

# **MONTEREY POLICE DEPARTMENT**

---

## **Bicycle Patrol SAFETY POLICY**

# 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 Policies 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 this written safety policies for psychomotor skill training as required by the California Commission for Peace Officer Standards and Training.

The implementation of a formal safety policy addressing student and staff safety is fundamental to a effective risk management program. It is Monterey PD'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 South Bay Regional'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.

### **1.3 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 should be required to 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 EMS response is requested and provide basic first aid. The course coordinator will be

immediately notified and POST Regional Consultant will be immediately notified.

**1.5.2 Investigation of Injuries**

All injuries will be reported immediately to the Lead Instructor who will be responsible for documenting injuries on the appropriate form(s).

**1.5.3 Injuries involving loss of consciousness**

Injuries involving loss of consciousness or suspected loss of consciousness requires immediate paramedic response and medical clearance prior to returning to 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.

**1.6 INSTRUCTIONAL STAFF-TO-STUDENT RATIO**

1.6.1 Monterey PD has established appropriate Instruction Staff-to-Student Ratios for each of the psychomotor skills training category:

Firearms Training  
Defensive Tactics & Arrest Control  
Tactical / Special Operations  
Bicycle Training

**1.7 COURSE CURRICULA**

1.7.1 Instructors shall follow the expanded course outline as submitted to POST.

1.7.2 Instructors will carefully follow the approved lesson plans to ensure consistency and continuity.

1.7.3 Any changes in course content, which may impact student safety, will be submitted for prior approval to both the Program Coordinator and to POST.\

**1.8 COURSE PRESENTATION POLICY**

- 1.8.1 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.
- 1.8.2 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.
- 1.8.3 Instructors will be aware of environmental factors, such as weather, air quality and reduce the pace and intensity of training as necessary.

## **2.0 FACILITY POLICY**

- 2.0.1 General safety rules as well as procedures unique to each training facility should be developed, reduced to writing, and communicated to students prior to each training session.
- 2.0.2 Bicycle Field Training should occur in a suitable location. Training should be conducted in appropriate locations.
  - 2.0.2.1 Bicycle lecture training will be conducted in a classroom environment, drills conducted in a controlled area free of through traffic. Practical exercises and field exercises will be conducted on roadway and off-road areas. Participants will obey all applicable vehicle and city code sections.
  - 2.0.2.2 Because of the nature of this course, all instructors and students will bike to the various locations. Many of the practical exercises will be conducted at spontaneous locations along the way. These additional locations may be strategically chosen by the Lead Instructor.
  - 2.0.2.3 During “on street” movements to various locations for training, a safety officer traveling in a “training” marked vehicle or duty equipped patrol bicycle will be assigned to “trail” the group. The trailing safety officer shall possess safety equipment including: First aid kit, communications, water, safety signs and/or cones, as well as bicycle repair tools and replacement parts.
  - 2.0.2.4 Water and bathroom facilities should be available at or near each location.
  - 2.0.2.5 Course design and site selection should address the following:
    - A. minimum obstructions (unless obstacle course/obstacle avoidance is at issue)

- B. minimum interference with other training exercises
- C. maximum margin for run-out areas adjacent to exercises
- D. accessibility to fire, rescue and other emergency vehicles
- E. accessibility to drinking water and restroom facilities
- F. accessibility to communications to summon aid

2.0.2.6 When training in hard-to-reach or remote areas, instructors should have additional safety equipment available; cellular phones are suggested. In all cases the nearest emergency care facility will be identified and made known to all participants prior to holding the class.

2.0.3 The size of the facility should be adequate for the number of students to be trained. Adequate space between students is fundamental to minimizing the occurrence of injury.

2.0.4 Environmental factors should be considered when selecting a safe training location.

## **2.1 EQUIPMENT POLICY**

2.1.1 Students training in Bicycle Training should be required to meet the clothing and footwear standards established by the presenter. *Clothing worn for physical training should allow for flexibility of movement.*

2.1.2 The instructional staff should conduct a pre-training inspection.

2.1.2.1 All training equipment will be properly maintained and inspected to make sure everything is in an operational order. Any equipment found to be unsafe will not be used and will be identified for replacement.

2.1.2.2 Students with defective or unsafe equipment will not be allowed to participate in training.

2.1.3 Bicycles used for training should be properly equipped and approved by the presenter. Equipment should include but not be limited to: tire patch kit, basic first aid kit, pump, and bike pack/carry bag.

2.1.4 A Safety Inspection will be conducted of the instructors and students bicycles and equipment prior to every new ride.

2.1.5 Instructors are to require all riders wear approved safety equipment such as Snell or ANSI approved helmets, adjusted and strapped while riding, gloves with a palm protection area, and shatter resistant eye wear at all times while operating the bicycle.

2.1.6 A first aid kit should be immediately available at the training center and a member of the staff should have first aid equipment available at drills and practicals.

- 2.1.7 A daily inspection of the bicycle will be conducted. Items such as brakes, wheels, pedals, forks, and related equipment will be included (A-B-C Quick Check)

## **2.2 INSTRUCTOR QUALIFICATIONS**

- 2.2.1 Each instructor should have experience operating an enforcement bicycle and, if possible, in a “patrol setting”. POST Certification as a Bicycle for Law Enforcement Instructor is preferred.

- 2.2.1.2 Instructor’s POST resume and/or EDI must be on file with Monterey PD.

- 2.2.2 Instructors are encouraged to participate in periodic Bicycle Instructor update courses and assist with curriculum development. Networking is encouraged.

## **2.3 INSTRUCTIONAL STAFF-TO-STUDENT RATIOS**

Instructional staff-to-student ratios and supervision are based on factors including type of training (Basic Academy, Train-the-Trainer, in-service, high impact technique, etc.), participant experience, training objectives, etc. Each instructor of bicycle training shall identify and establish an appropriate staff to-student ratio applicable for the various phases of training, and is also based upon the students’ familiarity with the equipment and skill-set being taught.

- 2.3.1 The instructional staff-to-student ratios for general sessions is **ONE to SIX**.

- 2.3.2 Instructors and Monterey PD shall assess staff-to-student ratios for high-risk techniques and make adjustments as necessary.

- 2.3.2.1 To reduce the risk of student injuries, instructors shall adjust instructional staff-to-student ratios for high-risk training (i.e., curb crossing and stairs maneuvers, etc.).

- 2.3.2.2 Certain types of riding drills such as stair climbing, off roads operations, etc., may suggest altering staff to student ratio. The number of instructors needed will depend on the specific type of exercise and the potential injury risk to the student. In some cases, specifically stair ascending or descending, the ratio could be two instructors to-one student or one to-one.

## **2.4 PRESENTATION POLICY**

- 2.4.1 Instructors/course supervisors will maintain an appropriate level of supervision and discipline over students at all times.

- 2.4.2 Prior to commencing with training, instructors shall provide students with a general safety orientation. This is required when training exercises involve high impact training and communication is essential. The purpose of this guideline

is to ensure safety by providing students with a general idea of course objectives, including what will occur, technique expectations and general performance standards.

- 2.4.2.1 Instructors must ensure that students and visitors abide by all published rules of safety.
- 2.4.3 Instructors should be aware of any physical fatigue factors which affect the ability of the student to perform safely. Rider nutrition and hydration should be stressed at each course presentation.
  - 2.4.3.1 Instructors should be aware that long periods of training can unduly fatigue participants and increase accident potential. Extreme heat, smog, dust or other environmental conditions which affect student safety should also be considered.
  - 2.4.3.2 Instructors may be asked to document observations at the request of the Monterey PD Coordinator.
- 2.4.4 Instructors shall be aware of length of training, environmental conditions, or other training factors that may cause fatigue to participants, thereby increasing the potential for injury.
  - 2.4.4.1 A high smog level, or high/low temperature, for example, could dictate a reduction in instructional intensity.
- 2.4.5 Strenuous exercise shall be avoided during periods of poor air quality in accordance with Air Quality Management board Policy.

*The Local Air Quality Management Board web site shall be accessed to determine if there are any air quality issues. Instructors shall contact the Academy Coordinator regarding concerns about environmental or air quality factors.*
- 2.4.6 It is strongly recommended that students be able to place the balls of their feet on the ground simultaneously while standing astride an instructor approved bicycle.

## **2.5 COURSE LOCATIONS**

For presentations that utilize more than one site for classroom 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.

**2.5.1** 351 MADISON STREET, MONTEREY, CA, 93940



**2.6 HOSPITALS – SITE SPECIFIC**

**2.6.1 Monterey PD**

2.6.1.1 Classroom/Mat Room

2.6.1.2 351 MADISON STREET, MONTEREY, CA, 93940

2.6.1.3 Nearest Hospital: Community Hospital of the Monterey Peninsula  
23625 Holman Highway, Monterey, CA 93942