



SACRAMENTO POLICE DEPARTMENT

GENERAL ORDERS



260.11 GENERAL TRAINING SAFETY GUIDELINES 09-16-91

PURPOSE

To establish general safety guidelines to be followed during training sessions which require psychomotor skills.

POLICY

To conduct all training in a manner which promotes safety.

PROCEDURE

A. RESPONSIBILITIES

To safeguard employees during training exercises, all persons involved in the training process shall have certain responsibilities.

1. The Personnel Services Division (PSD) shall ensure:
 - a. advance notice is provided to trainees regarding anticipated physical demands.
 - b. instructors are provided with a written copy of the general safety policy and the specific safety policies which pertain to their course of instructions.
 - c. coordination and notification is made with outside agencies or facilities impacted by specific training situations.
 - d. staff to student ratios for each psychomotor skill are established and maintained. Reassessment of the staff to student ratios shall be initiated when curriculums are modified, or bi-annually, whichever occurs first.
2. Each instructor shall:
 - a. conduct safety inspections to ensure equipment and facilities used for training are in good repair.
 - b. ensure emergency communications are available at all training sites.
 - c. ensure a person certified in First Aid and CPR is present.
 - d. be aware of environmental factors, i.e., weather or air quality and adjust instruction and physical effort as needed.
 - e. incorporate safety policies into their lesson plans and verbally review the policy with the class. The written safety policy shall be incorporated into a course handout if handouts are provided.
 - f. follow the course outline as submitted and approved by PSD.
 - g. advise all students of their responsibility to report any unsafe actions or conditions during training.
 - h. notify PSD of any potential impact of their training on outside agencies, facilities, or the public.
 - i. adhere to all policies, rules, regulations, ordinances, and laws concerning their conduct while interacting with students.
 - j. present themselves in a professional manner in both appearance and actions at all times.
3. Each student shall:
 - a. immediately notify the course instructor of any preexisting medical condition which may be aggravated by or effect performance during training.
 - b. be prepared to provide evidence of medical or physical fitness for training if the instructor questions their ability to perform safely.
 - c. immediately notify the course instructor of any injuries sustained or property damaged during training.
 - d. adhere to all safety requirements while attending training courses.

B. REPORT OF INJURIES

1. All injuries shall be given immediate first-aid attention.

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2. Injured students who require immediate or emergency treatment shall be transported to the nearest emergency facility as outlined in [G.O. 254.01](#), section B, Emergency Care and reporting of On-Duty Injuries.
3. The instructor shall ensure there is at least one Department issue FIRST-AID kit immediately available for every twenty (20) students.
4. All injuries shall be confirmed in writing on a Report of Industrial Injury Form in accordance with [G.O. 254.01](#), section C.

C. COURSE OUTLINES

Each course outline approved by PSD shall include:

1. an instructor to student ratio based on:
 - a. intensity or pace of instruction.
 - b. student familiarity with equipment/procedure.
 - c. site characteristics.
 - d. injury potential.
 - e. "active" vs. "passive" student participation.
2. the location of emergency Communication equipment.
3. a "Stop Action" procedure.

When any activity appears to be unsafe or may become unsafe a "Stop Action" shall be initiated. The "Stop Action" signal shall be identified in the course outline and discussed so that each student and instructor is familiar with the protocol (i.e. whistle, etc.).
4. specific site procedures, such as:
 - a. perimeter containment.
 - b. designated "Safe" area.
 - c. hazards peculiar to the site.
5. specific task rules, such as:
 - a. instructor, safety officer and student safety equipment, and clothing and footwear requirements.
 - b. behavior expectations.
 - c. specific prohibitions.
 - d. procedures for handling unusual occurrences (i.e. duds, misfires, etc.).
 - e. distance limitations or standards.
 - f. student conditioning guidelines and performance expectations.

D. COURSE SPECIFIC SAFETY POLICIES

Specific safety policies for individual subject areas shall be addressed in the following separate areas of training:

1. firearms training
2. defensive tactics
3. driver training
4. physical conditioning/qualification testing
5. scenario training and event simulations
6. tactical operations
7. forensic science and crime scene investigations
8. chemical agents
9. crowd and riot control
10. motorcycle training
11. canine training
12. EOD/Arson
13. off road vehicle operations
14. bicycle enforcement
15. aviation operations
16. marine operations
17. other psychomotor skill training as directed by the Chief of Police.