



November 17, 2022

To All POST Requalification Course Attendees,

Thank you for enrolling in the Yuba College Requalification Course which begins on 02/27/2023. All attendees must register with the college, provide the POST training profile, medical, DOJ and driver license documents in advance of attending this course. We have attached the daily schedule for your reference.

The Yuba College campus is located at 2088 North Beale Road in Marysville, California. Attendees should park in the east parking lot in front of the, 2100 building; instruction will take place in room 2150. Please don't park in staff parking spaces. You must purchase your parking pass through YC Self Service as part of your enrollment process, or daily passes can be bought at the parking lot kiosk. E-plated vehicles are exempt from parking passes.

This course will begin promptly at 8:00 am each day and end at 5:00 pm. Attendance is mandatory, as is your participation. There will be a 1-hour lunch, and regular breaks throughout the day. Attendees are welcome to visit the cafeteria on campus, visit local nearby restaurants, or bring their own lunch. We have a lunchroom with a refrigerator and a microwave for those who choose to stay in the building. Yuba College is a non-tobacco use facility.

Dress code is business casual except for the arrest and control training and firearms sessions. Sweatpants/shirt are required for the arrest and control sessions. For firearms, you must wear long pants, closed toed shoes and no red outer garments. Red designates an instructor. You must wear a baseball cap. You must bring eye and ear protection, which can be purchased at the Yuba College bookstore.

There are activities that present risk to students and there are three areas that require your review of policy and acknowledgement, Arrest and Control, Firearms and Vehicle Operations. Please read, sign and print this orientation notice and bring it with you on the first day of class.

Grading

Written Test: 84% to pass. Arrest and Control Skills Testing: Pass/Fail. Firearms Skills Testing: 80% minimum. Vehicle operations 80% minimum.

For firearms training, the academy will have firearms available to loan participants. If you bring your own firearm, it will need to be examined and approved by a Rangemaster before use. You will need a duty belt, magazine pouch and ammo for the weapon you bring. You will need to bring

350 rounds of ammunition. You may bring your own body armor. The academy has body armor available for student use.

For Arrest and Control, you will need a duty belt with a handcuff case. The academy has a limited number of loaner belts and cuff cases. Please bring your own gear if possible.

If you have any questions or need any assistance, please contact **Cori or Devon** at **(530) 741-6923**. There are currently no COVID-19 protocols required at this time on campus.

**YUBA COLLEGE
FIREARMS SAFETY POLICY**

August 2022

I. GENERAL SAFETY POLICY

A. Basic Firearm Safety

1. Consider all guns to be loaded at all times.
2. Keep the muzzle pointed away from anything you do not intend to shoot. Keep firearm pointed in the safest possible direction.
3. Keep fingers out of the trigger guard and finger off the trigger until on target, ready to shoot.
4. Be sure of the target and what's beyond it.

These rules should be reiterated and repeated throughout each range day.

B. Initial Safety Check

1. All firearms shall be carried unloaded until directed otherwise by the firearms instructor.
2. The firearm action shall be open anytime a firearm is transferred to another person. A visual and physical check of the firearm shall be done to make certain it is unloaded.

C. Course Safety

1. When not actively participating in an exercise:
 - a. All handguns will be holstered and secured.
2. No talking on the firing line except by firearms instructors.
3. Never go in front of the firing line or bend over to pick up dropped items without first receiving clearance from the firearms instructor.
4. Never anticipate a command from a firearms instructor. Stay focused and pay strict attention to the firearms instructor.

5. Persons not actively participating in an exercise shall stand by in a designated area for non-participants.
6. The loading and unloading of firearms will only be performed on the firing line. Under no circumstances will any student behind the firing line have a firearm that is not holstered.
7. Under no circumstances are students authorized to possess a Public Safety Center owned weapon off campus or away from the firing range unless authorized by the Public Safety Director.
8. All shooting participants will be instructed to wash their hands and faces thoroughly after shooting to remove any lead particles or other debris.

D. Required Safety Equipment

1. All participants, including firearm instructors, shall utilize the following equipment while at the range:
 - a. Ear Protection
 - b. Eye Protection
 - c. Baseball Cap
 - d. Body Armor
2. Firearm Instructors shall wear red, academy, outer garments identifying them as "staff".

E. Responsibilities

1. Instructor
 - a. Instructors are responsible for conducting safety inspections or otherwise assessing the safety of the equipment and facilities used. When a hazard is found, all steps should be taken to immediately remedy the hazard.
 - b. Instructors shall be aware of environmental factors such as weather or air quality and adjust the instruction as necessary.
 - c. Instructors shall advise students of their responsibility to report and/or stop unsafe actions during training.
 - d. Instructors shall follow the expanded course outline as submitted and approved by POST for presentation.
 - e. Instructors shall display an attitude of safety and professional demeanor at all times.
 - f. Ensuring a medically trained person, with adequate equipment, will be on-site at all times for initial treatment of injuries/illnesses.
 - 1) First Aid/CPR/AED certified.
 - g. In addition to the firearm instruction duties, one instructor will be designated as the "Firearms Safety Officer".
 - h. Instructors will immediately remove any student from participation for the day for violation(s) of serious safety rules:
 - 1) Unsafe weapon handling
 - 2) Accidental discharge
 - 3) Repeated failure to follow instructional commands.
2. Students/Participants

- a. Students/Participants are required to complete an emergency contact information form, which are kept in the firearm binder.
- b. Students/Participants shall immediately notify the firearms instructor of any known pre-existing medical condition which is likely to be aggravated during training or will affect performance during training.
- c. Students/Participants shall immediately notify the firearms instructor of any injury sustained during training.
- d. Students/Participants are responsible for adhering to all safety requirements of individual courses.
- e. Students/Participants are responsible for identifying and notifying firearm instructor(s) of any unsafe conditions.

II. FACILITY SPECIFIC SAFETY POLICY

A. Facility Guidelines

1. General safety rules as well as procedures unique to the firearms training facility have been developed and reduced to writing. These are communicated to students prior to each training session.
2. The following firearms training ranges are used for the Modular Academy Course and will abide by this safety policy:
 - a. Sutter County Sheriff's Department Firearms Range
 - b. Yuba County Sheriff's Department Firearms Range
3. Both Sheriffs' Range facilities have established an adequate bullet impact area to provide a reasonable margin of safety from all aimed, strayed and ricocheted shots.
 - a. The bullet impact areas are dirt berm bullet traps. The traps are cleaned and serviced regularly by a contract company selected by each agency. Public Safety staff inspects the facilities prior to each usage and report any safety or security issues to the range owners.
4. Both Sheriffs' Range facilities have a reasonably contained perimeter designated by means of warning signs and fencing to prevent unauthorized entry.
5. Safe areas are designated at each Sheriff's Range facility to accommodate persons who are not directly engaged in shooting, including areas for cleaning, unloading and reloading. Eye and ear protection shall be worn in this area.
6. Both ranges have agency safety rules clearly posted on the outside walls of their outbuildings, near the entrance to the range.
7. Loading/un-loading barrels are provided at both ranges near the weapon cleaning stations. Yuba College firearm instructors are always present and monitor these activities.
8. Both Sheriff Range facilities are designed so that no expended rounds fired on the ranges are directed at occupied buildings or areas.
9. The Sheriffs' Range Facilities have a communication process capable of clearly transmitting instructions to all persons on the range.
10. The Academy Courses uses several systems. First, the instructor calling the firing lesson is positioned behind the group, in the middle and uses a loud voice to project commands to the entire group. If this is not sufficient for everyone to hear, the instructors use a portable P.A. system (bullhorn). Further, each instructor has

a whistle that can be used to immediately stop a firing activity. Lastly, range instructors are equipped with cell phones for instant emergency communications.

11. Each Sheriff's Range facility and bullet impact areas are inspected at the start of each training session for apparent hazards by the firearm instructors.
12. Firearm instructors report any safety or security issues to the range owners. If the hazard is major and needs immediate attention, firearm instructors have the authority to cancel the training session.
13. All weapons are checked for safety prior to the start of live fire training.
14. Adequate emergency lighting is provided at the site of any night-time firearms training.
15. The Sutter County Sheriff's range has permanent lighting that safely illuminates the firing range. The Sutter Range also has overhead lighting in the weapon cleaning area.
16. Firearms instructors use a portable generator and a portable halogen lighting system to illuminate the Yuba County Sheriff's range for safe night-time training. The Yuba Range has overhead lighting in the weapon cleaning area.
17. Both Sheriff's Range facilities are outdoor ranges. Weather conditions are always considered with regard to the need to provide shelter and shade.
18. Both facilities have a covered patio area for protection against extreme sun or rain. The Yuba Range also has an overhead mister in the covered patio area.
19. The Public Safety courses does not have access to an indoor range.
20. A first aid kit, portable eye wash station, portable AED unit and trauma pack are accessible at each range site. The kits are located in the conex storage containers owned by the college.
21. Each firearm instructor has a first aid kit assigned to him/her. The kit contains equipment for minor cuts, up to serious bleeding trauma, and includes an oxygen bottle (optional skill for basic first aid certification/authorized for EMTS. The kits are set out at the start of each training session and are readily available to firearm instructors and students.
22. Each firearm instructor is certified minimally in First Aid (First Responder) and CPR (Professional Rescuer)/AED.
23. The primary firearm instructor will have in his/her possession the emergency contact information for all participants.
 - a. The primary firearm instructor will have in his/her possession the following forms and documents
 - 1) Student & Employee Accident-Injury forms
 - 2) Accidental Discharge (A.D.) forms
24. Both Sheriff's Ranges prohibit the use of reactive (steel) targets. The Modular Academy Course does not use these types of targets.
25. Props used in tactical shooting courses are constructed to minimize the danger of injury to the shooter.
 - a. The Modular Academy Course uses portable wooden target bases (2"x 4" construction) to minimize any chance of ricochets. The paper targets are stapled to wooden side stakes (1" x 2" construction) to further minimize any chance of ricochets.
 - 1) The Yuba Range can safely accommodate 15 firing lanes for static line shooting courses.

- 2) The Sutter Range can safely accommodate 12 firing lanes for static line shooting courses.

B. Equipment Guidelines

1. Every student is required to wear eye and ear protection while engaged in shooting or while in the immediate vicinity of the firing line. It is suggested shooters wear a shirt with a snug fitting neck to prevent hot brass from entering the neckline. A baseball style hat is also required.
2. The use of soft body armor is required in all shooting courses. It is required for the students and the firearm instructors.
3. Each handgun shooter must use a holster that is approved by the firearms instructor and compatible with the type of handgun that will be used on the range. The gun is to be secured with all retention devices whenever it is holstered.
4. Each weapon is subject to a safety inspection and approved for use by the firearms instructional staff prior to use on the range. No non-factory modifications to guns are allowed.
5. Any time a firearm is used in a situation where it may be pointed towards someone, it is physically and visually checked by both the instructor and student(s). The firearm is re-cleared, both physically and visually, every time it is used for demonstration.
6. Clothing and footwear appropriate to the course of fire and terrain of the range is required. Students are notified of these requirements in the course announcement and in the Academy Course Uniform Regulations.
7. The firearm instructors will be easily identifiable by the following:
 - a. Red polo style shirts with the Yuba College Public Safety Center logo printed on the shirt
 - b. Tan or black trousers
 - c. Red baseball cap

C. Instructor Qualifications

1. Only instructors who have completed the specific firearm instructor course for this specific firearm subject matter as certified by POST, the FBI, or an equivalent authority, shall be used.
2. Firearm instructor update courses are recommended as necessary, generally every three years. These update courses offer new ideas in training and tactics, and provide the instructor with a network of peers.
 - a. Firearm instructors are encouraged to attend POST workshops that deal with firearm training issues.
3. All firearm instructors will have training in the weapons that are used by the Yuba College Public Safety Center.
4. All firearms instructors have a good working knowledge of numerous types of firearms (pistols & revolvers).

D. Instructional Staff-to-Student Ratio

1. The firearm instructors have collectively established appropriate instructional staff to student ratios. These ratios are based on the intensity or pace of the training

experience, participant familiarity with the material, training facility, injury potential, and active versus passive participation.

- a. General guidelines for staff-to-student ratio during firearms training is as follows:

Task	Staff	Active Students	Passive Students
Classroom Instruction	1	-	40
Static Line Live Firing	1	5	-
Dynamic Live Firing	1	1	-

2. The Modular Academy Course requires a closer instructor to student ratio in courses that include tactical or moving courses of fire to provide closer safety supervision.
 - a. Reassessment of the staff-to-student ratio will be initiated when curriculum changes are proposed or when course structure is modified.

E. Presentation Guidelines

1. General Safety rules will be reviewed with students prior to students participating in range training.
2. Each range has safety rules posted on signage attached to the outbuildings, near the firing line.
3. Procedures for handling weapon malfunctions, ammunition failures and other unusual occurrences are reviewed immediately before any live fire training takes place.
4. Students are instructed to keep their fingers outside the firearm’s trigger guard until they are ready to fire.
 - a. Students that continue to disregard this safety policy, or that experience an Accidental Discharge (A.D.) are removed from training for that day. Documentation is then completed by the firearm instructor.
5. Modular Academy Course students are given a general orientation to any tactical shooting course prior to live fire.
6. Students are instructed on the hazards of lead exposure and contamination.
7. All instructors shall conform to applicable EPA and Cal/OSHA standards.
8. Shooting participants are instructed to wash their hands and face after completing a range training day or before going on a meal break.
 - a. The Sutter Range has an indoor restroom facility with running, potable water located adjacent to the weapons cleaning station.
 - b. The Yuba Range has a large business structure located at the main entrance. The structure has indoor restrooms with running, potable water. There is also an outside garden hose with running, potable water located in the area of the weapons cleaning station.

- c. Firearm instructors also have a container of wet wipes that are available for the shooting participants.

SAFETY POLICY

ARREST & CONTROL TACTICS

LAW ENFORCEMENT ACADEMIES

I. GENERAL SAFETY POLICY

A. Arrest and Control Tactics Safety

1. All participants shall perform organized physical “warm-up” exercises to increase blood flow to the various muscle groups. The “warm-up” sessions will also include various flexibility exercises to minimize injuries.
2. No jewelry, rings, watches, or any other similar items may be worn during A&C training to minimize injuries.
3. All participants shall conclude any A&C session with stretching procedures for cooling down.
4. All A&C training equipment will be cleaned on a daily basis when in use and will be inspected for safety, including mat gaps.
5. Mats or other appropriate material will be utilized to decrease the risk of injury to all participants during A&C training.

B. Course Safety

1. Never anticipate a command from an A&C instructor. Stay focused and pay strict attention to the A&C instructor.
2. Persons not actively participating in an exercise shall stand by in a designated area for non-participants.
3. Individuals whom the techniques are being applied to should offer only passive resistance. Any excessive pressure or pain should be brought to the attention of the person applying the technique verbally and/or by a “tap” signal.

C. Required Safety Equipment

1. All participants, including A&C instructors, shall utilize the following equipment while engaged in A&C instruction:
 - a. Gym Clothing
2. A&C Instructors shall wear red outer garments identifying them as “staff”.

D. Responsibilities

1. Instructor
 - a. Instructors are responsible for conducting safety inspections and assessing the safety of the equipment and facilities used.
 - b. Instructors shall be aware of environmental factors such as weather or air quality and adjust the instruction as necessary.
 - c. Instructors shall advise students of their responsibility to report and/or stop unsafe actions during training.
 - d. Instructors shall follow the expanded course outline as submitted and approved by POST for presentation.

- e. Instructors shall display an attitude of safety and professional demeanor at all times.
 - f. Instructors shall ensure a medically trained person, with adequate equipment, will be on-site at all times for initial treatment of injuries/illnesses. This medically trained person shall be a A&C instructor. A medically trained person shall be:
 - 1) First Aid/CPR/AED certified.
 - g. Instructors will immediately remove any student from participation for the day for violation(s) of serious safety rules:
 - 1) Repeated failure to follow instructional commands.
 - 2) Intentionally inflicting unnecessary pain or injuries.
2. Students/Participants
- a. Students/Participants are required to complete an emergency contact information form.
 - b. Students/Participants shall immediately notify the A&C instructor of any known pre-existing medical condition which is likely to be aggravated during training or will affect performance during training.
 - c. Students/Participants shall immediately notify the A&C instructor of any injury sustained during training.
 - d. Students/Participants are responsible for adhering to all safety requirements of individual courses.
 - e. Students/Participants are responsible for identifying and notifying A&C instructor(s) of any unsafe conditions.

II. FACILITY SPECIFIC SAFETY POLICY

A. Facility Guidelines

1. General safety rules as well as procedures unique to the A&C training facility have been developed and reduced to writing. These are communicated to students prior to each training session.
 - a. Yuba College's "mat room" (Room 2145) located within the Public Safety Center will be the location for this training.
2. The Public Safety Center's mat room is approximately 70' x 40' with 1 ½" mats. The room addresses an additional level of safety by padding the walls. A&C instructors inspect the facility prior to each usage.
3. The Public Safety Center's mat room is large enough to safely accommodate 50 students (25 active and 25 passive) at a time. The high ceilings do not obstruct the use of batons.
4. The Public Safety Center's mat room has adequate lighting and ventilation to accommodate strenuous physical activity. The mat room has central air/heat and commercial grade oscillating fans to keep the air circulating.
5. The Public Safety Center has a chilled water drinking fountain conveniently located in the hallway of just west of the mat room for quick hydration. There is also an ice making machine and plastic bags in the reception area of the mat room.
6. The Public Safety Center's mat room is a secure classroom structure that has exterior locking doors to help control unauthorized access. The seclusion of the mat room also reduces distractions.

B. Equipment Guidelines

1. Every student is required to wear clothing that allows for flexibility of movement.
 - a. Students wearing glasses shall use shatter resistant lenses and eyeglass retainers for sustained impact weapons training.
2. A&C instructors shall inspect students to ensure that each have brought the correct clothing and personal equipment for the training session.
 - a. A&C instructors shall ensure that students are not wearing jewelry, rings, watches, or any other similar items that may cause injury to the individual or other students.
3. Mats and surfaces of all equipment which students come in contact with shall be cleaned before and after each training session.
 - a. A disinfecting solution of 10% bleach and 90% water shall be used.
 - b. The disinfecting solution components are stored in the arrest control storage closet (Room 2145-A).
4. A&C instructors inspect the facility and equipment that will be used prior to the start of any training session.
 - a. Mat surfaces prone to tearing are repaired professionally.
 - b. Foam safety batons, striking pads, and tactical suits are inspected by the A&C instructors prior to their usage at each training session.
 - c. Handcuffs, impact weapons, and other training items are inspected for safety at the start of each training session.
5. The A&C instructors using full contact tactical suits are trained and are familiar with their appropriate use.
6. Students are required to obtain and use groin cups, mouth pieces, and chest protectors while performing full contact training.
7. Students are supplied with headgear, face protection by the academy and must use these safety items when performing full contact training.

C. Instructor Qualifications

1. Only instructors who have completed the specific A&C instructor course for defensive tactics and arrest control techniques as certified by POST, the FBI, or an equivalent authority, shall be used.
2. Each A&C instructor is certified minimally in First Aid (First Responder) and CPR (Professional Rescuer)/AED.
3. A&C instructor update courses are recommended as necessary, generally every three years. These update courses offer new ideas in training and tactics and provide the instructor with a network of peers.
4. A&C instructors are encouraged to attend POST workshops that deal with defensive tactics and arrest control training issues.

D. Instructional Staff-To-Student Ratios

1. The Modular Academy Course A&C instructors have collectively established appropriate instructional staff to student ratios. These ratios are based on the intensity or pace of the training experience, participant familiarity with the material, training facility, injury potential, and active versus passive participation.

The ratios permit the instructional staff to adequately observe takedowns, application of pain compliance holds, and other activities that present the potential for student injury.

- a. General guidelines for staff-to-student ratio during A&C training is as follows:

Task	Staff	Active Students	Passive Students
Classroom Instruction	1	-	40
Demonstrations & Practice	1	5	5
Testing of Techniques	1	1	1

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

E. Presentation Guidelines

1. A&C instructors shall maintain a professional and safe training session. Instructors will maintain the appropriate level of discipline over students at all times during the training session and prohibit horseplay.
2. A&C instructors will stay attentive and identify students who are overly aggressive in the application of joint manipulation techniques or other pain compliance holds and take immediate steps to ensure student safety.
3. A&C instructors are aware that long periods of training, environmental conditions, and other factors can lead to fatigue of students and increase injury potential.
4. Student breaks for personal needs and hydration are offered by A&C instructors at regular intervals.
5. Each A&C instructor will have a first aid kit readily available for use by the instructors or students.
6. A first aid kit is mounted on the wall in the hallway near the exit door. A portable AED unit is also on site.
7. The primary A&C instructor will have in his/her possession the following forms and documents:
 - a. Emergency contact information for all participants.
 - b. Student & Employee Accident-Injury forms
8. A&C instructors are aware that hot weather conditions and poor air quality can adversely affect student health during strenuous activity.
 - a. Cold packs are readily available by using the mat room's ice machine.
 - b. A current air quality control report will be downloaded and reviewed prior to an outdoor activity being initiated.
 - c. If the air quality control prohibits the activity from taking place outside, then the activity must be conducted indoors at the appropriate location such as the mat room or gym.

E. Specific Safety Rules

1. A&C instructors that teach in-service training are aware that the physical conditioning of “veteran” officers is generally not of the standard of younger academy recruits. Care is given to start each student at a pace that accounts for age and physical conditioning of the group.
2. The A&C portion of the Modular format academy are basic entry courses. They are not designed as instructor level training course.
3. Even though it is a basic entry course, the Arrest and Control Instructor will explain the physical requirements, fitness expectations, and testing standards for the students.
4. Students complete a systematic series of warm-up activities and exercises prior to the commencement of any A&C training. The use of stretching activities before training reduces the likelihood of injuries. Special attention is given to the particular muscle and joint groups that will be involved in the training session.
5. Students complete a systematic series of cool-down activities at the conclusion of any A&C training session. This helps reduce muscle pain.

YUBA COLLEGE

SAFETY POLICY DRIVER TRAINING LAW ENFORCEMENT ACADEMIES

December 2021

I. DRIVER TRAINING

A. Driver Training Safety

1. The Driver Training component of the Modular Academy and the PSP Driver Training/Awareness Course shall be conducted at the Yuba College Public Safety Training Center. All instructors, equipment, and facilities are managed by Yuba College.
2. All participants shall be supervised by a POST certified Driver Training Instructor.
3. All vehicles used in the Driver Training course are safety checked prior to each training session.

B. Course Safety

1. Never anticipate a command from a Driver Training instructor. Stay focused and pay strict attention to the instructor.
2. Persons not actively participating in an exercise shall stand by in a designated area for non-participants.

C. Required Safety Equipment

1. All participants, including Driver Training instructors, shall utilize the following equipment while engaged in Driver Training instruction:
 - a. Seat belts
2. Driver Training Instructors shall wear red outer garments identifying them as “staff”.

D. Responsibilities

1. Instructor
 - a. Instructors are responsible for conducting safety inspections and assessing the safety of the equipment and facilities used.
 - b. Instructors shall be aware of environmental factors such as weather or air quality and adjust the instruction as necessary.
 - c. Instructors shall advise students of their responsibility to report and/or stop unsafe actions during training.
 - d. Instructors shall follow the expanded course outline as submitted and approved by POST for presentation.
 - e. Instructors shall display an attitude of safety and professional demeanor at all times.
 - f. Instructors shall ensure a medically trained person, with adequate equipment, will be on-site at all times for initial treatment of injuries/illnesses. This medically trained person shall be a Driver Training instructor. A medically trained person shall be:
 - 1) First Aid/CPR/AED.
 - g. Instructors will immediately remove any student from participation for the day for violation(s) of serious safety rules:
 - 1) Repeated failure to follow instructional commands.
 - 2) Intentionally driving in a reckless manner.
2. Students/Participants
 - a. Students/Participants are required to complete an emergency contact information form.
 - b. Students/Participants shall immediately notify the Driver Training instructor of any known pre-existing medical condition which is likely to be aggravated during training or will affect performance during training.
 - c. Students/Participants shall immediately notify the Driver Training instructor of any injury sustained during training.
 - d. Students/Participants are responsible for adhering to all safety requirements of individual courses.
 - e. Students/Participants are responsible for identifying and notifying Driver Training instructor(s) of any unsafe conditions.
 - f. Students/Participants shall not vape, smoke or chew or eat in any training vehicles.
 - g. Students/Participants shall not activate emergency lights and/or sirens or use radio equipment unless instructed to do by an instructor.

- h. Students/Participants shall obey all laws when operating a Yuba College Academy vehicle. While on campus and not actively engaged in a driving exercise, speeds shall not exceed 15 MPH.
- i. Students/Participants shall not ride on any part of the vehicle not intended and designed to carry passengers.

E. Facility Guidelines

1. General safety rules as well as procedures unique to the Driver Training facility have been developed and reduced to writing. These are communicated to students prior to each training session.
 - a. **All high-speed EVOC training will be conducted at the Butte College EVOC training site until further notice.**
 - b. The following guidelines apply to the Vehicle Stops training at the Yuba College Training Center Main Campus parking lot and the scenarios training and testing located at the Yuba College Sutter Center.
 - c. The Yuba College west parking lot will be the location for the vehicle stops training. The facility is located at 2088 N. Beale Rd, Marysville, California.
 - d. The Yuba College Sutter Center parking lot will be the location for the scenarios training. The facility is located at Onstott Frontage Road, Yuba City, California.
2. The Yuba College west parking lot has limited access from N. Beale Rd. During the training session, the parking lot will be closed to regular vehicle and pedestrian traffic using barricades and traffic cones.
 - a. Driver Training instruction should be conducted during times when regular college students are not present and other instruction is not being offered at the college.
 - b. The Yuba College Sutter Center parking lot has limited access from Onstott Rd. During the training session, the parking lot will be closed to regular vehicle and pedestrian traffic using barricades and traffic cones.
 - c. Scenarios training and testing should be conducted during times when regular college students are not present and other instruction is not being offered at the college.
3. The Yuba College west or east parking lot and fire grounds has no physical obstructions, or potholes that will adversely affect the slow driving maneuvers required for practice and exercise testing.
 - a. Access by emergency vehicles is through the west parking lot main entrance.
 - b. The Yuba College Sutter Center parking lot has no physical obstructions, or potholes that will adversely affect the slow driving maneuvers required for practice and exercise testing.
 - c. Access to the Yuba College Sutter Center parking lot is by emergency vehicles is through the parking lot main entrance.

4. Prior to any driving session, the Driver Training instructors shall inspect the facility grounds for any safety hazards.

F. Equipment Guidelines

1. The vehicles used at the Yuba College Public Safety Center are previously owned law enforcement vehicles or current local law enforcement vehicles on loan from those agencies for specific training purposes.
 - a. A portable, two-way radio for communication between vehicles and instructional staff will be kept in the vehicle.
2. The vehicles used at the Yuba College Public Safety Center training facility are equipped with occupant restraint systems.
3. Occupant restraints (seat belts) shall be worn any time a driver training vehicle is in motion.
4. The any Driver Training Course where vehicle operation is conducted at Yuba College does not require high speed or pursuit training exercises.
5. The Yuba College Public Safety Center training facility has a fire extinguisher, first aid kit, portable AED unit and pry bar tool immediately available at the training facility.
6. The Yuba College Public Safety Center training facility has a schedule for routine maintenance and safety inspection for vehicles used in the course. The inspection includes brakes, wheels, tires, and suspension components.
- 7.

G. Instructor Qualifications

1. Only instructors who have completed the POST-certified Driver Training Instructor course, or an equivalent authority, shall be used.
 - a. Driver Training instructor update courses are recommended as necessary, generally every three years. These update courses offer new ideas in training and provide the instructors with a means to network with peers.
 - b. Driver Training instructors are encouraged to attend POST workshops that deal with Driver Training issues.

H. Instructional Staff-To-Student Ratios

1. The Yuba College Public Safety Center Driver Training instructors have collectively established appropriate instructional staff to student ratios. These ratios are based on the training experience of the participant (i.e., entry level).
 - a. General guidelines for staff-to-student ratio during Driver Training is as follows:

Task	Staff	Active Students	Passive Students
Classroom Instruction	1	-	40
Demonstrations & Practice	1	1	4
Testing of Techniques	1	1	-

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

I. Presentation Guidelines

1. Driver Training instructors shall maintain a professional and safe training session. Instructors will maintain the appropriate level of discipline over students at all times during the training session and prohibit horseplay. Prior to commencing the driver training, the instructor shall review this safety policy with students / participants.
 - a. Driver Training instructors shall reemphasize safety rules to students immediately prior to actual behind-the-wheel training.
2. Driver Training instructors are aware that long periods of training, environmental conditions, and other factors can lead to fatigue of students and increase injury potential.
 - a. Student breaks for personal needs and hydration are offered by Driver Training instructors at regular intervals.
3. The Yuba College Public Safety Center training facility has a safe zone away from the active driving area where students can stage entry into the active site, as well as engage in rest and recovery.

J. Emergency Tire Deflation Device Training

1. The Yuba College Public Safety Center does not instruct this procedure to Modular Academy recruits. (Spike Strip)

Mark Covington, Public Safety Director

Brian Vizzusi, Yuba College Public Safety Faculty



YUBA COLLEGE

Policy Acknowledgement

Date: _____

TO: **ACADEMY COORDINATOR**

FROM: _____

SUBJECT: **RECEIPT OF DOCUMENTS**

I hereby acknowledge receiving a copy of, and understanding the documents listed below:

1. Course Orientation and Guidelines
2. Safety Policy
3. Test Security Student Contract

I understand that as of the date listed above, if I fail to comply with any of the aforementioned documents, I may receive disciplinary action up to and including dismissal from the Course.

Student Signature

Date

(This form is to be signed by the student and turned in to Staff)