

SAFETY POLICY

FOR

INSTRUCTORS AND STUDENTS

FIREARMS COURSE

Section 1

GENERAL SAFETY POLICY

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Section 1

General Safety Policy

It is the policy of the Monterey Police Department to conduct training in a manner that promotes an overall attitude of safety. All staff and instructors shall manage and facilitate the learning process to accomplish this goal.

1.0 The policy contained in this document are intended to apply to a training experience as opposed to an actual tactical event.

1.0.1 The spirit of these policies is to promote optimum protection for students who participate in psychomotor skill training in a controlled environment.

1.1 WRITTEN POLICY

1.1.1 Monterey Police Department establishes these written safety policy for psychomotor skill training as required by the California Commission for Peace Officer Standards and Training.

The implementation of a formal safety policy that addresses student and staff safety is fundamental to an effective risk management program. It is Monterey Police Department's intention to promote an attitude of safety among all certified instructors, staff and students and thereby reduce the risk of injury.

1.1.2 Individual safety procedures shall incorporate specific rules, procedures and protocols that correspond to Monterey Police Department's unique training environment and to any unique course or course content presented.

1.2 STUDENT FITNESS FOR TRAINING

1.2.1 Students are required to identify any injury or pre-existing medical restriction, which may affect their ability to safely participate in training.

1.2.2 Students are required to provide evidence of fitness for training when requested by the training staff.

1.2.3 Students must inform Instructors of injuries sustained during training; Instructors must evaluate that injury for first aid response and/or EMT response or treatment.

1.3 INSTRUCTOR RESPONSIBILITIES

1.3.1 Instructors shall be responsible for conducting safety inspections or otherwise assessing the safety of the equipment and facilities used for training.

- 1.3.2 Instructors shall be aware of environmental factors, such as weather or air quality, and adjust the instruction as necessary.
- 1.3.3 Instructors shall incorporate the safety policy into their lesson plans, and either orally review the policy with the class or incorporate the written safety policy into the course handouts.
 - 1.3.3.1 Lesson plans, training plans and instructional events will not conflict with the intention or policy of this guideline
- 1.3.4 Instructors shall advise all students of their responsibility to report any unsafe actions and/or conditions during training.
- 1.3.5 Instructors shall notify administration, and if applicable, the local agency, of any potential impact of the training to the outside agencies. (i.e. scenario training in which simulated gun fire will occur and may be heard by the community)
- 1.3.6 Instructors should demonstrate an attitude of safety and exhibit a professional demeanor at all times. Humility and self-control are particularly crucial to the delivery of psychomotor skills training.
- 1.3.7 Instructors shall adhere to all policies, rules, regulations, ordinances and laws concerning their conduct while interacting with students.

1.4 INSTRUCTOR TRAINING

- 1.4.1 At least one member of the instructional staff involved in psychomotor skills training shall maintain basic Emergency Medical Services Authority (EMSA), or equivalent certification for the administration of First Aid and CPR.
- 1.4.2 Instructors are encouraged to pursue specialized training in exercise science and related subjects.

1.5 STUDENT INJURIES

- 1.5.1 **Action to be taken in the event of Injury:**
In the event of an injury to student or staff the instructor or trained staff member will immediately evaluate the injury, assure the appropriate EMT response is requested and provide basic first aid. **The course coordinator and POST Regional Consultant will be immediately notified.**
- 1.5.2 **Investigation of Injuries**
All injuries will be reported immediately to the Course Coordinator. The Coordinator will be responsible for documenting injuries on the approved

Student Injury Report Form and/or Agency Form.

- 1.5.3 **Injuries involving loss of consciousness**
Injuries involving loss of consciousness or suspected loss of consciousness require immediate paramedic response and medical clearance prior to returning to academy activities.
- 1.5.4 **Medical Release for “Return to Training”**
The Coordinator will document non-participation due to injury. Proof of fitness to continue training will be supplied by the student or their agency after any injury requiring EMT or M.D. treatment.
- 1.5.5 **Absence due to injury**
The POST 10% rule of missed attendance shall apply.

1.5 INSTRUCTIONAL STAFF-TO-STUDENT RATIO

- 1.5.1 Monterey Police Department has established appropriate Instruction Staff-to-Student Ratios for each of the psychomotor skills training category:

Firearms Training
Defensive Tactics & Arrest Control

1.6 COURSE CURRICULA

- 1.6.1 Instructors shall follow the expanded course outline as submitted to P.O.S.T.
- 1.6.2 Instructors will carefully follow the approved lesson plans to ensure consistency and continuity.
- 1.6.3 Any changes in course content, which may impact student safety, will be submitted for prior approval to both the Program Coordinator and to POST.

1.7 COURSE PRESENTATION POLICY

- 1.7.1 Instructors will review specific safety rules and evaluate any appropriate precautions inherent to the particular psychomotor skills training being presented, before the application phase of training begins.
- 1.7.2 Instructors of psychomotor skills training will maintain a high level of discipline over students at all times. Instructors will consistently maintain a professional atmosphere during training to insure that students abide by safety rules.

- 1.7.3 Instructors will be aware of environmental factors, such as weather, air quality and reduce the pace and intensity of training as necessary.
- 1.7.4 Absolutely no drill will be conducted with live ammunition (except Simunitions, paintball and the like) which will allow or call for the muzzle of any weapon to cover on a human target or to be purposefully pointed in the general direction of another person

Section 2

SAFETY POLICY FIREARMS TRAINING

- 2.1 Facilities Policy
- 2.2 Equipment Policy
- 2.3 Instructor Qualifications
- 2.4 Instructional Staff to Student Ratios
- 2.5 Presentation Policy
- 2.6 Course Locations
- 2.7 Hospitals – Site Specific
- 2.7 Attachments (Range Rules)

SECTION 2 FIREARMS TRAINING

2.1 FACILITIES POLICY

- 2.1.1 General safety rules as well as procedures unique to each firearms training facility will follow these overall specifications. These rules will be communicated to students prior to each appropriate training session. **Absolutely** no drill will be conducted with live ammunition (except Simunitions, paintball and the like) which will allow or call for the muzzle of any weapon to cover on a human target or to be purposefully pointed in the general direction of another person.
- 2.1.2 The firearms training facility shall have an adequate bullet impact area to provide a reasonable margin of safety from all aimed, strayed or ricocheted shots.
- 2.1.3 The firearms training facility shall have a reasonably contained perimeter designated by means of warning signs, fencing, or both, to prevent unauthorized entry. All persons in the vicinity of the facility should be aware of the activities occurring there. Signs shall be conspicuous enough to provide a wide safety margin.
- 2.1.4 There shall be a safe area designated to accommodate persons not directly engaged in shooting, including areas for cleaning, unloading and reloading with duty ammunition. These areas shall be clearly identifiable to trainees. Sand barrels or other appropriate devices shall be available for safe loading and unloading.
- 2.1.5 There shall be a communications process capable of clearly transmitting instruction to all persons on the range. This process should be sufficient enough to stop action and ensure that verbal commands are clearly understood by shooters on the firing line.
- 2.1.6 The range facilities shall be inspected prior to any training activity for apparent hazards.
- 2.1.7 Adequate emergency lighting shall be provided at the site of any nighttime firearms training. Lighting equipment shall be capable of illuminating range staging areas at any point on the range where an emergency could occur.
- 2.1.8 The Monterey Police Department shall consider weather conditions with regard to the need to provide shaded areas, shelter or protective clothing.
- 2.1.9 Range facilities shall conform to all applicable CAL-OSHA standards.
- 2.1.10 A trauma kit shall be readily accessible at the range site. The kit shall include compresses and/or specific materials suitable for the control of bleeding and

emergency treatment of gunshot wounds.

2.1.11 When used, reactive targets should be constructed to limit the danger of ricochets.

2.1.12 When props and sets are used in tactical situations, items shall be constructed in such a way to minimize the danger created of ricochet.

2.1.13 Proper communications must be available on site. (i.e. telephone, cellular phone, two-way radio, etc)

2.2 EQUIPMENT POLICY

2.2.1 Every person shall be required to wear eye and ear protection while engaged in shooting or while in the immediate vicinity of the firing line.

2.2.2 The wearing of professional and appropriate clothing, allowing for free movement such as cargo pants and polo type shirts are encouraged. At any weapons firing practical, lecture, or exercise, clothing will include the wearing of soft body armor. Footwear shall also be appropriate for firing range and terrain safety. Instructors and anyone present on the range during live fire shall also wear appropriate safety equipment to include eyes, ears, and soft body armor. Instructors shall either wear red shirts and/or coats, vests, hats or other identifying clothing to clearly identify them on the range at all times.

2.2.3 Each shooter shall use a holster or sling that is compatible with the type of weapon that will be used on the range. All students shall have the means to safely secure their weapons when not engaged in shooting.

2.2.4 Each weapon shall be subject to basic inspection and approved for use by the instructional staff prior to use on the range.

2.2.5 A safety check of weapons shall be initiated following any break in training or whenever students have been allowed to leave the training site, thus ensuring that firearms have not been inadvertently loaded. Periodic safety checks throughout the training day may also be appropriate.

2.3 INSTRUCTOR QUALIFICATIONS

2.3.1 All instructors shall be trained appropriately for presentation of a Firearms Course. At least one assigned instructor will be a certified Range Master for the Monterey Police Department

2.3.1.1 Firearms Instructor certification must be in good standing and approved by the Monterey Police Department

2.3.1.2 At least one onsite Firearms Instructor shall maintain current First

Aid/CPR certification per P.O.S.T. standards.

2.3.1.3 Firearms Instructor certification must be on file with The Monterey Police Department.

2.3.2 All instructors/range masters at the training center are encouraged to participate in periodic firearms instructor update courses. Networking is encouraged.

2.4 INSTRUCTIONAL/ STAFF-TO-STUDENT RATIOS

2.4.1 The Monterey Police Department shall establish an appropriate maximum instructional/staff-to-student ratio.

- A ratio of ONE instructor to EIGHT students (indoor) and
- A ratio of ONE instructor to TEN students (outdoor) for static line courses of fire or qualification courses, and
- A ratio of ONE instructor to THREE students (indoor) for “moving” courses of fire, and
A ratio of ONE instructor to FIVE students (outdoor) for "moving" courses of fire.

2.4.2 In tactical or moving courses of fire, the training center shall adjust the instructional staff-to-student ratio to accommodate dynamic training environments.

2.4.2.1 Instructors will monitor shooting situations to ensure that safety is maintained and adjust instructor-student ratios to accomplish that goal.

2.4.2.2 Some situations may be set at one instructor to one student.

2.4.2.3 Shoot-and-move situations, tactical shooting situations and active shooter activities will adhere to ONE instructor to THREE students for indoor courses, and ONE instructor to FIVE students for outdoor courses.

2.5 PRESENTATION POLICY

2.5.1 General range safety rules shall be communicated to students immediately prior to range training.

2.5.1.1 Students will receive a range/firearms orientation, which will minimally include a facility overview, identification of safety officer/student, responsibility of safety officer/student, emergency contact procedures, first aid location and reporting procedures.

2.5.1.2 Agencies or Instructors conducting training will communicate appropriate range safety rules to all students participating in firearms training.

- 2.5.2 The Monterey Police Department Range Master and staff may review the procedures for handling weapon malfunction, ammunition failure and other unusual occurrences immediately before live-fire-training.
- 2.5.3 Students shall be given appropriate instruction as to weapon manipulation, safety position, trigger and sight acquisition. Such instruction will conform with actual tactical shooting practices and, whenever possible, consideration to individual department policies will be given.
- 2.5.4 Prior to the application phase of training, the range master and instructors shall give a general orientation to any tactical shooting course where live fire will be used. This is a critical practice when exercises involve multiple shooters where coordinated activity is essential. The spirit of this guideline is to ensure safety by providing the student with a general expectation of what may occur, not to inhibit a valuable training experience.
- 2.5.5 Students shall be instructed to wash their hands and faces thoroughly after shooting to remove any lead particles or other debris deposited as a result of the weapon's discharge. This washing should be done prior to eating or drinking. The long-term potential health hazard associated with lead contamination should be emphasized.

2.6 **COURSE LOCATIONS**

For presentations that utilize more than one site for classroom and range facilities, students will provide their own transportation from one site to the other. Students will properly secure all weapons per Penal Codes 16850, 25400, 25610, 30945 and/or their Department Policy.

- 2.6.1 HWY 25 @ FLYNN RD., HOLLISTER, CA
Classroom and Range
- 2.6.2 1021 MONTEREY-SALINAS HWY, SALINAS, CA
Classroom and Range
- 2.6.3 1025 MONTEREY HWY, SALINAS, CA, 93908
Classroom and Range
- 2.6.4 351 MADISON STREET, MONTEREY, CA 93940
Classroom and Range

2.7 HOSPITALS – SITE SPECIFIC

2.7.1 San Benito County Sherriff’s Department Range

2.7.1.1 All Agents

2.7.1.2 Address: 710 Flynn, Hollister, CA
1940 BOLSA RD. HOLLISTER, CA

2.7.1.3 Nearest Hospital: Hazel Hawkins Hospital, 911 Sunset Dr.,
Hollister, CA , phone: (831) 637-5711

2.7.2 Weathertech/Laguna Seca Range

2.7.2.1 All Agents

2.7.2.2 Address: 1021 Monterey-Salinas Highway, Salinas CA

2.7.2.3 Nearest Hospital: Community Hospital of Monterey Peninsula
23625 Holman Hwy, Monterey CA 93940

2.7.3 Monterey Police Department Range

2.7.3.1 All Agents

2.7.3.2 Address: 351 Madison Street, Monterey CA

2.7.3.3 Nearest Hospital: Community Hospital of Monterey Peninsula
23625 Holman Hwy, Monterey CA 93940

RANGE RULES

1. When you first handle any firearm, always check to see if it is loaded or unloaded. *Treat it as loaded until you are positive it is not.*
2. **NEVER** fire in the direction of another student or instructor; when firing in tandem exercises students will fire in the same direction as each other.
3. **NEVER** point a firearm at anything or anyone unless you intend to shoot.
4. **ALWAYS** wear ear and eye protection when firing.
5. Keep your firearm in a holster at all times when not engaged in a training exercise involving you personally; exceptions are by approval of the instructors only.
6. In case of misfire or malfunction do the following:
 - *Freeze in place and keep firearm pointed down range.*
 - *Conduct a clearing exercise if appropriate to the training session or,*
 - *Raise your non-shooting arm and wait for help from an instructor.*
 - **NEVER FIRE ANOTHER ROUND UNTIL WEAPON IS CHECKED.**

 - 7. Generally do not transfer a firearm from one person to another unless the weapon is found to be "safe".
8. Keep your finger away from the trigger until you have reached target acquisition and are ready to shoot.
9. Do not leave a firing line without unloading your weapon; unless told to do so by the instructor.
10. Never walk in front of the firing line until it has been declared safe to do so.
11. Dry firing is to be done only where the instructor has designated as a safe area and then only with permission of an instructor.
12. Listen to instructions and obey them as given.
13. Students shall wash their hands and/or face thoroughly after shooting and remove any lead particles or other debris deposited as a result of the weapon's discharge. This should be done prior to eating and drinking.
14. **BE PREPARED TO SUBMIT YOUR WEAPON TO AN INSTRUCTOR FOR INSPECTION AT ANY TIME.**
15. **NO EATING, DRINKING OR SMOKING ALLOWED ON THE RANGE AT ANY TIME.**

REMEMBER, SAFETY IS THE RESPONSIBILITY OF EVERYONE ON THE RANGE, NOT JUST INSTRUCTORS.