

**Santa Ana Unified School District**

**Police Department**

**Firearms Training Safety Policy**

**SECTION I**

**General Policies**

**Section 1.1: General Policies**

**1.1.1:** It is the policy of the Santa Ana Unified School District Police Department to conduct all training in a manner which promotes sound safety principles and practices. All staff members and instructors shall manage, supervise and facilitate a learning environment and process that will accomplish this imperative.

**1.1.2:** Each course shall adopt specific officer safety guidelines that address the issue specific characteristics of each course, as well as the officer physical demands and the characteristics of the training facility. All trainees will be provided with appropriate advanced notice of the physical demands of the specific course. The course instructor and training coordinator will maintain emergency contact information on each officer throughout the duration of the course.

**1.1.3:** The training coordinator will ensure that each instructor is provided with a written copy of the SAUSD PD Firearms Training Safety Policy. Instructors shall incorporate this policy into their training syllabus as well as the officer handout. Additionally, all safety policies shall be orally briefed at the beginning of the training course and at the beginning of each range training session.

**1.1.4:** Instructors shall follow the expanded course outline as approved by The California Commission on Peace Officer Standards and Training, or other course certifying authority.

**1.1.5:** Firearms shall not be utilized during role playing/force-on-force scenario training.

**1.1.6:** Officers shall immediately notify the course instructor of all injuries sustained during training.

**1.1.7:** Officers shall immediately report any unsafe action during training. Instructors shall brief officer at the commencement of all training sessions of their responsibility to make such reports.

**1.1.8:** The officer shall be responsible for adhering to all safety requirements during the course of training.

**1.1.9:** The instructor shall notify the training coordinator and Administration of any potential impact of their specific training on outside agencies. The administration shall notify any outside agency of potential impact and ensure that all coordinating efforts and notifications are completed prior to the commencement of training.

### **Section 1.2: Officer Fitness**

**1.2.1:** Officers shall notify the instructor, prior to the commencement of training, of any pre-existing medical conditions that are likely to be aggravated during training or may affect officer performance.

**1.2.2:** The training coordinator or instructor shall seek medical clearance, resulting from appropriate medical screening conducted by qualified personnel, if there are doubts as to the officer's ability to perform in a safe manner or pre-existing medical conditions have been identified.

**1.2.3:** The training coordinator or instructor may require the officer to provide proof or evidence of physical fitness if there are concerns regarding the officer's ability to perform safely.

### **Section 1.3: Staff Demeanor and Responsibilities**

**1.3.1:** All staff and instructors will conduct themselves in a professional manner, consistent with all departmental policies.

**1.3.2:** Instructors shall adhere to all policies, rules, regulations, ordinances, and laws concerning their conduct.

**1.3.3:** Instructors shall be responsible for conducting safety inspections or otherwise assessing the safety and serviceability of all equipment and facilities utilized for training.

**1.3.4:** Instructor will complete a Training Completion Summary Report, for submission to the Training Coordinator, at the conclusion of each training event.

#### **Section 1.4: Instructor Training and Qualification**

**1.4.1:** The Administration shall ensure that all instructors are currently trained and certified in First Aid / Cardiopulmonary Resuscitation and Trauma casualty care.

**1.4.2:** All Firearms, Less Lethal and Use of Force Instructors shall have current POST Instructor certification prior to the commencement of training.

**1.4.3:** Firearms, Less Lethal, Use of Force, Physical Training and First Aid/CPR instructors shall receive regularly scheduled updated or advanced instruction.

#### **Section 1.5: Officer Injuries**

**1.5.1:** Assessment/Treatment Protocol:

A. Minor Injuries: Render appropriate First as necessary.

B. Major Injuries: Obtain immediate medical attention, in accordance with established procedures, as necessary. Instructors will notify local emergency medical responders of firearms training dates and times.

C. If the officer suffers a loss of consciousness, he/she will be transported to the nearest medical facility for evaluation and treatment.

D. Instructor will reference all reported injuries, to include officer's name, type of injury, and disposition in the Training Completion Summary Report

**1.5.2:** As necessary, an investigation regarding the cause of the officer injury will be initiated.

**1.5.3:** The Training coordinator and instructor shall know the location and contact information of the nearest medical facility.

**1.5.4:** Any officer injured during any training course will not be allowed to return to training without appropriate medical clearance.

### **Section 1.6: Safety Equipment and Facilities**

**1.6.1:** Administration shall ensure that emergency communications are accessible at all training sites, at all times.

**1.6.2:** First Aid Kits shall be available at all training sites.

**1.6.3:** Instructors shall inspect all First Aid Kits to ensure serviceability and completeness prior to each training event.

**1.6.4:** Adequate restroom facilities and drinking water will be available at each training facility.

**1.6.5:** Instructors shall ensure that all officers have the appropriate clothing, conducive to safety policy and practices, to include such items as eye protection, head gear, hearing protection, head gear, and sun screen. Officers shall be provided with a list of all necessary safety clothing items prior to the commencement of training.

**1.6.6:** Instructors shall be aware of environmental factors, such as weather or air quality, and adjust training as necessary.

### **Section 1.7: Instructor to Officer Ratios**

**1.7.1:** The Training Coordinator shall ensure that instructor to officer ratios are maintained in accordance with established POST guidelines (for Firearms Training specific ratios- See: 2.4: Instructor to Officer Ratio).

### **Section 1.8: Course Curricula**

**1.8.1:** The Training Coordinator and staff shall follow all approved outlines.

**1.8.2:** Instructors shall carefully follow the approved lesson plan to ensure consistency and continuity.

**1.8.3:** No changes in course content which may impact officer safety shall be made without prior POST approval.

### **Section 1.9: Course Presentation**

**1.9.1:** Instructors shall review specific safety rules and appropriate precautions inherent to the specific type of training at the beginning of each training session and at the commencement of any application phase.

**1.9.2:** Instructors in psychomotor skills shall maintain positive, comprehensive control of officers at all times.

**1.9.3:** Instructors shall wear distinctive and identifiable clothing, as well as be verbally introduced as instructors.

## **SECTION II**

### **Firearms Training Policies**

#### **Section 2.1: Facility Guidelines**

**2.1.1:** Facilities guidelines shall be posted in a public area, with unobstructed access for all officers and staff. Guidelines in contracted facilities shall be available in accordance with the facility's policy.

**2.1.2:** Facility specific rules shall be posted at the primary range entrance, or in the case of a contracted facility, provided to the officer as an individual handout.

**2.1.3:** Facility Specific rules with regards to the handling of firearms shall be provided to the officers as handout, as well as verbally briefed prior to all

activities at the facility. Loading and unloading areas shall be clearly identified and posted. Loading/Unloading procedures shall be verbally briefed prior to the commencement of any training.

**2.1.4:** Range facility certification:

A. Outside Public Safety Organization: maintained and operated in accordance with that agency's guidelines.

B. Private contract facility: maintained and operated in accordance with all State and local business licensing and certification requirements.

**2.1.5:** Range Safety officers shall inspect all facilities prior to the commencement of any training.

**2.1.6:** A First Aid kit will be located at or near the firing line at all times.

**2.1.7:** All officers not engaged in training will observe training or wait in an observed and supervised location away from the firing line.

**Section 2.2: Equipment/Safety Guidelines**

**2.2.1:** Only those targeting systems that meet established industry standards for safety and the prevention of ricochets shall be utilized.

**2.2.2:** Eye and hearing protection is mandatory for all shooters, instructors, safety officers and staff, as well as spectators. Appropriate eye and hearing protection shall be made available by the administration.

**2.2.3:** The use of body armor is mandatory for all live fire training.

**2.2.4:** Officers shall utilize only those weapons issued or authorized by the administration.

**2.2.5:** The instructor will inspect all weapons and equipment prior to the commencement of training.

**2.2.6:** No individual equipment item or weapon will be utilized if they have deemed unsafe by the instructor.

**2.2.7:** Weapons status checks shall be periodically conducted to ensure that no weapons have been inadvertently loaded and to ensure sound safety practices and mindset.

**2.2.8:** All instructors and range safety Officers shall wear distinctive clothing and hear wear during all range training.

**2.2.9:** Officers and staff will wash their hands and face thoroughly after each live fire exercise to remove any lead particles deposited due to weapons discharge.

### **Section 2.3: Instructor Qualifications**

**2.3.1:** All instructors shall have completed a POST certified Firearms Instructor's Course for the specific weapon system used in training. All instructors shall comply with POST standards and requirements regarding updated/advanced training.

**2.3.2:** The Range Master shall have completed a POST certified Range Master course. The Range Master shall comply with POST standards and requirements regarding updated/advanced training.

### **Section 2.4: Instructor to Officer Ratio**

**2.4.1:** Instructor to Officer ratios shall be as follows:

- A. Classroom: 1 to 15
- B. Static Range: 1-5
- C. Tactical/Movement courses of fire: 1-1

### **Section 2.5: Presentation Guidelines**

**2.5.1:** Range safety rules and the Four Fundamentals of Firearms Safety shall be briefed and re-emphasized prior to, during, and at the conclusion of all range training.

**2.5.2:** Specific weapons malfunctions procedures will be trained prior to the commencement of live fire training.

**2.5.3:** Range orientations and safety fans will be briefed prior to all live fire training.