BASIC COURSE CERTIFICATION REVIEW

Self Assessment Report

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Completed by

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And

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COMMISSION ON PEACE OFFICERS STANDARDS AND TRAINING
SANTA ROSA COLLEGE PUBLIC SAFETY TRAINING CENTER BASIC ACADEMY
BASIC COURSE CERTIFICATION REVIEW

Basic Course Certification Review (BCCR) Self-Assessment Report

This report is intended to assist Basic Academy presenters for the BCCR. It can also assist academy staff in conducting staff training and self-assessments. Academy presenters of the Regular Basic Course (RBC) are cautioned that the items contained herein reflect the minimum standards established by POST, but do not represent the complete language of the source regulations or authorities. The descriptions listed below are brief, concise summaries of the noted regulations or guidelines. For more detailed information, consult the referenced material, or contact POST's Basic Training Bureau at 916 227-4252, or visit our website: https://www.post.ca.gov/basic-training.aspx . A Glossary of acronyms and related links is located on the last page.

COMMISSION ON PEACE OFFICERS STANDARDS AND TRAINING
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BASIC COURSE CERTIFICATION REVIEW

100 PROGRAM MANAGEMENT

101   **Academy director is assigned.**
The Academy shall designate an Academy director whose qualifications, based upon education, experience, and training shall include a demonstrated ability to manage an Academy program. The Academy director is responsible for providing leadership and management oversight for the entire Academy program. The Academy director is the direct liaison with POST.
Source: CCR 1052(f)(1)

IN COMPLIANCE: YES ☒ NO ☐   **COMMENTS:**   Sr. Dean April Chapman

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102   **Academy coordinator is assigned.**
The Academy shall designate an Academy coordinator whose qualifications, based upon knowledge, experience, and training, shall include a demonstrated ability to coordinate the instruction and management of the RBC instructional system.
Source: CCR 1052(f)(2)

IN COMPLIANCE: YES ☒ NO ☐   **COMMENTS:**   Associate Dean Lanny Brown

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103   **Academy is supervised by director or coordinator when instruction is being conducted.**
The Academy shall be supervised at all times by an Academy director or coordinator when instruction is being conducted.
Source: CCR 1052(f)(1)(A)(6), 1052(f)(2)(A)(5)

IN COMPLIANCE: YES ☒ NO ☐

Do the Director and Coordinator's assignments allow them full time supervision over the Academy program? Sr. Dean Chapman--no, Assoc. Dean/Director Brown--yes.

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104   **Process in place for the hiring, assigning and evaluating performance of the instructor(s), coordinator(s), training officer(s), and staff.**
Academy management responsibilities shall include the hiring, assigning, and evaluating performance of the instructor(s), coordinator(s), training officer(s), and staff.
Source: CCR 1052(f)(1)(A)(3)

IN COMPLIANCE: YES ☒   NO ☐   **COMMENTS:**   Students submit written evaluations of instructors after each LD is completed. Students provide both verbal and written evaluations of both academy staff and their overall academy experience, to include RTOs, at the end of each academy. SRJC Human Resources has set prodedure for all hiring of instructors, coordinators.training officers and staff.

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105   **Recruit Training Officers (RTO) provide day-to-day first line supervision of trainees. Anytime or place trainees are being provided instruction, RTO's should be on site to provide supervision (i.e. Range, EVOC, etc.)**
Recruit Training Officers responsibilities shall include providing day-to-day first line supervision of trainees.
Source: CCR 1052(f)(5)(A)(2)

IN COMPLIANCE: YES ☒ NO ☐   **COMMENTS:**   RTOs are on site 4-5 days a week--not always working the full day. RTOs are strategically scheduled to work when most needed. Dirctor Brown performs RTO duties when RTOs are not present.

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106   **Each College Academy establishes a Law Enforcement Advisory Committee.**
Each College Academy shall institute an advisory committee of law enforcement officials to assist in providing logistical support and validation of the training.
Source: CCR 1052(f)(8)

IN COMPLIANCE: YES ☒ NO ☐   **COMMENTS:**   We have diverse and engaged LE Advisory Committee representing our customer agencies that meets the second Tuesday of May and October of each calendar year.

107 Academies shall provide instruction on all learning objectives specified in the TTS.
This material should be accessible for Academy staff so that compliance with the TTS can be ensured.
Source: Training Procedures D-1-3(d)&(e)

IN COMPLIANCE: YES ☒ NO ☐
What method is in place to guarantee/track all learning objectives specified in the TTS are instructed? All
instructors submit to Director Brown detailed Instructional Delivery Plans (IDP)/ Lesson Plans based on the TTS and
ECO for their Learning Domains. The instructors show details of WHEN and HOW required information and
Required Learning Activities (RLS) will be presented. Director Brown randomly spot checks instruction to ensure that
instructors are teaching in compliance with their approved IDPs and are covering both Legislative Mandates and
Required Learning Activities.

108 Course materials have been submitted to POST via EDI system, including Course Hourly
Distribution, Instructor Resumes, Expanded Course Outline, and Safety Policies.
These materials must be on file with POST to document the presentation of the certified course.
Source: CCR 1052

IN COMPLIANCE: YES ☒ NO ☐   **COMMENTS:**   We strive to submit all required course approval
documents to POST via EDI ahead of the 30 days required--genearlly submitting our courses for approval 60 days in
advance.

109 Course Presentation Request is submitted to POST via EDI system 30 days prior to start of Academy class.
A Course Presentation shall be submitted to POST for each proposed course presentation at least 30 calendar
days prior to the presentation of the course. The Academy's Course Presentation is used by POST to document the
presentation of the certified course and generate course control numbers.
Source: CCR 1055(d)

IN COMPLIANCE: YES ☒ NO ☐   **COMMENTS:**   Usually, submit documents 60 days prior to course
start date to give POST staff ample time to review.

110 Course Modifications have been submitted via EDI system and approved by POST.
The Academy must report any change(s) to the conditions of course certification or to the elements of the course,
including the budget, course content, total course hours, instructors, location, number of presentations.
Source: CCR 1052(d)

IN COMPLIANCE: YES ☒ NO ☐   **COMMENTS:**   Completed in a timely manner when required--
generally timed with one of our three annual RBC course presentations.

111 Course Roster has been submitted to POST via EDI system 10 days after conclusion of Academy class.
The Course Roster includes names and POST-issued identification numbers for each student enrolled in the
certified course. The Roster is used by POST to award credit for certified hours and to verify training
reimbursements.
Source: CCR 1055(g)

IN COMPLIANCE: YES ☒ NO ☐   **COMMENTS:**   We generally exceed this requirement by submitting
our course roster within 5 day after a RBC course presentation ends.

112 Academy schedule reflects minimum hours specified for each Learning Domain in the TTS.
Academies shall deliver the minimum number of hours of instruction specified for each Learning Domain in the
TTS. Academies may exceed those minimum standards where local conditions may justify additional training
requirements or higher performance standards.

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Source: Training Procedures D-1-3(d) and (e)

IN COMPLIANCE: **YES** ☒ **NO** ☐ **COMMENTS:** We meet or exceed minimal hours (664 hrs.) required by POST--our academy is 800 hours. We use an Excel spread sheet to construct our schedule thus we sort by individual LDs to verify that all required hours are being presented.

▶ Recommendations

POST Basic Course Management Guide is available. – Program management materials provided in the Director/Coordinator Workshop should be available at the primary Academy training facility.

At a minimum, the Academy director and/or coordinator should be assigned to full-time supervision of the Academy program.

Adequate clerical support staff is assigned to Academy. – The Academy should have sufficient clerical staff to support the administrative functions of the program.

Academy has a Staff Policy and Procedures Manual. – Written directives regarding Academy operations help to assure course quality, integrity, and safety.

Academy has a method in place to guarantee/track all learning objectives specified in the TTS are instructed.

Legislative mandates and required learning activities are clearly identified on student and staff schedules.

POST Student Workbooks are on file and current versions are used. – The Student Workbooks are designed as a study guide to be used along with, not in place of, instructor-led training. POST tests are derived from the current Student Workbook material.

California Code of Regulations and Training Procedures are accessible to all staff. – The POST Course Certification Program exists to provide needed training to law enforcement personnel and assure course quality. "POST-certified" means that the Commission has approved presentation of the course in accordance with POST Regulations. The Regulations should be accessible to all Academy staff.

Training Mission is stated and distributed to staff. – Specific awareness of the Academy Training Mission enables Academy staff to understand the philosophy and direction set forth by Academy administration.

Strategic Plan/Goals/Objectives are developed and distributed to staff. – Academy goals and priorities should be clearly stated and regularly updated for Academy staff members.

The academy has a procedure to notify POST of student/staff injuries requiring treatment greater than first aid or any injury involving non-academy personnel.

200 INSTRUCTORS

201   **Instructor resumes are required for every instructor.**
An Instructor Resume must be completed and submitted for every instructor assigned to instruct in any POST-certified/approved course.
Source: CCR 1052(b)(2)

IN COMPLIANCE: **YES** ☒ **NO** ☐   **COMMENTS:**   We have them for all 53 instructors and they are current in EDI.

202   **Instructor resumes are reviewed and approved by the presenter.**
The presenter shall evaluate all instructors' qualifications to determine compliance with the instructor   training requirements of Regulations 1070 and 1082.
Source: CCR 1052(b)(2)

IN COMPLIANCE: **YES** ☒ **NO** ☐   **COMMENTS:**   Director Brown has personally inspected all 53 instructor resumes to ensure compliance with Regulations 1070 and 1082. Administrative Assistant Elexis Ozols double checks compliance. Instructor resumes are regularly updated to capture instructor development training.

203   **Instructor resumes submitted via EDI system and approved by POST.**
Each instructor's resume must be entered into EDI and approved by POST prior to instruction.
Source: CCR 1052(b)(2)

IN COMPLIANCE: **YES** ☒ **NO** ☐   **COMMENTS:**   Done as part of approval process for each of three RBC presentation a year.

204   **Instructors are formally trained and certified in specialized subject matter.**
All primary and non-primary instructors of "Specialized Training Subjects" shall meet the minimum training standard prior to instructing in the specialized subject. Regulation 1070 (c) allows for completion of an equivalency process for non-POST certified instructor courses.
Source: CCR 1070, 1082

IN COMPLIANCE: **YES** ☒ **NO** ☐   **COMMENTS:**   Director Brown personally reviews instructor files and instructor POST Profiles to ensure compliance.

205   **Records of instructors' specialized certifications are available for review.**
Presenters of the specialized subjects mentioned above shall maintain documentation which demonstrates the satisfaction of the minimum training standard. The required documentation shall be made available for POST inspection upon request.
Source: CCR 1070(d)

IN COMPLIANCE: **YES** ☒ **NO** ☐   **COMMENTS:**   We use current POST Profiles as best documentation for instructor training. POST Profiles are kept in each instructor file.

206   **Audio/visual materials are reviewed/approved prior to presentation.**
The presenter of a POST-certified course shall review all audio-visual training materials prior to use as a training resource, including audio tapes, CD-ROM discs, computer animations, digitized audio and video files, DVD discs, films, slides, videotapes, and other similar media.
Source: CCR 1052(i)

IN COMPLIANCE: **YES** ☒ **NO** ☐   **COMMENTS:**   Director Brown personally reviews all instructional delivery material prior to presenting to students.

207   **Academy complies with Academy Instructor Certification Program (AICP) or equivalency process.**
Instructors are compliant with all AICP requirements.
Source: CCR 1009(a)

IN COMPLIANCE: **YES** ☒ **NO** ☐   **COMMENTS:** All 53 instructors used in RBC are in compliance.

▶ Recommendations

Handout materials are on file with Academy and approved for distribution. – The Academy should ensure that handout materials do not depict situations, tactics, or procedures that could lead a trainee to take inappropriate actions on the job. Handout materials should be consistent with existing law and accepted law enforcement practices.

Instructor Lesson Plans are submitted and on file with Academy. – To ensure course quality and consistency, as well as thorough documentation of instruction, the Academy should maintain copies of all instructor lesson plans in a centralized location.

Academy maintains current and complete list of instructors for each Learning Domain.

Instructors should be encouraged to attend refresher training to ensure students are receiving accurate training.

300 EXPANDED COURSE OUTLINE

301 **Expanded Course Outline has been submitted via EDI system and approved by POST.**
The expanded course outline provides documentation of the course content as presented by the Academy. It is one of the required components of a complete course certification package submitted by an Academy presenter.
Source: CCR 1052(b)(3)

IN COMPLIANCE: YES ☒ NO ☐ **COMMENTS:** Done as part of each course approval.

302 **Expanded Course Outline is based on current TTS.**
Academies presenting the Basic Course shall meet all instructional requirements as specified in the TTS. Anytime the TTS is updated the expanded course outline must be modified to incorporate the updates and changes.
Source: Training Procedures D-1-3

IN COMPLIANCE: YES ☒ NO ☐ **COMMENTS:** We use POST constructed comparison templates to ensure compliance.

303 **Expanded Course Outline is developed to third level of detail.**
The expanded course outline must minimally include subject topics to the third level of detail to sufficiently indicate the technical information being taught.
Source: CCR 1052(b)(3)

IN COMPLIANCE: YES ☒ NO ☐ **COMMENTS:** Done

304 **Expanded Course Outline includes any POST regulation and legislative mandates.**
Academies can exceed minimum requirements and present additional topics beyond the POST Learning Domains. Because these are certified hours within the RBC, the academy-specific material must be documented in the Expanded Course Outline. The expanded course outlines must be provided to POST.
Source: CCR 1052(b)(1)(C)

IN COMPLIANCE: YES ☒ NO ☐ **COMMENTS:** Our ECOs include all POST required information, Required Learning Activities (RLAs) and Legislative Mandates and are approved by POST as part of each course approval.

▶ **Recommendations**

Expanded Course Outline is available to all Learning Domain Instructors and academy staff. – Awareness of information presented in other areas of Academy training can foster consistency and enhance instructors' effectiveness. *Source: Basic Course Management Guide*

Use the comparison tool and POST exemplars to develop ECO and submit to EDI.

400 STUDENTS

401   **Attendance requirements are enforced.**
The Academy must provide to POST a written statement explaining how successful completion was accomplished if a trainee is reported as completing the course but has missed more than 5% of the certified hours of the RBC.
Source: CCR 1055(g)(2)

IN COMPLIANCE: YES ☒ NO ☐

Describe the method in place to track student attendance: Daily attendance sheets are competed and proactively capture who's present and who's not. Students are required to complete an Absence Form should they miss any time from the academy. During orientation, the "5% Rule" is thoroughly covered.

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402   **Maximum student enrollment does not exceed limits set by course certification.**
The Commission designates the maximum number of students who may attend each course during a fiscal year. The maximum enrollment is determined by available Academy resources.
Source: CCR 1055(e)

IN COMPLIANCE: YES ☒ NO ☐   **COMMENTS:**   We have historically been approved to enroll 45 students and typically seat below that number. We recently requested, and have been approved, to increase our maximum enrollment to 50 students due to demands of our customer agencies. Our largest room can accommodate 50 students. We have only twice seated 50 students--never more. The most recent BPA class that started January 7, 2019 seated 50 students--45 sponsored by 11 different agencies along with 5 self-sponsored students.

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403   **Process for students to evaluate the course instruction.**
The Academy must establish a method for evaluating the quality of instruction and instructor effectiveness.
Source: CCR 1052(a)(12)

IN COMPLIANCE: YES ☒ NO ☐   **COMMENTS:**   Students evaluate instructors both verbally and in writing after each block of LD instruction. At the conclusion of the academy, students provide a verbal debrief and a written evaluation of their academy expernces.

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404   **Academy has a student cheating policy and signed acknowledgment forms.**
The Test Security Agreement identifies the terms and conditions under which a presenter may acquire and use POST-constructed knowledge, comprehensive, scenario, and exercise tests. Presenters shall adopt the student testing contract and the student contract or adopt presenter developed contracts approved by POST.
Source: Test Management and Security Protocols

IN COMPLIANCE: YES ☒ NO ☐   **COMMENTS:**   Cheating is prohibited and contained in the Student Procedures Manual. Students sign the POST constructed STUDENT CONTRACT (Exhibit 3). Additionally, a SRJC constructed AFFIRMATION document affirming that they have read and agree to follow Academy rules, regulations and conduct standards.

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405   **Non-affiliated students provide DOJ firearms clearance letter.**
Each applicant for admission to a basic course of training certified by the Commission on Peace Officer Standards and Training that includes the carrying and use of firearms, as prescribed by subdivision (a) of Section 832 and subdivision (a) of Section 832.3, who is not sponsored by a local or other law enforcement agency, or is not a peace officer employed by a state or local agency, department, or district, shall be required to submit written certification from the Department of Justice pursuant to Sections 11122, 11123, and 11124 that the applicant has no criminal history background which would disqualify him or her, pursuant to state or federal law, from owning, possessing, or having under his or her control a firearm. *Source: Penal Code 13511.5*

IN COMPLIANCE: YES ☒ NO ☐   **COMMENTS:**

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406   **Student files for non-affiliated students shall include proof of medical clearance.**
Presenters shall establish procedures for medically pre-screening all students who will engage in vigorous physical conditioning.
Source: SG 9.6.1

IN COMPLIANCE: YES ☒ NO ☐   **COMMENTS:**   We provide students a detailed form listing typical Academy activities that they take to an medical provider for clearance to participate.

▶ Recommendations

Students complete evaluations of Academy program. – The Academy should elicit student appraisal of the Academy program to make corrections or improvements, where necessary.
Source: Basic Course Management

Student receives formal performance evaluations. A written student performance appraisal system provides feedback to the student in their mastery of the competencies. –There should be at least two performance appraisals administered to the student during the presentation of the RBC. Consider the use of student peer evaluations.

Student Manual is updated and distributed to students. The academy should develop a written Code of Student Conduct that clearly outlines the Academy's expectation of student performance, standards of professional conduct, and grounds for dismissal from the Academy.
Source: Basic Course Management Guide

Student files include performance evaluations, test scores, attendance, and commendations or disciplinary action if applicable. The Academy should ensure that files comply with HIPAA requirements. Consistent with organizational policies, reports on student performance should be made available to potential employers.
Source: Basic Course Management Guide

Verification of a valid driver's license and/or license status.

Although non-affiliated students are not required to undergo complete background investigations, the Academy should determine whether students are medically able to complete training.

Students complete evaluations of Instructors. – The Academy should establish a method for evaluating the quality of instruction.

500 ACADEMY STAFF

501   **Staff Training: *Director/Coordinator Workshop.***
An Academy Director or Academy Coordinator appointed after July 1, 2002 shall complete, within one year from the date of appointment, the POST Director/Coordinator Workshop. Attendance is not required of the Director, if the Director has attended as a coordinator within three years prior to appointment as the Academy Director.
Source: CCR 1071

IN COMPLIANCE: **YES** ☒ **NO** ☐   **COMMENTS:**   Four senior managers (Chapman, Brown, Arnold & Marvin) have completed this required training.

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502   **Staff Training: *Scenario Management Workshop.***
Scenario Managers must attend the Scenario Management Workshop prior to managing scenario-based testing.
Source: CCR 1071

IN COMPLIANCE: **YES** ☒ **NO** ☐   **COMMENTS:**   All three scenario managers (Weaver, Houts & Thomson) have completed completed this required training.

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503   **Staff Training: *Recruit Training Officer Workshop.***
Academy Recruit Training Officers appointed after January 1, 2011 shall complete minimum training standards. Part-time Recruit Training Officers shall complete the POST-developed Recruit Training Officer Orientation Program training course prior to performing the duties of a Recruit Training Officer.

Full-time* Recruit Training Officers shall complete the POST-developed Recruit Training Officer Orientation Program training course prior to performing the duties of a Recruit Training Officer and the Recruit Training Officer Course within one year of appointment to the position.
Full-time is defined in Regulation 1001.
Source: CCR 1071(b)

IN COMPLIANCE: **YES** ☒ **NO** ☐   **COMMENTS:**   We do not use any full-time RTOs. All part-time RTOs have reviewed and completed the POST constructed DVD training and testing for new RTOs.

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504   **Staff Training: *Scenario Evaluator Training.***
Scenario evaluators shall complete the Scenario Evaluator Course prior to evaluating scenario testing.
Source: CCR 1071(c)

IN COMPLIANCE: **YES** ☒ **NO** ☐   **COMMENTS:**   All scenario evaluators have completed the POST constructed and required evaluator training.

▶ Recommendations

Staffing ratios: 1:25 Recruit Training Officers to students is the recommended maximum span of control. – Recruit Training Officers' duties include daily supervision of recruits and all involved activities, providing feedback and counseling to students, and evaluating and documenting student performance and conduct.

Staff Training: Course Administrator Workshop (EDI training). Academy staff members should attend training on use of the EDI system.

Participation in POST Subject Matter Expert Committees and Workshops. – Involvement in statewide training development workgroups enables Academy staff to share information and gain more expertise.

Students complete evaluations of Academy staff. – The Academy should establish a method for evaluating the quality of course delivery and supervision.

600 TEST SECURITY

601 POST Test Use and Security Agreement is signed by the current director, on file with POST and distributed to staff.
The Test Security Agreement identifies the terms and conditions under which an academy may acquire and use secure POST-constructed test materials. Failure to comply with the agreement is grounds for decertification in accordance with California Code of Regulation 1057. The agreement shall be updated, signed and sent to POST each time   there is a change in director. Any staff member, evaluator, role player, instructor or authorized agent who is   provided access to test material must be provided a copy of the test security agreement.
Source: Training Procedures D-1-3

IN COMPLIANCE: **YES** ☒ **NO** ☐   **COMMENTS:**   We have submitted to POST (Jennifer Imlay-Hardesty) effective 07/01/2018 and compliant with the POST 2018 Basic Course Test Management and Security Protocols.

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602 The Test Security Agreement Acknowledgement Form (Attachment A) is signed an on file.
The Test Security Agreement requires those with access to secure POST-constructed test materials read the agreement and sign acknowledgment of their responsibility to maintain security of the test materials.
Source: Test Use and Security Agreement

IN COMPLIANCE: **YES** ☒ **NO** ☐   **COMMENTS:**   All persons with access to secure and confidential POST constructed test materials read and sign both the POST Attachment A and Exhibit 4 forms.

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603 The Staff/Instructor/Evaluator Contract is signed and on file.
The Test Management and Security Protocols requires those with access to training and testing materials sign acknowledgement that those materials will not be used to provide an unfair advantage to any student nor will they be published to any web-based or social network group.
Source: Test Management and Security Protocols

IN COMPLIANCE: **YES** ☒ **NO** ☐   **COMMENTS:**   All persons with access to secure and confidential POST constructed test materials read and sign both the POST Attachment A and Exhibit 4 forms.

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604 Test Administration and Security Policy is on file with POST and distributed to staff.
The academy must develop an internal policy based on the Test Administration and Security Guidelines. The policy must include each aspect of the testing and training processes. (e.g., test acquisition, test administration, remedial training, retesting, learning objective review, etc.) Every person involved in the training and testing process must be provided a copy of this policy.
Source: Training Procedures D-1-3

IN COMPLIANCE: **YES** ☒ **NO** ☐   **COMMENTS:**   We have submitted to POST (Jennifer Imlay-Hardesty) effective 07/01/2018 and compliant with the POST 2018 Basic Course Test Management and Security Protocols.

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605 Limited access to secure test materials.
The academy will limit access to secure POST-supplied test materials to the staff members, evaluators, role players, instructors and authorized agents who have legitimate need for such access. No access to secure test material shall be provided to any person not specifically authorized by POST.
Source: Test Use and Security Agreement

IN COMPLIANCE: **YES** ☒ **NO** ☐   **COMMENTS:**   Only those persons with a specific and legitimate need to view testing materials (scenario scripts), are allowed to do so. We only print the minimum number of needed hard copies of any testing material (scenario scripts) and keep them secured when not in actual use. We destroy (shred) hard copies of testing material immediately after it's no longer needed.

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606 Current list of designees on file with POST.
Prior to receipt of any test material, the academy will notify POST of each designee authorized to access those materials. The academy will promptly notify POST anytime there is a change in designee status.
Source: Test Use and Security Agreement

IN COMPLIANCE: **YES** ☒ **NO** ☐   **COMMENTS:**   POST (Jennifer Imlay-Hardesty) has been provided a list of designees.

607   **Security Compliance Statement is signed and on file with POST.**
POST provides each academy with access to internet-based testing software. Each academy must comply with the information security requirements outlined in the statement in order to maintain access to the testing software.
Source: Test Management and Security Protocols

IN COMPLIANCE: YES ☒ NO ☐   **COMMENTS:**

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608   **Secured storage of test materials in a secure location is required.**
All POST-supplied test materials will be handled and stored in a manner designed to prevent unauthorized persons from accessing them. The procedures employed by the Academy for inventory and storage must be described in their policy statements. All existing copies of POST-supplied tests must be accounted for at all times. All copies should be numbered, inventoried, and recorded, including written test booklets, scenario test manuals and forms, and all copies of video-based report writing tapes and scoring forms. When not in actual use, all printed test materials must be maintained under lock and key.
Source: TSA

IN COMPLIANCE: YES ☒ NO ☐   **COMMENTS:**   We fully comply with all of the above. The specific protocols we use are detailed in our 2018 Test Administration and Security Protocols.

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609   **Academy has a written policy/procedure for destruction of test materials.**
The Academy will exercise reasonable care to maintain the confidentiality of POST-supplied test materials when such materials are destroyed. The Academy's written policy shall indicate 1) who is responsible for destroying test material, 2) who may order the destruction, and 3) a description of the procedures to assure that no test materials are compromised during the destruction process.
Source: TSA

IN COMPLIANCE: YES ☒ NO ☐   **COMMENTS:**   Contained in our Test Security Agreement (TSA).

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610   **Supervision is required during instructor/staff review; materials are not removed from secured location.**
Before providing a staff member or instructor access to POST-supplied test materials, the Academy will require the staff member or instructor to read the POST Test Security Agreement and sign Attachment A. Test review must be conducted in a secure location, under supervision of an Academy staff member.
Source: TSA

IN COMPLIANCE: YES ☒ NO ☐   **COMMENTS:**   Generally, instructors do not review testing materals. We do have a limited number of instructors who are also scenario evaluators thus view scenario testing scripts. Those instructors who do view scenario testing scripts do sign both the POST Attachement A and Exhibit 4 forms.

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611   **Current list of TMAS testing designees are on file with POST.**
Prior to the receipt of any POST-supplied test materials, the Academy will notify POST in writing on agency letterhead or via email of each designee's name, title, address, email address, and telephone number, and the POST test for which each designee has primary responsibility. The Academy will promptly notify POST in writing or via email when the designee(s) leaves the Academy's employment.
Source: TSA

IN COMPLIANCE: YES ☒ NO ☐   **COMMENTS:**   Sent to Jennifer Imlay-Hardesty.

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612   **TMAS computer location and security are ensured.**
The Academy may download test forms via the Internet using the POST Test Management and Assessment System (TMAS). Academies authorized to use TMAS agree to restrict access to only the Academy's administrators that have completed POST training. The Academy will have written directives which prevent the installation of software that could interfere with the intended use of the TMAS system.
Source: TSA

IN COMPLIANCE: YES ☒ NO ☐   **COMMENTS:**   Our practices are in compliance with the POST Test Security Agreement. We do not download any POST tests with the exception of scenario test scripts. We administer POST written tests using secure and dedicated laptops and use the POST provied security application.

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613   **TMAS online tests and computer testing application installed.**
POST provides each Academy with access to Internet-based testing software, known as the Test Management and Assessment System (TMAS). This system requires installation of both software and hardware components.
Source: Training Procedures D-1-3(a)(10)

IN COMPLIANCE: YES ☒ NO ☐   **COMMENTS:**   Our practices are in compliance with the POST Test Security Agreement. We administer POST written tests using secure and dedicated laptops that use the POST provied security application to access TMAS.

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614   **Security Compliance Statement is signed and on file.**
Academies requesting to connect their network devices to resources accessible on the DTS network must comply with the information security requirements outlined in the agreement.
Source: Training Procedures D-1-3(a)(10)

IN COMPLIANCE: YES ☒ NO ☐   **COMMENTS:**   Submitted to Jennifer Imlay-Hardesty

► Recommendations

Academy staff receives orientation/training in test security procedures. Academy staff members who may handle test materials should be trained in Academy procedures utilized to maintain security of POST-constructed tests.

Limited number of TMAS administrators; the approved number is on file with POST. POST limits TMAS access to two administrators per Academy site. The Academy must receive approval from POST for any additional administrators that may be needed.

700 TESTING PROCESS

701 **Academy conducts and evaluates all exercise tests required by TTS**
Academies presenting the RBC shall test all students as specified in the TTS. Academies shall require each student to demonstrate proficiency in the competencies required by each exercise test.
Source: Training Procedures D-1-3(d)(2)

   IN COMPLIANCE: **YES** ☒ **NO** ☐ **COMMENTS:**

702 **Academy administers all written tests (learning domain, mid-term and final) required by the TTS.**
Academies presenting the RBC shall test all students as specified in the TTS.
Source: Training Procedures D-1-3(d)(2)

   IN COMPLIANCE: **YES** ☒ **NO** ☐ **COMMENTS:**

703 **Student is permitted to retest after failure of an initial test.**
The academy shall provide each student who fails a required initial test, an opportunity to retest. Students shall only be provided one retest per failed initial test. If the student fails the retest the student fails the course.
Source: Training Procedures D-1-3(d)(2)(F)

   IN COMPLIANCE: **YES** ☒ **NO** ☐ **COMMENTS:**

704 **Remedial training is required.**
The academy shall provide specific instruction to reinforce the required concepts and/or skills after a student has failed an initial test.
Source: Training Procedures D-1-3(d)(2)(F)

   IN COMPLIANCE: **YES** ☒ **NO** ☐ **COMMENTS:** Any initial failure of a POST required test results in a test review and remedial training.

705 **Learning Objective Review is provided.**
The academy shall provide students with an opportunity to review their test results whether they passed or failed the test. The review is not remedial training.
Source: Training Procudres D-1-3(d)(2)(F)

   IN COMPLIANCE: **YES** ☒ **NO** ☐ **COMMENTS:** After all POST written testing, each student is given an individualized report generated by POST TMAS of the Learning/Educational Objectives they missed. Students review their test results for both passed and failed tests.

706 **Only one re-test is permitted with alternate form of test.**
The Academy shall provide an opportunity to a student who fails a first attempt of a required test to be re-tested with an alternate form of the same test. If the student fails the second test, the student fails the course.
Source: Training Procedures D-1-3(d)(2)(F)

   IN COMPLIANCE: **YES** ☒ **NO** ☐ **COMMENTS:** Students do not do an alternate test when retesting in Arrest Control Techniques, Driving/Emergency Vehicle Operations Course (EVOC) or Firearms. Alternative tests are used for failed Scenario and Written tests.

707 **Student has reasonable time to prepare for re-test.**
The Academy shall provide a reasonable amount of time for the student to prepare for a re-test as determined by the Academy.
Source: Training Procedures D-1-3(d)(2)(F)

   IN COMPLIANCE: **YES** ☒ **NO** ☐ **COMMENTS:** We never retest on the same day that a student fails an initial test. We typically give days, if not weeks (for WSTB, EVOC and Firearms), between initial test failure and retesting.

708   **Second failure of required test results in mandatory separation from the Academy.**
A student who fails a required test on the first attempt will be re-tested with an alternate form of the same test. If the student fails the second test, the student fails the course.
Source: Training Procedures D-1-3(d)(2)(F)

IN COMPLIANCE: **YES** ☒ **NO** ☐   **COMMENTS:**

▶ Recommendations

Retesting is separate from remedial training and this has been made clear to the students.

The academy should provide each student who fails a test with the date of failure, student's score, passing score, date and time of remedial training, date and time of retest and failure of the retest is a failure of the course. The academy should obtain written acknowledgement from each student that they received this information.

800 SCENARIO TRAINING AND TESTING PROCEDURES

801   **Academy conducts and evaluates all required scenario tests.**
Academies presenting the RBC shall test all students as specified in the TTS. Academies shall require each student to demonstrate proficiency in the competencies required by each scenario test.
Required Scenario Tests
Source: Training Procedures D-1-3 (a)(8)(D)

Scenario			
1	Ambush (LD 23)	8	Felonious Assault / Preliminary Investigation (LD 30)
2	Building Search (LD 23)	9	Force Options - Baton (LD 20)
3	Critical Incident (LD 23)	10	Force Options – Control Hold (LD 20)
4	Deadly Force (LD 20)	11	People With Disabilities (LD 37)
5	Death Investigation (LD 30)	12	Nighttime Vehicle Stop (LD 22)
6	Domestic Violence (LD 25) / Victim Assistance (LD 4)	13	Pedestrian Approach (LD 21)
7	Ethics (LD 1)	14	Suspicious Person (LD 23)

IN COMPLIANCE: **YES** ☒ **NO** ☐   **COMMENTS:**   We administer an additional three presenter specific scenario tests for High Risk Vehicle Stops, Misdemeanor Arrest and Driving Under the Influence.

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802   **Academy conducts all required hours (cumulative) of scenario demonstrations prior to conducting scenario tests.**
The Academy shall develop task-simulation activities designed to provide students the opportunity to practice and improve the competencies that comprise the Basic Course Scenario Tests.
Source: Training Procedures D-1-3(a)(14)

IN COMPLIANCE: **YES** ☒ **NO** ☐   **COMMENTS:**   We put great emphasis on scenario based training thus our students get over twice the scenario demonstraion time POST requires.

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803   **Students are required to demonstrate proficiency in competencies required by each scenario test.**
Each student must demonstrate a pattern of overall proficiency in each competency required by these tests. Proficiency means the student performed at a level that demonstrated acceptable preparation for entry into a field training program.
Source: Training Procedures D-1-3(d)(2)(D)

IN COMPLIANCE: **YES** ☒ **NO** ☐   **COMMENTS:**   Our students must perform to a standard of 80% or greater to pass their Scenario testing.

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804   **Academy uses POST-supplied scenario test materials.**
The Academy must use POST-constructed scenario test materials. POST-approved scenario test scripts and evaluation forms are available on the Basic Course Informational Website.
Source: TSA and TTS

IN COMPLIANCE: **YES** ☒ **NO** ☐   **COMMENTS:**   We "pull down" new Scenario test scripts immediately prior to each scenario testing session. We only use POST constructed and supplied, and current, Scenario test scripts.

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805   **Scenario testing complies with all testing processes and security requirements.**
All testing and security process requirements outlined in Section 600 and Section 700 of this document are applicable to scenario testing.
Source: TSA

IN COMPLIANCE: **YES** ☒ **NO** ☐   **COMMENTS:**   We are in full compliance.

▶ Recommendations

Provide the student with the Scenario Preparation Manual.

900 SCENARIO TESTING FACILITIES AND SAFETY

901 Academy scenario training/testing complies with *POST Guidelines for Student Safety in Certified Courses (Safety Guidelines)*: Chapter 16, Scenario Training and Simulations.
Source: SG Chapter 16

IN COMPLIANCE: YES ☒ NO ☐ **COMMENTS:** In compliance.

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902 Safety policy requires staff/evaluators to adhere to approved scenario test.
Demonstrations of personally endorsed control techniques, introductions of untested exercises, and departures from the approved lesson plan in a certified course are rarely justified once a class is in session. Changes or substitution of curricula may invite unwarranted risk to students.
Source: SG 1.2.7

IN COMPLIANCE: YES ☐ NO ☒ **COMMENTS:** Our practices are in full compliance while our written Safety Policy can do a better job of covering this requirement. I will update our Safety Policy prior to the POST Certification Review Team (CRT) site visit on March 25-27, 2019. We do emphasis the importance of adhering to the POST scenario testing scripts. The scenario manager, safety officer and I regularly and randomly spot check for compliance.

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903 Scenario Manager shall designate safety officer(s).
Source: CCR 1052(f)(6)(A)(5)

IN COMPLIANCE: YES ☒ NO ☐ **COMMENTS:** Scenario managers either designate a specific person as a safety officer (when staffing allows) or serve in a dual role acting as a safety officer.

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904 Scenario training/testing locations are selected to reduce potential hazards to the public.
The realism in some scenarios can create the impression that a real crime is occurring or that the students are on-duty officers conducting actual operations. In the event there are uninvolved persons in the affected vicinity of the scenario testing who could possibly see or hear the events, the posting of perimeter personnel, appropriate signage, or distribution of flyers could reduce complaints and risk of mishaps. Sites selected for scenario training and event simulations shall be located so as to reduce potential hazards to the public. Other law enforcement agencies that operate in areas adjacent to the training site shall be notified. If there are residents or other uninvolved persons in the affected vicinity of the scenario training who could possibly see or hear the events, the posting of perimeter personnel, appropriate signage, or passing out of flyers may reduce complaints and reduce risk of mishaps.
Source: SG 16.1.2

IN COMPLIANCE: YES ☒ NO ☐ **COMMENTS:** Our Public Safety Training Center (PSTC) is located in a mixed comercial and rural area. We have Scenario Village on site consisting of 11 individual types of locations to include a two story residence. Additionally, we have an on-site camp ground area and multiple roadways with intersections to conduct scenario based training and testing. Advisory signs are posted on portable "A" frames advising that training is taking place.

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905 Instructor/Student Ratios: Scenario Training/Testing
The ratio of instructors to students shall be reasonable to ensure student safety.
Source: SG 16.4.1 thru 16.4.2

IN COMPLIANCE: YES ☒ NO ☐ **COMMENTS:** We have a 1-to-1 ratio when testing. Our instructor to student ratios during training vary depending on the nature of training.

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906 Safety briefing is given prior to scenario training/testing for staff, students, and role players.
Safety rules and emergency procedures shall be put in writing and communicated to all involved personnel prior to the start of scenario training or testing. Cell phones, radios, emergency phone numbers and locations shall be identified in writing, and clearly communicated to instructional staff and students.
Source: SG 16.5.10

IN COMPLIANCE: YES ☒ NO ☐ **COMMENTS:** A comprehensive safety briefing is always conducted prior to scenario training and testing. Our scenario managers use a standardized safety briefing format.

907 **Equipment inspection is conducted prior to scenario training/testing**
The instructional staff shall conduct a pre-training inspection to ensure that the clothing and personal equipment used in the scenarios or event simulations is serviceable. An inspection of any props used in scenario training and event simulations shall be conducted prior to the application phase. A safety check of all weapons and ammunition used in scenario training or event simulations shall be conducted not only prior to training, but also following any break in training, or when students have been allowed to leave the training area.
Source: SG 16.5.4 thru 16.5.6

IN COMPLIANCE: YES ☒ NO ☐ **COMMENTS:** Done by Scenario Manager.

908 **Firearms used in scenario training are altered or modified to be incapable of firing live ammunition.**
All firearms shall be inspected prior to the start of scenario training/testing to ensure safety. Live ammunition should not be permitted within the training/testing site.
Source: SG 16.2.6

IN COMPLIANCE: YES ☒ NO ☐ **COMMENTS:**

909 **Safety equipment is in good condition and in working order.**
All safety equipment, including first aid supplies, Simunition face shields, etc, shall be inspected prior to the start of scenario training or testing. Appropriate protective equipment shall be provided and required for students, instructors, role-players, and observers when any force-on-force application is planned, including, but not limited to: paint guns, marking cartridges (e.g., Simunitions), or other projectile-firing weapons employed in scenario training or event simulations.
Source: SG 16.2.1

IN COMPLIANCE: YES ☒ NO ☐ **COMMENTS:**

910 **Students receive instruction and are provided with vehicle safety procedures.**
If vehicles are used, general safety rules and procedures unique to each driver training facility shall be put in writing and communicated to students prior to actual training.
Source: SG 5.1.1

IN COMPLIANCE: YES ☒ NO ☐ **COMMENTS:**

911 **Safe waiting area is designated for students not involved in training.**
Safe zones (live weapons or ammunition not permitted), semi-safe zones (classroom, restroom, etc.), and unsafe zones (weapons and equipment storage), shall be designated.
Source: SG 16.1.4

IN COMPLIANCE: YES ☒ NO ☐ **COMMENTS:** The students wait in a supervised classroom until dispatchhed to their various scenario tests.

912 **Facility has safety policy for scenario training/testing.**
The policies and procedures must minimally address 1) Rules of Safety and Conduct, 2) Reporting and Handling Injuries, 3) Ratios of Instructional Staff to Students, and 4) Name, location, and phone number of nearest emergency medical facility for each training site.
Source: CCR 1052 (b)(5)

IN COMPLIANCE: YES ☒ NO ☐ **COMMENTS:** See pages 25-28 of Safety Policy.

913 **Facility is conducive to a safe training environment.**
When selecting a presentation site, academies shall consider environmental factors, as well as the reduction of hazards to staff, students, and the public. Other law enforcement agencies that operate in areas adjacent to the site shall also be notified.
Source: SG 16.1.3

IN COMPLIANCE: YES ☒ NO ☐ **COMMENTS:** All scenario training and testing is conducted at our

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SANTA ROSA COLLEGE PUBLIC SAFETY TRAINING CENTER BASIC ACADEMY
BASIC COURSE CERTIFICATION REVIEW

PSTC.

914 **Site inspection is performed prior to scenario training/testing.**
Academy staff shall inspect the designated sites to identify and mitigate hazards prior to actual training or testing.
Source: SG 16.5.3

IN COMPLIANCE: YES ☒ NO ☐ **COMMENTS:** Done by Scenario Manager.

915 **First aid equipment is available at training site.**
A first aid kit shall be readily available during any scenario, tactical exercise, or event simulation where a medical emergency may occur.
Source: SG 16.2.2

IN COMPLIANCE: YES ☒ NO ☐ **COMMENTS:** The Scenario Village, where scenario training and testing takes place, has a first aid kit on site. Additionally, Scenario Village is only about 200' awary from our Emergency Medical Programs training area where additional and more advanced first aid equipment is located.

916 **Fire extinguisher is available at training site.**
A fire extinguisher shall be readily available during any scenario, tactical exercise, or event simulation where a fire hazard may exist.
Source: SG 16.2.2

IN COMPLIANCE: YES ☒ NO ☐ **COMMENTS:** All 11 rooms at our Scenario Village have a fire extinguisher.

917 **Access control and security of training/testing site(s).** Sites selected for scenario training and event simulations shall be located so as to reduce potential hazards to the public. Other law enforcement agencies that operate in areas adjacent to the training site shall be notified. If there are residents or other uninvolved persons in the affected vicinity of the scenario training who could possibly see or hear the events, the posting of perimeter personnel, appropriate signage, or passing out of flyers may reduce complaints and reduce risk of mishaps.
Source: SG 16.1.2

IN COMPLIANCE: YES ☒ NO ☐ **COMMENTS:** We have the ability to provide various levels of access to our training areas depending on the nature of training provided. With numerous pole/swing arm type gates, we can totally restrict access to specific training areas.

► **Recommendations**

Role players receive orientation/training prior to scenario testing. – Academies may utilize Academy-specific training or use the POST Scenario Coordinator Training Video.

Evaluators/role players secure their weapons prior to training/testing. Any exceptions should be noted in policy/procedures.

Location has sufficient area to meet learning objectives.

Exit signs shall be provided at every door, at the intersection of corridors, at stairways or ramps and at such locations and intervals as are necessary to provide the occupants with knowledge of the various means of egress available. Source: (OSHA) General Industry Safety Orders, Title 8, Subsection 7, Section 3216

1000 SAFETY

1001 **Policies include rules of Safety and Conduct.**
Source: CCR 1052(b)(5)(A)

IN COMPLIANCE: YES ☒ NO ☐   COMMENTS: Contained in both our Student Procedures Manual and Safety Policy.

1002 **Policies include Reporting and Handling of Injuries.**
Source: CCR 1052(b)(5)(B)

IN COMPLIANCE: YES ☒ NO ☐   COMMENTS: Contained in both our Student Procedures Manual, Safety Policy and SRJC Emergency Preparedness & Response Guide

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1003 **Policies include ratios of Instructional Staff to Students.**
Source: CCR 1052(b)(5)(C)

IN COMPLIANCE: YES ☒ NO ☐   COMMENTS: Contained in our Safety Policy.

1004 **Policies include name, location, and phone number of nearest emergency medical facility for each training site.** *Source: CCR 1052(b)(5)(D)*

IN COMPLIANCE: YES ☒ NO ☐   COMMENTS: We only use one training site for all primary training. During PT training, the class goes off site four times to engage in three (SRJC Shone Farm) and four (Sonoma County Shiloh Park) mile challenge runs. We are updating our Safety Policy to include additional medical facility resources in proximity to our PSTC, SRJC Shone Farm and Shiloh Park.

1005 **Academy Presenters shall refer to the *POST Guidelines for Student Safety in Certified Courses* for requirements.**
Formal written safety polices shall include the requirements (i.e. 'shall', 'must') outlined in the POST Guidelines for Students Safety in Certified Courses.
Source: CCR 1052(a)(9)(D)

IN COMPLIANCE: YES ☒ NO ☐   COMMENTS:

1006 **Safety policies are developed for each training site and for any manipulative skills training.**
Individual safety policies shall incorporate specific rules, procedures, and protocols which correspond to the academy's unique training environment and course content. The development of specific safety procedures will depend upon the physical characteristic of each training facility and the ancillary services available to each academy.
Source: SG 1.2.2

IN COMPLIANCE: YES ☒ NO ☐   COMMENTS: We only use one training site for all primary training. During PT training, the class goes off site four times to engage in three and four mile off road challenge runs. All manipulative skills are individually addressed in our Safety Policy.

1007 **All staff members are familiar with duties and evacuation procedures required in an emergency.**
Every instructor/staff member should be familiar with duties and evacuation procedures required in an emergency. Procedures should be reviewed regularly.
Source: SG 1.10.1

IN COMPLIANCE: YES ☒ NO ☐   COMMENTS: We are confident that our staff knows what to do, and does it, should an emergency occure. Specific written instructions are contained in our SRJC Emergency Preparedness & Response Guide (posted in all academy training areas). We are in the process of updating our Academy Safety Plan which will be completed prior to CRT site visit.

1008   **Review safety policies prior to manipulative skills training.**
Instructors shall review specific safety rules before training begins.
Source: SG 1.9.1

IN COMPLIANCE: YES ☒ NO ☐   COMMENTS: Always done.

1009   **Students receive copies of safety policies.**
Students shall be provided with appropriate portions of the academy's safety policy as part of the course handouts
in manipulative skills development courses.
Source: SG 1.2.6

IN COMPLIANCE: YES ☒ NO ☐   COMMENTS: Both students and instructors receive a copy of our
Safety Plan, Student Procedures Manual and SRJC Emergency Preparedness & Response Guide.

1010   **Safety policy requires instructors to adhere to approved lesson plan.**
Demonstrations of undocumented control techniques, introductions of untested exercises, and departures from
the presenter- approved lesson plan in a certified course are rarely justified. Changes or substitution of curricula
may pose unwarranted risk to students. Significant changes in course content which impact the expanded
course outline must be submitted to POST for approval before implementation as required
by POST regulations.
Source: SG 1.2.7

IN COMPLIANCE: YES ☒ NO ☐   COMMENTS: Even though our current Safety Policy does not
specifically say this, our instructors do (verified by Director Brown) adhere to their lesson plans. We will add to our
Safety Policy prior to CRT site visit.

1011   **Instructor/Student Ratios: Arrest and Control**
The ratio of instructors to students shall be reasonable to ensure student safety and requires adjustment based on
the specific activity or training.
Source: SG 1.7.1, 4.4.1

IN COMPLIANCE: YES ☒ NO ☐   COMMENTS: Our minimum staff to student ratios for ACT are: 1:20
(10 active and 10 passive) for general instruction, 1:5 for more dynamic training, and 1:2 for Carotid Restraint and
testing (1 active and 1 passive).

1012   **Instructor/Student Ratios: Physical Training/Lifetime Fitness**
The ratio of instructors to students shall be reasonable to ensure student safety and requires adjustment based on
the specific activity or training.
Source: SG 1.7.1, 9.4.1

IN COMPLIANCE: YES ☒ NO ☐   COMMENTS: Our minimum staff to student ratio for PT is: 1:25. We
do not run PT classes with less than one "1070" instructor and an additional instructor or safety officer per 1.7.1 of
POST Safety Guidelines.

1013   **Instructor/Student Ratios: EVOC/Driver Training**
The ratio of instructors to students shall be reasonable to ensure student safety and requires adjustment based on
the specific activity or training.
Source: SG 1.7.1, 5.4.1

IN COMPLIANCE: YES ☒ NO ☐   COMMENTS: Our minimum staff to student ratio for EVOC is: 1:6 (as
a general rule) or greater depending on the specific EVOC activity taking place. For example, active training and
testing for Collision Avoidance, Code 3/Emergency Response, Pursuit, 65 MPH Deceleration, and Skid Control
requires a 1:1 ratio.

1014   **Instructor/Student Ratios: Firearms**
The ratio of instructors to students shall be reasonable to ensure student safety and requires adjustment based on
the specific activity or training.

Source: SG 1.7.1, 2.4.1

IN COMPLIANCE: **YES** ☒ **NO** ☐ **COMMENTS:** Our minimum staff to student ratios for Firearms are: 2:15 or less (static line), 2:5 or less (moving line) and 1:2 or less (reactive/combat).

1015 **Instructor/Student Ratios: Chemical Agents**
The ratio of instructors to students shall be reasonable to ensure student safety and requires adjustment based on the specific activity or training.
Source: SG 1.7.1, 6.4.1

IN COMPLIANCE: **YES** ☒ **NO** ☐ **COMMENTS:** Our minimum staff to student ratios for Chemical Agent exposure are: 1:1 for actual exposure and 2:25 or less for general supervision.

▶ **Recommendations**

Safety briefings should be conducted at the beginning of each manipulative skills training session or whenever re-entering a training site after an absence (e.g., lunch).

1100 FIREARMS TRAINING

1101 **Academy firearms training/testing complies with Chapter 2 of *POST Guidelines for Student Safety in Certified Courses.***
General safety rules as well as procedures unique to each firearms training facility shall be developed, reduced to writing and communicated to students prior to each training session.
Source: SG 2.1.1

IN COMPLIANCE: YES ☒ NO ☐ **COMMENTS:** Students are provided a written copy of firearms safety rules the first day of the academy. They must know the primary four rules to be allowed into the range for training. The Range Safety Rules are posted in the range and are reviewed prior to all firearms training sessions.

1102 **Students receive instruction and are provided with firearms and range safety policies and procedures.**
Proper student conduct relating to safety issues shall never be taken for granted. Academies must ensure that students have an understanding of safety rules and policies. Individual safety policies shall incorporate specific rules, procedures, and protocols which correspond to the academy's unique training environment and to any unique course content presented.
Source: SG 2.1.1/2.5.1

IN COMPLIANCE: YES ☒ NO ☐ **COMMENTS:**

1103 **A firearms safety check shall be conducted after lunch breaks, transportation to remote ranges, or other breaks in training.**
Source: SG 2.2.5

IN COMPLIANCE: YES ☒ NO ☐ **COMMENTS:**

1104 **Academy provides instruction in all learning objectives required by TTS.**
Academies shall provide instruction on all learning objectives specified for the RBC in the TTS. Where a learning activity is required by the TTS, Academies shall require each student to participate in that activity.
Source: Training Procedures D-1-3(d)(2)(D)

IN COMPLIANCE: YES ☒ NO ☐ **COMMENTS:**

1105 **Academy administers and scores all tests required by TTS.**
Academies shall require each student to demonstrate proficiency in the competencies required by each exercise test.
Required Firearms Tests
Source: Training Procedures D-1-3(d)(2)(D)

Firearms			
1	Daytime Basic Handgun Shooting	5	Daytime Basic Shotgun Shooting
2	Lowlight/Nighttime Basic Handgun Shooting	6	Lowlight/Nighttime Basic Shotgun Shooting
3	Daytime Combat Handgun Shooting	7	Daytime Combat Shotgun Shooting
4	Lowlight/Nighttime Combat Handgun Shooting	8	Lowlight/Nighttime Combat Shotgun Shooting

IN COMPLIANCE: YES ☒ NO ☐ **COMMENTS:**

1106 **Academy uses a presenter-developed test form approved by POST.**
Presenters must use the POST-developed Firearms Competency Exercise Test Form or a presenter-developed form approved by POST, which minimally includes the performance dimensions used for this exercise test.
Source: TTS

IN COMPLIANCE: YES ☒ NO ☐ **COMMENTS:** We use the POST constructed forms for all firearms

testing.

1107 **Students receive instruction regarding proper handling of ammunition.**
The rules for loading and unloading weapons shall be reduced to writing and communicated to all students. Conspicuous signage should be employed to reinforce these procedures.
Source: SG 2.1.4

IN COMPLIANCE: YES ☒ NO ☐ **COMMENTS:**

1108 **Students receive instruction regarding proper handling of firearm cleaning materials and solvents, and proper decontamination from lead and other hazardous materials involved with firearms training.**
Students shall be instructed to wash hands, face, and clothing thoroughly after shooting to remove any lead particles or other debris deposited as a result of the weapon's discharge. They shall also be instructed in the danger of lead deposits to children and pregnant women, and what precautionary safeguards they shall take.
Source: SG 2.5.5

IN COMPLIANCE: YES ☒ NO ☐ **COMMENTS:** We'll answer "yes" to this because we do encourage students to wash after shooting and cleaning their weapons at home, but since we are a lead free environment and students do not handle cleaning materials or solvents on site, it does not really apply to us.

▶ **Recommendations**

Staff exposure to lead contamination should be monitored.

Safety briefings should be conducted at the beginning of each manipulative skills training session or whenever re-entering a training site after an absence (e.g., lunch).

1200 FIREARMS TRAINING FACILITIES AND SAFETY

1201 **Facility is conducive to a safe training environment.**
The firearms training facility shall include adequate lighting for night training, adequate communications capabilities, and a designated safe area for persons not directly involved in shooting.
Source: SG 2.1.2 thru 2.1.12

IN COMPLIANCE: **YES** ☒ **NO** ☐   **COMMENTS:**   We use a modern, lead free, indoor, on-site range with excellent adjustable lighting and ventilation. The entire range, to incude all doors, are bullet proof.

1202 **Facility is properly secure and adequate signage posted to prevent unauthorized persons from exposure to potentially dangerous situations.**
The training facility shall have restricted access to ensure uninvolved persons do not present safety hazards.
Source: SG 2.1.3

IN COMPLIANCE: **YES** ☒ **NO** ☐   **COMMENTS:**   Signs are posted. Students and staff must pass through two locked doors to access the range.

1203 **Facility has an emergency medical response plan.**
The academy develops an emergency medical response plan to include: training location, emergency routes, communication plan, and location of emergency medical kit. The emergency medical response plan shall be identified in writing, clearly communicated, and be readily accessible to instructional staff and students,
Source: SG 1.10.1, 2.1.1, 2.1.10

IN COMPLIANCE: **YES** ☒ **NO** ☐   **COMMENTS:**   Our emergency response plan is reviewed with students prior to each range training session. Our written Safety Policy needs to be more specific which will be done prior to CRT visit.

1204 **First aid equipment/materials are readily accessible at all training sites.**
First aid kits shall be augmented to include supplies for the treatment of injuries associated with the training event.
Source: SG 2.1.10

IN COMPLIANCE: **YES** ☒ **NO** ☐   **COMMENTS:**   The range has both a basic first aid kit and an enhanced tramma kit immediately available to both students and staff. All firearms instructors possess current CPR/FA/AED training.

1205 **Safety rules are conspicuously posted.**
Proper student conduct relating to safety issues shall never be taken for granted. Academies must ensure that students are continually reminded of range safety rules and procedures.
Source: SG 2.5.1

IN COMPLIANCE: **YES** ☒ **NO** ☐   **COMMENTS:**   At two locations in the range.

1206 **Every student shall wear eye and ear protection while engaged in shooting or while in the immediate vicinity of the firing line.**
Source: SG 2.2.1

IN COMPLIANCE: **YES** ☒ **NO** ☐   **COMMENTS:**   Always worn when engaged in firearms training.

1207 **Facility has a designated weapons loading/unloading area.**
Sand barrels or other containment devices for the safe loading and unloading of firearms shall be available.
Source: SG 2.1.4

IN COMPLIANCE: **YES** ☒ **NO** ☐   **COMMENTS:**

1208 Weapons loading/unloading area is capable of containing a projectile in case of an

accidental/negligent discharge.
Each firearms training facility shall have an adequate bullet impact area to provide a reasonable margin of safety from all aimed, strayed, accidental, or ricocheted shots.
Source: SG 2.1.2, 2.1.4

IN COMPLIANCE: YES ⊠ NO ☐ **COMMENTS:**

1209 **Safe waiting area is designated for students not directly involved in shooting.**
Instructors shall select a safe zone for students who are not directly engaged in shooting, which is set apart from the active firing area, including areas for cleaning, and unloading/reloading with duty ammunition.
Source: SG 2.1.4

IN COMPLIANCE: YES ⊠ NO ☐ **COMMENTS:** We do not clearn weapons on site. Students are not allowed to possess ammunition outside of the range. Our practiced and written safety protocals include post firearms safey checks of both the student and their weapon.

1210 **If facility has no armory/storage facility, the Academy has a written policy regarding students' control and storage of their firearms and ammunition.**
Source: Penal Code Section 25400

IN COMPLIANCE: YES ⊠ NO ☐ **COMMENTS:** Contained in Student Procedures Manual and will be added to our Safety Policy.

1211 **Students understand and comply with applicable laws and policies regarding self-storage and transportation of weapons and equipment.**
Source: Penal Code Section 25400

IN COMPLIANCE: YES ⊠ NO ☐ **COMMENTS:** Contained in Student Procedures Manual.

1212 **Facility has a designated weapons cleaning area.**
Safe areas shall be designated to accommodate persons who are not directly engaged in shooting, including areas for cleaning firearms.
Source: SG 2.1.4

IN COMPLIANCE: YES ⊠ NO ☐ **COMMENTS:** Not used by RBC students--they clean their weapons at home.

1213 **Weapons cleaning area is equipped with proper safety equipment.**
Students shall be instructed to wash hands, face, and clothing thoroughly after shooting to remove any lead particles or other debris deposited as a result of the weapon's discharge. Instructors/range-masters responsibilities shall include awareness of EPA and Cal/OSHA regulations for range maintenance and cleanup.
Source: SG 2.5.5

IN COMPLIANCE: YES ⊠ NO ☐ **COMMENTS:** Not used by students.

▶ Recommendations

Facility is primarily designed for firearms training.

Instructors and students wear soft body armor.

Staff trained in the use of gunshot trauma kit.

Incorporate SG appendix B, section B-5 Response to Injuries in presenter safety policy.

Students are supervised when loading/unloading firearms. Staff should monitor student activity to ensure that safety procedures are followed.

Conspicuous signage is employed to reinforce the safety guidelines for loading and unloading firearms.

Facility has a designated locked armory/storage facility for weapons and ammunition.

Access to armory/storage facility is controlled and restricted.

Armory/storage facility is equipped with a decontamination station.

Weapons cleaning area is equipped with a decontamination station.

1300 CHEMICAL AGENTS TRAINING

1301 **Facility has safety policy for chemical agents training.**
Written safety rules and procedures unique to each chemical agent training facility shall be put in writing and provided to students prior to each training session.
Source: CCR 1052(b)(5) & SG 6.1.1

IN COMPLIANCE: YES ☒ NO ☐   COMMENTS:

1302 **Academy chemical agents training/testing comply with Chapter 6 of *POST Guidelines for Student Safety in Certified Courses.***
Students who participate in chemical agent training where an air-purifying respirator is used shall meet Cal/OSHA requirements before beginning the training.
Source: SG Chapter 6.1.1

IN COMPLIANCE: YES ☒ NO ☐   COMMENTS:

1303 **Academy provides instruction in all learning objectives required by TTS.**
Academies shall provide instruction on all learning objectives specified for the RBC in the TTS. Where a learning activity is required by the TTS, Academies shall require each student to participate in that activity.
Source: Training Procedures D-1-3(d)1(A) and (B)

IN COMPLIANCE: YES ☒ NO ☐   COMMENTS:

1304 **Classroom instruction is performed only with inert devices, multimedia or other visual aids.**
The presence of live blast dispersion or pyrotechnic devices in the classroom environment represents an unnecessary risk.
Source: SG 6.5.1

IN COMPLIANCE: YES ☒ NO ☐   COMMENTS:

1305 **Training location minimizes potential hazards from chemical agents to the public.**
When selecting a training site for release of chemical agents, academies shall consider factors such as unpredictable winds, mechanical and thermal turbulence, air borne persistence, and decontamination.
Source: SG 6.1.2

IN COMPLIANCE: YES ☒ NO ☐   COMMENTS:

1306 **Training location presents minimal or no fire hazards to surrounding area.**
The chemical agents training site shall be located in an area that minimizes fire hazard to structures and vegetation.
Source: SG 6.1.3

IN COMPLIANCE: YES ☒ NO ☐   COMMENTS:

1307 **Appropriate fire suppression equipment is available.**
A fire hazard is inherent in the deployment of some chemical agent delivery devices (e.g., continuous discharge or blast type grenades). The type of fire suppression resources shall be appropriate to the type of fire hazard.
Source: SG 6.2.3

IN COMPLIANCE: YES ☒ NO ☐   COMMENTS:

1308 **Safety rules are conspicuously posted.**
Proper student conduct relating to safety issues shall never be taken for granted. Academies must ensure that students are continually reminded of chemical agents training safety rules and procedures.
Source: SG 6.1.1

IN COMPLIANCE: YES ☒ NO ☐ **COMMENTS:** Posted on an "A" frame structure during actual chemical agent exposure training.

1309 **Students are properly fit tested for any gas mask to be used.**
Students who are issued or using an air-purifying respirator (APR) when participating in chemical agent training must have completed the required medical examination, met Cal/OSHA requirements for fit testing, and use a NIOSH-approved air-purifying respirator (APR).
Source: SG 6.2.1

IN COMPLIANCE: YES ☒ NO ☐ **COMMENTS:** We instruct students how to properly fit a gas mask. All students are required to sign a form advising of what chemical agent training will involve and be medically cleared.

1310 **Facility has a designated area for decontamination from chemical agent exposure.**
Appropriate personal decontamination materials shall be available at the training site. Minimally, an adequate supply of cool, clean water is essential to rinse away residual irritants from the eyes and skin.
Source: SG 6.2.2

IN COMPLIANCE: YES ☒ NO ☐ **COMMENTS:** We use water from hoses, an eye wash station and fans.

1311 **Students receive instruction on decontamination from exposure to chemical agents.**
Instructors shall provide information to students regarding proper procedures for decontamination after exposure to chemical agents.
Source: SG 6.2.2

IN COMPLIANCE: YES ☒ NO ☐ **COMMENTS:**

1312 **Facility has decontamination policy to ensure students have sufficiently recovered before being allowed to leave the facility.**
Instructional staff shall maintain positive control over students in order to minimize panic. Instructors shall also be alert for long post-exposure recovery time, allergic reactions, or other exposure related health issues. Medical professionals shall attend to continued distress.
Source: SG 6.6.1

IN COMPLIANCE: YES ☒ NO ☐ **COMMENTS:**

1313 **Facility has a policy regarding the safe disposal of expended chemical agent munitions.**
The academy's written safety policy must identify procedures for safe disposal of expended chemical agent munitions. In addition, students shall be instructed not to handle any device that fails to detonate.
Source: SG 6.5.4

IN COMPLIANCE: YES ☒ NO ☐ **COMMENTS:** We do not use munitions that detonate.

▶ Recommendations

Become familiar with the California Code of Regulations, Title 8, Section 5144, as it pertains to respiratory protection at work (https://www.dir.ca.gov/title8/5144.html).

Safety briefings should be conducted at the beginning of each manipulative skills training session or whenever re-entering a training site after an absence (e.g., lunch).

1400 ARREST AND CONTROL TRAINING

1401 **Facility has safety policy for arrest and control training.**
General safety rules and procedures unique to each arrest and control training facility shall be put in writing and provided to students prior to each training session. Individual safety policies shall incorporate specific rules, procedures, and protocols which correspond to the unique training environment and to any unique course content presented.
Source: SG 4.1.1& 1.2.2

IN COMPLIANCE: **YES** ☒ **NO** ☐ **COMMENTS:**

1402 **Facility is conducive to a safe training environment.**
Training shall be conducted in a suitable location with adequate space, light, ventilation, and free of outside distractions.
Source: SG 4.1.2 thru 4.1.5

IN COMPLIANCE: **YES** ☒ **NO** ☐ **COMMENTS:**

1403 **Academy provides instruction in all learning objectives required by TTS.**
Academies shall provide instruction on all learning objectives specified for the RBC in the TTS. Where a learning activity is required by the TTS, Academies shall require each student to participate in that activity.
Source: Training Procedures D-1-3(d)(1)(A) and (B)

IN COMPLIANCE: **YES** ☒ **NO** ☐ **COMMENTS:**   ACT instructors follow a detailed daily Instructional Delivery Plan that is cross referenced to TTS to ensure compliance.

1404 **Academy administers and scores all tests required by TTS.**
Presenters must use the POST-developed Arrest and Control Competency Exercise Test Form or a presenter-developed form approved by POST, which minimally includes the performance dimensions used for this exercise test. Required Arrest Methods Tests
Source: TTS

Arrest and Control			
1	Carotid Restraint Control Hold	5	Handgun Takeaway (2)
2	Control Holds (2)	6	Impact Weapon
3	Handcuffing	7	Search (4)
4	Handgun Retention (3)	8	Takedown Technique (2)

IN COMPLIANCE: **YES** ☒ **NO** ☐ **COMMENTS:**

1405 **Academy uses a presenter-developed test form approved by POST.**
Presenters must use the POST-developed Arrest and Control Competency Exercise Test Form or a presenter-developed form approved by POST, which minimally includes the performance dimensions used for this exercise test. *Source: TTS*

IN COMPLIANCE: **YES** ☒ **NO** ☐ **COMMENTS:**   We use the POST constructed test forms for ACT testing.

1406 **Students receive instruction and are provided with arrest and control safety procedures before the application phase of training begins.**
Students shall be provided with appropriate portions of the academy's safety policy as part of the course handouts in manipulative skills development courses.
Source: SG 1.9.1, CCR 1052(b)(5)

IN COMPLIANCE: **YES** ☒ **NO** ☐ **COMMENTS:**

1407   **Protective gear for arrest and control training consists of appropriate safety gear.**
Examples of safety gear for arrest methods training include mouth pieces, groin cups, head gear, face protection, chest protectors, and other related articles used in full contact training.
Source: SG 4.2.5

IN COMPLIANCE: YES ☒ NO ☐   **COMMENTS:**

1408   **Equipment used in arrest and control training shall be cleaned regularly to prevent communicable diseases (e.g., MRSA, staph infections, ringworm, etc.)**
Students shall inspect and clean footwear each time they leave and return to the mats.
Source: SG 4.2.3

IN COMPLIANCE: YES ☒ NO ☐   **COMMENTS:**   Mats are cleaned prior to AM training session and again prior to PM training session with industrial cleaning solution. Cleaning of mats are logged. Footwear is not allowed on training mats--shoes are removed prior to stepping onto mats and training.

1409   **Defensive tactics and arrest control techniques training shall occur in a suitable location.** Risk of student injury increases dramatically when training occurs in inappropriate locations. An appropriate "mat room" or similar type area is recommended
Source: SG 4.1.2

IN COMPLIANCE: YES ☒ NO ☐   **COMMENTS:**   We have and excellent mat area to train.

1410   **Mats are clean and free from debris; Academy has a disinfection procedure.**
All mats and equipment, including protective gear, shall be cleaned regularly and inspected for safety and cleanliness prior to the start of training or testing.
Source: SG 4.2.3

IN COMPLIANCE: YES ☒ NO ☐   **COMMENTS:**

1411   **Facility has an emergency medical response plan.**
Adequate communications procedures with EMS personnel shall be established. Cell phones, phone numbers, radios, and locations shall be identified in writing, and clearly communicated to instructional staff and students.
Source: SG 1.10.1, CCR 1052(b)(5)

IN COMPLIANCE: YES ☒ NO ☐   **COMMENTS:**   Cell phones are primariy used to engage with EMS should there be a need. Traditional "land line" phones are also available in the ACT training area.

1412   **First aid equipment/materials are provided at all training sites.**
First aid kits shall be augmented to include supplies for the treatment of injuries associated with the training event.
Source: SG 1.10.2

IN COMPLIANCE: YES ☒ NO ☐   **COMMENTS:**

▶ Recommendations

Facility is properly secured and reasonably free from outside distractions.

An appropriate "mat room" or similar type of area, either permanent or temporary, is preferred.

Safety briefings should be conducted at the beginning of each manipulative skills training session or whenever re-entering a training site after an absence (e.g., lunch).

1500 DRIVER TRAINING (VEHICLE OPERATIONS)

1501 **Facility has safety policy for driver training.**
General safety rules and procedures unique to each driver training facility shall be put in writing and provided to students prior to each training session.
Source: SG 5.1.1

IN COMPLIANCE: YES ☒ NO ☐ **COMMENTS:**

1502 **Academy driver training/testing complies with POST Guidelines for Student Safety in Certified Courses, Chapter 5.**
Individual safety policies shall incorporate specific rules, procedures, and protocols which correspond to the unique training environment and to any unique course content presented.
Source: SG Chapter 5 & CCR 1052(b)(5)

IN COMPLIANCE: YES ☒ NO ☐ **COMMENTS:**

1503 **Academy provides instruction in all learning objectives required by TTS.**
Academies shall provide instruction on all learning objectives specified for the RBC in the TTS. Where a learning activity is required by the TTS, Academies shall require each student to participate in that activity.
Source: Training Procedures D-1-3(d)(1)(A) and (B)

IN COMPLIANCE: YES ☒ NO ☐ **COMMENTS:** EVOC training uses a detailed daily and hourly Instructional Delivery Plan that is cross referenced to POST TTS.

1504 **Academy administers and scores all tests required by TTS.**
Presenters must use the POST-developed Vehicle Operations Competency Exercise Test Form or a presenter-developed form approved by POST, which minimally includes the performance dimensions used for this exercise test. Required EVOC Tests
Source: TTS

Driver Training			
1	Collision Avoidance	4	Skid Control
2	Emergency Response	5	Slow Speed
3	Pursuit Operations	6	65 MPH

IN COMPLIANCE: YES ☒ NO ☐ **COMMENTS:**

1505 **Academy uses a presenter-developed test form approved by POST.**
Presenters must use the POST-developed Vehicle Operations Competency Exercise Test Form or a presenter-developed form approved by POST, which minimally includes the performance dimensions used for this exercise test.
Source: TTS

IN COMPLIANCE: YES ☒ NO ☐ **COMMENTS:** We use POST constructed Driving/EVOC testing forms.

1506 **The driver training facility shall have restricted access to ensure uninvolved vehicles and pedestrians do not present safety hazards.**
Source: SG 5.1.2

IN COMPLIANCE: YES ☒ NO ☐ **COMMENTS:** Our Driving/EVOC area is surrounded by fencing and has pole swing gates to control access.

1507   Facility is conducive to a safe training environment.
The driver training facility shall have minimum obstructions, minimum interference with other training exercises, minimum surface abrasions (pot holes), maximum margin for "run out'" areas adjacent to exercises, and be accessible to fire, rescue, and other emergency vehicles.
Source: SG 5.1.3

IN COMPLIANCE: YES ☒ NO ☐   COMMENTS: We have a dedicated Driving/EVOC training area of about 10 acres that allows for ample run out. A few months ago, our training area was resurfaced and is in excellent condition. About a year ago, we added an upgrade to our training area so we can perform the 65 Deceleration training and testing on site.

1508   Facility has an emergency medical response plan.
The emergency medical response routes shall be pre-identified in order to expedite assistance. In a permanent training facility, emergency telephone numbers and other notification procedures shall be clearly posted. In off-site training, the procedures for medical emergencies shall be reduced to writing and communicated to students prior to the start of training.
Source: SG 1.10.1

IN COMPLIANCE: YES ☒ NO ☐   COMMENTS: All instructors know and follow a emergency medical response plan (dial 9-1-1 and notify SRJC campus police) should the need arise. Our written Safety Plan will be enhanced to better capture what we practice.

1509   First aid/fire extinguisher/pry tool equipment are available at training site.
First aid kits shall be augmented to include supplies for the treatment of injuries associated with the training event.
Source: SG 5.2.5

IN COMPLIANCE: YES ☒ NO ☐   COMMENTS:

1510   Facility safety conditions inspected daily prior to training.
The driver training site shall be inspected each day prior to the training/testing session for potential hazards or obstructions.
Source: SG 5.1.4

IN COMPLIANCE: YES ☒ NO ☐   COMMENTS:

1511   Students receive instruction and are provided with vehicle safety procedures.
General safety rules as well as procedures unique to each driver training facility shall be reduced to writing and communicated to students prior to each training session.
Source: SG 5.1.1, 1.9.1

IN COMPLIANCE: YES ☒ NO ☐   COMMENTS:

1512   Safe waiting area designated for students not involved in training.
Instructors shall select a safe zone set apart from the active driving area, where students can stage entry to the active site, as well as engage in rest and recovery.
Source: SG 5.5.3

IN COMPLIANCE: YES ☒ NO ☐   COMMENTS:

▶ Recommendations

An emergency action plan (EAP) is a written document that is used to facilitate and organize employer and employee actions during workplace emergencies. The plan minimally must include means of reporting fires and other emergencies, evacuation procedures and escape route, procedures to be followed by employees who remain   to operate the facility critical to operations before they evacuate, procedures to account for all employees

after an evacuation, rescue and medical duties, and names and titles of persons who can be contacted for further information. Source: (OSHA) 29 CFR 1910.38(a)

Facility has adequate signage and is posted to prevent unauthorized persons from exposure to potentially dangerous situations. All safety equipment shall be inspected prior to the start of each session of driver training or testing.

Safety equipment is in good condition and in working order.

1600 TRAINING VEHICLES

1601 **Vehicles are adequately equipped for law enforcement training.**
Vehicles used for driver training shall be equipped with heavy duty suspension systems, upgraded cooling systems, wider tires, and related improvements suitable for the rigors of law enforcement driver training. Vehicles shall be equipped with radios to enable communication between them.
Source: SG 5.2.1

IN COMPLIANCE: YES ☒ NO ☐ **COMMENTS:** We run a fleet of 11 modern, 2014 and 2018, "police package" EVOC training vehicles that match what's currently being used by customer agencies. We run six Ford Intercepter PUVs (4 @ 2014 and 2 @ 2018) and five Ford Intercepter sedans (3 @ 2014 and 2 @ 2018).

1602 **Vehicle maintenance and inspection procedures are established.**
Vehicle maintenance and inspection procedures shall include brakes, wheels, tires, steering, suspension components, and related equipment.
Source: SG 5.2.6

IN COMPLIANCE: YES ☒ NO ☐ **COMMENTS:** Done by on-site vehicle mechanic and again by instructors immediately prior to each training session.

1603 **Use of seat belts are mandatory.**
Use of seat belts shall be required any time a training vehicle is in motion, even when the vehicle is operated exclusively on private property, and/or at slow speed.
Source: SG 5.2.3

IN COMPLIANCE: YES ☒ NO ☐ **COMMENTS:**

1604 **Vehicles used for PIT training have appropriate equipment.**
Vehicles used for PIT training shall have appropriate equipment, including adequate occupant restraint system, roll bar, and vehicle contact points.
Source: SG 5.2.7

IN COMPLIANCE: YES ☐ NO ☒ **COMMENTS:** We do not teach PIT.

1605 **Safety equipment is available for students, when necessary.**
This guideline requires the use of helmets and the installation of appropriate occupant protection equipment in vehicles used during high speed or pursuit training so that the potential for student injury is reduced. The use of helmets and the installation of appropriate occupant protection equipment in vehicles used during slow speed training is encouraged.
Source: SG 5.2.4

IN COMPLIANCE: YES ☐ NO ☒ **COMMENTS:** We do not train at "high speeds" thus do not use helmets. The "police package" vehicles we use are not modified per direction from the manufacturer.

▶ Recommendations

None.

1700 TIRE DEFLATION DEVICE TRAINING

1701 **Review safety policies prior to manipulative skills training.**
Students shall be provided with appropriate portions of the Academy's safety policy as part of the course handouts in manipulative skills development courses.
Source: SG 5.6.1

IN COMPLIANCE: YES ☐ NO ☒   COMMENTS: We do not conduct tire deflation training.

1702 **Manufacturer safety and deployment guidelines are integrated in safety policy.**
Instructors shall emphasize the proper deployment procedures and safety guidelines issued by the manufacturer of the device and described in department policies.
Source: SG 5.6.1

IN COMPLIANCE: YES ☐ NO ☒   COMMENTS: We do not conduct tire deflation training.

1800 LIFETIME FITNESS TRAINING

1801 **Academy provides instruction in all learning objectives required by the TTS.**
Source: Training Procedures D-1-3(d) (1)(C);WSTB PM

IN COMPLIANCE: YES ☒ NO ☐ COMMENTS:

1802 **Academy requires each student to complete Physical Conditioning Program Requirements.**
Academies shall require each student to complete the POST Basic Academy Physical Conditioning Program as specified in the (Consistency)TTS.
Source: Training Procedures D-1-3(d) (1)(C); WSTB PM

IN COMPLIANCE: YES ☒ NO ☐ COMMENTS:

1803 **Academy has procedures for medical pre-screening all students.**
Appropriate screening and medical clearance must be completed and documented for each student.
Source: SG 9.6.1, 9.6.2

IN COMPLIANCE: YES ☒ NO ☐ COMMENTS: Both agency sponsored and self-sponsored students must provide documentation of being medically cleared to participate in physical training.

1804 **Prior to every exercise session or assessment students shall be asked to identify any injuries or medical restrictions that may affect their ability to safely participate.**
It is appropriate to ask students if they are injured or otherwise debilitated before training begins.
Source: SG 1.3.1

IN COMPLIANCE: YES ☒ NO ☐ COMMENTS:

1805 **Appropriate, supervised, alternate physical activities are available for injured students.**
Presenters who provide individual accommodations must meet the functional equivalency of all components of the training session.
Source: Learning Domain 32 IV.A.6

IN COMPLIANCE: YES ☒ NO ☐ COMMENTS: When able and on a case-by-case bases per medical restrictions and staffing availability.

1806 **Medical release is required before injured student can resume full training.**
Students excused from physical conditioning due to injury must be required to obtain medical clearance before returning.
Source: SG 1.6.4

IN COMPLIANCE: YES ☒ NO ☐ COMMENTS:

1807 **Injury reports are reviewed periodically to identify any trends or patterns.**
Instructors must document injuries and review their patterns and trends. When appropriate, this information must be shared with the Academy director or coordinator to assist injury prevention efforts.
Source: SG 1.6.5

IN COMPLIANCE: YES ☒ NO ☐ COMMENTS: Director Brown reviews all reports of injuries and initiates corrective actions when needed.

1808 **Physical conditioning schedule includes 36 sessions within a 10-to14-week period.**
Thirty-six physical conditioning sessions must be conducted within a period of 10–14 consecutive weeks with at least two sessions per week.
Source: Learning Domain 32 IV.A.2

IN COMPLIANCE: YES ☒ NO ☐ COMMENTS:

1809 **Counted physical conditioning sessions are at least 60 minutes in duration.**
Each physical training (PT) session counted toward the required number of conditioning sessions must consist of a minimum of 60 minutes in length.
Source: Learning Domain 32 IV.A.3

IN COMPLIANCE: YES ☒ NO ☐ **COMMENTS:** We provide 60 hours (POST minimum at 40 hrs.) of physical training. All but five of our PT sessions are 1.5 hours long. The three WSTB practice and testing sessions and two Cooper RLA sessions are in addition to PT training.

1810 **Weekly physical conditioning schedules are planned appropriately.**
The weekly schedules for the conditioning program minimally contain two sessions per week.
Source: TTS

IN COMPLIANCE: YES ☒ NO ☐ **COMMENTS:**

1811 **Assessments are conducted in the manner and frequency required.**
The five assessment components are completed in the foundational and peak-performance phase.
Source: Learning Domain 32 IV.G

IN COMPLIANCE: YES ☒ NO ☐ **COMMENTS:**

1812 **Instructors shall advise students of the causes of common exercise-related injuries and strategies for preventing injuries.**
Proper instruction is instrumental in preventing student injuries.
Source: SG 9.5.3

IN COMPLIANCE: YES ☒ NO ☐ **COMMENTS:** Done as part of their initial lecture and on an ongoing basis.

1813 **An appropriate warm-up is done before every conditioning session.**
Instructors should ensure that students are properly warmed up before each conditioning session.
Source: SG 9.6.3, WSTB PM, Learning Domain 32 IV.A.4

IN COMPLIANCE: YES ☒ NO ☐ **COMMENTS:** Dynamic warm-up is done prior to each PT training session.

1814 **An appropriate cool-down is done immediately following each conditioning session.**
Instructors should ensure that students are properly cooled down after each conditioning session.
Source: SG 9.6.3, Learning Domain 32 IV.A.4

IN COMPLIANCE: YES ☒ NO ☐ **COMMENTS:** Cool down (reduction in training intensity) along with static stretcing is done at the conclusion of each PT session.

1815 **Instructors consider environmental conditions in planning and leading exercise sessions.**
Environmental conditions refer to heat, cold, humidity, ventilation, air pollution, altitude, and lighting. Strenuous exercise shall be avoided during periods of poor air quality and during periods of excessively hot or cold weather.
Source: SG 9.5.2

IN COMPLIANCE: YES ☒ NO ☐ **COMMENTS:** When there are excessive environmental influences such as heat, cold and hard rain; we do workouts in the air conditioned gym. We have never had an environment related injury since we put a high priority on this consideration.

1816 **The WSTB is administered in accordance with POST requirements.**
The scheduling of the assessments and the order of the elements are proscribed by POST.

Source: WSTB PM

IN COMPLIANCE: YES ☒ NO ☐   **COMMENTS:**

1817   **Documentation supporting any alternate physical ability test has been submitted to and approved by POST.**
An Academy which desires to use an alternate test instead of POST's WSTB must submit appropriate documentation of the test to POST for approval.
Source: TTS

IN COMPLIANCE: YES ☐ NO ☒   **COMMENTS:**   We do not use any alternative testing.

1818   **All WSTB obstacles, surfaces, and test equipment meet POST specifications.**
Set-up of the equipment and obstacles shall be in accordance with POST requirements.
Source: WSTB PM

IN COMPLIANCE: YES ☒ NO ☐   **COMMENTS:**

1819   **Safety matting is used on equipment and landing surfaces where required.**
Appropriate matting on equipment and the presence of reasonable landing surfaces are essential in order to prevent unnecessary injuries.
Source: WSTB PM

IN COMPLIANCE: YES ☒ NO ☐   **COMMENTS:**   Permanently installed.

1820   **All staff who administer the test have completed WSTB proctor training.**
All proctors should be trained to administer the WSTB. The academy may train WSTB proctors.
Source: WSTB PM

IN COMPLIANCE: YES ☒ NO ☐   **COMMENTS:**   We have six POST trained PT instructors who administer WSTB testing.

▶ **Recommendations**

None.

1900 LIFETIME FITNESS FACILITIES AND EQUIPMENT

1901   **Facility has safety policy for physical training and testing.**
Academy safety policies and procedures must minimally address rules of safety and conduct, reporting and handling injuries, and ratios of instructional staff to students.
Source: CCR 1052(b)(5)

IN COMPLIANCE: YES ☒ NO ☐   **COMMENTS:**

1902   **Facility has an emergency medical response plan.**
Adequate communications procedures with EMS personnel shall be established. Cell phones, phone numbers, radios, and locations shall be identified in writing, and clearly communicated to instructional staff and students.
Source: SG 1.10.1, CCR 1052(b)(5)

IN COMPLIANCE: YES ☒ NO ☐   **COMMENTS:**   We follow the SRJC Emergency Preparedness & Response Guide which is posted in all academy training areas.

1903   **First aid equipment/materials are provided at all training sites.**
First aid kits shall be immediately accessible at all physical training sites. Appropriate safety and emergency procedures shall be established for offsite physical conditioning. First aid kits shall be augmented to include supplies for the treatment of injuries associated with the training event.
Source: SG 1.10.2; 9.6.4

IN COMPLIANCE: YES ☒ NO ☐   **COMMENTS:**

1904   **Facility is conducive to a safe training environment.**
Indoor lighting, ventilation, and flooring shall be appropriate for assigned activities. Exercises shall be performed on shock absorbing and nonabrasive surfaces. Running areas shall afford adequate traction and shall be hazard free. Offsite training areas shall be inspected in advance. Restrooms and drinking water shall be available.
Source: SG 9.1.1 - 9.1.5, 9.5.1

IN COMPLIANCE: YES ☒ NO ☐   **COMMENTS:**

1905   **Proper safety considerations given to offsite physical training activities.**
For offsite group training runs and similar activities, the academy should consider utilizing chase vehicles with emergency lights, road guards with high visibility or reflective clothing, radio and/or phone communications, and other appropriate safety measures.
Source: SG 1.10.1, 9.6.4

IN COMPLIANCE: YES ☒ NO ☐   **COMMENTS:**   Our four off-site training runs are not on roadways thus we do not use case vehicles nor high visibility vests or clothing. We take our classes off road on trail and/or fireroad runs.

1906   **Emergency operational plan is available to staff and students.**
Students shall be provided with appropriate portions of the Academy's safety policy as part of the course handouts.
Source: SG 1.2.6

IN COMPLIANCE: YES ☒ NO ☐   **COMMENTS:**   Students are issued an electronic copy of our Safety Plan which is thoroughly reviewed with them. The SRJC Emergency Preparedness and Response Guide is posted in all training areas.

1907   **Physical training instructors shall be familiar with symptoms of heat illness, exhaustion, respiratory, and cardiac emergencies. Training in advanced level first aid and CPR is encouraged.**
Source: SG 9.3.2

IN COMPLIANCE: YES ☒ NO ☐   **COMMENTS:**   All PT instructors hold current certification in CPR/FA/AED. Additionally, all PT instructors have completed concussion awareness and first aid training.

1908   Running areas shall be free from hazards

To the extent possible, running areas shall afford adequate traction and shall be free from hazards such as physical obstructions, steep embankments, and excessive inclines or declines.

Source: SG 9.1.3

IN COMPLIANCE: YES ☒ NO ☐   COMMENTS: We do take the class on four off site trail/fire road runs on well maintained dirt surfaces. No student has ever sustained an injury on these runs.

▶ Recommendations

Safety equipment is in good condition and in working order.
All safety equipment shall be inspected prior to the start of each session of training or testing.

2000   FACILITIES/MAJOR BUILDINGS USED FOR LAW ENFORCEMENT TRAINING

Although POST regulations do not address specific Academy facilities or training environments that may be used, this information is necessary to determine the Academy's ability and capacity to present the Basic Course.

Available office space for Academy staff
Director/Coordinator office space
Recruit Training Officers' work space
Instructors' work space
Clerical Office work space
Location for private counseling of students
Office equipment and storage (do not include computers, copiers, or filing cabinets)   Reproduction/copier equipment
Computers and software
Phone access
Filing cabinets and secured access
Security and controlled access
Restrooms and lockers available for students and staff
Separate locker space for students and staff
Sufficient locker space for male and female students
Showers available for students and staff
Classroom space
Lighting
Furnishings (tables, chairs, viewing screens, TVs/VCR/DVD player, etc.)
Heating and air conditioning
Acoustics/sound
Classroom(s) are free of distractions
I n structional aids
Audio/visual equipment
Multimedia software (PowerPoint, etc.)
Classroom(s) have dry erase boards, etc.
Other training aids
Library and/or media center
Computer lab and Internet access
Current material and equipment
Availability to students and staff

GLOSSARY AND LINKS

Acronym	Description	Links (URLs)
AICC	POST Academy Instructor Certification Course	www.post.ca.gov/Publications/Course_Catalog/1843.asp
DTS	Department of Technology Services	www.training.ca.gov/
ECO	Expanded Course Outline / Exemplar	https://basiccourse.post.ca.gov/outline.aspx
EDI	Electronic Data Interface	https://edinet.post.ca.gov/
EMS	Emergency Medical Services	http://www.emsa.ca.gov/
Cal/EPA	California Environmental Protection Agency	www.calepa.ca.gov/
Cal/OSHA	California Department of Industrial Relations	http://www.dir.ca.gov/dosh/
Management Guide	POST Basic Course Management Guide	https://basiccourse.post.ca.gov/default.aspx
PAM	POST Administrative Manual	www.post.ca.gov – click on Publications
WSTB PM	Work Sample Test Battery Proctor Manual	https://basiccourse.post.ca.gov/default.aspx
RBC	Regular Basic Course	www.post.ca.gov/Training/bt_bureau/regular.asp
SG	POST Guidelines to Student Safety in Certified Courses	www.post.ca.gov – click on Publications
TMAS	Test Management and Assessment System	https://basiccourse.post.ca.gov/test_security.aspx
TSA	POST Test Security Agreement – (submit to POST)	https://basiccourse.post.ca.gov/test_security.aspx
TTS	POST Training and Testing Specifications	https://basiccourse.post.ca.gov/default.aspx
WSTB	Work Sample Test Battery	https://basiccourse.post.ca.gov/default.aspx