



Kern County Sheriff's Office
Policies and Procedures

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

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- 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

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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

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- 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

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