



**SAFETY POLICY
FOR
INSTRUCTORS AND STUDENTS
(STUDENT VERSION)**

GENERAL SAFETY POLICY

It is the policy of the San Jose Police Academy, hereafter referred to as SJPA, to conduct training in a manner that promotes an overall attitude of safety. Staff and instructors shall manage and facilitate the learning process to accomplish this goal.

- The procedures contained in this document are intended to apply to a training experience as opposed to an actual tactical event or real-life situation.
 - The intent of this policy is to promote maximum protection for students who participate in psychomotor training in a controlled environment or other high-impact training situations.

WRITTEN POLICY

- This written safety policy is established for psychomotor skill training as required by the California Commission for Peace Officer Standards and Training, hereafter referred to as POST.

The implementation of a formal safety policy is fundamental to an effective risk management program. These policies are intended to promote an attitude of safety among all certified instructors, staff and students, thereby reducing the risk of injury.

- Individual safety procedures shall incorporate specific rules, procedures and protocols that correspond to SJPA's unique training environment and to specific courses presented.

STUDENT FITNESS FOR TRAINING

- Students are required to report any injury or pre-existing medical restriction, which may affect their ability to participate in training.
- Students are required to provide evidence of fitness for training when requested by the training staff.
 - Students may be required to complete a Physician's Limitation Form to assess fitness for duty (see 1.9 Attachments, Physicians Assessment and Limitation Form).

INSTRUCTOR RESPONSIBILITIES

- Instructors are responsible for conducting safety inspections and assessing the safety of the equipment and facilities used for training.
- Instructors should be aware of environmental factors, such as weather or air quality, and adjust the instruction as necessary.

- Instructors shall incorporate the safety policy into their lesson plans, and either orally review the policy with the class or integrate the written safety policy into the course handouts.
 - Lesson plans, training plans and instructional events will not conflict with the intention or policy of this policy.
- Instructors will advise students of their responsibility to report any unsafe condition during training.
- Instructors shall notify the academy staff of any potential impact training presents to outside agencies (e.g., scenario training in which simulated gunfire will occur and may be heard by the community, fire burns, etc.). It is the responsibility of the Academy Coordinator to advise local agencies of such training.
- Instructors must demonstrate safety, leadership and professionalism by providing proper supervision and discipline when delivering psychomotor skills training.
- Instructors shall adhere to all policies, rules, regulations, ordinances and laws while teaching courses at SJPA.

INSTRUCTOR TRAINING

- Instructor competency directly influences the safety of the learning/training environment and a quality training program is measured by the strength and excellence of its instructors. Instructors should recognize their professional responsibility to maintain the highest standards of teaching, continued professional development and understanding of various learning styles.
 - San Jose Police Academy is committed to helping instructors develop their teaching and presentation skills. Instructors should contact the Academy Coordinator to learn more about professional development opportunities.
 - Instructors must meet minimum standards of teaching to be eligible to teach in the Basic Course (i.e., POST Instructor Certification special certification, AICC, etc.)
- 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.
- Instructors of arrest and control, lifetime fitness, and similar programs are encouraged to pursue specialized training in exercise science and related subjects.
- POST Regulation 1070 requires minimum instructor certification for special topics, including firearms, arrest and control, defensive tactics, chemical agents, defensive driving, first aid / CPR, lifetime fitness, and hazardous materials.

- Primary or lead instructors are required to provide appropriate certificates to the Academy Coordinator for some topics, including, firearms, chemical agents, vehicle operations, lifetime fitness, arrest control training, first aid/CPR, hazardous materials, simulator instructor, etc., as defined in PAM 1082.

STUDENT INJURIES

- Action to be taken in the event of injury
 - In the event of an injury to student or staff, the instructor or class supervisor will immediately evaluate the injury. If necessary, the instructor/class supervisor will request appropriate EMS response and/or provide basic first aid. The course instructor will notify the course coordinator by telephone and e-mail.
- Reporting and Investigation of Injuries
 - All injuries will be reported immediately to the Academy Coordinator. The Academy Coordinator or Recruit Training Officer (RTO) will document injuries on the approved Student Injury Report Form and Agency Form when appropriate
 - The initial report of injury will include the type of injury, the nature of circumstances surrounding the injury, the time of injury and the names of any witnesses.
 - The Academy Coordinator will immediately advise the agency contact person regarding injuries to affiliated students.
 - The Academy Coordinator will report injuries requiring emergency treatment (i.e., loss of consciousness, EMS response, major injury, etc.) directly to the Academy Director. The Coordinator will be responsible for conducting an investigation, and providing a written report to the Academy Director within 10-days of the incident.
 - The Academy Director will review the report and identify and implement any safety recommendations to prevent such incidents in the future.
- Injuries involving loss of consciousness

Any injury involving a loss of consciousness or a suspected loss of consciousness requires immediate EMS response and medical clearance (Physician's Assessment and Limitations Form) prior to returning to academy activities. A copy of the medical clearance will be attached to the written report.

- Medical Release for Return to Training

The Academy Coordinator and/or RTO will document non-participation of training due to injury. The student will be required to submit a Physician's Limitation Form prior to being permitted to return to academy activities.

- Absence due to injury

- Injuries and/or reasons for non-participation or modified Lifetime Fitness (LF) training status should be adequately documented per Academy Standards.
- Students must sign the Academy Class Lifetime Fitness Logbook indicating the reason for non-participation. The book will be reviewed and verified for accuracy by the Recruit Training Officer and Academy Coordinator.
- Any student missing LF must submit an absence slip and document non-participation in the LF Log Book. Any non-participation due to injury will be documented.
- The student will be required to submit a Physician's Limitation Form prior to being permitted to return to academy activities.