

VENTURA COUNTY SHERIFF'S OFFICE

Ventura County Criminal Justice
Training Center



Operations and Policy Manual

Revision: June 2019

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Ventura County Criminal Justice Training Center
Recruit Integrity
POLICY

The Ventura County Criminal Justice Training Center places a great amount of emphasis on integrity and self-discipline that is necessary for competent performance in the law enforcement profession. Recruits will abide by the **Rules and Regulations** of the Training Center and the **Code of Ethics**, all of which are detailed in the Recruit Manual. Therefore, any conduct that creates an environment not conducive to the high standards required of the Training Center will not be tolerated. Such conduct includes the following:

- Lying or deception of any kind.
- Cheating on written examinations that includes; copying another recruit's answers during a test, altering scores on another student's test or aiding another student to cheat, and using unauthorized aids during a test.
- Cheating and/or plagiarism on remediation issues.
- *Code of Silence* – withholding of information of any kind will not be tolerated. It will be the responsibility of each recruit to report to Training Center Staff any form of cheating brought to their attention. This includes written tests, obtaining information from previous and/or fellow recruits on practicals, information gathering and critical incident scenarios.
- Recruits will report any unethical or unprofessional conduct that may bring disrepute to the Training Center or the Law Enforcement profession.
- Providing information to another student concerning job simulation tests, i.e., first aid practical, information gathering and critical incident scenarios.

It is the policy of the Ventura County Criminal Justice Training Center that any violations in the listed areas will subject a recruit to disciplinary action up to and including termination from the Training Center.

Recruit's Signature

Date

WRITTEN, SCENARIO AND EXERCISE STUDENT TESTING CONTRACT

This contract pertains to written and performance tests designed to measure and/or assess your knowledge, comprehension and performance skills of the material taught in the Basic Course. Written tests are comprehensive examinations and tests for certain Learning Domains. Performance Tests are tests designed to assess student performance of specified procedures or tasks. Unlike written tests, performance tests require students to demonstrate proficiency on one or more learning objectives, such as driving a vehicle, taking down a suspect, writing a report, firing a weapon, or responding to a Scenario (job-simulation). Performance tests include report writing examinations, scenario tests, Arrest and Control (ARCON)/firearms skills tests, and other spontaneous exams given by the academy staff.

Generally, recruits/students who fail on their first attempt to pass a test are given a second opportunity to pass the test. Failure on the second attempt normally results in failure/separation of the Basic Course.

Comprehensive (Regular Basic Course) Examinations

While taking RBC examinations, the following guidelines will be adhered to:

- Desks will be cleared of all material unless otherwise instructed by the RTO or test proctor.
- There will be No talking during the test.
- No recruit/student will record or otherwise make copies of any question in any test.
- No recruit/student will look at another recruit/student's test papers or allow another to look at their papers.
- If you must leave the testing room, you must first notify the proctor and get permission. Only one recruit/student may leave and return to the room at a time.
- Once you have completed the test, submit it via the testing portal and power down your laptop.
- Once the testing material is submitted via the portal, you cannot log back in to the test site for any reason.
- There will be no changes, additions, deletions or other adaptations made to submitted testing materials.

**Student Testing Contract
(Continued)**

Scenario Tests

While taking a **Scenario Test**, the following guidelines will be adhered to:

- There will be no talking during the test unless specifically called for by the testing protocol or the test proctor.
- Recruits/students will not discuss or communicate testing information about any Scenario Test they have completed with any other recruit/student or in the presence of another recruit/student.
- No recruit/student will record or otherwise make copies of any Scenario Test material.
- Recruits/students will not discuss Scenario Tests with the role players/evaluator(s) at any time while attending the Basic Course.
- Discussion of any Scenario Tests that you completed will be considered cheating¹. Cheating is grounds for disciplinary action and may result in DISMISSAL/TERMINATION from the Basic Course².

Failure to comply with this Policy/Contract or engaging in behavior that compromises any examination/testing material will be considered cheating¹. Cheating is grounds for disciplinary action and may result in DISMISSAL/TERMINATION from the Basic Course².

Please sign below. Your signature indicates that you have read and understood that cheating on a test can be grounds for termination from Basic Course and that you will only have one opportunity to retake a failed test.

Print Name

Date

Signature

¹ California Code of Regulations, Title 11. "Law", Division 2. Commission on Peace Officer Standards and Training, Section B, page B-2

² California Code of Regulations, Title 11. "Law", Division 2. Commission on Peace Officer Standards and Training, Section B, Subsection 1055 titled "Requirements for Course Presentation", paragraph (h) titled "Cheating"; page B-32.

VENTURA COUNTY SHERIFF'S OFFICE
SUPPORT SERVICES DIVISION
Criminal Justice Training Center



MEMORANDUM

DATE: June 20, 2019
TO: All Instructors
FROM: Captain Mark Franke, Academy Director
SUBJECT: Proper Dress for Training Center Instructors

In order to provide a professional training environment at the Ventura County Criminal Justice Training Center, it is important for instructors to dress in a professional manner.

The following are considered appropriate attire:

1. **Agency Uniforms**

Uniforms will be in excellent condition; clean and pressed. Leather gear and shoes will be clean and shined.

2. **Business Casual / Professional**

Business Casual or Professional attire may include a golf type or polo shirt, slacks, Dockers, etc. Tennis shoes, jeans, sweats or T-shirts are **prohibited**.

3. **Physical Training Clothing**

Physical training attire may be worn in the instruction of special classes such as Arrest and Control,

4. **Range**

Firearms staff members will wear their department approved range uniform. The range uniform shall meet the same appearance standards as the agency uniform.

Instructor's Signature

Date

Exhibit 1
POST BASIC COURSES
TEST USE AND SECURITY AGREEMENT

I Parties to the Agreement

The parties to this agreement are the California Commission on Peace Officer Standards and Training, hereinafter referred to as POST, and the (enter Presenter name), hereinafter referred to as the Examining Agency.

II Purpose of the Agreement

This agreement is intended to protect the mutual interests of the Examining Agency, POST, and the students in any POST-certified course for which POST supplies test material. This agreement protects those interests by ensuring that no person gains special advantage by having improper access to the test material, and students who pass tests comprised of such material are qualified to perform the duties for which they have been trained. POST requires, therefore, as a condition for making test material available, that the Examining Agency execute this agreement and fulfill its terms.

III Test Material

A. Types of Material

POST-developed test material subject to this agreement includes the following:

1. POST-constructed Comprehensive Tests: POST-developed tests that measure acquisition of knowledge on multiple learning objectives.
2. POST-constructed Scenario Tests: POST-developed job simulation tests that measure acquisition of complex psychomotor and decision making skills required to satisfy one or more learning objectives.

In addition to these tests, the protected material includes the individual test questions that comprise active or inactive tests, scenario test scripts, scenario test grading forms, scenario scoring matrix, any reports generated by a student based on a scenario test and login information used to access POST-developed test material.

B. Confidentiality of Test Material

The use and availability of all POST-developed test material is strictly controlled by the terms of this agreement. These materials are exempt from the disclosure provisions of state and federal public records laws and shall not be made public. Their use and availability are restricted in order to protect the reliability and validity of the tests.

IV Terms and Conditions

POST agrees to make POST-developed test material available to the Examining Agency,

subject to the conditions set forth in this agreement.

As the administrator of the POST-developed test material, the Examining Agency agrees to the following terms and conditions:

- A. The Examining Agency accepts continuing responsibility for carrying out the terms of this agreement. They further agree that all necessary administrative steps shall be taken to ensure that staff members/proctors, scenario managers, evaluators, role players, and students who may be given access to the POST-developed test material shall be informed of this agreement and shall be required to comply with it.

- B. The Examining Agency shall administer the POST-developed test material according to the following conditions:
 1. During the administration of the following tests, the proctor/evaluator shall be present at all times.
 - a. Comprehensive Tests
 - 1) The proctor shall remain in the room.
 - 2) Only individuals who have received POST-provided proctor training may administer the tests. Instructors who teach a learning domain evaluated by one of the comprehensive tests are restricted from proctoring that particular POST-developed comprehensive test(s).

 - b. Scenario Testing
 - 1) Students shall be supervised by a staff member at all times in the designated staging area(s) to dissuade conversation regarding the contents of the scenario tests.
 - 2) The evaluator shall remain at the scene at all times during a test.
 - 3) Only individuals who have successfully completed the POST Scenario Evaluator Course may evaluate scenario testing.

- C. Examining Agency's Designee
 - a. The Examining Agency shall designate one or more persons to receive all POST-developed test material from POST and to ensure that the terms of this agreement are carried out.

 - b. Each designee shall read this agreement and sign the Acknowledgement of the Requirement to adhere to the Terms and Conditions of the POST Basic Courses Test Use and Security Agreement, Attachment A. By signing Attachment A, the designee(s) acknowledges that he/she:
 - i. Received a copy of this agreement from the Examining Agency.
 - ii. Read and understood this agreement.
 - iii. Agrees to comply with this agreement's provisions.

- c. The Examining Agency shall keep a signed copy of the Acknowledgement of the Requirement to adhere to the Terms and Conditions of the POST Basic Courses Test Use and Security Agreement, Attachment A, on file for each designee and will make these signed copies of Attachment A available for inspection by POST.
- d. Prior to the receipt of any POST-developed test material, the Examining Agency shall notify POST via email of:
 - i. Each designee(s) name, title, email address and telephone number. (e.g., scenario managers, testing system users, test proctors, etc.)
 - ii. POST test for which each designee has primary responsibility.
- e. The Examining Agency shall promptly notify POST in writing or via email when the designee(s) leaves the Examining Agency's employment or is relieved of the responsibility for carrying out the terms of this agreement.
- f. When a designee leaves or is relieved of the responsibility for carrying out the terms of this agreement, the Examining Agency shall promptly appoint a successor and notify POSTS in writing or via email of the successor's name, title, applicable address and telephone number.

D. Methods Used to Make POST-Developed Test Material available to the Examining Agency.

- a. POST's standard method of making POST-constructed Comprehensive test material available is to allow the Examining Agency to schedule a test session via the Internet using the POST Testing System. Examining Agencies authorized to use the testing system agree to restrict access to only the number of system users authorized by POST.
- b. POST standard method of making scenario tests available to the Examining Agency is to allow the agency's scenario manager(s) to download the test material via the Internet using the secured portion of the Basic Course Informational (BCI) website. Scenario managers can access and download the test material from the BCI website using a POST-developed login ID and password after having completed the required Scenario Manager's Training Course. Scenario test scripts, grading forms, scoring matrix, any report generated based on a scenario test, and any recording made of a scenario test session are controlled documents and shall only be used for the scenario testing process.
Any report generated based on a scenario test shall not be generated outside of the scenario test session
- c. The Examining Agency shall follow all applicable POST-specified procedures regarding downloading, printing, handling, storage and destruction of POST-developed test material.

E. Staff Members/Proctors, Scenario Managers, Evaluators, and Role Players

- a. The Examining Agency shall limit the accessibility of POST-developed test material to the Examining Agency's staff members/proctors, scenario managers, evaluators, and role players who have legitimate need for such access.
- b. Before providing staff members/proctors, scenario managers, evaluators, or role players access to POST-developed test material, the Examining Agency shall require the staff members/proctors, scenario managers, evaluators, or role players to read the agreement

and sign the Acknowledgement of the Requirement to Adhere to the Terms and Conditions of the POST Basic Courses Test Use and Security Agreement, Attachment A. By signing Attachment A, the staff member/proctor, scenario manager, evaluator, or role player acknowledges that he/she:

- i. Received a copy of this agreement from the Examining Agency.
 - ii. Read and understood this agreement.
 - iii. Agrees to comply with this agreement's provisions.
- c. The Examining Agency shall keep a signed copy of the Acknowledgement of the Requirement to adhere to the Terms and Conditions of the POST Basic Courses Test Use and Security Agreement, Attachment A, on file for each designee and will make these signed copies of Attachment A available for inspection by POST.
- d. The Examining Agency shall confirm that all proctors have received the POST-required online proctor training.

F. Security of Test Material

- a. All test material developed by POST shall remain the property of POST and shall be used solely for the official purpose of the Examining Agency in testing students for successful completion of a POST Basic Course. Use of any POST developed test questions and/or test material for any other purpose is expressly prohibited.
- i. When it is determined that a student has not met the POST requirements necessary to successfully complete a POST basic course, that student shall no longer have access to any POST-developed test material and shall therefore be removed from the POST basic course.
- b. Only persons who receive POST-delivered training in the operation of the testing system are authorized to administer POST-delivered computer-based tests.
- i. Only POST staff members are authorized to train system users and grant system access.
 - ii. System users shall not share passwords or train any other person at any time.
- c. Administration and storage of POST-delivered computer-based tests.
- i. Under no circumstances shall students be provided access to any computer based test except:
 1. In connection with an actual test administration. When not in use, computer equipment or boot devices used for testing shall be stored in a secure, locked location.
- d. Reproduction, storage, administration, scoring and destruction of POST-developed test materials.
- i. The Examining Agency shall ensure that the confidentiality of POST-developed test material is maintained when reproduced, stored, administered, scored and destroyed.
 1. Under no circumstances shall the examining agency permit any POST-developed test material to be mailed, faxed, or sent electronically, unless specifically directed by POST staff.

- ii. Test material shall be administered in a manner that ensures security. Test material shall be destroyed or stored in a designated location after a test is administered.
 - iii. Under no circumstances shall the examining agency allow any comprehensive test content to be recorded by any method.
 - iv. Under no circumstances shall the examining agency allow any scenario test session to be recorded by body-worn camera.
 - v. POST-developed test material is dated. All existing copies of the secure scenario scripts, scenario grading forms, any reports generated by a student based on scenario tests, and any recording made of a scenario test session located at the Examining Agency's facility shall be destroyed within 10 days of the conclusion of the class for which they were used. (The one exception is a scenario test failure may require retention of the secure report and/or recording beyond the 10 day requirement in order to support or respond to pending appeal or litigation. POST shall be notified of such cases prior to the 10 day window.) Presenters shall maintain the completed scenario matrix in the student's secured file. Copies of the completed scenario matrix shall not be provided to any individual.
 - vi. When POST-developed scenario test material is reviewed with students after the test has been graded/scored, the review shall be conducted by authorized staff members. Under no circumstances shall a student remove, electronically or in writing, POST-developed scenario test material from the review session. At the end of the review, an authorized staff member shall securely store all test material. Under no circumstances shall a student be permitted to:
 - 1. Create a written or electronic record of test content involved in a test session.
 - 2. Access POST-developed test material except in connection with a test administration.
 - vii. No one shall copy or reproduce any POST-developed test material electronically, or otherwise, except for the purpose of testing students enrolled in the Examining Agency's POST-certified basic training courses.
- e. All POST-developed test material shall be handled and stored in a manner designed to prevent unauthorized persons from accessing them, as follows:
- i. Store printed copies of POST-developed test material in a secure, locked location.
 - ii. Store computer equipment or boot devices used for testing in a secure, locked location.
 - iii. Store any media containing POST-developed test material in a secure, locked location.
 - iv. Access to the secure, locked location shall be limited to as few staff members as possible.
- f. The Examining Agency shall maintain the confidentiality of POST-developed test material when such material is destroyed.
- g. No POST-developed test material shall be loaned, given, sold, or otherwise made

available to any agency or person who is not specifically authorized by POST to access the test material, nor shall they permit others to do so.

- i. Representatives of body-worn camera manufacturers and/or distributors and their employees with administrative rights/access to any stored content shall not have access to confidential POST-developed test material.
- h. If any POST-developed test material should become part of a legal proceeding by a court or other body vested with a legal authority (e.g., school board, civil service commission or human relations commission), the Examining Agency shall notify the legal authority of the existence and terms of this agreement, and shall inform POST immediately of the legal proceeding. In no instance shall the Examining Agency provide the legal authority with access to any POST-developed test material.
- i. In the event that any POST-developed test material is lost, stolen or otherwise compromised, the Examining Agency shall notify POST's Test Security Coordinator within 24 hours of discovery. The Examining Agency shall make reasonable efforts to recover such POST-developed test material in order to prevent their distribution to unauthorized parties and to otherwise mitigate the damage caused by their loss.

G. Responsibility and Use of POST-developed Test Material

- a. The Examining Agency shall use the POST-developed test material as provided and shall not modify it in any way.
- b. In preparing students to take a test composed of POST-developed test material, the Examining Agency shall not provide any student or students with an unfair advantage. In particular, the Examining Agency shall not:
 - i. Reveal the contents of, or answers to, specific test questions.
 - ii. Provide the contents of the scenario test scripts, scenario grading forms, and scenario scoring matrix.
- c. In the event of legal challenges to tests administered by the Examining Agency, when such tests are composed of any POST-developed test material, the burden of defending the challenged test rests with the Examining Agency. The exception to this is that POST agrees to provide expert testimony on the methods used to develop POST-certified training courses and the associated test material.

H. Information on Test Material

The Examining Agency agrees to promptly provide POST with any information it acquires on the quality of the POST-developed test material. This information includes but is not limited to the following:

- a. Statistical studies of test item characteristics.
- b. Comments regarding the quality of test questions.
- c. All student response data from tests provided to the Examining Agency by the Testing System.

V. Exceptions

Any exception to this agreement shall be stated in writing and agreed to by both parties

before such exceptions may be considered to be in effect.

VI. Termination of Agreement

A. Inability to Fulfill Agreement

If an Examining Agency is unable to fulfill this agreement, the Examining Agency shall promptly notify POST in writing or via email. The Examining Agency shall promptly return all test material to POST in a manner that shall not compromise the confidentiality of the test material or, where applicable, shall provide a written statement that all test material has been disposed of in a manner that did not compromise its confidentiality.

B. POST's Right to Terminate this Agreement

POST reserves the right to terminate this agreement for good cause at any time. Good cause includes, but is not limited to, POST's reasonable belief that the terms of the agreement have not been fulfilled or are not being fulfilled. In the event that this agreement is terminated, the Examining Agency agrees to promptly return all POST-developed test material or, where applicable, provide a written statement that all test material has been disposed of in a manner that did not compromise its confidentiality.

C. Examining Agency's Right to Terminate this Agreement

The Examining Agency may terminate this agreement at any time by notifying POST in writing or via email and promptly returning all POST-developed test material or, where applicable, providing a written statement that all test material has been disposed of in a manner that did not compromise its confidentiality.

D. Decertification - Right of Examining Agency to Appeal

POST Procedure D-1 requires the use of POST-developed test material for testing basic course students. Because termination of this agreement will result in the loss of access to POST-developed test material, it could also lead to decertification of the Examining Agency's basic course(s), pursuant to POST Regulation 1057. However, nothing in this agreement is intended to abrogate the Examining Agency's right to appeal a decertification decision in accordance with POST Regulation 1058.

VII. Acceptance of Terms and Conditions of this Agreement

A. Accepting Responsibility

The Examining Agency accepts responsibility for carrying out the terms of this agreement and further agrees that all necessary administrative steps shall be taken to ensure that all staff members, scenario managers, evaluators, or role players who may come into contact with any POST-developed test material, read this agreement and sign the Acknowledgment of the Requirement to Adhere to the Terms and Conditions of the POST Basic Courses Test Use and Security Agreement, Attachment A.

Signature of Authorizing Officials

On behalf of the agency I represent, I accept the terms and conditions of this agreement and agree to comply with them. I understand that a violation of this agreement could result in an immediate suspension or decertification of the POST basic course(s) for a period to be determined by POST.

EXAMINING AGENCY

Print Name

Title

Course Presenter's Name

Street Address

City/State/Zip

Email Address

Telephone

Signature

Date

COMMISSION ON POST

Test Security Coordinator

Print Name

Title

860 Stillwater Road, Ste.

100 West Sacramento, CA 95605

Street Address

City/State/Zip

Telephone

Signature

Date

Attachment A
ACKNOWLEDGMENT OF THE REQUIREMENT
TO ADHERE TO THE TERMS AND CONDITIONS OF THE
POST BASIC COURSES TEST USE AND SECURITY AGREEMENT

I have received a copy of the Test Use and Security Agreement between the California Commission on Peace Officer Standards and Training (POST) and the Ventura County Criminal Justice Training Center.

I have read and I understand the terms and conditions of this agreement.

I agree to carry out my duties and responsibilities in accordance with all applicable provisions.

Print Name **Title**

Course Presenter's Name **Date**

Street Address

City/State/Zip **Telephone**

Email Address

Signature **Date**

(To be retained on file at the Examining Agency)

Revised 2018

RECRUIT SAFETY POLICY

GENERAL GUIDELINES

It shall be the policy of the Ventura County Criminal Justice Training Center to conduct all training in such a manner as to promote an attitude of safety between instructors and recruits alike. Concern for safety can only result in a reduction of risk.

The atmosphere of all personnel involved in training shall be directed toward ensuring a safe atmosphere within which a maximum training benefit can be realized. The Ventura County Criminal Justice Training Center's safety policies are included in the recruit manual that each recruit receives prior to the start of the Basic Academy.

STAFF / ADMINISTRATIVE RESPONSIBILITIES

The training staff shall provide advance notice to prospective recruit and their agencies regarding anticipated physical demands and/or physical performance expectations.

Instructors shall be provided with a copy of the specific safety guidelines pertaining to their course of instruction prior to the commencement of their class.

The training staff shall ensure emergency communications (phone, radio, etc.) are accessible at all training sites.

At least one member of the instructional staff, either directly involved in the training event or immediately available at the training site, shall be trained in First Aid/CPR.

Recruit emergency notification information shall be maintained for the duration of the course.

When planning a training event the training staff shall identify which medical facilities and emergency services are available or subject to call in the event of an emergency or recruit injury.

Restroom facilities and drinking water shall be available at the training site or in the immediate vicinity.

Academy Staff is responsible to ensure instructors who will be teaching recruits off the Academy grounds are advised of those recruits who are known to have allergic reactions to bee stings or have allergies requiring prescription medications. The instructor will be made aware of the type of medication (oral,

inhaler, injection) that is prescribed and will be aware that the recruit shall have possession or access to the medication at all times. The instructor will also be aware only the recruit prescribed a prescription medication or certain medical professionals are allowed to actually administer the medication.

INSTRUCTIONAL STAFF-TO RECRUIT RATIO

Instructional staff-to-recruit ratios for each psychomotor skill area have been established. Factors considered in establishing these ratios included, but were not limited to:

- The intensity or pace of the training experience
- Recruit familiarity with the material
- Characteristics of the training site
- Injury potential
- Active versus passive participation

For the purpose of establishing an instructional staff-to-recruit ratio, the following personnel titles and descriptions are viewed by the Ventura County Criminal Justice Training Center as exerting functional supervision over recruits in training:

- Primary/Lead/Principal Instructor
- Assistant Instructors
- Course Director/Coordinator
- Training Assistants
- Training Supervisor
- Rangemasters
- Range Safety Officers
- Recruit Training Officers
- Scenario Evaluators/Role Players

The actual ratios are identified in the safety policy for each specific psychomotor skill.

Reassessment of the staff-to-recruit ratio will be initiated when curricula changes are proposed or when course structure is otherwise modified.

INSTRUCTOR RESPONSIBILITIES

The primary instructor or designee shall be responsible for conducting safety inspections of recruits and facilities used for training.

Instructors should be aware of environmental factors such as weather or air quality and adjust the instruction as necessary.

The primary instructor or designee shall verbally review specific safety rules with recruits.

Specific safety rules shall be incorporated into lesson plans. Copies of safety rules shall be distributed to recruits as part of the course handouts.

Instructors shall adhere to the expanded course outline as submitted to POST. Instructors shall also adhere to their lesson plan as approved by the Ventura County Criminal Justice Training Center.

Instructors shall advise recruits of their responsibility to report and/or stop unsafe actions during training.

Instructors shall display an attitude of safety and a professional demeanor at all times.

RECRUIT RESPONSIBILITIES

Recruits shall immediately notify training staff of any known pre-existing medical condition that is likely to be aggravated by or affect performance during training.

Recruits shall be required to provide documentation of medical or physical fitness for training if the training staff questions their ability to perform safely.

Recruits shall immediately notify a member of the training staff of any injury sustained during training.

Recruits or RTO's shall complete appropriate paperwork detailing the injury and medical treatment obtained. County of Ventura employees will notify Risk Management.

COUNTY OF VENTURA
CEO/RISK MANAGEMENT
800 South Victoria Avenue, L#1970 4th floor
Ventura, CA. 93009
(805) 654-3197 (phone) (805) 648-9238 (fax)
E-mail: Risk.Management@ventura.org

Recruits are responsible for adhering to all safety requirements of individual courses.

RESPONSE TO INJURIES

In the event of an injury, the following actions shall be taken as necessary:

- A. Render first aid
- B. Obtain appropriate medical assistance. In all cases where a recruit loses

consciousness, an evaluation shall be sought from a competent medical authority before the recruit is allowed to return to training.

C. Notify training administration

D. Initiate other appropriate notifications or actions as required, i.e., recruit emergency notification information, agency notification requirements, injury hotline, etc.

E. Investigate and complete an injury report using the appropriate reporting form(s): First Report of Injury, Worker's Compensation, Recruit Comment Sheet (RCS), and the Ventura County Community College District – Report of Personal (Non-Employee) Accident form (to be filled out by the College's Instructor of Record).

Recruits who sustain an injury that requires treatment by a physician must obtain a medical release from the physician before they will be allowed to resume training.

COURSE-SPECIFIC SAFETY RULES

Specific safety rules and procedures for individual subject areas are attached. Specific rules vary due to differences in subject matter, tasks to be performed and the particular training environment or site.

Reference has been made to the following resources in developing this policy:

- POST Guidelines for Student Safety in Certified Courses, California Commission on Peace Officer Standards and Training, 2018.
- County of Ventura Risk Management Guidelines

INJURY RESPONSE PLAN

MINOR INJURIES

The recruit shall immediately notify the instructional staff or Academy Staff of any minor injuries that might affect their performance. If during non-Academy hours, notification shall be made upon the return to the Academy.

Any qualified instructional staff or Academy Staff shall render first aid.

If medical treatment is required, the recruit may provide his or her own transportation.

If medical treatment is sought, the appropriate agency "First Report of Injury" form shall be given to the recruit and returned within 24 hours.

Ventura County Sheriff's Office recruit must also complete the "Employees Claim for Worker's Compensation Benefits" form and return it within 24 hours.

Staff shall notify the County of Ventura Risk Management Injury Hotline at 805-654-3197 for Ventura Sheriff's Office recruit, if a day of work is missed. A medical clearance will be required before returning to active recruit status. No recruit shall participate in psychomotor skill activities without a medical release from a physician.

Recruit that are not members of the Ventura Sheriff's Office shall follow their respective agency's guidelines.

Recruits will be provided insurance claim forms provided by Ventura College. The completed forms will be forwarded to Ventura College for processing.

Recruits shall complete an Academy "**Injury Memorandum**" and submit with other paperwork during the morning report to the Staff Office.

SERIOUS INJURY

Any qualified instructional staff or Academy Staff shall render first aid.

The Academy Staff shall provide transportation to the hospital.

If an ambulance is required, Staff will either call 911, Sheriff's Dispatch (805-654-9511), or utilize a radio to notify Ventura Sheriff's dispatch on channel 1.

An Academy Staff Officer shall respond to the hospital and standby until either relieved by the recruit's agency representative, responsible family member, the recruit is released from the hospital, or the recruit is admitted into the hospital.

Every attempt shall be made to contact the recruit's spouse, family, or emergency notification person.

The Academy Staff shall notify the recruit's department as soon as possible.

After medical treatment is sought, the appropriate agency "First Report of Injury" form shall be given to and completed by the recruit and returned within 24 hours. If the recruit is unable to complete the report, Academy Staff shall complete the form.

Ventura Sheriff's Office recruit must also complete the "Employees Claim for Worker's Compensation Benefits" form and return it within 24 hours.

For Ventura County Sheriff's Office recruit, Staff shall notify the County of Ventura Risk Management.

A medical clearance will be required before returning to active recruit status. No recruit shall participate in psychomotor skill activities without a medical release from a physician.

Recruits will be provided insurance claim forms provided by Ventura College. The completed forms will be forwarded to Ventura College for processing. At the conclusion of the emergency, Academy Staff shall submit a written memorandum regarding the injury.

In all serious injuries, the Academy Coordinator and/or Academy Director shall be immediately notified.

CHEMICAL AGENTS

FACILITY GUIDELINES

Chemical agents training shall be conducted at the Ventura County Fire Department training academy site located on the same property as the Ventura County Criminal Justice Training Center (106 Durley Ave. Camarillo, Ca.)

This site minimizes potential hazards to the public when chemical agents are discharged.

This site shall be inspected for any possible fire hazards to instructors, recruits, structures, and vegetation.

Notification shall be made to the Ventura County Fire Department training coordinator prior to any/all training in which we be utilizing their training site(s).

EQUIPMENT GUIDELINES

Each recruit actively participating in training shall have access to a serviceable gas mask. If masks must be shared, appropriate cleaning material shall be provided to clean and disinfect masks between each use. Upon completion of training, all masks shall be cleaned and disinfected for future use.

An adequate supply of water shall be available to rinse away residual irritants from the eyes, skin and other affected body areas.

A fire extinguisher shall be readily available at the training site when blast dispersion or pyrotechnic munitions are ignited.

All persons who are required to deploy a chemical agent device should be provided with protective equipment appropriate to the specific type of device being employed.

INSTRUCTOR QUALIFICATIONS

Instructors of chemical agents training shall have attended a POST certified Chemical Agent Instructor Course or its equivalent.

INSTRUCTIONAL STAFF-TO-RECRUIT RATIO

When recruits are exposed to the actual effects of chemical agents, the instructional staff-to-recruit ratio shall be a 1 to 10 ratio.

When recruits are actually deploying a blast dispersion or instantaneous discharge chemical agent device, the instructional staff-to-recruit ratio shall be a 1 to 1 ratio.

PRESENTATION GUIDELINES

When possible, classroom instruction should be done with inert devices, Power Point presentation(s) or other appropriate visual aids.

Instructors should be aware of the particular hazards associated with the specific types of devices used in the training program and use them accordingly.

Projectiles and launch able chemical agent munitions used in training shall not be fired in the direction of recruits or into an occupied room or enclosure.

Recruits shall be instructed not to handle any device that fails to detonate.

Disposal of “dud” devices is the responsibility of the instructional staff.

Recruits shall be instructed not to remove the retaining pin from blast dispersion or pyrotechnic chemical agent munitions until just prior to the device being ignited.

Recruits preparing to ignite a blast dispersion or pyrotechnic chemical agent device should be instructed to hold the device with the “spoon” positioned in the web of the recruit’s throwing hand.

Recruits shall be instructed to always throw, launch or otherwise deploy munitions so they can clearly observe the area where the device lands.

Current weather conditions shall be taken into consideration prior to conducting training.

SPECIFIC SAFETY RULES

The instructional staff shall supervise the decontamination of recruits exposed to chemical agents.

Recruits should be transported to and from the training site by the certified members of the instructor cadre.

Recruits should be instructed to have a change of clothing.

Recruits should bring a large plastic trash bag to put their contaminated clothing into after being exposed to chemical agents.

Recruits may shower at the Training Center after returning from the training site and before leaving for the day.

Allergies/Allergic Reactions: The primary instructor and assisting staff will be made aware of any recruit(s) who are known to carry medication for asthma, bee sting or other ailments. The medication shall remain in possession of the recruit or in a location known and accessible by the recruit and staff member(s).

- Only the recruit to whom the prescription is written or authorized medical personnel may administer prescription medication. Staff members and other recruits are only allowed to retrieve or make available the medication to the authorized person.
- Make the recruit comfortable, monitor, and if necessary, arrange for transportation of the victim to St. John's Pleasant Valley Hospital Emergency Room (2309 Antonio Avenue, Camarillo).

ARREST AND CONTROL

FACILITY GUIDELINES

Defensive Tactics and Arrest Control Techniques training shall occur in a suitable location, i.e., indoor mat room or outside lawn area.

The size of the facility shall be adequate for the number of recruits to be trained.

1. It is recommended that sufficient mat area for recruits be provided to allow for unobstructed movement while conducting Arrest and Control training.
2. Baton training should occur in an area of sufficient size, which allows for the full-unobstructed swing of a standard baton.

Indoor training facilities shall have adequate lighting and proper ventilation to accommodate strenuous physical activity.

Environmental factors, e.g., humidity, air quality, shall be taken into consideration before conducting training outdoors.

EQUIPMENT GUIDELINES

Recruits shall wear loose fitting, tear resistant clothing that will allow for flexibility of movement.

- Specifically; Recruits shall wear the “utility” uniform as outlined in the Recruit Manual for all ARCON training unless otherwise ordered by Staff or the ARCON cadre.

Recruits wearing glasses should use shatter-resistant lenses and eyeglass retainers.

Recruits shall not wear any jewelry when participating in Arrest Control Technique training.

The “mat room” shall contain mats designed for throws/falls and shall be in good repair.

Mats should be washed and dried after every use.

Male recruits shall wear groin protectors for any high intensity or full-contact training.

Instructional staff shall conduct a pre-training inspection to ensure recruits are wearing proper clothing, personal equipment and to ensure no jewelry is being worn.

Instructional staff shall conduct daily equipment inspections to ensure their safety and suitability.

INSTRUCTOR QUALIFICATIONS

Instructional staff shall successfully complete a POST approved Arrest and Control instructor course or its equivalent.

Instructional staff is encouraged to participate in periodic instructor update courses.

INSTRUCTIONAL STAFF-TO-RECRUIT RATIO

Low-risk techniques, e.g., stances, blocks, strikes, control holds, etc., shall be a 1 to 20 ratio.

High-risk techniques, e.g., carotid restraint, sparring, ground grappling, etc., shall be a 1 to 1 ratio.

PRESENTATION GUIDELINES

Instructional staff shall maintain an appropriate level of discipline over recruits at all times.

Instructional staff shall be aware of physical fatigue factors that affect the ability of the recruit to perform safely.

SPECIFIC SAFETY RULES

Minimum conditioning guidelines for In-Service Training should be considered whenever Arrest Control Techniques training is included.

A systematic physical warm-up procedure should be initiated prior to commencement of any Arrest Control Techniques training.

A systematic procedure for cooling-down should be initiated at the conclusion of any Arrest Control Techniques training.

Allergies/Allergic Reactions: The primary instructor and assisting staff will be made aware of any recruit(s) who are known to carry medication for asthma, bee sting or other ailments. The medication shall remain in the possession of the recruit or in a location known and accessible by the recruit and staff member(s).

1. Only the recruit to whom the prescription is written or authorized medical personnel may administer prescription medication. Staff members and other recruits are only allowed to retrieve or make available the medication to the authorized person.
2. Make the recruit comfortable, monitor, and if necessary, arrange for transportation of the victim to St. John's Pleasant Valley Hospital Emergency Room (2309 Antonio Avenue, Camarillo # 805-389-5800).

DRIVER TRAINING

FACILITY GUIDELINES

Driver training may be held at the Naval Surface Warfare Center in Port Hueneme (4363 Missile Way, Port Hueneme, Ca. 93043) or an alternative site that has been approved by the Academy Coordinator or Academy Director.

1. The location should allow minimum interference from outside personnel.
2. There are few obstructions, surface abrasions and there is a large “run-out” area adjacent to the track.
3. Fire, rescue, and other emergency vehicles have ready access to the area.

The instructional staff, prior to and throughout the training, shall make inspection of the track for safety hazards.

At least one instructional staff shall drive the track before recruits are allowed to drive.

EQUIPMENT GUIDELINES

High speed/pursuit

1. Driver training vehicles shall be equipped with all standard unit safety equipment.
2. The driver’s seat and front passenger’s seat shall be equipped with a four or five point safety restraint system. (The recruit and instructor shall utilize the safety restraint system during training)
3. Each vehicle shall be equipped with a roll cage.
4. Helmets are to be worn by recruits and instructors during training.

Low speed/skills

1. Vehicles for skills driving will be standard police units with standard safety equipment.
2. Seatbelts shall be worn at all times during training.

Additional equipment

1. Fire extinguishers, first aid kits, and pry tools shall be available at the driving area.
2. Each vehicle shall be periodically inspected before and during the training period. The inspection will include:
 - a. Brakes, wheels, tires, suspension components and related equipment.
 - b. It shall be the instructional staff's decision and responsibility to discontinue use of an unsafe vehicle.

Allergies/Allergic Reactions: The primary instructor and assisting staff will be made aware of any recruit(s) who are known to carry medication for asthma, bee sting or other ailments. The medication shall remain in the possession of the recruit or in a location known and accessible by the recruit and staff member(s).

1. Only the recruit to whom the prescription is written or authorized medical personnel may administer prescription medication. Staff members and other recruits are only allowed to retrieve or make available the medication to the authorized person.
2. Make the recruit comfortable, monitor, and if necessary, arrange for transportation of the patient/recruit to St. John's Regional Medical Center Oxnard Hospital Emergency Room (1600 N Rose Ave, Oxnard, CA 93030 # gg805-993-6514).

INSTRUCTOR QUALIFICATION

Each instructor shall have attended a POST certified Driver Training Instructor Course or its equivalent applicable to the level of instruction being given.

INSTRUCTOR-TO-RECRUIT RATIO

Low speed/skills

1. Passive - 20 recruits to 1 instructor
2. Active - 1 recruit to 1 instructor

High speed/pursuit

1. Passive - 20 recruits to 1 instructor
2. Active - 1 recruit to 1 instructor

PRESENTATION GUIDELINES

Instructors shall re-emphasize the safety rules to recruits prior to actual behind-the-wheel training.

Instructors shall be aware of any physical fatigue factors that may affect the ability of the recruit to safely perform, and if observed, reduce training commensurately.

EMERGENCIES

In the event of an emergency during driver training, the following hospital options are available:

St. John's Regional Medical Center
1600 N. Rose Avenue, Oxnard, 93030 / Ph#: (805) 988-2500

Ventura County Medical Center
300 Hillmont Avenue, Ventura, 93003 / Ph#: (805) 652-6000

EXPLOSIVES

FACILITY GUIDELINES

When explosives are actually detonated during explosives training, it shall be conducted between the two dirt bunkers east of the Sheriff's Range.

The instructional staff shall continuously monitor site conditions so that perceived safety hazards can be eliminated or mitigated.

Safe areas shall be designated to accommodate the recruits.

A telephone located at the range should be utilized in the event of an emergency requiring outside assistance.

Radio transmitters may not be safe to use in the proximity of explosive detonators.

A memorandum to the Airport Administration requesting the use of the area between the bunkers for explosives training should be sent at least seven days prior to training to allow for written permission to be returned.

EQUIPMENT GUIDELINES

Instructional staff shall wear appropriate safety equipment as required by the task to be performed.

Recruits shall not actively participate in the detonation of explosives or the handling of flammable liquids.

Fire suppression equipment should be readily available during the application phase of explosives training.

INSTRUCTOR QUALIFICATIONS

Instructors shall be appropriately qualified based upon their education, experience, training, and instructional ability as determined by the Academy Coordinator.

Instructors are encouraged to participate in periodic professional development activities.

INSTRUCTINOAL STAFF-TO-RECRUIT RATIO

As no recruit shall actively participate in detonating an explosive device, the instructional staff-to-recruit ratio shall be a 1 to 30 ratio.

PRESENTATION GUIDELINES

An Academy Staff Officer shall be designated as a **Safety Officer** during the application phase of training.

The Safety Officer's responsibilities are:

1. Terminating a simulation
2. Removing persons from the training environment
3. Eliminate a safety hazard or mitigate a perceived safety hazard
4. Ultimate authority to control operating conditions
5. Notification via telephone to the following agencies on the day of the training:
 - a. Airport Security
 - b. Fire Department Dispatch
 - c. FAA Control Tower

The instructional staff shall conduct a pre-training inspection of the training site, training aids, props, and specialized equipment.

All safety equipment shall be provided by the Training Center or the sponsoring agency. The recruit shall not utilize any personal safety equipment.

The instructional staff shall maintain an appropriate level of discipline over recruits at all times.

The instructional staff shall review the general safety guidelines and rules applicable to the particular training task or event with the recruits prior to the application phase of training.

Classroom familiarization with pyrotechnic devices, explosives, explosive devices, flammable substances, and incendiaries should be done, when possible, with inert devices, slides and other appropriate visual aids.

SPECIFIC SAFETY RULES

Recruits shall be instructed to notify the instructional staff of any condition or circumstance they believe to be a safety hazard.

Instructional staff shall handle, transport, store, and dispose of flammables, combustibles, incendiaries, and explosive materials in accordance with the Ventura County Sheriff's Office guidelines.

Before initiating explosives, the instructional staff shall establish minimum distance requirements and designated recruit observation areas where recruits are to remain until the Safety Officer clears the site.

Allergies/Allergic Reactions. The primary instructor and assisting staff will be made aware of any recruit(s) who are known to carry medication for asthma, bee sting or other ailments. The medication shall remain in the possession of the recruit or in a location known and accessible by the recruit and staff member(s).

1. Only the recruit to whom the prescription is written or authorized medical personnel may administer prescription medication. Staff members and other recruits are only allowed to retrieve or make available the medication to the authorized person.
2. Make the recruit comfortable, monitor, and if necessary, arrange for transportation of the victim to St. John's Pleasant Valley Hospital Emergency Room (2309 Antonio Avenue, Camarillo)

FIREARMS

SPECIFIC SAFETY RULES

General safety rules shall be posted at the range facility.

The safety rules and weapon handling procedures shall be discussed by the instructional staff in the classroom prior to any range exercise.

The safety rules shall be reduced to writing and handed out to each recruit.

FACILITY GUIDELINES

The purpose of this facility is to provide a location for firearms training which has the greatest margin of safety for all persons using the range and any person in the immediate facility.

The facility shall have an adequate bullet impact area to provide a reasonable level of safety from all aimed, strayed, and ricocheted shots.

The facility shall have a fenced perimeter with warning signs to prevent unauthorized entry.

Safe areas have been designated to accommodate persons who are not directly involved in shooting, including areas for cleaning, loading, and unloading ammunition.

The facility shall have a loudspeaker system capable of communicating instructions to all persons on the range.

The facility shall be inspected daily by an instructional staff for any types of hazards.

Emergency lighting shall be provided when using the range at night.

First aid kits shall be readily available on the range and shall be equipped to control bleeding and emergency treatment of a gunshot wound.

All reactive targets, sets, and props used for tactical training shall be constructed to minimize the danger of ricochets.

EQUIPMENT GUIDELINES

Recruits shall wear eye protection that covers the entire orbit of the eye and is impact resistant. Muff type ear protection is required while active shooting is in progress.

Soft body armor shall be worn during any firearms training on the range. Recruits shall use a holster designed for the weapon they are using, regardless if it is an issued or optional weapon.

The instructional staff, prior to use on the range, shall conduct a basic safety inspection of each weapon.

Recruits shall inspect the condition of their own weapon prior to leaving the range.

Basic Academy recruits shall unload their weapon, magazines, and pockets of all ammunition prior to leaving the range area.

A handout listing necessary and appropriate clothing shall be distributed prior to the first class.

Instructional staff shall wear a Departmental utility uniform so as to be easily recognized.

INSTRUCTOR QUALIFICATION

Instructors shall have attended a POST certified Firearms Instructors Course or its equivalent.

Instructors are encouraged to participate in periodic firearms courses and updates.

Instructors shall have prior training in the weapon system being taught.

INSTRUCTIONAL STAFF-TO-RECRUIT RATIO

Static line/daytime - 10 recruits to 1 instructor

Static line/nighttime - 5 recruits to 1 instructor

Moving course of fire - 1 recruit to 1 instructor

Passive recruits - 30 recruits to 1 instructor

PRESENTATION GUIDELINES

Safety Rules shall be covered in the class lecture prior to any range training.

Malfunction problems, failures of weapon/ammunition shall be covered in the class lecture prior to range training.

Recruits shall be instructed in the class lecture to keep their finger off the trigger unless they are sure of their target, the background behind the target, the direction the muzzle of their firearm is pointed, and they intend to fire the weapon. Sited fire is preferred, however, some drills for close quarters combat make this impractical.

Instructors will re-emphasize this rule when a recruit is observed violating it.

Recruits shall wash their hands and face thoroughly after shooting to remove any lead particles or other debris deposited as a result of the weapons' discharge.

Allergies/Allergic Reactions: The primary instructor and assisting staff will be made aware of any recruit(s) who are known to carry medication for asthma, bee sting or other ailments. The medication shall remain in the possession of the recruit or in a location known and accessible by the recruit and staff member(s).

1. Only the recruit to whom the prescription is written or authorized medical personnel may administer prescription medication. Staff members and other recruits are only allowed to retrieve or make available the medication to the authorized person.
2. Make the recruit comfortable, monitor, and if necessary, arrange for transportation of the victim to St. John's Pleasant Valley Hospital Emergency Room (2309 Antonio Avenue, Camarillo #805-389-5800)

RANGE SAFETY RULES

1. Consider all weapons loaded at all times.
2. Never allow the weapon's muzzle to cover anything you are not willing to destroy.
3. Keep your finger **off** the trigger until your sights are aligned on your target.
4. Ear and eye protection are mandatory on the firing line at all times.
5. Follow the exact commands of the Rangemaster or the Safety Officer.
6. If you experience a problem or malfunction while qualifying, and you have been trained to clear the malfunction, **do not stop and raise your hand.** Make every effort to clear the problem and continue. If you are unable to clear your weapon, keep the weapon pointed down range and notify a Range Safety Officer when the qualification exercise has concluded.
7. Any injury occurring while on the range shall be reported to the Rangemaster or Range Safety Officer immediately.
8. No open-toed footwear is permitted on the range.
9. Any physical injury or condition, which may limit activity, or pose a safety problem, shall be reported to the Rangemaster or class instructor before the class commences.
10. Any person who willfully disregards the safety or instructions of the Rangemaster or Range Safety Officer, or who ignores basic safety rules, will be disqualified, removed from the range, and subject to disciplinary action.
11. Maintain a professional and business like demeanor on the firing line.
12. **Do not** load or unload weapons in the range parking lot, the classroom, at the very end of any berm, or any undesignated area where a person could be put in danger of injury. Use only the designated areas marked on the range for loading and unloading. This includes, but is not limited to, the firing line, a sand barrel, safe locations at a berm, or as directed by the Rangemaster or a Range Safety Officer. (Note: Unattached magazines may be emptied or filled anywhere on the range while behind active shooters with the permission of the Rangemaster.)

PHYSICAL CONDITIONING

FACILITY GUIDELINES

Conditioning and aerobic exercises shall be conducted on the grass area adjacent to the south east side of the Academy building.

1. During inclement weather, or for specific considerations, exercises may be conducted in a classroom and/or multi-purpose room.
2. Off-site training locations may be used following inspection of the location by the instructional staff for safety.

Mats are to be used in the classroom/MPR to provide a shock absorbing, non-abrasive surface.

Standard running areas will include roads, both dirt and paved, on the Camarillo Airport grounds.

1. These low traffic areas provide adequate traction and are free from physical obstruction.
2. If running or other types of physical training are to be taught off the Airport grounds, prior site considerations shall be made that follow the same selection process as those on the Academy grounds.

Restroom facilities shall be available to recruits prior to and after physical conditioning.

EQUIPMENT GUIDELINES

Clothing shall be outlined in the recruit manual and is subject to change.

It shall minimally include running shoes, T-shirt, socks, athletic bra (women), shorts, and compression shorts.

Considerations for clothing standards shall include layered clothing to accommodate temperature changes.

Footwear shall provide adequate support and shock absorption.

No jewelry shall be worn. Exception: wedding rings, medical alert bracelets and the class corporal may, at the discretion of the instructional staff, wear a wristwatch.

Access to a personal water source, as well as those within the Academy, is mandatory.

INSTRUCTOR QUALIFICATIONS

The instructor of record shall have completed a POST certified Physical Training Instructor's Course or its equivalent.

INSTRUCTIONAL STAFF-TO-RECRUIT RATIO

During exercises, the instructional staff-to-recruit ratio shall be 1 staff to every 30 recruits.

There shall be a minimum of two instructional staff on each run when conducted off the Academy grounds.

When recruits are participating in wrestling or boxing, the ratio shall be:

1. Passive - 60 recruits to 1 instructor
2. Active - 2 recruits to 1 instructor

SPECIFIC SAFETY RULES

Standard POST physical training guidelines shall be followed:

1. Obstacle course, pull-ups, and ARCON training are to be used to augment the POST Physical Training Course.
2. All exercises will be explained and demonstrated prior to having the recruit perform it.
3. Each area of instruction shall be inspected for hazards prior to use.
4. Common exercise related injuries and strategies for preventing such injuries should be explained to the recruits.
5. All agencies or sponsors shall medically clear all recruits prior to the start of physical training.
6. All agencies or sponsors shall be notified of the physical training expectations prior to the start of each Academy class.

SCENARIO TRAINING/EVENT SIMULATIONS

FACILITY GUIDELINES

Each site to be used for scenario simulations shall be determined by the Training Center Staff with the following considerations:

- Limited or controlled access by the public when possible
- Environmental factors
- Safe areas
- Each scenario site is to be clearly marked
- If the scenario is to be conducted off the Training Center grounds, “POLICE TRAINING” signs shall be used
- If using radio frequencies, all local law enforcement agencies shall be notified of the training and duration

EQUIPMENT GUIDELINES

Recruits actively participating in scenario training will use safety equipment specific to the type of training they are involved in, i.e., fire extinguisher, heavy clothing, eye and ear protection, and groin protection.

As a safety precaution, props shall be checked by the instructor(s) prior to use.

Blanks are to be used in **“RED PAINTED”** (safe) weapons only. Red painted weapons are to be rendered incapable of firing live ammunition (e.g., barrel plugged, cylinder pinned or other safety alterations).

NO WEAPON CAPABLE OF FIRING LIVE AMMO SHALL BE USED TO FIRE BLANK AMMO.

If blanks are to be used within an enclosed room, all persons involved in the scenario shall use eye and ear protection.

No blank shall be fired directly at another person if within five (5) feet of each other.

If a paint gun (“Simunition”) or other less-lethal soft projectile weapon is employed, all active participants will use eye, ear, and groin protection.

Passive observation by subjects in a designated safe area need not wear this protective equipment.

INSTRUCTOR QUALIFICATIONS

Instructors shall be selected based upon their experience, knowledge, and ability to instruct. It is preferred that instructors participate in a Scenario Role-Play Evaluator Course. Instructors are encouraged and should participate in periodic update courses.

INSTRUCTOR-TO-RECRUIT RATIO

Entry level:

1. Passive recruit-to-instructor ratio - 20 recruits to 1 instructor
2. Active recruit-to-instructor ratio - 5 recruits to 1 instructor

In-Service:

1. Passive recruit-to-instructor ratio - 30 recruits to 1 instructor
2. Active recruit-to-instructor ratio - 5 recruits to 1 instructor

PRESENTATION GUIDELINES

Instructors shall maintain an appropriate level of discipline over recruits and role-players at all times.

Instructors are responsible to “STOP ACTION” if unsafe, unprofessional, or any participant observes overly aggressive behavior, active or passive.

Adequate orientation and briefing shall be given prior to the scenario(s) for all subjects involved; actors, evaluators, and recruits.

Pre-training inspection of all the site and equipment shall be made by the instructional staff.

The instructional staff shall make an inspection of all weapons prior to training and after any break in training.

Instructional intensity should be regulated, in part, by the environmental conditions, i.e., heat, high humidity, and air quality.

The instructional staff shall review the general and specific safety rules prior to the commencement of the scenario(s).

SPECIFIC SAFETY RULES

Recruits are expected to meet the level of physical preparedness commensurate with their job classification.

No recruit will be asked to perform at a level greater than what is reasonable and prudent.

The safety of the persons involved in the scenario(s) must be considered more important than the learning goals to be achieved.

Instructors and recruits share the responsibility to stop action when a safety breach is observed or other problems occur.

FIRST AID / CPR

FACILITY GUIDELINES

First Aid / CPR training will generally be conducted in a classroom setting.

EQUIPMENT GUIDELINES

Each recruit will either bring, or be provided with, their own pocket mask for CPR.

Each recruit shall be given individual mannequin faces and disposable lungs. Instructors are responsible for the disposal of the mannequin lungs and cleaning of the mannequin faces.

All replaceable mannequin surfaces that directly come in contact with recruits' exhaled air or saliva will be cleaned at the end of each practical test. Disposable lungs will be discarded.

All mannequin faces will be cleaned with hot soapy water for a minimum of ten minutes soaking and air dried, or a ten percent bleach solution and air dried, then kept in a clear plastic bag for reissuing.

INSTRUCTOR QUALIFICATIONS

Instructors in First Aid/CPR training shall have attended a POST certified First Aid Instructor Course, and/or an American Red Cross Instructor Course or its equivalent.

Instructors shall maintain their certification within the scope of assignment and attend periodic updates to maintain certification.

Instructors shall attend POST communicable disease courses and updates.

INSTRUCTIONAL STAFF-TO-RECRUIT RATIO

When recruits are participating in CPR practical training, the instructional staff-to-recruit ratio should be 1 instructor to 10 recruits.

VENTURA COUNTY SHERIFF'S DEPARTMENT
SUPPORT SERVICES DIVISION
Criminal Justice Training Center



MEMORANDUM

DATE: June 20, 2019

TO: All Instructors

FROM: Captain Mark Franke, Academy Director

SUBJECT: Discrimination, Employee and Sexual Harassment

The goal of the Ventura County Criminal Justice Training Center is to train recruits/trainees in the basic techniques of the law enforcement profession. In order to accomplish this goal, a professional environment must be maintained at all times during the academy. Any conduct that violates the philosophy of creating an environment free of employee/sexual harassment will not be tolerated. Such conduct includes, but is not limited to the following:

- Any conduct or action which limits or denies a person or group of persons opportunities, privileges, roles, or rewards on the basis of race, color, religion, national origin, sex, or sexual preference.
- Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.
- Any type of conduct which might be construed as harassment toward a recruit/trainee when such conduct has the purpose or effect of unreasonably interfering with an individual's performance, or creating an intimidating, hostile or offensive work environment.

Any recruit/trainee, who feels they have been a victim of employee harassment, sexual harassment, or discrimination, must report this to the Training Center Coordinator in writing as soon as possible. The Training Center Coordinator will advise the Academy Director and an investigation into the allegation will be initiated. The instructor's agency will be notified of the allegation.

It is the policy of the Ventura County Criminal Justice Training Center that any type of discrimination, employee or sexual harassment toward a cadet/trainee will be subject to disciplinary action and removal as an instructor at the Training Center.

Instructor's Signature

Date

**VENTURA COUNTY CRIMINAL JUSTICE TRAINING CENTER
STAFF OFFICER EXPECTATIONS**

Welcome and Congratulations on your new assignment

As an employee assigned to the Ventura County Criminal Justice Training Center as a Recruit Training Officer, you are expected to:

- Direct your efforts toward the accomplishment of the providing a professional balance of guidance, instruction, mentoring, and leadership in training new recruits for the position of police officer and deputy sheriff.
- Follow the policies and procedures as set forth by your department's General Orders and the Training Center's Recruit Manual. Enforce the rules and regulations fairly regardless of agency affiliation.
- Maintain your uniform and equipment in an impeccably clean and serviceable manner.
- Document the performance of recruits in a clear and concise manner. The comments sheets shall contain factual information regarding the recruit's performance and how the performance relates to the minimum standards outlined by the Peace Officer's Standards and Training (POST).
- Complete your assignment or tasks without unnecessary delay.
- Support your peers and supervisors and offer assistance when needed. Be professional, not critical. Teamwork is an essential element in the operations of the Basic Training Program.
- Sexual/Employee harassment of any nature toward recruits, peers, instructors, etc will not be tolerated. No sexist, racist, humiliating or disparaging remarks will be tolerated. The use of profanity toward recruits or name calling is prohibited and never justified. You are the example for them to follow.
- Recruit Training Officers are prohibited from fraternizing with recruits.
- Recruits are not to be touched by Recruit Training Officers, unless it is necessary during instruction (e.g. inspection, P.T., practicals, etc.)
- Keep your supervisor apprised of difficulties in the workplace. Make suggestions for an improved work environment and attempt to resolve the conflict. Be part of the solution, striving for harmony in the workplace.
- Be honest and truthful when dealing with peers and supervisors at all times. You are a role model for the recruits. Your professional demeanor and bearing directly reflects on the Ventura County Criminal Justice Training Center, your agency, and the law enforcement profession in general.

Staff Officer

Date

Basic Academy Coordinator

Date

VENTURA COUNTY CRIMINAL JUSTICE TRAINING CENTER TEST ADMINISTRATION AND SECURITY POLICY

I PURPOSE

To establish procedural guidelines for the use and administration of POST-Constructed Tests (Knowledge tests, Comprehensive Mid-term and Final Exams, Scenario tests, Physical Abilities tests, and Exercise tests), and other spontaneous, skill or written tests prepared by the academy staff at the Ventura County Criminal Justice Training Center.

II POLICY

It is the policy of the Ventura County Criminal Justice Training Center to ensure testing is administered to recruits attending POST-certified training in compliance with the POST Certified Course(s) Test Use and Security Agreement, POST Regulations and Guidelines and the Ventura County Criminal Justice Training Center's Written, Scenario and Exercise Student Testing Contract.

The Academy Director must approve any changes to these guidelines.

III TEST ACQUISITION AND HANDLING

A. General Procedures

1. The Academy Coordinator is responsible for the management of all academy tests and for providing directions to instructors and staff in accordance with the academy test security procedures.
2. The Academy Coordinator is the agency's 'designee' as required by the POST Certified Course(s) Test-Use and Security Agreement (see Exhibit 1)
3. All exams and answer keys will be stored in a designated cabinet in the Academy office. The cabinet containing exams shall remain locked when not attended. The cabinet is restricted to access by the Academy Director, Academy Coordinator, RTOs and Academy Support Staff.
4. Anyone with access to any exam must read the POST Test Security Agreement and sign the Agreement's Acknowledgment Form (Attachment A).
5. The Academy Support Staff will maintain a file of signed acknowledgment forms.
6. The Academy Coordinator will coordinate the schedule for administering test.

B. Scenario Test Acquisition and Handling

1. All Scenario Test scripts and weighted scoring forms will be kept under lock and key in the designated location and secured according to this policy.
2. The Academy Coordinator and Academy Director will select the Scenario test script to be used.
3. The Academy Coordinator will acquire the personnel to administer the Scenario Test, schedule/reserve the testing venue(s), reproduce the evaluation forms, prepare the testing venues, and ensure the security of the testing information and sites for the examination.

C. Exercise Test Acquisition and Handling

1. Exercise Tests must be approved by the Academy Coordinator or the Academy Director prior to administration to ensure consistency with POST Regulations and prior practices for the Ventura County Criminal Justice Training Center testing. The instructor for the Learning Domain and/or the RTO may administer Exercise Tests.
2. The Academy Coordinator or his/her designee will verify that an appropriate number of copies of Tests and/or evaluation forms were downloaded and/or copied to match the number of students taking the examination.

IV EXAM REVIEW AND HANDLING

- A. Anyone provided access to an exam must sign the POST Test Security Agreement form.
- B. All Academy staff, including Instructors, are explicitly prohibited from teaching to the test. Teaching to the test includes any instructional activity that focuses on specific test content rather than on the broader learning objectives in the course. Sharing of test content (i.e., questions, answers, roll play scripts, scoring criteria, or specific learning objectives to the exclusion of non-tested objectives) is strictly prohibited and violators will be disciplined.
- C. Reproduction of exam booklets will only be made with the approval of the Academy Director or Coordinator.
- D. The Academy Support Staff will shred all exam materials as soon as they are no longer needed as determined by the Academy Coordinator.

V CONDUCTING COMPREHENSIVE EXAMS AND GRADING

A. Test Administration

On exam days, the test administrator (Academy Coordinator, an RTO or authorized Instructor who has signed a POST exam security agreement) will administer the exam.

1. In the event cheating is observed, the test administrator should document what occurred and wait until the testing process is completed before action is taken. Report the cheating incident to the Academy Director.

B. Test Review

1. If time permits, a review of the test should be conducted immediately following the test:

b. Reviews are to be conducted expeditiously and with minimal discussion. Recruits should be directed to the E.O. number associated with a missed question.

c. Each recruit may be asked to write a memo addressing any learning objectives that they answered incorrectly.

B. Test Scoring

1. The test proctor shall have the test scored as soon as possible after the test has been completed.

2. The test proctor should address any “problematic” test issues prior to scoring.

C. Remediation Procedures

1. The Academy Coordinator or designee (LD Instructor or RTO) will provide remedial instruction.

2. All remediation shall take place according to the timeline set forth by the Academy.

VI SCENARIO EXAMS

A. POST Scenario Evaluation Weighted forms shall be treated as exam booklets for the purpose of storage, handling, reproduction and access.

B. All evaluators and persons with access to the scenario tests shall sign the POST Test Security Agreement form and shall be briefed about the proper handling of the forms.

- C. The Weighted Scenario Evaluation forms will not be shared with recruits.
- D. All Evaluation forms shall remain under the immediate control of the evaluators at all times.
- E. At the end of the scenario day, the Academy Coordinator shall collect all test materials and then secure them in the Academy Staff Office.
- F. Instructors are allowed and encouraged to cover the evaluation criteria with the recruits as they teach them how to handle that type of scenario. However, recruits must not have access to, nor be allowed to possess, the weighted evaluation form.

VII REASONABLE ACCOMMODATION

- A. It is the policy of Ventura County Criminal Justice Training Center to make reasonable accommodations to qualified recruits.
- B. Requests for Reasonable Accommodation will be handled in a way that safeguards the security of the test and complies with the requirements of the POST-Certified Course(s) Test Use and Security Agreement.

VIII TMAS USE AND MAINTENANCE

- A. It is the policy of the Ventura County Criminal Justice Training Center to ensure the Testing Management and Assessment System (TMAS) software and equipment provided by POST is used for the intended purposes and safe guarded against misuse.
- B. The first priority for the POST-supplied laptop computers and peripheral equipment is to administer Learning Domain, Proficiency and other academy tests as appropriate and reasonably possible. Secondary uses may include recruit report preparation, and studying, as authorized by the Academy Director or his/her designee.
- C. Only staff that has received training, approved by the Academy Director or POST, may operate the TMAS software.
- D. All software loaded onto the POST-supplied computers will be first approved by the Academy IT staff to assure compatibility with the POST TMAS testing application.
- E. Under no circumstances will recruits be provided access to any TMAS computer-based exam except in connection with actual test administration.

X TEST SECURITY BREACH

- A. Any recruit or staff member who observes a breach of this policy shall immediately report the breach to the Academy Director.