coordinator's locations, or "On-Duty" status with their department, they are considered to be supervising the recruits, at all times, when the academy is in session.

   c. Their primary work location 10440 Black Mountain Rd., San Diego, CA. 92126

   d. In case of medical emergency or fire at Miramar College call the College Police

Dispatch Center at 619-388-6405 and request emergency services needed. A student or staff member will meet the emergency responders near the entranceway and direct them to the scene. Miramar College is centrally located at 10440 Black Mountain Road, San Diego, CA 92126. The academy's designated hospital is Sharp Memorial Hospital, located at 7901 Frost Street, San Diego, CA 92123 (619) 541-3411.

e. In case of medical emergency or fire at the Miramar Training Facility (Sheriff's A-Range) call the on-site Miramar Fire Dispatch Center at 858-307-4059 and request the emergency services needed. A student or staff member will meet the emergency responders at the main entrance, and a second student/staff member will be assigned at the road adjacent from the range needing assistance. The Miramar A-Range is located at Camp Elliot, 6755 Kearney Villa Road, San Diego, CA 92145 – Range Office: (858) 565-3077; Main Office: (858) 575-3070 and Main Gate: (858) 307-4059. The designated hospital for the Sheriff's A-Range is Sharp Memorial Hospital, located at 7901 Frost Street, San Diego, CA 92123 (858) 939-3400 / (619) 541-3411.

f. In case of medical emergency or fire at the San Diego Regional Firearms Training Center call Cal Fire at (619) 442-1615 and request the emergency services needed. A student or staff member will meet the emergency responders near the entranceway to the facility and direct them to the scene. The San Diego Regional Firearms Training Center (commonly known as the Otay Training Facility) is located at 440 Alta Road, San Diego, CA 92158 (619) 667-2757 or 2758. The designated hospital for this location is Sharp Chula Vista Hospital, 751 Medical Center Court, Chula Vista, CA 91911 (619) 502-5800.

g. The San Diego Police Tactical Training Center (TTC), formerly the San Diego Naval Training Center (NTC) is located at 4230 Spruance Road, San Diego, CA 92101 (619) 840-6974. The designated hospital for this location the UCSD Medical Center, 200 W. Arbor Drive, San Diego, CA 92103 (858) 657-7000.

h. In case of medical emergency or fire at The San Diego County Emergency Vehicle Operations Center a student or staff member will meet the emergency responders near the entranceway to the facility and direct them to the scene. The Sharp Chula Vista Medical Center is located at 751 Medical Center Ct, Chula Vista, CA 91911, (619) 502-5800.

i. The POST Basic Training Bureau shall be notified in writing within five (5) business days when an injury requiring more than basic first aid occurs during training.

I. Work Sample Test Battery (WSTB) -99 Yard Obstacle Course Safety Procedures:

Location: Southwest portion of Lot 2 BH Parking lot of San Diego Miramar Community College. (Please refer to Figure #1)



Figure #1

The 99-yard obstacle course portion of the Work Sample Test Battery (WSTB) will be conducted in the southwest portion of Lot 2 of the BH parking lot. The following safety procedures will be implemented to ensure the safety of recruits, academy personnel, and the public.

Pre-Test Notification and Site Preparation:
The Dean of Public Safety shall be notified in advance of all scheduled WSTB practice and testing dates. Campus Facilities will coordinate the closure of the designated training area (see above Figure #1), restricting all incoming and outgoing vehicle traffic during testing.

Prior to recruit arrival, academy personnel will establish the obstacle course and secure the designated training area using traffic cones, delineators, police caution tape, and appropriate signage. The signage shall indicate "Police Training" and will be prominently displayed and clearly visible from all potential vehicles and pedestrians at the entry and exit points. A marked law enforcement patrol vehicle (Sheriff or Police) will be positioned in a visible location to provide additional notice of the training activity and restricted area.

Test Administration and Safety Personnel:
A minimum of three (3) Recruit Training Officers (RTOs) will be present throughout the practice or testing period. They will have the following designated responsibilities:

> Testing Administrator: Responsible for administering the 99-yard obstacle course portion of the WSTB. They will provide the instructions, monitor the recruit's performance, and ensure

compliance with established testing procedures.

Traffic and Public Safety Officer: Responsible for monitoring the perimeter of the designated training area, preventing unauthorized pedestrian and vehicle access, and ensuring the course remains isolated from public traffic throughout the administration of the 99-yard obstacle course portion of the WSTB.

Overall Safety Officer: Responsible for overseeing all safety operations, identifying potential hazards, monitoring environmental and course conditions, and ensuring established safety protocols are followed. The Safety Officer will have the authority to immediately suspend testing if an unsafe condition is identified.

The designated training area will remain secure throughout the testing period. Testing will not commence until the course has been properly established, all traffic control measures are in place, and the assigned safety personnel have confirmed that the area is deemed safe for operation.

The following images shall be used as a reference guide to close off the designated area for practice and testing of the 99-yard Obstacle Course.



Figure #2



Figure 3



Figure #3

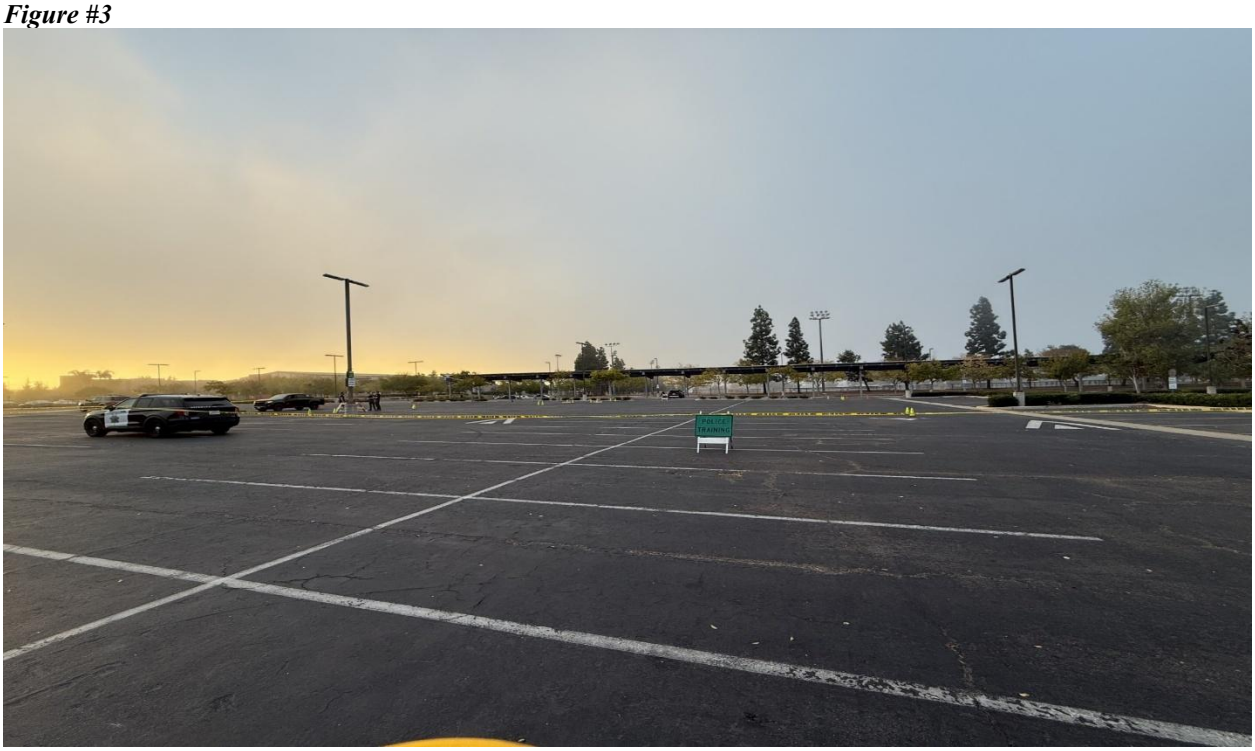


Figure #4



Figure #5

J. CA. P.O.S.T. APPROVED ACADEMY TRAINING LOCATIONS AND THEIR DESIGNATED EMERGENCY ROOMS:

If EMS responds to any academy training location and it is determined that ambulatory transport should occur, EMS and/or Academy Staff will determine the most appropriate medical facility. This will be based on the patient's needs and medical facility capabilities / availability.

- 10111 CARROLL CANYON ROAD, SAN DIEGO, CA, 92131

  Sharp Memorial Hospital
  7901 Frost Street
  San Diego, Ca, 92123
  (858) 939-3400 or (619) 541-3411

- 10400 SCRIPPS LAKE DR., SAN DIEGO, CA, 92131

  Sharp Memorial Hospital
  7901 Frost Street
  San Diego, Ca, 92123
  (858) 939-3400 or (619) 541-3411

- 10440 BLACK MOUNTAIN ROAD, SAN DIEGO, CA, 92126

  Sharp Memorial Hospital
  7901 Frost Street
  San Diego, Ca, 92123
  (858) 939-3400 or (619) 541-3411

- 4020 MURPHY CANYON ROAD, SAN DIEGO, CA, 92123

  Sharp Memorial Hospital
  7901 Frost Street
  San Diego, Ca, 92123
  (858) 939-3400 or (619) 541-3411

- 4181 RUFFIN RD, SAN DIEGO, CA, 92123

  Sharp Memorial Hospital
  7901 Frost Street
  San Diego, Ca, 92123
  (858) 939-3400 or (619) 541-3411

- 4230 SPRUANCE RD, SAN DIEGO, CA, 92101

  UCSD Medical Center
  200 W. Arbor Dr.
  San Diego, Ca. 92103
  (858) 657-7000

- 440 ALTA ROAD, SAN DIEGO, CA, 92158

  Sharp Chula Vista Hospital
  751 Medical Center Court
  Chula Vista, Ca. 91911
  (619) 502-5800

- 5520 OVERLAND AVE, SAN DIEGO, CA, 92123

  Sharp Memorial Hospital
  7901 Frost Street
  San Diego, Ca, 92123
  (858) 939-3400 or (619) 541-3411

- 6755 KEARNEY VILLA RD, SAN DIEGO, CA, 92145

  Sharp Memorial Hospital
  7901 Frost Street
  San Diego, Ca, 92123
  (858) 939-3400 or (619) 541-3411

- 7361 OTAY MESA ROAD, SAN DIEGO, CA, 92154

  Sharp Chula Vista Hospital
  751 Medical Center Court
  Chula Vista, Ca. 91911
  (619) 502-5800

- 8380 MIRAMAR ROAD, SAN DIEGO, CA, 92126

  Sharp Memorial Hospital
  7901 Frost Street
  San Diego, Ca, 92123
  (858) 939-3400 or (619) 541-3411