



Yuba College Public Safety Department
2088 North Beale Road Marysville CA 95901
530-749-3879
Website: [POST Courses - Public Safety \(yccd.edu\)](https://yccd.edu/POST-Courses-Public-Safety)



May 28, 2024

To All POST Specialized Investigator Basic Course Attendees:

Thank you for your interest in the Yuba College Specialized Investigator Basic Course which is scheduled to begin on 08/05/2024. This course is Monday through Friday, 40-hours each week, 0800-1700 hours and is 591 total certified hours/74 days. You will not have class on September 2 or November 11 in observation of Labor Day and Veterans' Day. You will have class on Saturday, 9/7/24. This course is POST certified with certification number of 4900-00200-24-001. **A daily schedule is attached for your reference.**

Academy Pre-Requisites:

All attendees must provide proof of medical and DOJ clearance, a photocopy of driver's license; uniform requirements will be listed later in this letter. Students must also register with Yuba College by creating an account or updating an existing one following instructions within this link: [Apply to Yuba College | Yuba College \(yccd.edu\)](https://yccd.edu/Apply-to-Yuba-College)

Pre-Requisite Forms: [AOJ Enrollment – Public Safety \(yccd.edu\)](https://yccd.edu/AOJ-Enrollment-Public-Safety)

- Orientation Forms
- DOJ/Medical Clearance for Sponsored Students (POST)
- DOJ/ Medical Clearance forms for Non-Sponsored Students (POST)
- Uniform Vendors

Registration Fees and Information:

- Course Title: AJ55-M8028 – Specialized Investigators' Basic Course
- Course Units: 27.5 (\$46.00/unit = \$1,265.00)
- Course Semester Service Fee: \$10.00 + \$2.00 optional student agreement fee
- Parking Fee: Has been suspended for the Fall semester.

Academy Location & Parking Information:

The Yuba College campus is located at 2088 North Beale Road in Marysville, California. Attendees should park in the east parking lot by the 2100 building; instruction will take place in room 2149. Please don't park in staff parking spaces.

Breaks and Lunch:

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, which is in the 300 Building, visit local nearby restaurants, or bring their own lunch. We also have filtered water or vending machines for both drinks and snacks. Room 2139 has a refrigerator and a microwave for your use when the room is not being used for a class. Yuba College is a non-tobacco use facility.

Academy Dress Code and Specifications:

We do require specific uniforms for both classroom and other required activities. You can purchase your clothing through vendor of your choice or through the vendor we are working with, Phoenix Ridge in Yuba City [Phoenixridgeink - Screen Printing, T-Shirt Printing, Emroidery](#):

• Classroom Attire

- * Port Authority Core Classic Pique Polo K100 (estimated cost: \$35.00 each w/o tax)

Color: *Graphite #PMS 426 C – Recommend 2 Polos*

Instructions: Stitched AOJ logo on left chest; First Initial+ Last Name stitched on right chest, white colored thread

- * BDU Style Pants – *Black* (estimated cost: \$45.00-48.00 each pair w/o tax)

Rothco Tactical BDU Cargo or Rothco Relaxed Fit Zipper Fly or Rothco Rip-Stop

BDU (www.Rothco.com) or comparable brand/style – *Recommend 2 Pair*

• Lab Activities (Range, DeTac, EVOC, Physical Training)

- * Utility Shirt (29M) Jerzees Vintage Heather Navy, w/name personalization and logo (estimated cost: \$22.00 each w/o tax) – *Recommend 2 Utility Shirts*

Instructions: Front - AOJ Logo on left chest, 3" goldenrod color print and first initial + last name on right chest (1" block letters); Back – last name only, 2" block letters, goldenrod color print, bottom of letters even with bottom of armpit

- * Sweat-Pants (PC90P) Port and Company Navy Pants with Pockets – *Recommend 2 pair (estimated cost: \$19.00 each w/o tax)*
- * Sweat-Shirt (562M) Jerzees Navy, including name personalization and logo same as utility shirt (*estimated cost: \$30.00 w/o tax*) – Optional
- * Cap (6277) Flexfit cotton/poly Twill Cap, navy w/ logo embroidered – *Recommend 1 (estimated cost: \$20.00 w/o tax)*

Sweatpants/shirt are required for the arrest and control sessions. No shorts are allowed. 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 or vendor of your choice.

Academy Ammunition Requirements:

The academy will have firearms available to loan to participants. If you are using a college gun, you will need 9mm ammunition. 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 may bring your own body armor or academy has body armor available for student use. Ammunition will be needed by August 30, 2024.

- 2000 Rounds of Handgun Ammunition
- 75 Rounds of 2 ¾" 12-gauge Birdshot or Trap Loads (7 ½ or 8 shot)
- 75 Rounds of 2 ¾" 9 Pellet 00 Buckshot
- 25 Rounds of 2 ¾" 12-gauge lead slugs

It is imperative that cadets purchase only 2 3.4" shotgun shells and 9 pellet00 buckshot. Do not purchase 3-inch length shotgun shells or 12 pellet 00 buck. Some of the college shotguns are not chambered for and will not fire 3-inch shotgun shells. The 9 pellet 00 buck is what we use for qualification as the pellet hits are individually counted on each target. Please do not purchase sabot rounds in lieu of shotgun slugs. Shotgun slugs should be 2 ¾" length one-ounce lead slugs.

**The above ammunition counts include if any SIBC student fails a qualification attempt and needs remediation training and to reshoot the qualification course again. Fees for ammunition will depend on agency inventory or vendor of choice. Ammunition is not supplied by the academy.*

Please do not wait until the last minute to purchase your ammunition, as it could take up to 10 days to get proper clearances to purchase in California (even after you've received your DOJ clearance). Do not bring your firearm or ammunition to campus until requested to do so by the academy staff.

Academy Defensive Tactics:

For Arrest and Control training, 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. All mat room training will require wearing sweatpants. You may also purchase mat shoes or have clean, comfortable, cotton socks. No street shoes are allowed on the mats.

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.

If you have any questions or need any assistance with enrollment, please contact **Devon** at **(530) 749-3879** or dcoats@yccd.edu . There are no campus COVID-19 protocols required at this time.

Grading

Written Test: 80% Test 1; 82% Test 2; 84% Test 3; 80% LD34. Arrest and Control Skills Testing: Pass/Fail. Firearms Skills Testing: 80% minimum. Vehicle operations 80% minimum. Scenario Testing (LD 1, 4, 20, 30) 80% minimum. All students are provided remediation and one re-test attempt.

Minimum Content and Hourly Requirements: [Specialized Investigators' Basic Course Training Specifications](#)

**YUBA COLLEGE
LAW ENFORCEMENT ACADEMIES
SAFETY POLICY**

GENERAL SAFETY GUIDELINES

April 2024

I. GENERAL SAFETY POLICY

A. Application of Guidelines

1. The following safety guidelines shall be strictly enforced during all instruction and training/testing provided by the Yuba College Public Safety Center.
2. All “instruction and training” include the following POST Basic Academy Courses
 - a. Module III
 - b. Module II
 - c. Module I
 - d. PC 832 Arrest
 - e. PC 832 Firearms
 - f. Special Investigators Basic Course (SIBC)
 - g. Requalification Course.
3. These guidelines also include all other POST Certified Courses including the Firearms Instructor Course and other certified In-Service and Advanced Officer Courses.
4. Each instructor shall read and familiarize themselves with the content of this section prior to reviewing any topic specific guidelines in any other section.
5. All Training/Testing sites shall always be accessible to EMS or other emergency resources.

B. Written Policy Guidelines

1. It is the policy of Yuba College and the California Commission on Peace Officer Standards and Training (POST) to conduct training/testing in a manner that promotes student, staff, and instructor safety.
2. The following list of training activities are potentially dangerous to students, staff, and instructors. Due to their potential for injuries, specific safety guidelines associated with these activities have been developed.
 - a. Physical Conditioning Training/Testing
 - b. Arrest and Control/Defensive Tactics
 - c. Firearms
 - d. Chemical agents
 - e. Driver Training/Testing
 - f. Crime Scene / Scenario Training/Testing
3. Instructors, RTOs, and Facilitators/Coordinators will be issued copies of these safety guidelines and become familiar with the policies and procedures contained within. Each staff member will be available to provide direction

- and answer questions regarding safety procedures prior to the commencement of any training/testing activities involving psychomotor skills.
4. Instructors will read the following General Safety Guidelines to the students on the first day of all training activities. A review of the specific safety guidelines, including the requirement to report injuries, will be conducted by the instructor for each training activity prior to the initiation of each subsequent training session. A copy of all applicable safety guidelines will be available at all training sites.
 - a. Students are required to immediately notify the instructor or any available staff member of any injury sustained during a training/testing activity.
 - b. Students shall notify the instructor of any known pre-existing medical condition which is likely to be aggravated during a training activity or that will affect performance during training.
 5. Instructors shall incorporate specific safety guidelines into their lesson plans that involve manipulative or psychomotor skills so safety consciousness is kept at the forefront.
 6. Student safety policies are part of the handout material disseminated during class sessions that involve manipulative or psychomotor skill activities.
 7. As part of the Yuba College Public Safety Center's safety guidelines, instructors shall follow the expanded course outline as submitted and approved by POST for presentation. Unauthorized additions, changes, or substitution of curriculum, without critical review, may adversely affect the safety of a training exercise and may result in course decertification.
 8. Instructors, Coordinators and Recruit Training Officers shall control access to **classrooms, gyms, and other indoor training/testing facilities. Each facility shall have restricted access to prevent unauthorized entry for basic courses (Chapter 1, Section 5 – POST 2024 Safety Guidelines). Only authorized academy staff and students shall be allowed entry.**

C. Student Fitness for Training

1. All students of Basic Courses shall have a presenter supplied medical clearance on file with Yuba College prior to instruction.
 - a. The presenter-supplied medical clearance form must provide the practitioner sufficient information regarding the physical training, exercises, and/or activity requirements of the course allowing them to determine if the student is physically capable of meeting those requirements.
 - b. No accommodation will be made if an existing medical condition/situation exists and would require the presenter to fundamentally alter the course curriculum in order to meet an accommodation.
2. Students attending any psychomotor training shall report any medical conditions, physical injuries, or physical limitations, which may potentially affect their ability to perform those particular activities safely or may aggravate a pre-existing medical condition or physical injury.
3. Instructors are encouraged to discuss such concerns with students that report them so the student can make an informed decision to withdraw from the activity or continue to participate.

4. The POST Certified Academy Course has developed procedures for medically pre-screening all students who will engage in physical activities. The medical pre-screen is completed just prior to entering the course. The pre-screening consists of:
 - Par Q (Physical Activity Readiness Questionnaire)
 - Personal Health History Statement-self report
 - Medical Clearance signed by a physician
5. When it becomes obvious to the instructor that a student may be jeopardizing his/her safety or may be aggravating a pre-existing injury or medical condition, the instructor can require the student to provide evidence from a medical physician of that student's physical fitness to perform that particular training activity safely.

D. Instructor Attitude and Demeanor

1. Instructors and Staff shall demonstrate an attitude of safety and exhibit a professional demeanor at all times. Instructors must lead by example and enforce safety guidelines.
2. An instructor's job is to impart knowledge and develop job skills for the students. Instructors must project enthusiasm for the subject matter taught.

E. Instructor Training

1. All instructors that teach in the POST Certified Academy Courses and in the Special Investigators Basic Course (SIBC) must have successfully completed a POST certified instructor training course (AICC), or its equivalent.
2. Instructors and instructional aides that teach specialized training activities as outlined in POST regulation 1070(b) are required to complete POST certified instructor courses in those specialized areas, or its equivalent. Courses that require this special instructor training for the POST Certified Academy Course include:
 - a. Firearms
 - b. Arrest Control/Defensive Tactics
 - c. Driver Training
 - d. Chemical agents
 - e. First Aid/CPR
 - f. Hazardous Materials
 - g. Physical Training

F. Injury/Illness Protocol

1. In the event of a student or staff injury/illness, the following process will be followed:
 - a. Render first aid.
 - b. If necessary, the instructor will request medical assistance by notifying the following Fire Departments for emergencies at these specific training/testing sites:
 - 1) Yuba College Campus
 - Linda Fire Department
 - ✓ Call 9-9-1-1 from hardline phone

4. Students that are excused from a training/testing session as a result of an injury must present medical documentation that confirms their inability to actively participate.
 - a. The student shall be required to present a physician's clearance before being allowed to resume training/testing later.
5. Instructors are required to thoroughly document the details associated with an injury that causes a loss of time from a training course.
6. Instructors and staff shall consider weather conditions (heat, cold, smoke, etc.) before starting a training/testing session and shall keep up to date on recognizing symptoms of illness.
7. **The POST Basic Training Bureau shall be notified in writing within five (5) business days when an injury requiring more than basic first aid occurs during training/testing.**

G. Ratios of Instructors-to-Students for Training

1. Each POST Certified Course will be staffed with appropriate instructor-to-student for specific training activities involving manipulative skills. The purpose of these ratios is to ensure there is an adequate level of supervision.
2. Instructor-to-student ratios are based on the intensity or pace of the training experience, participant familiarity with the material, characteristics of the training/testing facility, the injury potential, and active versus passive participation.

H. Course Curricula

1. POST Certified Course Facilitators/ Coordinators shall ensure that instructors shall adhere to the expanded course outline included in the course certification. as submitted and approved by POST for presentation. Unauthorized additions, changes, or substitution of curriculum, without critical review, may adversely affect the safety of a training exercise.
2. Instructors shall adhere to the approved course content (ECO/TTS) included in the course certification. Variation from the approved lesson plan promotes inconsistency in training, confusion to students, and may lead to instructor disagreements.
3. If applicable, significant changes in presenter-specific content which impact the expanded course outline must be submitted to POST for approval to instruction for basic courses.

I. Course Presentation Guidelines

1. Instructors are required to review their specific safety rules governing their training subject prior to the application of the training/testing session.
2. Instructors involved in the presentation of training/testing exercises must maintain a high level of supervision and discipline over students to sustain a safe training/testing session.
3. Instructors are reminded that strenuous activities during periods of poor air quality or during periods of excessive heat or cold weather can lead to student injuries. Exercising in such conditions will be avoided.
4. Student breaks for personal needs and hydration shall be offered by instructors at regular intervals.

5. Instructional staff for firearms, emergency vehicle operations, arrest and control, chemical agents and scenario evaluators shall wear red outer garments, clearly identifying them as staff, during the lab portion of the training/testing.

J. Safety Equipment

1. Instructors shall have rapid access to a telephone, radio, or other means of emergency communication. The location and operation of such communication devices will be shared with the students prior to the start of any training/testing session.
2. A first aid/trauma kit and AED and portable eye wash station is readily accessible to each instructor at each training/testing site. The kit contains equipment for minor cuts, up to serious bleeding trauma, and ice packs. The kits are set out at the start of each training/testing session and are readily available to the instructors and students.
3. Each instructor assigned to a training/testing activity involving psychomotor skills is trained minimally in First Aid (First Responder) and CPR (Professional Rescuer) and AED. Some have certification in EMT-Basic.
4. Instructors shall adhere to the approved course content (ECO/TTS) included in the course certification. Variation from the approved lesson plan promotes inconsistency in training, confusion to students, and may lead to instructor disagreements.
5. If applicable, significant changes in presenter-specific content which impact the expanded course outline must be submitted to POST for approval to instruction for basic courses.

K. On-Site Facilities

1. The POST Certified Academy Course has several restrooms accessible to students in the immediate training area. In addition to the restrooms, there are drinking fountains also within this training area.
2. Both firearm ranges that are used in the POST Certified Academy Course training have indoor restrooms with potable, running water.
3. The training/testing locations include:
 - a. 2088 North Beale Road, Marysville Ca. 95901
This location will be used for general classroom instruction and arrest and control/defensive tactics.
 - b. 1482 Sky Harbor Drive, Olivehurst Ca. 95961
This location will be used for range training/testing.
 - c. 100 Second Street, Yuba City, Ca. 95991
This location will be used for range training/testing.

L. On-Site Facilities – Staging Areas

1. All Staging Areas shall be clearly designated and have drinking water, restroom, a fully equipped first aid/trauma kit and AED readily accessible. (Chapter 1, Section 3 – POST 2024 Guidelines)

M. Posting of Safety Rules

1. All Rules shall be posted in a conspicuous location so students can quickly and regularly review the correct procedures.

If for some reason posting the safety rules is not possible, they shall be briefed and provided to students. (Chapter 1, Section 9 - POST Guidelines)

ARREST & CONTROL/DEFENSIVE TACTICS

April 2024

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/testing 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/testing.

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 shall offer only passive resistance. Any excessive pressure or pain shall 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/testing.

- 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 or EMT 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/testing or will affect performance during training/testing.
 - c. Students/Participants shall immediately notify the A&C instructor of any injury sustained during training/testing.
 - 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/testing session.
 - a. Yuba College's "mat room" (Room 2145) located within the Public Safety Center will be the location for this training/testing.
- 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/testing.
2. A&C instructors shall inspect students to ensure that each have brought the correct clothing and personal equipment for the training/testing 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/testing 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/testing session.
 - c. Handcuffs, impact weapons, and other training/testing items are inspected for safety at the start of each training/testing session.
5. The A&C instructors using full contact tactical suits are trained and are familiar with their appropriate use, as well as the training objectives and safety precautions for the role player and students.
6. Students are required to obtain and use groin cups, mouth pieces, and chest protectors while performing full contact training/testing.
7. Students are supplied with headgear, face protection by the academy and must use these safety items when performing full contact training/testing.

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. Some have certification in EMT-Basic.
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/testing issues.

D. Instructor-to-student Ratios

1. The POST Certified Academy Course A&C instructors have collectively established appropriate instructor-to-student ratios. These ratios are based on the intensity or pace of the training/testing experience, participant familiarity with the material, training/testing 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/testing 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/testing session. Instructors will maintain the appropriate level of discipline over students at all times during the training/testing 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/trauma kit and AED readily available for use by the instructors or students.
6. A first aid/trauma kit and AED 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 has to be conducted indoors at the appropriate location such as the mat room or gym.

F. 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 as a whole.
2. The A&C portion of the Basic Academy courses (Mod’s III, II, I, PC 832, SIBC, and Requalification Course) 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/testing. The use of stretching activities before training/testing reduces the likelihood of injuries. Special attention is given to the particular muscle and joint groups that will be involved in the training/testing session.
5. Students complete a systematic series of cool-down activities at the conclusion of any A&C training/testing session. This helps reduce muscle pain.

Injury/Illness Protocol – (See Page 3 & 4 – under General Safety Policy)

FIREARMS

April 2024

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 any thing 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.
5. These rules shall 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:
 - b. 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 deposited as a result of the weapon's discharge.

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 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 shall 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/testing.
 - 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 or EMT 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/testing or will affect performance during training/testing.
 - c. Students/Participants shall immediately notify the firearms instructor of any injury sustained during training/testing.
 - 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/testing session.
2. The following firearms training ranges are used for the POST Certified 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. POST Certified Academy Course 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 POST Certified Academy Course 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 Sheriffs' Range facility and bullet impact areas are inspected at the start of each training/testing 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/testing session.
13. All weapons are checked for safety prior to the start of live fire training/testing.
14. Adequate emergency lighting is provided at the site of any night-time firearms training/testing.
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/testing. The Yuba Range has overhead lighting in the weapon cleaning area.
17. Both Sheriffs' 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 POST Certified Academy Course does not have access to an indoor range.
20. First Aid/trauma kits at firearms ranges shall include pressure bandages, hemostatic dressing, and other related trauma care supplies for the emergency treatment of gunshot wounds. (Chapter 1, Section 13 – POST 2024 Guidelines).
21. First Aid/trauma 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.
22. Each firearm instructor has a first aid/trauma kit and AED 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/testing session and are readily available to firearm instructors and students.
23. Each firearm instructor is certified minimally in First Aid (First Responder) and CPR (Professional Rescuer)/AED. Some have certification in EMT-Basic.
 24. 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
 25. Both Sheriff's Ranges prohibit the use of reactive (steel) targets. The POST Certified Academy Course does not use these types of targets.
 26. Props used in tactical shooting courses are constructed to minimize the danger of injury to the shooter.
 - a. The POST Certified 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 Module I 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 beige tactical 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. **Firearms Instructors/Rangemasters shall have a broad, general knowledge of firearms. (Chapter 2, Section 12 – POST Guidelines)**
3. Firearm instructor update courses are recommended as necessary, generally every three years. These update courses offer new ideas in training/testing and tactics, and provide the instructor with a network of peers.
4. All firearm instructors will have training/testing in the weapons that are used by the Yuba College Public Safety Center.

D. Instructors-to-Student Ratio

1. The firearm instructors have collectively established appropriate Instructor-to-student ratios. These ratios are based on the intensity or pace of the training experience, participant familiarity with the material, training/testing facility, injury potential, and active versus passive participation.

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

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

2. The POST Certified 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 instructors-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/testing.
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/testing 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. POST Certified 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/testing 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.

CHEMICAL AGENTS TACTICS

April 2024

I. SAFETY POLICY – CHEMICAL AGENTS

A. Chemical Agents

1. Facility Safety Regulations

- a. At the start of the course, students shall be made aware of applicable policies and procedures concerning the use of the training grounds.
- b. Instructors shall check the weather conditions and forecast prior to the start of training. They will also post barricades around the training area.
- c. Physical hazards associated with chemical agents training shall be explained to all students participating in the exposure segment of the training.
- d. The training site shall be located in an area which minimizes potential hazards to the public caused by the release of chemical agents. Factors, such as unpredictable winds, inversion layers, and residual contamination, will be considered when selecting the site.
- e. The training site shall be located in an area that minimizes fire hazard to structures and vegetation. Safety rules are conspicuously posted and easily visible.
- f. A first aid/trauma kit and AED shall be readily accessible at the training site.

- g. At least one Chemical Agent Instructor shall be trained in first aid, CPR and AED.

2. Equipment Safety Regulations

- a. Appropriate decontamination materials to include but not limited to 2 portable eye washing stations shall be available at the training site Designated area for decontamination. Materials shall include an adequate supply of clean fresh water to wash away excess irritants from the eyes and skin.
- b. A fire extinguisher shall be readily available at the training site when blast dispersion or pyrotechnic munitions may be ignited. The fire extinguisher shall be of the appropriate type to effectively extinguish blast or pyrotechnic fires.
- c. All persons who are to deploy a chemical agent device shall be provided with protective equipment appropriate to prevent injury from the activation of the device. This equipment includes gloves, eye protection, hearing protection, and gas masks which are all properly fitted.

3. Instructor Qualifications

- a. Instructors of chemical agents training courses shall have attended a POST approved Chemical Agents Instructor training course POST Reg. 1070 and 1082)
- b. Instructors are encouraged to participate in periodic Chemical Agent update courses.

4. Instructor-to-Student Ratio

- a. The instructor-to-student ratio shall be established by Public Safety Center staff, and will be set relative to the student familiarity with chemical agents and the specific type of training presented. For example, the ratio may vary for introductory training versus refresher training.
- b. The instructor-to-student ratio will be increased when students actually undergo practical chemical agents exposure. Reactions of students to chemical agents exposure will vary widely, requiring adequate supervision to accommodate the specific needs of the students. Generally, one instructor to 20 students will be used.
- c. As the students leave the exposure area, they will be assisted by other non-exposed students and Academy Staff.
- d. The instructor-to-student ratio shall be adjusted when students are exposed or actually under the effects of the chemical agent as follows:
 - i. The instructor-to-student ratio will be **ONE** Instructor to **ONE** Student for direct exposure during OC/Aerosol Training.
 - ii. The instructor-to-student ratio will be **ONE** Instructor to **TWELVE** Students for Chemical Agents/Gas Training.
 - iii. Because reactions to chemical agents vary widely, adequate staff for close supervision will be provided to account for these differences.

- iv. The instructor-to-student ratios shall be reduced when a student is actually deploying a blast dispersion or instantaneous discharge chemical agent device. The ratio must permit the instructor to stop action when a safety breach or other problem is observed.
 - v. The instructor-to-student ratio for student involved demonstrations using chemical dispersion devices, smoke grenades, canisters, etc., will be **ONE** Instructor to **ONE** Student.
5. Presentation Guidelines
- a. Instructors shall be aware of the particular hazards associated with the specific types of devices and agents used in the training program. The unique characteristics of the different chemical agent devices currently available make it difficult to establish exact procedures and rules for their deployment.
 - b. Projectiles and chemical agent munitions capable of being launched shall not be fired in the direction of the students or in an occupied room or enclosure.
 - c. Students shall be instructed to not handle any device which fails to detonate. The disposal of devices which have malfunctioned is the responsibility of the Chemical Agents Instructor.
 - d. Students shall be instructed to not remove the retaining pin from any chemical agent device until the device is to be ignited.
 - e. Students preparing to ignite a blast dispersion or pyrotechnic chemical agent device shall be instructed to hold the device with the “spoon” positioned in the web of the strong hand. This will ensure that the device is held safely with a firm grip, eliminating the possibility of accidentally loosening the grip on the “spoon.”
 - f. Students shall be instructed to throw, launch, or deploy munitions so that the area where the device lands can be clearly observed.
6. Post-Exposure Decontamination
- a. After the students receive instruction, the instructors shall actively supervise the decontamination and recovery of students exposed to chemical agents at the designated area.
 - b. Because chemical agents contain particulate substances, which are designed to provoke certain physiological and psychological reactions in the person exposed, the need for student supervision exists until decontamination and complete recovery is achieved.
7. Disposal of Expended Chemical Agent Munitions
- a. Instructors are responsible for managing the return of unused chemicals and the disposal of empty chemical agent and smoke canisters.
 - b. Safe disposal of expended chemical agent munitions is handled pursuant to local, state and national regulations. Empty containers maybe thrown away in the regular trash. Unexpended container must be treated as hazardous waste and shall be turned over to M&O for their disposal.

II. Injury/Illness Protocol – (See Page 3 & 4 – under General Safety Policy)

DRIVER TRAINING

April 2024

I. DRIVER TRAINING

A. Driver Training Safety

1. The Driver Training/Testing component of the POST Certified 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/testing 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 restrain devices (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/testing.
 - 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 certified or EMT 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 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/testing or will affect performance during training/testing.
 - c. Students/Participants shall immediately notify the Driver Training instructor of any injury sustained during training/testing.
 - 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 smoke 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/testing session.
 - a. **All high-speed EVOC training/testing will be conducted at the Butte College EVOC training/testing site until further notice.**
 - b. The following guidelines apply to the Vehicle Stops training at the Yuba College Training Center Main Campus west 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/testing. 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/testing. The facility is located at Onstott Frontage Road, Yuba City, California.
 - e. All Driver Training/Testing sites shall always be accessible to EMS or other emergency resources.
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 shall be conducted during times when regular college students are not present and other instruction is not being offered at the college.
 - b. All Driver Training/Testing sites shall always be accessible to EMS or other emergency resources.
 - c. The Yuba College Sutter Center parking lot has limited access from Onstott Rd. During the training/testing session, the parking lot will be closed to regular vehicle and pedestrian traffic using barricades and traffic cones.
 - d. Scenarios training and testing shall 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 parking lot 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 have heavy duty suspension systems and upgraded cooling. The automobiles are previously owned law enforcement vehicles or current local law enforcement vehicles on loan from those agencies for specific training/testing 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/testing 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 PSP Driver Training/Awareness Course or the POST Certified Academy Course portion 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/trauma kit and AED, portable AED unit and pry bar tool immediately available at the training/testing facility.
6. The Yuba College Public Safety Center training/testing 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. The PSP Driver Training/Awareness Course or the POST Certified Academy Course does not require instruction in PIT training.

8. The PSP Driver Training/Awareness Course or the POST Certified Academy Course driving portion conducted at the Yuba College site does not require high speed or pursuit training/testing exercises.

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. Instructor-to-student Ratios

1. The Yuba College Public Safety Center Driver Training instructors have collectively established appropriate instructor-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/testing.
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/testing 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 Academy recruits.

II. Injury/Illness Protocol – (See Page 3 & 4 – under General Safety Policy)

YUBA COLLEGE PUBLIC SAFETY CENTER 2088 N. Beale Rd., Marysville, CA 95901 STUDENT TESTING CONTRACT Revised: 03/2015 This contract pertains to all tests administered in the Basic Course. Tests include; written test, scenario based testing and motor skills testing. In keeping with the Law Enforcement code of ethics; I shall adhere to the following:

- I will clear my desk of all materials unless otherwise instructed by the test proctor.
- I will not have any unauthorized electronic devices.
- I will not talk during a test unless specifically permitted to do so.
- I will not record or make copies of any test material or contents.
- I will not look at another student's test material or computer screen.
- I will not allow another student to look at my test material or computer screen.
- Upon finishing the test; I will return all testing material to the test proctor.
- Once I have submitted my test material; I will not retrieve or attempt to retrieve/ change or attempt to change any of my answers or any of the testing material.
- Once I have submitted my test material; I will not return to the testing venue until the entire test session is completed.
- I will not discuss scenario tests with the role players at any time.
- When permitted; I will ONLY discuss test content with the evaluator or presenter staff.
- I will not use, obtain or provide any material that gives an unethical advantage to any person preparing for, or taking any test in this or any other basic course.
- I will not aid, abet or conceal any act(s) of cheating
- I will immediately report any acts of cheating and all violations of this testing contract.

Failure to comply with this contract, or engaging in behavior that compromises any testing material, is considered cheating. Cheating is grounds for disciplinary action and may result in DISMISSAL/TERMINATION from the basic course. IF FOUNDED; CHEATING MAY ALSO RESULT IN CIVIL OR CRIMINAL PROSECUTION AND COULD PREVENT THE VIOLATOR FROM BECOMING A PEACE OFFICER IN THE STATE OF CALIFORNIA. *The Commission on Peace Officer Standards and Training (POST) regulations 1001 and 10055(f) respectively define cheating and addresses the subsequent disciplinary action.

I have read and understand this contract.

Student's Name (Printed): Last, First MI _____

Student Signature: _____ Date: _____

Mark Covington, Public Safety Director

John Whitney, Course Coordinator



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 Policies
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.

Signature

Student

Date

(This form is to be signed by the student and turned in to Staff at Orientation, Day 1)