

34013

COAST COMMUNITY COLLEGE DISTRICT Agreement for Contracted Education Services

This Agreement for Contracted Education Services ("AGREEMENT") is entered into as indicated on the signature lines below, by and between the COAST COMMUNITY COLLEGE DISTRICT (Golden West College), 1370 Adams Avenue, Costa Mesa, CA 92626, hereinafter, "DISTRICT", and the Long Beach Police Department, hereinafter, "AGENCY". DISTRICT and AGENCY are referred to herein individually as "PARTY" and collectively as "PARTIES."

WHEREAS, DISTRICT is authorized by Section 55170 of Title 5 of the *California Code of Regulations* and Section 78021 of the *California Education Code* to conduct Contract Training and Consultation Services to serve community needs; and

WHEREAS, AGENCY desires to contract with the DISTRICT for Training and/or training services as identified herein.

DISTRICT and AGENCY agree as follows:

1. The term of this AGREEMENT shall be from Upon Chancellor Approval through June 9, 2017, inclusive.

2. The training program to be offered is Special Weapons and Tactics Academy. A copy of the Daily Schedule is attached to this Agreement as Attachment A, a copy of the program outline (including Physical Fitness) is attached as Attachment B, and a copy of the Safety Guidelines is attached as Attachment C. The program should have a total of 80 hours of training and/or training will be provided to a maximum of 35 participants. DISTRICT may offer up to three programs of Training during the term of this agreement.

3. The services will be conducted at:

- Golden West College Criminal Justice Training Center
- PRADO Olympic Shooting Park, 17501 Pomona Rincon Rd Chino, CA 91708
- Joint Powers-Huntington Beach Fire Training center (Tower and Heliport/SIMS House) Gothard Street, Huntington Beach, CA
- Other locations as approved by DISTRICT

4. Participants successfully completing the program will receive 0 units of college credit in accordance with policies of the DISTRICT Board of Trustees.

5. AGENCY agrees to pay the DISTRICT the sum of Seven Hundred Ninety-Eight Dollars per participant, not to exceed \$25,000 for the term of the contract, for training services and instructional material provided under this agreement excluding range fees and ammunition costs. AGENCY agrees that DISTRICT may, from time to time, during the term of this agreement, amend the per participant rate for training services and instructional material. During the course of the AGREEMENT, AGENCY may request additional classes by contacting the DISTRICT administrative liaison (designated in paragraph number seven).

6. AGENCY shall pay for each program participant's participation in the training prior to such training commencing, and regardless of whether such participants complete the full

program. AGENCY shall pay by agency check or credit card. Payment can be submitted prior to the start of the class but no later than the first day of instruction.

7. DISTRICT and AGENCY will provide an administrative liaison to the other in the performance of this AGREEMENT. The administrative contact for DISTRICT will be Suzanne Rosas, Program Coordinator, (714) 895-8925. The administrative contact for AGENCY will be Robert Razo at (562) 570-7166.

8. The PARTIES agree that they will not unlawfully discriminate in the selection of any participant to receive training pursuant to this AGREEMENT because of that participant's race, creed, national origin, religion, sex, sexual preference, marital status, age, disability, veteran status, genetic information, and/ or medical condition.

9. AGENCY will make whatever special arrangement is necessary to account for participant/employee time spent in Training should AGENCY policy require more than a noticed review of DISTRICT attendance records.

10. AGENCY agrees to indemnify, defend, and hold harmless DISTRICT, its trustees, agents, and employees from any damages or claims resulting from acts or omissions of AGENCY, its agents, or employees. DISTRICT agrees to indemnify, defend, and hold harmless AGENCY, its agents, and employees from any damages or claims resulting from acts of omissions of DISTRICT, its agents, or employees.

11. Entire Agreement. This AGREEMENT supersedes all prior agreements, either oral or written between the PARTIES with respect to the subject of this AGREEMENT. Each party to this AGREEMENT acknowledges that no representations, inducements, promises, or agreements, oral or otherwise, have been made by any party which is not embodied herein. All amendments or modifications to this AGREEMENT shall be in writing and signed by both PARTIES before such shall take effect.

12. The DISTRICT personnel assigned to develop coordinate, and conduct the education and/or service(s) provided for herein, will be certified in accordance with the standards on file with DISTRICT and/or by documented experience and credentials is acceptable to AGENCY.

13. AGENCY shall, no less than forty-eight hours in advance, communicate with the assigned DISTRICT administrator any changes to the scheduled time, location or scope of the educational services agreed upon by AGENCY and DISTRICT.

14. All notices or communication required or permitted to be given hereunder shall be in writing and served personally, delivered by courier or sent by United States certified mail, postage prepaid with return receipt, addressed to the other party as follows:

To Campus:

Suzanne Rosas/Criminal Justice Training Center
Golden West College
15744 Goldenwest Street
Huntington Beach CA, 92647-0748

With a copy to:

Coast Community College District
1370 Adams Avenue
Costa Mesa, CA 92626
Attn: Risk Services

To AGENCY:

Long Beach Police Department
Patrick H. West, City Manager
333 West Ocean Blvd.
Long Beach, CA 90802

and/or such other persons or places as either of the PARTIES may hereafter designate in writing. All such notices personally served delivered by courier shall be effective when received. All notices sent by certified mail shall be effective forty-eight hours after deposit in the mail.

15. Each individual executing this AGREEMENT on behalf of the PARTIES represent and warrant that he/she is duly authorized to execute this AGREEMENT on behalf of their respective party and that this AGREEMENT is binding thereto.

AGENCY

[Signature]
Signature **Assistant City Manager**

Patrick H. West
Typed Name **EXECUTED PURSUANT
TO SECTION 301 OF
THE CITY CHARTER.**
City Manager

Title

9/24/15
Date

COAST COMMUNITY COLLEGE DISTRICT

Interim Chancellor

Gene Farrell
Name

[Signature]
Chancellor, or President, Board of Trustees

7/25/15
Date

APPROVED AS TO FORM

September 22, 2015
CHARLES PARKIN, City Attorney

By [Signature]
**KENDRA L. CARNEY
DEPUTY CITY ATTORNEY**

ATTACHMENT A:

GOLDEN WEST COLLEGE

**BASIC SWAT ACADEMY
Daily schedule***

Day 1	Presentation	Presenter	Location	Dress
0730	Registration	R.K. Miller	GWC	P.T. Gear
0800	PT Testing	Sgt. Olson	GWC	P.T. Gear
0900	Intro to the SWAT Academy	Lt. Tidrick	GWC	P.T. Gear
1100	LUNCH			
1200	Officer Survival	Lt. Ed Deuel	GWC	P.T. Gear
1430	Tactical First Aid	Commander McGeachy	GWC	P.T. Gear
Day 2	Presentation	Presenter	Location	Dress
0630	PT Test Make up (if necessary)	R.K. Miller	GWC	SWAT Uniform
0800	Basic Entry lecture	R.K. Miller	GWC	SWAT Uniform
1230	LUNCH			
1330	Intro to Tactical Entries	Tactics Staff	GWC	SWAT Uniform
Day 3	Presentation	Presenter	Location	Dress
0800	Red Team: Tactical Simulator Silver Team: Chemical Agents & Less Lethal	Lt. Tidrick	GWC-Force Option Lab	SWAT Uniform
1000	Red Team: Chemical Agents & Less Lethal Silver Team: Tactical Simulator LUNCH	Sgt. Myers Sgt. Myers	GWC GWC	SWAT Uniform SWAT Uniform
1200	Red Team: Tactical Simulator	Lt. Tidrick	GWC-Force Option Lab	SWAT Uniform
1300	Silver Team: Scouting/Perimeters & Flashbangs	Lt. Tidrick Mr. Rivera	GWC-Force Option Lab GWC	SWAT Uniform
1500	Red Team: Scouting/Perimeters & Flashbangs Silver Team: Tactical Simulator	Mr. Rivera Lt. Tidrick	GWC GWC-Force Option Lab	SWAT Uniform SWAT Uniform

CJTC: 5/2014

*Schedule is subject to change based on instructor and facility availability

Day 4	Presentation	Presenter	Location	Dress
0800	Operational Planning, CP OPS & Scenarios	Tactics Staff	GWC	SWAT Uniform
1200	LUNCH			
1400	Operational Planning, CP OPS & Scenarios (cont.)	Tactics Staff	GWC	SWAT Uniform
1530	Dry Fire Weapons Manipulations*	Tactics Staff	GWC	SWAT Uniform

*NOTE: (No loaded weapons, no Flashbangs, no Chemical Agents etc.)

Day 5	Presentation	Presenter	Location	Dress
Simmunitions Safety Equipment and Converted Weapons required. (NO LIVE AMMUNITION OR LOADED WEAPONS ALLOWED)				
0800	Red Team: Active Counter Measures	Tactics Staff	Joint Powers HB Training	SWAT Uniform
	Silver Team: Force on Force*	Tactics Staff	Joint Powers HB Training	SWAT Uniform
1000	Red Team: Force on Force*	Tactics Staff	Joint Powers HB Training	SWAT Uniform
	Silver Team: Active Counter Measures	Tactics Staff	Joint Powers HB Training	SWAT Uniform
1200	LUNCH			
1300	Red team: Rappelling	Tactics Staff	Joint Powers HB Training	SWAT Uniform
	Silver Team: Vehicle Assaults	Tactics Staff	Joint Powers HB Training	SWAT Uniform
1500	Red team: Vehicle Assaults	Tactics Staff	Joint Powers HB Training	SWAT Uniform
	Silver Team: Rappelling	Tactics Staff	Joint Powers HB Training	SWAT Uniform

* NOTE: Long Guns will have Chamber Safes or bolts out for Active Counter Measures Drills

Day 6	Presentation	Presenter	Location	Dress
0800-2100	Firearms/Includes Night Shoot	Tactics Staff	Prado Olympic Shooting Park	SWAT Uniform

Day 7	Presentation	Presenter	Location	Dress
0800-1700	Firearms (cont.) Diversionary Devices	Tactics Staff	Prado Olympic Shooting Park	SWAT Uniform

CJTC: 5/2014

*Schedule is subject to change based on instructor and facility availability

Day 8	Presentation	Presenter	Location	Dress
0800	Legal Aspects	Inv. Butcher/ Mr. Russell	GWC	SWAT Uniform
1000	Tactical Lessons Learned	RK Miller	GWC	SWAT Uniform
1200	LUNCH and travel to School			
1300	Red Team: Basic Movements	Tactics Staff	Mackay School	SWAT Uniform
	Silver Team: Chemical Agent Exposure	Sgt. Myers/Sgt. Sorenson	Mackay School	SWAT Uniform
1400	Red Team: Chemical Agent Exposure	Sgt. Myers/Sgt. Sorenson	Mackay School	SWAT Uniform
	Silver Team: Basic Movements	Tactics Staff	Mackay School	SWAT Uniform

Day 9	Presentation	Presenter	Location	Dress
0800	Entry Training: Slow/Deliberate & Dynamic Techniques*	Tactics Staff	Swain School	SWAT Uniform
1200	LUNCH			
1300	Entry Training: Slow/Deliberate & Dynamic Techniques*	Tactics Staff	Swain School	SWAT Uniform

* NOTE: Simmunitions Safety Equipment and Converted Weapons required. (NO LIVE AMMUNITION OR LOADED WEAPONS ALLOWED)

Day 10	Presentation	Presenter	Location	Dress
0800	Entry Training: Dynamic Entries*	Tactics Staff	To be announced	SWAT Uniform
1200	LUNCH			
1300	Team Scenarios GRADUATION	Tactics Staff	To be announced	SWAT Uniform

* NOTE: Simmunitions Safety Equipment and Converted Weapons required. (NO LIVE AMMUNITION OR LOADED WEAPONS ALLOWED)

CJTC: 5/2014

*Schedule is subject to change based on instructor and facility availability

ATTACHMENT B

Golden West College

BASIC SWAT ACADEMY

(P.O.S.T. EXPANDED COURSE OUTLINE)

I. Basic Concepts

A. Introduction

1. Definition:
A Special Weapons and Tactics (SWAT) team is any designated group of law enforcement officers who are selected, trained, and equipped to work as a coordinated team to resolve critical incidents that are so hazardous, complex, or unusual that they may exceed the capabilities of first responders or investigative units.
2. Purpose:
The purpose of the SWAT training is to increase the likelihood of safely resolving critical incidents. The training addresses aspects that focus on effectiveness, safety and prevention of problematic critical incidents.

II. Basic SWAT Team Operational Components

Basic SWAT teams should develop resources sufficient to fulfill the following three minimum operational components:

A. Command and Control Element

1. Planning, organizing, staffing and directing the overall SWAT operation
2. Coordination with the Crisis Negotiations Team
3. Liaison with allied agencies
4. Mission documentation
5. Communications
6. Medical support
7. Mission debriefings

B. Containment Element

1. Control of Inner Perimeter
2. Evacuation
3. Tactical Deliveries (Chemical munitions, equipment, etc.)
4. Precision Long rifle/observer Deployment and Support

C. Entry/Approach /Rescue Element

1. Scouting missions
2. Breaching
3. Enter, search and secure objective(s)
4. Rescue operations
5. Subject/suspect detention

III. Basic Swat Program Topics

- A. Introduction
 - 1. Program Objectives
 - 2. POST SWAT Project and Guidelines
 - 3. Historical Perspective of the SWAT Concept

- B. Performance Evaluation of Team Members
 - 1. Core Competency Training and Compliance
 - a. Participants must be in excellent physical condition.
 - b. Participants must be free of any injury or condition that would hinder their performance during the program.
 - c. Participants must be formally trained and currently qualified with the weapons and devices used during the program.
 - d. Participants must possess an average level of shooting skills.
 - e. Participants must have “on-duty” status with their agencies while attending the program.
 - f. Participants must be covered by Worker’s Compensation, or have a healthcare provider.
 - g. Presentational staff reserves the right to dismiss anyone at any time who does not exhibit the level of performance required to successfully complete the program.

- C. Policy Issues
 - 1. Legal Issues/Civil Liabilities
 - 2. Use of Force
 - 3. Mutual Aid Procedure
 - 4. SWAT Policies and Procedures
 - 5. Importance of Correct Terminology

- D. Basic Concepts of SWAT
 - 1. Common SWAT Responses
 - 2. Incident Command and Direct Supervision of the SWAT team
 - 3. SWAT Activation Criteria
 - 4. Team Composition and Duties

- E. Psychological Considerations
 - 1. Post-Trauma Stress
 - 2. Stress Management
 - 3. Mental Conditioning for Confrontations

- F. Physical Considerations
 - 1. Fitness Standards for SWAT Members
 - 2. Lifetime Fitness Recommendations
 - 3. Physical Training for SWAT Team Members
 - 4. Emergency Medical Procedures

- G. Overview of Individual and Team Equipment
 - 1. Uniform Equipment

2. Weapons and Firearms
 3. Communication Devices
 4. Support Equipment and Technology
- H. Operational Planning
1. Importance of Planning
 2. Structured Planning Format
 3. Principles of Containment
 4. Intelligence Gathering
 5. Pre-Event Planning
 6. Contemporaneous Planning
 7. Implementation/Resolution
 8. Incident De-Briefing
- I. Overview of Specialized SWAT Functions
1. Canines
 2. Airborne
 3. Crisis Negotiations
 4. Explosive Breaching
 5. Long Rifle/Observer
 6. Rescue Operations
 7. Mobile Assaults
 8. SWAT Response to WMD-related incidents
- J. Command Post Operations
1. Field Command Post
 2. Tactical Operations Center
 3. Media Considerations
- K. Individual and Team Movements
1. Cover and Concealment
 2. Team Communications
 3. Overcoming Obstacles
 4. Practical Application
- L. Basic Entry and Search Techniques
1. SWAT Arrest and Control
 2. Buildings and Structures
 3. Mechanical Breaching
 4. Open Area Searching
 5. Practical Applications
- M. Chemical Agents in SWAT Operations
1. Overview of Chemical Agents
 2. Less Lethal Munitions
 3. Practical Applications
- N. Diversionary Devices
1. Overview of Diversionary devices
 2. Practical Applications

- O. Crisis Negotiation
 - 1. Negotiation Concepts and Strategies
 - 2. Relationship between SWAT and Crisis Negotiation Team

- P. Individual and Team Firearms Training
 - 1. Handguns
 - 2. Shoulder-fired Weapons
 - 3. Practical Applications

- Q. Training Scenarios and Problem-Solving Simulations
 - 1. Table Top Exercises
 - 2. Reality-based Exercises

II. SWAT Core Competencies

- A. Weapons, Munitions, and Equipment
 - 1. Armored Vehicle Operations
 - 2. Equipment Familiarization and Maintenance
 - 3. Firearms Skills (live fire)
 - a. Handgun
 - b. Low light/night training
 - c. Shoulder-fired weapon
 - 4. Individual Operator's Uniform Maintenance and Wear
 - 5. Ladder and Other High Angle Access
 - 6. Lighting Systems (personal, weapons, other)
 - 7. Mechanical Breaching
 - a. 12-gauge shotgun breaching
 - b. Rams, picks, pullers, etc.
 - 8. Munitions
 - a. Chemical Agents: Options and delivery systems
 - b. Less lethal impact munitions and delivery
 - c. Light/sound diversionary devices
 - d. Other less lethal devices
 - 9. Night Vision Equipment
 - 10. Use of Ballistic Shields
 - 11. Weapons Maintenance

- B. Individual and Team Movement/Tactics
 - 1. Active Shooter Response
 - 2. Aircraft Intervention
 - 3. Barricaded Subject Operations
 - 4. Booby Traps
 - 5. Camouflage Techniques
 - 6. Conducting Evacuations
 - 7. Containment Techniques
 - 8. Cover and Movement
 - 9. Covert Clearing
 - 10. Downed Officer/Citizen Rescue
 - 11. Dynamic Clearing
 - 12. Emergency Deployment Techniques
 - 13. Entries
 - 14. High Risk Warrant Service

- a. Contain and call-outs
 - b. Dynamic
 - c. Remote Takedowns
 - d. Ruses, etc.
 15. Homicide Bomber
 16. Immediate Action Drills
 17. Long Rifle initiated Assault
 18. Night Movement
 19. Rappelling (rural and/or urban)
 - a. Airborne
 - b. Static
 20. Reactionary Responses
 21. Rescue Operations-Basic
 22. Rural Operations
 23. Scouting
 24. Searching Techniques
 25. Small Unit Tactics
 26. Tactical Operations Center
 27. Vehicle Assaults
 - a. Bus assaults
 - b. Car/van/truck assaults
- C. Decision-Making
1. Mission and Tactical Contingency Planning
 2. Training Simulations (scenario-based training)
 3. Barricaded subject/suspect
 4. High Risk Warrant (dynamic, contain and call-outs, etc.)
 5. Hostage Situations
 - a. Suicide intervention
 - b. Other
 6. Warrant Service Work-ups and Planning
- D. Specialized Functions and/or Supporting Resources
1. Airborne Operations
 2. Counter-Terrorism
 3. Executive Protection
 4. Explosive Breaching
 5. Long Rifle/Observer
 6. Marijuana Grow Operations
 7. Rescue Operations – Advanced
 8. Riot Response
 9. Surveillance
 10. SWAT Canine Integration
 11. Tactical Emergency Medical Support
 12. Team Leader Training
 13. Train/Trolley Assaults
 14. Waterborne Operations
 15. WMD Response

Physical Fitness for SWAT Officers
SWAT ACADEMY: PRE-REQUISITE TEST

P.T. REQUIREMENT

Pre-requisite: Qualifications for all Participants in the SWAT ACADEMY at GWC-CJTC

Strength Tests

Age:	Under 30	30-39	40-49	50+
Push ups	40	35	25	18
Sit-ups	45	40	35	30
Pull ups	8	6	5	4

1.5 mile run

Age:	Under 30	30-34	35-39	40-44	45-49	50+
Time:	11:30	12:00	12:30	13:00	13:30	14:00

- I. Introduction
- II. Overview of class
 - A. Importance of being physically prepared
 - B. Physical Readiness
 - 1. Ready to be deployed at any time
 - a. physically fit
 - b. psychologically fit
- III. Assessment of physical fitness
 Capability in special areas of fitness
- IV. Activities
 - A. Agility: Move body quickly in four directions (forward, backward, sideways left and right).
 - 1. Participant will learn, practice and be timed on an agility program
 - 2. Participant will learn his/her level of performance by comparing his/her time against the test standard.
 - B. Power: Measures explosive strength of legs.
 - 1. Participant will perform the standing long jump several times
 - 2. Best distance achieved will be compared against the test standard
 - C. Flexibility: Ability of the body to flex and bend.
 - 1. The flexibility of the legs and back will be measured
 - 2. Performance on a sit and reach flexibility test will be compared against the test standard
 - D. Balance: Ability to control and maintain bodily equilibrium.
 - 1. Participant will perform a "one-foot" balance test
 - 2. Participant will learn his/her performance based on a timed measurement compared to the test standard
 - E. Strength and Endurance: Measures the capacity of the arm and chest muscles to perform repeated exercise at a high proportion of the body weight.
 - 1. Based on the participant's body weight:

- a. males - will bench press as many times as possible a weight that is 75% of their body weight
 - b. females- will bench press 45% of their body weight as many times as possible
2. Participants will learn their capacity for muscle strength and endurance by comparing the number of repetitions completed compared to the test standard
- F. Body Composition: Measurement will determine the percent of fat of the participant.
1. Skin-fold assessment of the participant will be made by the Presenter
 2. Participant will learn to calculate percent of fat using numbers determined by the assessment
- G. Coordination: Measures the ability to perform coordinated eye-hand movement quickly against the clock.
1. Participant will learn, practice and be tested against the clock on his/her ability to move objects with the dominant hand in a precise, coordinated sequence
 2. Participant will learn his/her category of fitness by comparing his/her time against the test standard.
- H. Reaction Time: Measures the ability to physically react and move quickly to a visual stimulus.
1. Participant will be given time to practice the exercise before being tested
 2. Participant will compare his/her average time against the test standard to find his/her category of fitness
- I. Speed: Measures the ability to run 50 yards from a standing start, as fast as possible.
1. After a suitable warm-up and stretching period, participant will run 50 yards from a standing start as fast as possible.
 2. Participant will compare his/her time for a 50 yard sprint against the test standard to learn his/her fitness for speed
- J. Cardio-respiratory Endurance: Measures the fitness of the heart and lungs.
1. Participant will perform a 1.5 mile jog/run for time
 2. Participant will compare his/her time against the test standard to learn his/her level of cardio-respiratory fitness.
- V. Presenter will give a presentation on interpreting the results of the physical and sport fitness assessments.
- VI. The Presenter will conclude with a presentation on how to make improvements in the assessed areas. Information will be given on the types of activities and the frequency, intensity, and time training necessary each week to improve in each of the fitness areas measured.

ATTACHMENT C

Golden West College

BASIC SWAT PROGRAM

(P.O.S.T. SAFETY REQUIREMENTS AND GUIDELINES)

I. GENERAL SAFETY POLICY

It is the policy of the Golden West College Criminal Justice Training Center to conduct all training in a manner which promotes an overall attitude of safety. All staff and Presenters shall manage and facilitate the learning process to accomplish this goal.

A. RESPONSIBILITIES – ADMINISTRATION AND STAFF

1. Administration shall ensure that advance notice is provided to trainees and their agencies regarding anticipated physical demands and/or physical performance standards.
2. Administration shall ensure that all Presenters are provided with a written copy of the general safety policy and the specific safety policies which pertain to their program of Presentation.
3. Administration shall ensure that emergency communications are accessible at all training sites, including a medical aid kit.
4. Administration shall ensure that at least one Presenter, either directly involved in the training event or immediately available at the training site, be trained in First Aid/CPR.
5. Administration shall ensure that emergency notification information is maintained on each participant for the duration of the specific program
 - a. participants' emergency notification card shall be with the lead Presenter at all times while the class is in session
6. Administration shall coordinate notifications of outside agencies impacted by specific training situations.
7. Administration shall ensure that staff to participant ratios for each psycho-motor skill area are established and maintained. Reassessment of the staff to participant ratios shall be initiated when curriculum changes are proposed or when the program structure is modified.

B. RESPONSIBILITIES – PRESENTERS

1. Presenters shall be responsible for conducting safety inspections or otherwise assessing the safety of the equipment and facilities used for training.
2. Presenters shall be aware of environmental factors, such as weather or air quality, and adjust the Presentation as necessary.
3. Presenters shall incorporate the safety policy into their lessons plans and shall orally review the policy with the class. The safety policy is also written into the program handouts.
4. Presenters shall follow the expanded program outline as submitted to POST.
5. Presenters shall advise all participants of their responsibility to report any unsafe actions during training.

6. Presenters shall notify administration of any potential impact of their specific training on outside agencies.
7. Presenters shall adhere to all policies, rules, regulations, ordinances and laws concerning their conduct while interacting with Participants.

C. RESPONSIBILITIES – PARTICIPANTS

1. All participants shall be provided with a copy of all safety guidelines as part of the program handouts.
2. All participants shall sign a form that states that they have read and understood all the safety guidelines and that they will adhere to them at all times during the program.
3. Participants shall immediately notify the program Presenter of any known pre-existing medical condition which is likely to be aggravated during training or will affect performance during training.
4. Participants shall be required to provide evidence of medical or physical fitness for training if the Presenter questions their ability to perform safely.
5. Participants shall immediately notify the program Presenter of any injury sustained during training.
6. Participants shall be responsible for adhering to all safety requirements while attending programs at the Golden West College – Criminal Justice Training Center.

D. REPORTING OF INJURIES

1. In the event of an injury, Golden West College has a specific protocol to follow.
 - a. All injuries shall be confirmed in writing on a GWC Injury Report Form and forward to GWC campus Fiscal Services office and the District Main Office.

E. EMERGENCY RESPONSE

In situations where there is an immediate threat to a person's life, initiate a 911 call to dispatch an ambulance – and then provide immediate First Aid.

Also:

1. Report to GWC Health Center 714-895-8379
2. Report to Public Safety 714-895-8924
3. Notify Criminal Justice Training Center 714-895-8369
4. File Participant Accident/Incident Report within two days. Send original to Administrative Service and copy for the file.

F. URGENT RESPONSE:

Non-life threatening situations where immediate assistance is needed:

1. Contact Health Center 714-895-8379 and Public Safety at 714-895-8924
 - a. If necessary, transportation arrangement for URGENT cases will be arranged by Health Services or Public Safety
2. Provide immediate First Aid until help arrives

3. File Participant Accident/Incident Report within two days

G. ROUTINE RESPONSE:

For treatment of minor illness or injury:

1. Request assistance from Health Center and or Public Safety.
2. Provide immediate First Aid until help arrives if necessary, transportation arrangement for ROUTINE cases will be arranged by Health Services or Security.
3. File participant Accident/Incident Report within two days.

SAFETY POLICY: FIREARMS

I. SAFETY POLICY – FIREARMS - PURPOSE

- A. The purpose of these guidelines is to promote a high level of protection for participants engaging in the Firearms portion.
- B. The guideline contained herein are specifically intended to apply a training experience, skills orientated firearms and safety proficiency.
- C. It is the intent of these guidelines to conform to the P.O.S.T. GUIDELINES FOR PARTICIPANT SAFETY IN CERTIFIED PROGRAMS Manual Part I, Section 1.0, Guideline 1.0, Section 1.1 WRITTEN POLICY GUIDELINES et al. Published 1990.

II. RESPONSIBILITIES – ADMINISTRATION AND STAFF

- A. General safety rules as well as procedures unique to each firearms training facility have been developed, reduced to writing, and communicated to participants prior to each training session.
- B. All participants shall be provided a copy of these guidelines as part of the program handouts.
- C. A copy of all safety guideline policies shall be incorporated into the lesson plan of the Firearms lesson plan.
- D. To insure consistency and continuity, ALL Presenters will be required to adhere to the approved lesson plan
 1. Changes or substitution of curricula can invite unwarranted risk to participants and are not allowed
 2. Proposed additions or changes in program content shall be presented to the Criminal Justice coordinator BEFORE a program begins. The coordinator shall carefully evaluate the additions or changes before any approved changes are made.
 3. Changes in program content which impact the Expanded Program Outline must be submitted to P.O.S.T. for approval before implementation as required by P.O.S.T. regulations.

III. RESPONSIBILITIES – PRESENTERS

- A. All Presenters involved with the presentation of the Firearms portion of the SWAT academy shall demonstrate a proactive safety attitude and exhibit a professional demeanor at all times.

- B. At least one Presenter involved in the presentation of the Firearms class shall be certified in the administration of First Aid and CPR.
- C. Participants are queried to identify any pre-existing injuries or medical conditions which may affect their ability to safely participate in the Firearms training class.
- D. When the Presenter has doubts as to the participant's ability to safely perform any of the required training, the participants required to provide evidence of medical fitness for training.
 - 1. When doubt exists as to the participant's ability to safely perform any training task, Presenters shall exclude the participant from training.
 - 2. Evidence of medical fitness may include a clearance from a physician, or an attestation by the participant's employing agency that such medical clearance has been obtained.
- E. Presenters of the Firearms class shall maintain a high level of discipline over the participants at all times.
- F. During heat waves or other adverse climatic conditions, the pace of the Presentation and intensity level shall be reduced to avoid participant injury or illness.
- G. Presenters of the Firearms class shall wear clearly identifiable clothing.

IV. PRESENTER QUALIFICATION

The primary Presenter of the Firearms training programs shall have attended a POST Certified Firearms Presenter Program, or its equivalent.

V. PRESENTER TO PARTICIPANT RATIO

Due to the inherent danger of firearms, the number of Presenters shall be sufficient to provide adequate supervision over each participant. During the practical application portion of the Firearms class, the Presenter to participant ratio shall be: five participants or less to each Presenter. (5:1)

VI. FACILITY GUIDELINES

General:

- A. The training site is located so as to reduce potential hazards to the public caused by the firing of weapons.
- B. The training site is located in an area that minimizes the fire hazard to structures and vegetation.
- C. The site is reasonably free of loose gravel, rocks, or other debris which could become unintended flying objects.
- D. Restroom facilities and drinking water are available at the training site or in the immediate vicinity.
- E. A telephone or an emergency radio communications device is immediately accessible in the event of an emergency requiring outside assistance.
- F. A fire extinguisher is readily available at the training site whenever metal targets are utilized in flammable surroundings.

- G. An appropriate First Aid Kit and trauma kit is readily accessible at the training site. Included in the kits are the appropriate materials for the treatment of gunshot wounds or other life threatening events.
- H. All targets will be set up in such a manner as to minimize the danger of ricochets.
- I. Adequate emergency lighting shall be provided at the site of any night firearms training
- J. Safe areas are designated to accommodate persons who are not directly engaged in shooting, including areas for cleaning, and unloading and reloading with duty ammunition.

VII. EQUIPMENT GUIDELINES

- A. All participants while shooting any firearm will be required to wear eye and ear protection or when they are in the immediate vicinity of the firearms program.
- B. Use of appropriate body armor during shooting programs will be encouraged.
- C. All weapons will be de-cocked and holstered and placed on “safe” before and during any individual movement from one position to another.
- D. All weapons will be inspected before use on the range.
- E. Clothing and footwear will be inspected prior to the program of fire to ensure safety of movement over and around barricades.
- F. Presenters will carry a communication device to announce a “stop” of all range activity in the event of a safety violation or emergency.

VIII. PRESENTATION GUIDELINES

- A. Classroom Presentation will be done with the use of unloaded weapons.
- B. At no time will a “live” weapon of any type be brought into the classroom or lecture environment except at the firearms range during live firearms demonstration.
- C. All range safety rules will be re-emphasized to participants before any live range training.
- D. Specific procedures for handling weapon malfunctions, ammunition failures and other unusual occurrences will be reviewed before live fire training.
- E. All participants must “walk through” the entire tactical firearms program with the lead Presenter.
- F. Participants will be encouraged to wash their hands and face thoroughly after shooting to remove any lead-particles or other harmful debris.
- G. Any intentional violation of these safety guidelines or gross display of improper range procedures or lack of sound judgment, which in the Presenters mind, places the participant or others in safety jeopardy will result in the immediate removal of the participant from the program.

IX. FIRING RANGE

- A. Emergency Plan and Procedures

- B. First Aid and Trauma Kit
- C. Range Rules: Evans Shooting World
- D. Range Rules: Prado Olympic Shooting Park

SAFETY POLICY: RANGE

I. RANGE RULES - PURPOSE

- A. It is the policy of the Golden West College – Criminal Justice Training Center to conduct all training in a manner that promotes an overall attitude of safety.
- B. The purpose of these guidelines is to promote a high level of protection for participants while engaged in specialized skills training at a firing range.

II. RESPONSIBILITY – ADMINISTRATION AND STAFF

- A. These guidelines are specifically intended to apply to
 1. training experience
 2. skills performance
 3. safety proficiency
- B. All staff and Presenters shall manage and facilitate the learning process to accomplish this goal.

III. RESPONSIBILITIES – PRESENTERS

- A. In matters of safety and operating procedures, the RANGE MASTER is the supreme authority on the shooting range. Any deviation from their commands, orders and decisions may be grounds for immediate removal from the class and the shooting range. Dependent upon circumstances and the program of Presentation, Range Safety Officers and/or Firearms Presenters may have the same authority as that of the Range Master.
- B. The Range Master, Firearms Presenter and/or Range Safety Officer have the authority to inspect any and all weapons and ammunition on the range for safety. Refusal to submit said articles for inspection upon request is grounds for immediate suspension or range privileges.
- C. The Range Master, Firearms Presenter and /or Range Safety Officer have the authority to immediately withdraw range privileges for any person for cause and may order said person to leave.

III. RESPONSIBILITIES – PARTICIPANTS

- A. It is the responsibility of each participant to ensure that all firearms are carried in a safe manner:
 1. Revolvers shall be carried either holstered, cased or with the cylinder opened and the chambers empty.
 2. Semi-Automatic pistols shall be carried either holstered, cased or with the slide locked in the rear position and magazine removed.
 3. Special weapons such as shotguns, rifles, sub machine guns, gas guns, etc., shall be carried with the action open and all magazines, clips and projectiles removed unless trained to do otherwise.

B. All persons on the firing line shall adhere to the following regulations:

1. With the exception of the Range Master, Firearms Presenter or Range Safety Officer, only those persons assigned to the firing line shall be permitted on the line during shooting exercises.
2. All persons designated as shooters on the firing line shall un-holster and load only upon command of the Presenter or Range Safety Officer. Shooters shall unload and appropriately store their weapons upon command.
3. Unless specifically trained by the Firearms Presenter or Range Safety Officer, all weapons on the firing line shall be pointed down range during live fire training.
4. No malfunctioning weapon shall be removed from the firing line without first notifying the Firearms Presenter or Range Safety Officer as well as clearing the malfunction and removing all ammunition.

C. The following "Cardinal Rules of Firearms Use" shall be observed by all participants:

1. Treat all weapons as if they were loaded. Never assume that you know a weapon's condition.
2. Treat all guns as though they are loaded.
3. Never point a firearm at anyone unless you are justified and willing to shoot that person.
4. Strictest discipline must be maintained. Carelessness will not be tolerated.
5. All firearm training must be properly and adequately supervised.
6. On picking up a firearm, open cylinder and check to see that it is unloaded.
7. Never give a firearm to or take a firearm from anyone unless the cylinder is open.
8. Never anticipate a command, wait for it.
9. Before loading a firearm, be sure there is no obstruction in the barrel.
10. Load only after position is taken at the firing line and the command to load has been given.
11. Unload when and as trained
12. Keep the firearm pointed down range at all time.
13. Keep the finger away from the trigger except when ready to fire.
14. No smoking on the firing line.
15. No talking on the firing line except for Presentations to the shooters.
16. Never permit the muzzle of a firearm to touch the ground.
17. Never let the hammer down on a live cartridge without placing the thumb behind the hammer and releasing the trigger.
18. In case of a misfire, keep the muzzle pointed down range for at least thirty seconds and raise empty hand to signal Presenter.

19. Never fire a succeeding shot after a malfunction. Keep muzzle pointed down range and raise free hand to summon Presenter.
 20. Never leave the firing line without first unloading your firearm.
 21. Never walk in front of the firing line until it has been cleared and the command is given to go forward.
 22. Never carry a loaded firearm on the range except when on the firing line.
 23. Never dry fire on the range except under supervision of the Presenter.
 24. Pay strict attention to the range officer; he will tell you exactly what to do.
 25. No one should be on firing line except those firing.
- D. Every participant shall wear eye and ear protection while engaged in shooting or while in the immediate vicinity of the firing line

IV. EQUIPMENT GUIDELINES

- A. Ear protection and wrap around eye protection are **MANDATORY** on the range during live fire training
- B. Other required equipment may include:
1. Baseball caps, ballistic helmets, or other headgear
 2. Clear eye protection for night shoots
 3. Long sleeve shirt/jacket
 4. Body armor
 5. Elbow and knee pads

LESS LETHAL MUNITIONS

A. FACILITIES GUIDELINES

1. Rules of the facility shall be clearly posted.
2. Presenter shall conduct routine and regularly scheduled inspections of the facility and its environs to ensure that site-specific factors have not unexpectedly changed to the point that it might present a safety issue.
3. Each Presenter/ (or staff of facility use) shall supply in written form, the facility rules to each participants. Each participant will sign and return this form to the facility Presenter prior to the commencement of training.
4. Each less lethal munitions training facility shall have a reasonably contained perimeter designated by means of warning signs, fencing, or both, to prevent unauthorized entry.

5. It is important that all persons in the vicinity of a less lethal munitions training facility are aware of the activities that occur there. Signs shall be posted conspicuously and far enough away from the shooting area to provide a wide margin of safety.
6. Staff conducts an evaluation of the environment to ensure that temporary or permanent hazards are appropriately addressed.
7. Each less lethal munitions training facility shall have a reasonably contained perimeter designated by means of warning signs, fencing, or both, to prevent unauthorized entry.
8. Conspicuous signage will designate safe areas to accommodate persons who are not directly engaged in training. **These safe areas** are clearly identifiable to the participant and appropriate devices for the safe loading and unloading of less lethal munitions shall be available. Staff shall monitor participant activity to ensure that procedures are followed.
10. Each less lethal munitions training facility shall have a communications process which is capable of clearly transmitting Presentations to all persons at the facilities.
11. The process shall be sufficient to stop action and ensure that verbal commands are clearly understood by shooters on the firing line. The communications process may also include the use of lights, flags, hand signals, whistles, or horns.
12. Facilities and projectile impact areas shall be inspected prior to each training session for apparent hazards.
13. Facility conditions can change on a daily basis. Problems can be created by weather changes, intrusion of ground burrowing animals, or faulty equipment. Facility inspections shall be initiated prior to the beginning of each training session, upon return to the facility, and following any break in training.
14. Periodic maintenance and inspection of the projectile impact areas shall be conducted for ricochet hazards. All weapons shall also be inspected for operability by staff prior to the start of live fire training
15. Adequate lighting shall be provided at the site of any nighttime less lethal munitions training.
16. Weather conditions shall be considered with regard to the need to provide shaded areas, shelter, or protective clothing.
17. Indoor facilities shall have adequate ventilation.
18. First Aid Kit and emergency notification procedures are readily accessible at each training site. Training facilities that have multiple areas equip each area with a First Aid kit. Each first Aid Kit shall include compresses and specific materials suitable for the control of bleeding and emergency treatment of gunshot wounds.
19. Presenters are trained in First Aid and Basic Life Support Techniques and shall be available to treat injured persons.
20. Staff shall ensure that firing and deflection angles do not compromise the safety of participants or other personnel
21. Participants/staff shall be encouraged to report ricochet hazards to the Presenter

B. EQUIPMENT GUIDELINES

1. Every person shall be required to wear eye and ear protection (when appropriate) while engaged in shooting or while in the immediate vicinity of the firing line, or in another type of hazardous training area.
2. Extra protective equipment shall be on hand for use by visitors, or in the event a participant needs a replacement. All safety equipment shall meet or exceed current ANSI standards
3. The use of soft body armor is encouraged in all shooting programs.
4. Presenters shall determine the appropriate holster, or method of carry for each firearm or less lethal device.
5. Each weapon shall be inspected for operability prior to use in training.
6. A safety check of weapons shall be initiated following any break in training or whenever participants have been allowed to leave the training site. A safety check conducted after lunch breaks, transportation to remote facilities, or other breaks in training helps to ensure that munitions have not been inadvertently loaded. Periodic safety checks throughout the training day may also be appropriate.
7. Clothing and footwear appropriate to the program of fire and terrain of the facility shall be required. Clothing shall cover areas that could be injured in any of the positions the shooter is expected to assume.
8. The use of distinctive clothing, headgear, armbands, etc., by the Presenters is used so that staff is easily identifiable.

C. PRESENTER QUALIFICATIONS

1. Presenters in approved less lethal munitions programs have successfully completed a POST certified Less Lethal Munitions Presenter Program or its equivalent.

D. PRESENTER TO PARTICIPANT RATIO

1. The established ratio of less lethal munitions training of Presenter to participant shall be 2:1 or 1:1 as appropriate in tactical or moving programs of fire.

E. PRESENTATION GUIDELINES

1. General facilities safety rules shall be reemphasized to participants immediately prior to facilities training. The facility safety rules shall be posted in a conspicuous location so that participants can quickly and regularly review the correct procedures.
2. Procedures for handling weapon malfunctions, ammunition failures and other unusual occurrences shall be reviewed prior to live-fire training.
3. Participants are trained to keep their fingers outside the firearm's trigger guard until a target is available for shooting and they decide to fire. Keeping the trigger finger outside of the weapon's trigger guard will help prevent accidental or unintentional discharges.
4. Participants shall be given a general orientation to any tactical shooting program where live fire will be used prior to the application phase of training. An orientation on the overall expectations of a tactical shooting exercise will generally enhance safety and positively impact the training experience. This shall ensure safety by providing the participant with a general expectation of what may occur. Participants shall

not be exposed to an "unknown" situation that deliberately taxes discretionary abilities and manipulative skill since this may enhance a training experience significantly.

5. Participants shall be trained to wash their hands, face, and clothing thoroughly after training to remove any lead particles or other debris deposited as a result of the weapon's discharge. They shall also be trained in the danger of lead deposits to children and pregnant women, and what precautions they shall take to safeguard them.

DESTRUCTIVE DEVICES

A. FACILITIES GUIDELINES

1. General safety rules and procedures on the use of each type of destructive device shall be developed, reduced to writing, and communicated to Presenters and participants prior to each training session.
2. Sound/light diversionary devices, sound/light diversionary devices containing chemical agents, sting ball grenades, and sting ball grenades containing chemical agents are all identified as destructive devices.
3. The location selected for deployment of destructive devices shall be reasonably free of loose gravel, rocks, or other debris which could become secondary missiles increasing the potential for injury.
4. Destructive devices shall never be deployed in areas where highly combustible materials or flammable vapors are present or suspected.
5. The deployment of a sting ball grenade or other sound/light diversionary devices in a confined environment shall be restricted to areas of adequate size and appropriate construction so as to limit the hazard caused by over-pressure.
6. Deployment of sound/light or related diversionary devices for training purposes shall occur only in areas where proper ventilation is provided.
7. When deploying sound/light and related diversionary devices in training, participants shall be positioned to avoid flying debris.

B. EQUIPMENT GUIDELINES

1. Every person shall be required to wear FULL BODY protection if located within the effective range of a sound/light or sting ball device
2. All persons who are required to deploy or handle a live sound/light or pyrotechnic device shall be provided with fire retardant protective gloves.

C. PRESENTER QUALIFICATIONS

1. Each Presenter has successfully completed a POST-certified Diversionary Device Presenter Program or its equivalent.

D. PRESENTER TO PARTICIPANT RATIO

1. The established ratio of sound/light diversionary devices, sting ball grenades, or other pyrotechnic diversionary device training of Presenter to participant shall be 2:1, or 1:1, as appropriate in actually deploying a diversionary device or is exposed to its effects.

E. PRESENTATION GUIDELINES

1. The presenter's general safety rules shall be reviewed with participants immediately prior to the application phase of diversionary device training.
2. Specific procedures for handling accidental deployment, as well as malfunctions, and other unusual occurrences shall be reviewed immediately before any diversionary device is ignited.
3. All classroom Presentation or orientations shall be accomplished with inert devices.
4. Presenters are aware of the particular hazards associated with each device used in training and must deploy each accordingly.
5. Sound/light, sting ball, and related diversionary devices shall never be thrown directly at or over the heads of participants.
6. Participants who are exposed to the effects of sound/light diversionary devices, sting ball grenades, or related diversionary devices shall be provided with safety equipment such as hearing protection, eye protection, appropriate glove (hand) protection, ballistic vests, or other appropriate safety gear.
7. Participants shall be trained in the correct safety procedure when a device fails to ignite. Disposal of a "dud" device is the responsibility of the Presenters. The specific procedures are contained in the presenter's written safety policy.
9. Participants shall be trained not to remove the safety pin from any sound/light, sting ball grenade, or other diversionary device until just prior to deployment
10. Participants shall be trained to hold sound/light, sting ball grenades and other diversionary devices with the safety lever or "spoon" positioned in the web of the strong hand. The safety pin shall be accessible to the participant's weak hand until after the device has been deployed.
11. Participants shall not throw, launch, or otherwise deploy diversionary devices unless they have a clear view of the area where the device is intended to land.

TACTICAL OPERATIONS

A. FACILITIES GUIDELINES

1. General safety rules and procedures on the use of each tactical operations training site has been developed, reduced to writing, and communicated to Presenters and participants prior to each training session.
2. The tactical operations training site shall be located in an area that reduces potential hazards to the public.
3. **Safe areas** shall be designated to accommodate persons who are not directly engaged in training.

B. EQUIPMENT GUIDELINES

1. Presenters shall ensure that participants engaging in tactical operations training have access to serviceable and appropriate safety equipment as required by the specific tactical discipline to be taught.

2. A fire extinguisher shall be readily available during any tactical operations training where a fire hazard may exist.
3. Protective equipment shall be provided or required when paint guns or other projectile-firing weapons are employed in tactical operations training. Eye and ear protection as well as heavy clothing and groin protection shall be required when paint guns or other projective-firing weapons are utilized in training. Use of helmets, full-face shields and body armor is also strongly encouraged.
4. Protective equipment shall be provided or required when blanks are used as a training aid. Eye and hearing protections shall be required.
5. Distance restrictions are established when blanks are used as a training aid.
6. Firearms used in tactical operations training scenarios, role-play, arrest simulations, or weapon takeaway and retention exercises shall be rendered incapable of firing a live round.

C. PRESENTER QUALIFICATIONS

1. Presenters of tactical operations training programs are appropriately qualified, based upon their experience, knowledge, and ability.

D. PRESENTER TO PARTICIPANT RATIO

1. The established ratio of Presenter to participant shall be 2:1, or 1:1 as appropriate when high-risk techniques are involved.

E. PRESENTATION GUIDELINES

1. Presenters shall maintain an appropriate level of discipline over participants at all times.
2. Presenters shall conduct a briefing of role players before the application phase of incident simulations or field scenarios.
3. Training facilities shall be inspected prior to the application phase of training.
4. The Presenters shall conduct a pre-training inspection of participant clothing and personal equipment prior to its use in the tactical operations training program.
5. Presenters shall conduct a safety check of all weapons and ammunition prior to training, following any break in training, or where participants or role players have been allowed to leave the training site.
6. Presenters shall be aware of physical fatigue factors that affect the ability of the participant to perform safely.
7. An inspection of any props used shall be conducted prior to the application phase of training.
8. Strenuous exercise shall be avoided during periods of poor air quality in conformance with the Air Quality Index (AQI).
9. General safety rules shall be reviewed prior to the application phase of training.
10. Safety rules and precautions applicable to the particular tactical discipline or training task shall be reviewed prior to the application phase of training

11. Minimum conditioning guidelines shall be considered for participants engaging in tactical operations training. Participants shall be provided with a list of specific physical performance requirements, physical fitness expectations, and testing standards prior to participating. (*SWAT Physical fitness pre-test*)
12. The Presenters and the participants share responsibility to stop action when a safety breach is observed or other problem occurs. Participants shall be made aware of the appropriate immediate stop action procedure when a safety problem is perceived which may cause injury to anyone. This also underscores the reasonable responsibility of both participant(s) and Presenter(s) to stop action when hazards are observed.

SAFETY POLICY: CHEMICAL AGENTS

I. CHEMICAL AGENTS POLICY GUIDELINES - PURPOSE

- A. The purpose of these guidelines is to promote a high level of protection for participants engaging in the Chemical Agents portion.
- B. The guidelines contained herein are specifically intended to apply to a training experience, as opposed to a true tactical event. Therefore some precautions suggested in these guidelines may be inadvisable or inappropriate during an actual tactical emergency situation.
- C. It is the intent of these guidelines to conform to the P.O.S.T. GUIDELINES FOR PARTICIPANT SAFETY IN CERTIFIED PROGRAMS Manual Part I, Section 1.0, Section 1.1 WRITTEN POLICY GUIDELINES et al. Published 1990.

II. RESPONSIBILITIES – ADMINISTRATION AND STAFF

- A. General safety rules as well as procedures unique to each Chemical Agents Training event are developed, reduced to writing, and communicated to participants prior to each training session.
- B. A copy of all safety guideline policies is incorporated into the lesson plan of the Chemical Agent lesson plan.
- C. To insure consistency and continuity, all Presenters will be required to adhere to the approved lesson plan.

III. RESPONSIBILITIES – PRESENTERS

- A. All Presenters involved with the Chemical Agent class shall demonstrate a proactive safety attitude and exhibit a professional demeanor at all times.
- B. Presenters of the Chemical Agent class shall maintain a high level of discipline over the participants at all times.
- C. At least one member of the Presenters involved in the presentation of the Chemical Agents class shall be certified in the administration of First Aid and CPR.
- D. Participants are queried to identify any pre-existing injuries or medical conditions which may affect their ability to safely participate in the chemical agent training class.

- E. When the Presenter has doubts as to the participant's ability to safely perform any of the required training, the participant is required to provide evidence of medical fitness for training.
- F. When doubt exists as to the participant's ability to safely perform any training task, Presenters shall exclude the participant from training.
- G. Evidence of medical fitness may include a clearance from a physician, or an attestation by the participant's employing agency that such medical clearance has been obtained.
- H. During heat waves or other adverse climatic conditions, the Presenter's pace and intensity level should be reduced to avoid participant injury or illness.

IV. PRESENTER QUALIFICATION

The primary Presenter of chemical agent training programs shall have attended a P.O.S.T. certified Chemical Agent Presenter Program, or its equivalent.

V. PRESENTER TO PARTICIPANT RATIO

- A. Since participant reactions to the effects of chemical agent exposure vary widely, the number of Presenters must be sufficient to provide adequate supervision over each participant.
- B. During the practical application portion of the chemical agent class, the Presenter-to-participant ratio shall be five participants or less to each Presenter (5:1).
- C. This will also include a Presenter acting as a Range Safety Officer.

VI. FACILITY GUIDELINES (CJTC Campus)

- A. The training site is located so as to reduce potential hazards to the public caused by the release of chemical agents.
- B. The training site is located in an area that minimizes the fire hazard to structures and vegetation.
- C. Restroom facilities and drinking water are available at the training site or in the immediate vicinity.
- D. A telephone or an emergency radio communications device is immediately accessible in the event of an emergency requiring outside assistance.
- E. A fire extinguisher is readily available at the training site.
- F. An appropriate First Aid Kit is readily accessible at the training site
 - 1. Campus emergency services are also available

VII. PRESENTATION GUIDELINES

- A. Classroom Presentation is done with the use of inert devices, slides, or other appropriate visual aids.

- B. During practical field demonstrations of the use of chemical agent munitions, Presenters should be aware of the particular hazards associated with the specific types of devices used in the training program and deploy them accordingly to the manufacturer’s suggested recommendations.
- C. The Presenters shall supervise the decontamination of participants exposed to chemical agents.
 - 1. Remove the participant from the contaminated area to an upwind condition
 - 2. Have participant face into the wind keeping eyes open
 - 3. Don’t let them rub eyes
 - 4. Have participant sit and remain calm to reduce sweating
 - 5. Flush with cool clear water.
 - 6. Should symptoms persist, seek medical attention.

VIII. EQUIPMENT GUIDELINES

- A. Each participant will be required to provide the following Safety Equipment if used:
 - 1. Serviceable gas mask
 - 2. Nomax or leather gloves
 - 3. Safety goggles
 - 4. Hearing protectors – over the ear type is required, specifically excluded are: ear plugs, cotton, or other foreign objects pushed into the canal