



*Kern County Sheriff's Office*  
**Policies and Procedures**

<b>TITLE: TRAINING DUTIES AND RESPONSIBILITIES</b>		<b>NO: M-100</b>	
<b>APPROVED: Donny Youngblood, Sheriff-Coroner</b>			
<b>EFFECTIVE:</b> March 31, 1997	<b>REVIEWED:</b> 03/09/2018	<b>REVISED:</b> 03/13/2014	<b>UPDATED:</b> 03/09/2018

**POLICY**

It is the policy of the Kern County Sheriff's Office that all personnel assigned to attend any class conducted by the Sheriff's Office, regardless of the rank, position or status of the instructor, shall adhere to the rules of conduct outlined in Sections C-100 and C-200 of the Sheriff's Office Policies and Procedures Manual. Assignment to a training class constitutes the employee's work assignment for the duration of the class. Staff members assigned to participate in training shall attend the training as assigned.

Instructors shall have the authority, responsibility and the duty to control each class so as to provide a safe and efficient learning environment conducted in a professional manner. Instructors have the authority to dismiss students from the class for insubordination and/or disruptive behavior as outlined in Directive B of Section D-200 of the Sheriff's Office Policies and Procedures Manual.

**PROCEDURE**

The instructor, if a member of the Sheriff's Office, may, at his/her discretion, depending on the seriousness of the situation:

- Suspend the student with pay and order the student to report to their respective Bureau Chief Deputy the next business day, or;
- order the student to return to their normal duty assignment.
- The instructor shall notify the Training Section staff of the situation.

If the instructor is not a member of the Sheriff's Office:

- The instructor will notify any sergeant assigned to the Training Section or the Commander of the Personnel Division, who will then determine the proper course of action pursuant to Section D-200 of the Sheriff's Office Policies and Procedures Manual.

The instructor, if a member of the Sheriff's Office, or the Training Section staff if the instructor is not a member of this department:

- Shall prepare a memorandum to the effected employee's supervisor containing all the pertinent and relevant details that led to the employee's dismissal or suspension from the class;
- a copy of the memorandum will be forwarded to the Commander in charge of the Personnel Division;
- the effected employee's supervisor shall pursue the appropriate disciplinary action as outlined in Section D-200 of the Sheriff's Office Policies and Procedures Manual.

## **DIRECTIVE A**

Staff members receiving training or travel orders will sign and forward the order to their supervisor immediately upon receipt of the order. Supervisors will return the signed order to the Training Section by the deadline listed on the order.

Employees assigned to training are required to attend as listed in the training or travel orders issued by the Training Section. Attendance is mandatory and employees are required to be on time, in the appropriate clothing as listed on the training or travel orders, and with the appropriate equipment if stated in the training or travel orders. Dress and general appearances for attending training is outlined in Sheriff's Office Policy K-200 and K-0820.

Employees who are required to appear in court or hearings under subpoena will be excused from class for the time necessary to comply with the subpoena. However, the employee will inform the Training Secretary of the subpoena and check out when leaving and back in when returning. Employees will have to make up hours missed during a mandatory training class.

Employees scheduled to attend training classes but are unable to attend due to illness or medical appointments shall contact the on-duty supervisor of their work assignment or if a supervisor is unavailable, contact the Training Section. The notification shall be completed before the start time of the training course. Staff failing to make notification will be considered absent from their duty assignment without leave.

Supervisors who are notified a staff member will be unable to attend scheduled training will contact the Training Section as soon as possible, in all cases before the end of their shifts.

In all cases training cancellation notification shall be completed by logging into SheriffNet and using the training cancellation request page located under the Training Section link or by calling 661-868-1699.

**Error! Reference source not found.-2**

<b>EFFECTIVE:</b> March 31, 1997	<b>REVIEWED:</b> 03/09/2018	<b>REVISED:</b> 03/13/2014	<b>UPDATED:</b> 03/09/2018
-------------------------------------	--------------------------------	-------------------------------	-------------------------------



*Kern County Sheriff's Office*  
**Policies and Procedures**

<b>TITLE: TRAINING SAFETY</b>		<b>NO: M-200</b>	
<b>APPROVED: Donny Youngblood, Sheriff-Coroner</b>			
<b>EFFECTIVE:</b> December 13, 1991	<b>REVIEWED:</b> 03/09/2018	<b>REVISED:</b> 04/01/1996	<b>UPDATED:</b> 03/09/2018

**POLICY**

It shall be the policy of the Kern County Sheriff's Office to conduct all training in such a manner as to promote an attitude of safety among instructors and students alike. Concern for safety is contagious and can only result in a reduction of risk.

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

**DIRECTIVE**

This policy represents minimum guidelines to which all adjunct and permanent Training Section staff will adhere.

**STAFF/ADMINISTRATIVE RESPONSIBILITIES**

- The training staff shall provide advance notice to prospective trainees and their agencies regarding anticipated physical demands and/or physical performance expectations (Reference POST Safety Guideline 1.6.2 et. al.).
- Instructors shall be provided with a copy of the specific safety guidelines pertaining to their course of instruction prior to the commencement of their class.
- The training staff shall ensure that emergency communications (phone, radio or other means) are accessible at all training sites (Reference POST Safety Guideline 1.9.1).
- At least one member of the instructional staff, either directly involved in the training event or immediately available at the training site, shall be trained in first aid and CPR (Reference POST Safety Guideline 1.4.1).
- Student emergency notification information shall be maintained for the duration of the course. (USE KCSO EMERGENCY NOTIFICATION CARD)

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

## INSTRUCTIONAL STAFF-TO-STUDENT RATIOS

- Instructional staff to student ratios for each psychomotor skill area will be established for each class. Factors considered in establishing these ratios included, but are not limited to:

- **The “intensity” or “pace” of the training**

The pace of training courses designed for experienced instructors, for example, will differ dramatically from introductory courses designed for new students.

- **Student familiarity with the material**

Supervision levels also vary with regard to exposure to the instructional material. Students involved in refresher training or on-going skills practice may require a lower Instructional Staff-to-Student Ratio.

- **Adequacy and characteristics of the training facility**

Some training facilities, by their design, may permit a lower Instructional-Staff-to-Student Ratio without compromising student safety.

- **Student injury potential**

Application of some control holds, “high-impact” defense simulations and detonation of explosive devices inherently suggest a very high level of student supervision.

- **“active” versus “passive” participation**

The degree of supervision necessary for students waiting to shoot, for example, is understandably different from the level of supervision required over students engaged in actual firing.

M-200-2

EFFECTIVE: December 13, 1991	REVIEWED: 03/09/2018	REVISED: 04/01/1996	UPDATED: 03/09/2018
---------------------------------	-------------------------	------------------------	------------------------

- For the purposes of establishing an instructional staff to student ratio, the following personnel titles and descriptions are viewed by the Kern County Sheriff's Office as exerting functional supervision over students in training:

Training Section Staff  
 Assistant Instructor(s)  
 Course Coordinators  
 Range masters  
 Range Safety Officers  
 Field Training Officers  
 Designated Role players/Actors

- The specific ratios are identified in individual lesson plans for each course presented. (Reference POST Safety Guideline 11.6.1 et. seq.)
- Reassessment of the Staff-to-Student ratio will be initiated when curriculum changes are proposed or course structure is otherwise modified.

## **INSTRUCTOR RESPONSIBILITIES**

- The primary instructor or designee shall be responsible for conducting safety inspections of students and facilities used for training.
- Instructors should be aware of environmental factors such as weather or air quality and adjust the instruction as necessary.
- The primary instructor or designee shall verbally review specific safety rules with students (Reference POST Safety Guideline 1.1.3).
- Specific safety rules shall be incorporated into less plans. Copies of safety rules shall be distributed to students as part of the course handouts (Reference POST Safety Guideline 1.1.5).
- Instructors shall adhere to the expanded course outline as submitted to POST and/or STC. (Reference POST Safety Guideline 1.1.7). For non-certified courses, instructors shall also adhere to their lesson plan as approved by the Training Section.
- Instructors shall advise students of their responsibility to report and/or stop unsafe actions during training (Reference POST Safety Guideline 15.6.4.).
- Instructors shall display an attitude of safety and a professional demeanor at all times (Reference POST Safety Guideline 1.3.1).

M-200-3

<b>EFFECTIVE:</b> December 13, 1991	<b>REVIEWED:</b> 03/09/2018	<b>REVISED:</b> 04/01/1996	<b>UPDATED:</b> 03/09/2018
--	--------------------------------	-------------------------------	-------------------------------

## **STUDENT RESPONSIBILITIES**

- Students shall immediately notify the Training Staff of any known pre-existing medical condition which is likely to be aggravated by, or effect performance during training (Reference POST Safety Guideline 1.2.1).
- Students shall be required to provide evidence of medical or physical fitness for training if the instructor questions their ability to perform safely (Reference POST Safety Guideline 1.2.2).
- Students shall immediately notify a member of the training staff of any injury sustained during training (Reference POST Safety Guideline 1.1.4).
- Students are responsible for adhering to all safety requirements of individual courses.

## **RESPONSE TO INJURIES**

- In the event of an injury, the following actions shall be taken as necessary:
- The instructor will:
  1. Render first aid.
  2. Obtain appropriate medical assistance. In all cases where a student loses consciousness an evaluation shall be sought from a competent medical authority before the student is allowed to return to training.
  3. Notify administration (Training Section Sergeant, Training Section Commander, etc.)
- The Training Section staff will:
  1. Initiate other appropriate notifications or actions as required (e.g. student emergency notification information, agency notification requirements, school/college required procedures, etc.)
  2. Investigate and complete an accident report pursuant to Section J-710 of this manual.
  3. If the student is not a Sheriff's Office member, Training Staff will complete a Crime or Incident report only, and coordinate the necessary paperwork with the student's agency.

M-200-4

<b>EFFECTIVE:</b> December 13, 1991	<b>REVIEWED:</b> 03/09/2018	<b>REVISED:</b> 04/01/1996	<b>UPDATED:</b> 03/09/2018
--	--------------------------------	-------------------------------	-------------------------------

- Students who sustain an injury which requires treatment by a physician will:
  1. Obtain a medical release before they will be allowed to resume training, and forward the medical release to the Training Section as soon as it is obtained.

**COURSE-SPECIFIC SAFETY RULES**

- Specific safety rules and procedures for individual subject areas are attached. Specific rules vary due to differences in subject matter, tasks to be performed and the particular training environment or site.

M-200-5

<b>EFFECTIVE:</b> December 13, 1991	<b>REVIEWED:</b> 03/09/2018	<b>REVISED:</b> 04/01/1996	<b>UPDATED:</b> 03/09/2018
--	--------------------------------	-------------------------------	-------------------------------



*Kern County Sheriff's Office*  
**Policies and Procedures**

<b>TITLE:</b> TRAINING RULES, DEFENSIVE TACTICS, AND BATON		<b>NO:</b> M-220	
<b>APPROVED:</b> Donny Youngblood, Sheriff-Coroner			
<b>EFFECTIVE:</b> December 13, 1991	<b>REVIEWED:</b> 03/09/2018	<b>REVISED:</b> 02/06/2014	<b>UPDATED:</b> 03/09/2018

**POLICY**

**DIRECTIVE A**

Only defensive tactics instructors who are approved by the Training Section may train Kern County Sheriff's Office personnel in defensive tactics and use of impact weapons. All internal defensive tactics instruction will be done from an approved lesson plan and in accordance with Sheriff's Office policy, POST, and STC safety guidelines.

**Students will:**

**Pay attention to the instructor:** The instructor's explanations have to do with correct application of the techniques as well as safety precautions for the technique or exercise.

**Limit activities during class to only those techniques or exercises being taught:** Lesson plans have been approved which include techniques and methods determined to be essential, effective, and acceptable. Students will be expected to perform at a standard which has been determined to be consistent with job requirements. Students will take a physical performance evaluation and written test to measure skill and knowledge.

**Begin with slow application:** Apply techniques and exercises slowly at first. Make certain that muscles are ready to make those particular movements. Slow application is important to learn proper control and execution of a technique. Develop good form. Attempting to apply techniques with speed and power prior to learning correct application may result in an ineffective, even dangerous technique.

**Wear safety equipment:** In classes where safety equipment is recommended, it will be provided.

**Report injuries immediately:** Report any injury to the instructor immediately.

**Wear leather gear and other equipment during training:** It is important that students become familiar with the location of all equipment and how it feels.



**Students will not:**

**Experiment:** Any questions about a technique or exercise, will be directed to the instructor. Variations of the techniques could cause injury or result in ineffective techniques. Experimentation and/or rough housing will not be tolerated.

**Live ammunition during training:** In classes involving firearms techniques, students will train with duty weapons. There will be no live ammunition in the facility where the training is being conducted. There will be no simulated or dry firing in any firearms exercise. Weapons, ammunition pouches, and other equipment inside the facility will be inspected at the beginning of each class.

**Partners in exercises will:**

**Start slow and use control:** Make certain that both partners understand who is applying and who is receiving the technique. All techniques should be applied with control. Use particular care when twisting joints, applying arm bars, practicing takedowns, and training with the baton.

**Offer only passive resistance:** The person to whom the technique is being applied should offer only passive resistance, and give with the applied pressure. The objective is to prevent injury and to learn the proper application of the technique.

**Use a slap and the word “really” to indicate pain or excessive pressure:** When pain or excessive pressure is felt as a result of a control hold, a slap of the mat, or any nearby surface to cause a “slapping sound” or the use of the word “really” as in “that really hurts” is a signal that the person applying the technique should release pressure immediately.

**Train seriously:** Train with a serious attitude and an effort toward helping each person in the class learn.

**Partners in exercises will not:**

**Anticipate or counter applications of the techniques:** Doing so may cause injury to one or both of the partners and only serves to impede the learning process. Since the person being worked on knows what to expect and since the technique is being applied slowly, without force, it may be possible to counter or escape. The objective is to learn the proper application of the technique. Cooperate and learn.

M-220-2

<b>EFFECTIVE:</b> December 13, 1991	<b>REVIEWED:</b> 03/09/2018	<b>REVISED:</b> 02/06/2014	<b>UPDATED:</b> 03/09/2018
--	--------------------------------	-------------------------------	-------------------------------



*Kern County Sheriff's Office*  
**Policies and Procedures**

<b>TITLE: TRAINING RULES-FIREARMS</b>		<b>NO: M-240</b>	
<b>APPROVED: Donny Youngblood, Sheriff-Coroner</b>			
<b>EFFECTIVE:</b> October 3, 1995	<b>REVIEWED:</b> 03/09/2018	<b>REVISED:</b> 07/05/2005	<b>UPDATED:</b> 03/09/2018

**POLICY**

The Kern County Sheriff's Office recognizes the importance of handling firearms in a safe and responsible manner. All members of the Sheriff's Office are responsible for following basic firearms safety rules and procedures established by the Sheriff's Office. Additionally, the Rangemaster and firearms instructors are responsible for enforcing safety rules at the range.

**DIRECTIVE A: Firearms Training**

All Sheriff's personnel utilizing the range for firearms training will comply with the following rules:

1. Personnel will not load any firearm until they are on the firing line and have been directed to load by the Rangemaster or other firearms instructor.
2. Upon completion of training, personnel will remain on the range until the Rangemaster or other firearms instructor has personally inspected their firearm and given verbal clearance for them to return from the range to the range house.
3. Unless otherwise approved by the Rangemaster, personnel will clean their firearm in the range house after they qualify and before they leave the range.

**PROCEDURE**

Any person who enters the range house whose firearm has not been inspected by the Rangemaster or other firearms instructor immediately prior to entering, and who is entering for any purpose that requires a firearm to be drawn from a holster or handled in any manner, will first comply with the following procedure:

1. Step into the Weapons Cleaning Room and face one of the Bullet Traps mounted to the floor;
2. Point the weapon into the Bullet Trap, keeping your finger off the trigger and outside the trigger guard;
3. Unload the weapon, using the following steps below:
  - Semi-automatic or automatic weapons;
    - Remove the magazine, work the action several times to clear the chamber, and lock the slide to the rear.
  - Revolvers;
    - Open the cylinder and eject all cartridges.
  - Slide action or semi-automatic shotguns;
    - Remove all cartridges from the magazine, open the action and leave the bolt to the rear.
  - Bolt action rifles;
    - Open the bolt, remove all cartridges from the chamber and magazine, and leave the bolt open.
4. Pistols and revolvers shall then be re-holstered. Pistols will be holstered with the slide locked to the rear.
5. Except during cleaning and maintenance, firearms will not be handled, displayed or examined at the range facility without the approval of the Rangemaster or another firearms instructor.
6. Any person who enters the range house, who has not completed steps 1 through 4, and then decides to draw or handle any firearm for any reason, will first step outside to the designated loading/unloading area and comply with steps 1 through 4.
7. Personnel who need to reload a weapon prior to leaving the range will do so in the Weapons Cleaning Room, with the weapon pointed at one of the Bullet Traps.

M-240-2

<b>EFFECTIVE:</b> October 3, 1995	<b>REVIEWED:</b> 03/09/2018	<b>REVISED:</b> 07/05/2005	<b>UPDATED:</b> 03/09/2018
--------------------------------------	--------------------------------	-------------------------------	-------------------------------

## **DIRECTIVE B: SAFETY RULES**

**All Sheriff's personnel will adhere strictly to all verbal and posted firearms safety rules and will fire weapons only at authorized targets. All Sheriff's personnel will:**

- Treat all firearms as though they are loaded;
- Never point a firearm at anything you are not willing to shoot or destroy;
- Keep your fingers off the weapon's trigger and outside the weapon's trigger guard until you are on target and you have made the decision to fire;
- Be sure of your target and be aware of its surroundings.

**DIRECTIVE C:** Negligent firearms handling that results in a major safety violation, e.g. pointing a weapon at oneself or another person, adjusting eye and ear protection while holding a handgun with a finger on the trigger, etc., will result in immediate expulsion from the range. The offender will be marked as a failure for any training or qualification they are attending at the time.

When any person is expelled from the range due to a major safety violation, the Range officer will:

- Follow the notification procedures for a qualification failure (G-200).
- The Range officer observing the violation will prepare a detailed memo of the incident and send a copy to the offender's supervisor, manager, Training Section Lieutenant and Bureau Chief Deputy.

The supervisor and manager of the offender will:

- Follow established procedures for a range failure (G-200).
- Prior to scheduling the offender to attend any subsequent qualification or training at the range, the supervisor of the offender will contact the Rangemaster to schedule remedial firearms safety training for the offender.

The Bureau Chief Deputy of the offender will:

- Determine the scope of any subsequent investigation, if necessary, and
- Determine the appropriate level of discipline or discipline review.

M-240-3

<b>EFFECTIVE:</b> October 3, 1995	<b>REVIEWED:</b> 03/09/2018	<b>REVISED:</b> 07/05/2005	<b>UPDATED:</b> 03/09/2018
--------------------------------------	--------------------------------	-------------------------------	-------------------------------

## DIRECTIVE D

Firearms other than those issued or authorized by the Sheriff shall not be used at the range without specific prior approval of the Rangemaster.

No person shall use the range in the absence of the Rangemaster without specific prior approval of the Rangemaster, POST Training Sergeant, or Training Section Lieutenant.

Training staff to student ratio shall generally not exceed 1 to 10.

\* *Nothing in this policy shall preclude special teams (i.e. SWAT, SERT, etc.) from utilizing the range and engaging in specialized practice.*

M-240-4

EFFECTIVE: October 3, 1995	REVIEWED: 03/09/2018	REVISED: 07/05/2005	UPDATED: 03/09/2018
-------------------------------	-------------------------	------------------------	------------------------



*Kern County Sheriff's Office*  
**Policies and Procedures**

TITLE: <b>TRAINING-SICK LEAVE</b>		NO: M-300	
APPROVED: <b>Donny Youngblood, Sheriff-Coroner</b>			
EFFECTIVE: August 15, 1991	REVIEWED: 03/09/2018	REVISED: 04/01/1996	UPDATED: 03/09/2018

## **POLICY**

An assignment to attend a training function is a recognized duty assignment and personnel will not absent themselves from such an assignment without authorization from the Training Section. Emergencies may arise which prevent personnel from attending a training assignment, such as sick leave. Personnel assigned to a training function may request sick leave pursuant to the following procedure. This policy and procedure applies to all training functions, i.e.; in town and out of town courses, range, etc. Failure to comply with the duties listed in this section may result in disciplinary action.

### **PROCEDURE A. SICK LEAVE REQUEST**

In all cases in which a member of the Sheriff's Office is assigned to attend a training function and the member is physically unable to attend due to illness or accidental injury or an illness or accidental injury to the member's immediate family as defined in County Ordinance Section 3.28.040, the member will:

- **Personally**, call the Training Section at (661)868-1699 **prior** to the time scheduled to attend the course.
- Provide the following information to the Training Section:
  - Employee's name
  - Name of the training function he/she was scheduled to attend
  - General nature of illness/injury
  - A telephone number which they can be reached at during their absence

A telephone answering machine will record this information in the event Training Section staff are not available at the time of the call.



*Kern County Sheriff's Office*  
**Policies and Procedures**

<b>TITLE: TRAVEL TIME COMPENSATION</b>		<b>NO: M-400</b>	
<b>APPROVED: Donny Youngblood, Sheriff-Coroner</b>			
<b>EFFECTIVE: July 24, 1992</b>	<b>REVIEWED: 03/09/2018</b>	<b>REVISED: 12/10/2013</b>	<b>UPDATED: 03/09/2018</b>

**POLICY**

It shall be the policy of the Kern County Sheriff's Office to fairly compensate all employees who spend time traveling to and from training which is related to their official duties and which is approved by the Sheriff's Office for attendance by the employee as part of their duties.

Travel which is done as a part of an employee's duties which is not related to training such as investigations, prisoner transportation, and meetings is to be considered as regular work and will be compensated as such.

This policy affects only those employees who are classified as "non-exempt" by FLSA ("non-exempt" means employees who are covered by FLSA). Those employees who are "exempt" are covered by Management and Confidential Employees working agreements with the County of Kern.

This policy attempts to define all issues relevant to compensability of travel to training based upon all current law, policy and agreement. However, all are subject to change in time.

**Thus:** In the event there is a conflict between County policy and Sheriff's Office policy, County policy shall prevail;

In the event there is a conflict between County policy or Sheriff's Office policy and FLSA, FLSA shall prevail;

In the event there is conflict between County policy or Sheriff's Office policy or FLSA and a Memorandum of Understanding with any applicable and recognized employees' association, the M.O.U. shall prevail.

**Exempt – Deputy Sheriff**

All persons permanently or temporarily performing in the rank of lieutenant or above.

**Exempt – All other Classifications**

Administrative Services Officer  
Sheriff’s Confidential Assistant  
Sheriff’s Records Administrator

All other classifications are “non-exempt” employees and are covered by these provisions and FLSA.

**Procedure A – Non-compensable Travel to Training**

Under the following conditions, travel to training is never compensable if all of these conditions exist:

- The training is on non-duty hours; and
- Attendance is voluntary and initiated by the employee; and
- The employee does no productive job-related work for the Sheriff’s Office; and
- The training is not directly related to the job;

or, if the training is not approved by the Sheriff’s Office, then it is not compensable.

**Procedure B – Compensable Travel to Training**

**Travel to Training within Kern County**

Ordinarily, all time spent by persons when commuting directly to and from mandatory training session held within Kern County will be considered as normal “commute to/from work time” and will not be compensable. However, to the extent that such travel time to/from a training site exceeds the normal commute time between the employee’s residence and their duty station, that additional commute time will be compensable, whether the employee is a driver or passenger.

**Travel to Out of County Training – Driver of Vehicle**

Any time spent as a driver traveling directly to or from departmentally approved out of county training is compensable, if public transportation has not been offered to the employee. If the employee has been offered public transportation and has opted instead to drive, only those hours that would have been compensable if the public transportation had been accepted will be compensable, i.e., normal duty hours.

M-400-2

<b>EFFECTIVE:</b> July 24, 1992	<b>REVIEWED:</b> 03/09/2018	<b>REVISED:</b> 12/10/2013	<b>UPDATED:</b> 03/09/2018
------------------------------------	--------------------------------	-------------------------------	-------------------------------



### **Travel to Out of County Training – Passengers – One-day Trips**

If a non-exempt employee travels out of County as a passenger for one day, any reasonable time spent traveling that exceeds the time normally spent traveling from home to work is compensable time.

### **Travel to Out of County Training – Overnight Trips**

When an employee is sent to an out of county, departmentally-approved training session, any time spent traveling as a passenger on an airplane, train, boat, bus or automobile during hours that coincide with the employee’s normal shift hours (even if the hours fall on his/her regular days off) is compensable.

If, however, the employee is a passenger (or has been offered the ability to be a passenger) and the travel occurs outside normal work hours, the time is not compensable.

### **DIRECTIVE 1**

Compensation:

Any “travel to training time” deemed compensable under this policy will qualify an employee for overtime pay in accordance with the Memorandum of Understanding. Currently, employees receive overtime pay for all time worked in excess of eight/ten/twelve (8/10/12) hours in a single day or forty (40 hours in a single week).

M-400-3

<b>EFFECTIVE:</b> <b>July 24, 1992</b>	<b>REVIEWED:</b> <b>03/09/2018</b>	<b>REVISED:</b> <b>12/10/2013</b>	<b>UPDATED:</b> <b>03/09/2018</b>
---	---------------------------------------	--------------------------------------	--------------------------------------



## ***Kern County Sheriff's Office*** **Policies and Procedures**

TITLE: FIELD TRAINING PROGRAM		NO: M-500	
APPROVED: <b>Donny Youngblood, Sheriff-Coroner</b>			
EFFECTIVE: June 11, 2004	REVIEWED: 08/30/2018	REVISED: 06/5/2023	UPDATED: 06/5/2023

### **POLICY**

It is the policy of the Kern County Sheriff's Office to hire and retain only the most competent officers. The patrol function is complex and demanding and requires special training beyond what is acquired in the basic academy. The Sheriff's Office will operate a California POST- certified Field Training Officer (FTO) Program under the direction of the Field Training Program Supervisor to ensure all personnel engaged in field operations are properly prepared and qualified to do so. Personnel receiving an initial assignment to field operations will first complete the Field Training Program. Field operations shall mean patrol, detectives, special enforcement, civil, or any other assignment outside the detention facilities or court security where the deputy will perform any or all the following duties:

- Investigate crimes
- Make detentions or arrests
- Conduct searches
- Respond to calls for service or act as a backup unit
- Any other patrol or investigative function

Detailed procedures and requirements concerning the Field Training Program are contained in the Field Training Manual. The Field Training Program supervisor will ensure the manual is kept current and in compliance with the Commission on POST guidelines.

### **PROCEDURE A - ASSIGNING DEPUTIES TO THE FIELD TRAINING PROGRAM**

It is the policy of the Kern County Sheriff's Office that all Deputy Sheriffs will be assigned to the Field Training Program before assignment to the Law Enforcement Bureau. However, deputy sheriffs are frequently assigned to the Detentions Bureau upon being hired. Because the utility of personnel who have not been through the Field Training Program is limited, the Sheriff's Office will attempt to assign these personnel to the Field Training Program as staffing, fiscal constraints and time allows.

Deputy Sheriffs who are assigned to the Detentions Bureau or Court Services but have not yet been assigned to the Field Training Program, will be temporarily assigned to the Field Training Program as staffing allows.

- The Field Training Program supervisor will coordinate with the Downtown Services Division in assigning these deputies to the Field Training Program.

- Absent being transferred while undergoing field training, the deputy will return to his or her prior assignment after successfully completing the Field Training Program. Upon transfer to a Law Enforcement Bureau or operations assignment, Deputy Sheriffs will be assigned TDY to the Field Training Program.
- Deputies who transfer to a permanent operations assignment via the Field Training Program but fail to pass the program on their initial attempt, will transfer back to their previous Bureau (Court Services or Detentions) immediately after dismissal from the program, pending permanent assignment by the affected Division Commander or Lieutenant. Probationary employees who fail Field Training will fall under Directive A.

**PROCEDURE B – FIELD TRAINING PROGRAM GRADUATES NOT ASSIGNED TO FIELD POSITIONS**

Absent an emergency situation, personnel at the rank of senior deputy and below who have not had continued, regular exposure to field operations during the previous 365-day period will not be authorized to work in a solo-patrol capacity or other field operation assignment except when assigned to work with a deputy who has been permanently assigned to the field assignment.

- Continued, regular exposure shall mean a minimum of 120 hours during the preceding 365-day period. Because many of the skills involved in field work are perishable, it is important that the 120 hours be distributed as evenly as possible throughout the year.
  - Downtown Services Division managers will make arrangements, as staffing allows, for deputies under their command who have graduated from the FTO Program to work one shift in a patrol assignment on a monthly basis. For the purposes of this section, a patrol assignment is defined as working as a general beat car in the Metropolitan Patrol Division or any Substation.
- Personnel who return to a field operations assignment after an absence for any reason that exceeds 365 calendar days without continued exposure as described above shall make that return via successful completion of the Field Training Program. When a supervisor has reason to believe that an employee who has been absent from field operations for less than 365 days may benefit from a return to Field Training, the supervisor may make a written request to that effect to his or her Division Commander through the chain of command.
- The Field Training Program supervisor can consider a modified/accelerated Field Training Program for staff who have previously passed a POST approved Field Training Program. This includes lateral deputies. The training period for a lateral deputy may be modified depending on the trainee’s demonstrated performance and level of experience. Such consideration will be evaluated by the Field Training Program supervisor, and a memorandum from the First Phase Field Training Officer, after completion of the First Phase of the program.

<b>EFFECTIVE:</b> June 11, 2004	<b>REVIEWED:</b> 08/30/2018	<b>REVISED:</b> 06/05/2023	<b>UPDATED:</b> 06/05/2023
------------------------------------	--------------------------------	-------------------------------	-------------------------------

- Nothing from the above listed paragraph will circumvent any Internal Affairs disciplinary determination of re-entry into the full Field Training Program for previously certified personnel.

#### **DIRECTIVE A - TENURED EMPLOYEES**

Absent the circumstances described in Procedure A, or other compelling reason(s), non-probationary personnel who fail to complete the Field Training Program for performance reasons will not be returned to the Field Training Program for a period of 36 months (3 years).

- Compelling reasons include, but are not limited to, proof of having corrected a noted deficiency such as attending a college course to correct report writing deficiencies or the employee has promoted and the resulting assignment requires field training.
- Probationary personnel who fail the Field Training Program are subject to at-will termination.

<b>EFFECTIVE:</b> June 11, 2004	<b>REVIEWED:</b> 08/30/2018	<b>REVISED:</b> 06/05/2023	<b>UPDATED:</b> 06/05/2023
------------------------------------	--------------------------------	-------------------------------	-------------------------------



## Kern County Sheriff's Office Policies And Procedures

<b>TITLE:</b> GAS MASK, TRAINING, USE, RECORDS, AND STORAGE		<b>NO:</b> M-0600	
<b>APPROVED:</b> Donny Youngblood, Sheriff-Coroner			
<b>EFFECTIVE:</b> August 25, 2014	<b>REVIEWED:</b> 03/09/2018	<b>REVISED:</b> 08/25/2014	<b>UPDATED:</b> 03/09/2018

### POLICY

The Kern County Sheriff's Office recognizes that Deputies may have occasions that require the use of an **Air-purifying respirator (APR)**, or Gas Mask in the performance of their duties. This policy on the use, training, storage, and records keeping is intended to comply with Cal/OSHA guidelines for **Air-purifying respirators**, POST, and Penal Code section 12403 requirements for use and training.

### SCOPE

This program covers equipment selection, medical screening, fit testing, training, use and:

1. Officers who are issued respirators to be used for escape from hazardous atmospheres.
2. Officers who are issued respirators to be used while maintaining perimeters at hazardous materials incidents. These are officers who will be stationed in the support ("cold" or "green") zone, where contaminants are not expected to exceed levels deemed safe for unprotected persons, as determined by the Incident Commander.
3. Officers who are issued respirators for use in maintaining the perimeter at crowd-control incidents where chemical agents (e.g., CS or CN tear gas) are used.
4. Officers who are issued respirators due to sustained contact with, or transport of, persons who are suspected of carrying an active infection with a serious airborne respiratory disease (such as tuberculosis).
5. Officers who, in exigent or emergency situations, are required to enter an area where CS, CN, smoke, or other tearing agents have been expelled.

### PROGRAM ADMINISTRATION

The Kern County Sheriff's Office designates the Lieutenant in charge of the Training Section as the respiratory protection program administrator to oversee this program. The Program Administrator shall be knowledgeable about the requirements of Section 5144 of Title 8 of the California Code of Regulations and all elements of the respiratory protection program. The Administrator will be responsible for assuring implementation of all elements of this program.

The program administrator is responsible for ensuring that all general duty personnel designated to use respirators are included in this program, and that the program is implemented in a consistent manner throughout the Kern County Sheriff's Office.

## **APPROVED EQUIPMENT**

All respiratory protective equipment shall be approved by the National Institute for Occupational Safety and Health (NIOSH) for the environment in which it is going to be used. The following definitions apply to equipment that will be issued to officers under this program:

**Air-purifying respirator (APR)** means a respirator that works by removing gas, vapor, or particulate, or combinations of gas, vapor, and/or particulate from the air through the use of filters, cartridges, or canisters that have been tested and approved for use in specific types of contaminated atmospheres. This respirator does not supply oxygen and therefore cannot be used to enter an atmosphere that is oxygen deficient.

**Note:** Cartridges, canisters and filters are approved for use against specific hazards where the concentration is known or can be reasonably estimated. Some combination organic vapor/particulate cartridges and canisters are approved for use against CS and CN tear gas.

NIOSH is currently in the process of testing air-purifying respirators for protection against chemical, biological, radiological, and nuclear agents including sarin (nerve agent), cyanide, phosgene, tear gas, and sulfur mustard (blister agents). When those respirators are approved, the notation CBRN will follow the NIOSH approval number, and equipment will bear a label so indicating. As of September 2003, only some self-contained breathing apparatus (SCBA), which are beyond the scope of this program, have been tested and approved for this use.

## **MEDICAL EVALUATION**

Personnel are considered medically qualified to use respiratory protective equipment after completing the POST Medical History Statement (POST 2-252) or its equivalent and successfully passing a physical examination that occurs as a condition of employment. The pre-employment physical must meet or exceed the standards described in the POST Medical Screening Manual for California Law Enforcement.

Employees who were hired prior to the implementation of the POST Medical History Statement (POST 2-252) or equivalent shall complete the Cal/OSHA medical questionnaire and County approved medical vendor shall review it.

Medical evaluations are required for any officer when:

1. An officer reports medical signs or symptoms that are related to the ability to use a respirator,

M-0600-2

<b>EFFECTIVE:</b> August 25, 2014	<b>REVIEWED:</b> 03/09/2018	<b>REVISED:</b> 08/25/2014	<b>UPDATED:</b> 03/09/2018
--------------------------------------	--------------------------------	-------------------------------	-------------------------------

2. A physician or other licensed health care professional (PLHCP), a supervisor, or the Program Administrator informs the Department that an officer needs to be reevaluated,
3. Observations made during fit testing and program evaluation indicate a need for re-evaluation, or;
4. A change occurs in workplace conditions (e.g., physical work effort, protective clothing, and temperature) that may result in a substantial increase in the physiological burden placed on an officer.
5. An employee reports a medical condition that would prohibit them from using an APR, or that exposure to chemical agents would pose a risk of medical complications.

**FIT TESTING**

Fit test procedures shall be in accordance with Appendix A of Section 5144 of Title 8 of the California Code of Regulations.

1. Before an officer is required to use any respirator with a tight-fitting face piece (APR/PAPR), the officer must be fit tested with the same make, model, style, and size of respirator to be used. Officers shall be provided with a sufficient number of respirator models and sizes so that he/she may select an acceptable face piece.
2. Fit tests shall be provided at the time of initial assignment and at least annually thereafter. Additional fit tests shall be provided whenever the officer, employer, PLHCP, supervisor, or program administrator makes visual observations of changes in the officer's physical condition that could affect respirator fit. These conditions include, but are not limited to, facial scarring, dental changes, cosmetic surgery, or an obvious change in body weight.
3. The person who administers the fit test shall complete fit test training. The Kern County Sheriff's Office may accomplish this training through their fire agency, OSHA, or the manufacturer of the equipment. Documentation of all training must be maintained in the Department's training records. All personnel qualified to fit-test must keep up to date on their training.
4. Prior to the fit test, the officer shall be shown the proper procedures for donning a respirator. The officer shall demonstrate donning the respirator, adjust the straps, and perform positive and negative pressure fit checks.
5. Respirators with tight-fitting face pieces do not seal properly when facial hair comes between the sealing surface of the face piece and the face, or when it interferes with valve function. Therefore, any officer who has facial hair that interferes with sealing surfaces, or who cannot be successfully fit tested with a tight-fitting face piece respirator shall not be placed in a work related situation that requires them to use a respirator.

M-0600-3

<b>EFFECTIVE:</b> August 25, 2014	<b>REVIEWED:</b> 03/09/2018	<b>REVISED:</b> 08/25/2014	<b>UPDATED:</b> 03/09/2018
--------------------------------------	--------------------------------	-------------------------------	-------------------------------

6. Officers who wear corrective glasses or other personal protective equipment must be sure that such equipment is worn in a manner that does not interfere with the face piece seal. The glasses or personal protective equipment that must be worn with the respirator shall be taken to the fit-test assessment and worn during the test.

7. Officers who are issued tight-fitting face piece gas/vapor air purifying respirators (gas masks) shall be provided with either a qualitative (employee response to test agent) or quantitative (numerical measurement of leakage) method fit test. The Kern County Sheriff's Office will conduct quantitative fit tests, annually.

## RESPIRATOR USE

Nothing in this policy shall change a response to a HAZ-MAT/WMD Law Enforcement First Response, as specified in section H-120 of the Kern County Sheriff's Office policy and procedure manual.

**Escape:** For escape from the release of hazardous materials, officers will be provided with

- :Combination cartridge air-purifying respirator
- :CBRN approved air-purifying respirator

**Entry:** Respirators issued under this program shall not be used to enter any area that is designated as the exclusion ("hot" or "red") zone, or the contaminant reduction ("warm" or "yellow") zone of a hazardous materials incident. They also should not be used to enter any areas that are known or suspected to be oxygen deficient, or that contain concentrations of hazardous substances that are unknown or are immediately dangerous to life or health (IDLH). Respirator use shall not conflict with the agency's emergency response plan. See H-120 DPPM.

**Continuous duty:** For continuous duty in maintaining the perimeter of hazardous materials or crowd control incidents, approved gas masks and other air-purifying respirators shall be used. Respirators shall be selected that are approved for the contaminants that are believed to be present, and wearers shall not be located in atmospheres in which concentrations exceed the protection factor of the respirator. The program administrator or incident commander shall determine a cartridge change schedule.

**Breakthrough:** If an officer detects breakthrough, the officer shall exit the area immediately, or as soon as safety conditions permit, remove the respirator and perform decontamination procedures. Breakthrough shall be reported to the incident commander or officer in charge. The incident commander or officer in charge shall re-evaluate potential exposures and determine whether it is necessary to redefine the incident perimeter.

**Note:** Some contaminants are detectable at levels that are below Cal/OSHA permissible exposure limits. Therefore detection of contaminants by a respirator user does not necessarily mean that officers are being exposed above the concentrations permitted under this program.

M-0600-4

<b>EFFECTIVE:</b> August 25, 2014	<b>REVIEWED:</b> 03/09/2018	<b>REVISED:</b> 08/25/2014	<b>UPDATED:</b> 03/09/2018
--------------------------------------	--------------------------------	-------------------------------	-------------------------------



## TRAINING

Cal/OSHA requires agencies to conduct training for all personnel designated to use respirators.

1. The training shall include at least the following:
  - a. The specific circumstances under which respirators are to be used, including illustrative scenarios that identify the proper use by general-duty officers.
  - b. Why the respirator is necessary and how proper fit, usage, or maintenance can ensure the protective effect of the respirator.
  - c. What the respirator's limitations and capabilities are in terms of protecting against chemical agents and other respiratory hazards.
  - d. How to effectively use the respirators in emergency situations, including situations when the respirator malfunctions.
  - e. How to inspect, put on, remove, use, and check the seals of the respirator.
  - f. How to maintain and store the respirator.
  - g. How to recognize medical signs and symptoms that may limit or prevent the effective use of respirators.
  - h. How to decontaminate (or safely dispose of) a respirator that has been contaminated with chemicals or hazardous biological materials.
2. Training shall be provided at the time of initial assignment to respirator use, and at least annually thereafter.
3. Additional training shall be provided when there is a change in the type of respiratory protection used, or when inadequacies in the officer's knowledge or use of the respirator indicate that he/she has not retained the requisite understanding or skill.
4. This training can be accomplished by in-house instruction, or by viewing the POST video on respiratory protective equipment in combination with instruction. The training should be conducted prior to the fit-test procedures.
5. The Training Section Lieutenant will direct all personnel annually, using an APR (Gas Mask) to complete annual training and fit test at a date and location identified by the Training Section.

M-0600-5

<b>EFFECTIVE:</b> August 25, 2014	<b>REVIEWED:</b> 03/09/2018	<b>REVISED:</b> 08/25/2014	<b>UPDATED:</b> 03/09/2018
--------------------------------------	--------------------------------	-------------------------------	-------------------------------

**Kern County Sheriff's Office Chemical Agents and Gas Mask training:**

Shall minimally include compliance to Penal Code 12403, the POST, and Cal/OSHA guidelines listed above and the POST approved 6 hour Chemical Agents training conducted by the Kern County Sheriff's Office. Employees who have received chemical agents training not instructed by Kern County Sheriff's Office, POST approved training must meet the minimum standard set forth in Penal Code 12403 to use a gas mask. Any employee that has not met the minimum training requirement set forth in PC 12403 may not use a gas mask until the training has been completed.

**Chemical Agents for Peace Officers**

**Chemical Agents - Module A - 4 Hours (Penal Code section 12403)**

- (1) Evolution of Chemical Agents
- (2) Legal Aspects of Chemical Agents
- (3) Types of Chemical Agents
- (4) Orientation to Chemical Agent Delivery Methods
- (5) Aerosol Chemical Agent Deployment Tactics
- (6) Care and Maintenance of Aerosol Chemical Agent Devices
- (7) Disposal of Aerosol Chemical Agent Devices
- (8) Practical Application

**Chemical Agents - Module B - 2 Hours**

- (1) Use of Gas Masks
- (2) Practical Application

**Chemical Agents - Module C - 4 Hours**

- (1) Deployment of Tactical Chemical Agent Munitions
- (2) Scene Decontamination
- (3) Practical Application

Module A satisfies the training requirements of Penal Code 12403 for any peace officer whose training need is limited to carrying aerosol chemical agent devices. Modules A and B, included

M-0600-6

<b>EFFECTIVE:</b> August 25, 2014	<b>REVIEWED:</b> 03/09/2018	<b>REVISED:</b> 08/25/2014	<b>UPDATED:</b> 03/09/2018
--------------------------------------	--------------------------------	-------------------------------	-------------------------------

in the Regular Basic Course, satisfy the training requirements of Penal Code 12403 for all peace officers who will be using aerosol chemical agents and who are expected to use a gas mask in a chemical agent environment. The addition of Module C satisfies the training requirements for peace officers who are responsible for the deployment of tactical chemical agent munitions.

### **Cleaning and Disinfecting**

Each respirator user shall be provided with a respirator that is clean, sanitary, and in good working order. The agency will ensure that respirators are cleaned and disinfected at the following intervals:

1. Respirators issued for the exclusive use of an officer shall be cleaned and disinfected as often as necessary to maintain a sanitary condition.
2. Respirators issued to more than one officer shall be cleaned and disinfected before being issued to any officer.
3. Respirators maintained for emergency use shall be cleaned and disinfected after each use.
4. Respirators used in fit testing and training shall be cleaned and disinfected after each use (before being used by another person).
5. Respirators that have been contaminated with certain chemical, biological, or radioactive (CBRN) agents require special decontamination procedures to reduce the likelihood of secondary exposures to the user or assisting personnel. The HAZMAT incident commander or officer in charge will inform users of any special decontamination procedures that are required.

### **Storage**

All respirators shall be stored to protect them from damage, contamination, dust, sunlight, extreme temperatures, excessive moisture, and damaging chemicals.

They shall be packed or stored to prevent deformation of the face piece and exhalation valve.

To protect the integrity of the equipment, all personnel must follow the manufacturer's recommendation for storage. The Kern County Sheriff's Office must also maintain records of where all equipment is stored. A personally issued gas mask must be maintained by the employee to whom it is issued, and tracked by the property room. Gas Masks that are pre-positioned or stored at a facility will be tracked by the facility manager or his designee. It shall be the manager/designee's responsibility to conduct annual inspections for inventory, storage conditions, expiration date, mask function, and mask cleanliness. A record of the inspection that includes date, person conducting the inspection, inventory, and mask condition should be kept with the gas masks.

M-0600-7

<b>EFFECTIVE:</b> August 25, 2014	<b>REVIEWED:</b> 03/09/2018	<b>REVISED:</b> 08/25/2014	<b>UPDATED:</b> 03/09/2018
--------------------------------------	--------------------------------	-------------------------------	-------------------------------

## **Repairs**

Any defective respirators shall be removed from service, and shall be adjusted, repaired or discarded as appropriate. Defective equipment must be evaluated by range staff and turned into the property room for replacement equipment to be issued.

Only persons who have been trained to perform such operations shall make repairs or adjustments to respirators. All repairs shall be made according to the manufacturer's recommendations and specifications for the type and extent of repairs to be performed, using only the manufacturer's NIOSH-approved parts.

## **PROGRAM EVALUATION**

The Training Section Lieutenant will conduct a periodic review of the agency's program to ensure the agency adheres to all subsections of this program. This review will include at a minimum:

1. Respirator fit
2. Appropriate respirator selection
3. Proper use of respirators
4. Proper inspection and maintenance procedures

## **RECORD KEEPING**

The Training Section Lieutenant is responsible for ensuring that proper records are kept for this program. This includes:

1. Personnel medical records shall be retained and as it relates to exposure made available in, accordance with the California Code of Regulations, Section 3204, Title 8, for a minimum of thirty (30) years after an employee's separation or termination.

The Kern County Sheriff's Office shall follow Departmental Policies for the maintenance of confidential medical records. Deputies reporting work related injuries related to an inhalation exposure shall follow the Sheriff's Office policy on reporting work related injuries. If an exposure occurs while a Sheriff's Office employee is wearing personal protective equipment (PPE), a respirator, and a Workers' Compensation claim is filed, that information is kept by the Sheriff's Office for 30 years per the Cal/OSHA regulation. It shall be the responsibility of the Kern County Sheriff's Human Resources Section to maintain the Workers' Compensation claim and medical records. These records will be stored in the Human Resources Section and the Division Commander will be responsible for storage and is the point of contact for access.

M-0600-8

<b>EFFECTIVE:</b> August 25, 2014	<b>REVIEWED:</b> 03/09/2018	<b>REVISED:</b> 08/25/2014	<b>UPDATED:</b> 03/09/2018
--------------------------------------	--------------------------------	-------------------------------	-------------------------------

2. Documentation of training, inspection and maintenance.
3. Documentation of fit testing, including:
  - a. Type of test (qualitative or quantitative)
  - b. Name or ID of employee
  - c. Make, model, style and size of respirator tested
  - d. Date of test
  - e. Results of the fit test
4. A copy of this program and the above records shall be made available to all affected employees, their representatives, and representatives of the Chief of the Division of Occupational Safety and Health. The Kern County Sheriff's Office will retain records for training, inspection, maintenance and fit-test.

At a minimum the most recent record of each test type for each employee and piece of equipment shall be retained for one year or until it is replaced with new training or records. These records shall be maintained by the Training Section with each employee's training record. The current fit testing will be conducted annually using the Quantifit testing machine.

M-0600-9

<b>EFFECTIVE:</b> August 25, 2014	<b>REVIEWED:</b> 03/09/2018	<b>REVISED:</b> 08/25/2014	<b>UPDATED:</b> 03/09/2018
--------------------------------------	--------------------------------	-------------------------------	-------------------------------