

BELL GARDENS POLICE DEPARTMENT
DRIVING (PSP)
Safety Policy

It is the practice of the Bell Gardens Police Department (BYPD) to conduct all training in a safe and secure manner. All instructors will manage and facilitate the learning process through constant safety and security evaluations.

I. Facilities

- A. Since we must use which ever facility we can obtain on a space-available basis, the need for safety rules and procedures specific to each facility is necessary. It is the instructor(s) responsibility to obtain the facility safety policy prior to the course presentation and familiarize all students and staff with the policy. In the event no pre-existing policy exists, instructors must conduct a safety inspection and develop a safety policy specific to the course training facility.
 - 1. Classroom - Bell Gardens Police Department 7100 Garfield Ave. Bell Gardens, CA 90201 562-806-7600
 - 2. Course Exercises
 - a. Bell Gardens John Anson Ford Park, 8000 Park Ln, Bell Gardens, (562) 806-7650
 - b. Bell Gardens High School, 6119 Agra St, Bell Gardens, CA 90201 (323) 826-5151
- B. Whenever possible, safety rules shall be clearly posted.
- C. Driver training shall be in a controlled access area to ensure uninvolved vehicles and pedestrians present a safety hazard. Instructors shall limit access using barricades, fencing, caution tape and/or other appropriate warning methods.
- D. Safe areas shall be designated by signage and determined by the conditions at the time of the training.
- E. The rules for commence driving exercises shall be communicated to all students. The communications shall be conveyed via verbal commands and hand signals, where appropriate.
- F. Course design and site selection shall ensure the following is addressed:
 - 1. Minimum obstructions
 - 2. Minimum interference with other training exercises
 - 3. Minimum surface hazards
 - 4. Accessibility by fire, rescue, and other emergency vehicles
 - 5. Accessibility to drinking water and restroom facilities
 - 6. Communication equipment and additional safety equipment is available.

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- G. Instructional staff shall monitor facility conditions:
 - 1. Safety hazards must be detected and corrected.
 - 2. Inspections of the driving training area shall be conducted daily before students are permitted to commence exercises.

- H. Students shall be directed to report any hazardous condition(s) immediately.

II. Equipment

- A. Vehicle used for training shall be adequately equipped and approved by the presenter. Instructors shall inspect and approve all vehicles and other gear/equipment included in driving training.
- B. Instructors shall require students to use approved safety equipment such as seat belts. The instructional staff will conduct pre-training inspection to ensure compliance. Department issued uniformed duty belt and carrying holster shall be worn.
- C. Students shall wear clothing that allow for movement flexibility. Proper clothing and protective wear such as boots or shoes must be worn.
- D. Instructional staff shall wear clothing that clearly designates them as instructors. Department badge/patch and instructor's name shall be worn.
- C. Instructors shall inspect all safety equipment prior to use.
- D. First aid and trauma kits shall be immediately available at each training site.
- E. Frequent inspection of vehicles shall be done. Vehicle components can wear unpredictably or become stressed to a degree failure may occur.
- F. Equipment necessary to ensure the safety of instructors and students during high intensity training will be provided.

IV. Instructor Qualifications

- A. Each instructor shall be required to complete a POST-certified Driver Awareness and Driver Instructor course or its equivalent non-POST course.

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V. Presentation

- A. Safety Policy and rules will be provided to all students and reemphasized to students prior to and during training.
- B. Student shall be instructed to report any injury and hazardous condition immediately.
- C. Instructor to student ratio: One instructor per five students is optimal with a maximum of eight students per instructor for low risk training exercises. Instructors shall lower the instructional instructor-to-student ratio for higher risk exercises where circumstances require. The number of instructors will depend on the specific type of exercise and the potential injury risk to the student/instructor.
- D. The training staff shall provide advance notice to prospective students and their agencies regarding anticipated physical demands and/or physical performance expectations.
- E. Instructors shall be aware of physical fatigue factors which may affect the ability of students to perform safely. Long periods of training can unduly fatigue students and increase accident potential. Extreme heat, smog, visibility, and other environmental conditions that affect student safety shall be considered
- F. Instructors shall be aware of environmental factors such as weather and air quality and adjust instruction as necessary.
- G. The primary instructor or designee shall review specific safety rules with students/instructors.
- H. Specific safety rules shall be incorporated into lesson plans.
- I. Safety rules shall be reemphasized to students immediately prior to actual driving exercises.
- J. Instructors shall adhere to the expanded course outline as submitted to POST.
- K. Instructors shall advise students of their responsibility to report and/or stop unsafe actions during training.
- L. Instructors shall exhibit constant safety and professional demeanor.

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- M. Instructors shall be provided with course instruction safety policy prior to class commencement.
- N. Instructors must maintain an appropriate level of control and discipline over students at all times. Students failing to follow instructions and/or overly aggressive students may be dismissed from the training when the instructor determines they are a danger to themselves or others.
- O. Shade structures and water will be provided during hot weather.
- P. When taking breaks or before eating, students will be required to be safely separated from interfering with on-going exercises.
- Q. The training staff shall ensure emergency communications (phone, radio, or other means) are accessible at all training sites.
- R. At least one member of the instructional staff, or other person, either directly involved in the training event or immediately available at the training site, shall be trained in First Aid and CPR.
- S. Student emergency notification information shall be maintained for the duration of the course.
- T. Instructors shall identify available medical facilities and emergency services subject to call in the event of an emergency or injury.
- U. All weapons will be checked for safety prior to the start of live fire training, and upon return from breaks.
- V. Each driving technique and manipulation skill will first be demonstrated by the instructor(s), and then practiced by students. Instructors will monitor progress and correct as needed. Evaluations will be conducted of each student.
- W. In the event of nighttime training, safety issues will be identified and discussed.
- X. Instructors and students shall use the command “Cease Driving” to stop action during training when conditions exist that can cause an injury or accident.

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- Y. When not actively engaged in driving, students shall remain in the classroom or, if directed to observe active driver, the designated safety personnel shall designate a safe area from which the driving may be observed. All students not actively on the driving course shall be under the direct supervision of an instructor and/or designated safety officer.

VI. Response to Injuries

- A. In the event of an injury, the following actions shall be taken:
1. Immediately cease driving and give the "Cease Driving" command.
 2. Render first aid
 3. Obtain appropriate medical assistance. In all cases where a patient loses consciousness, an evaluation shall be sought from a competent medical authority before the injured is allowed to return to training.
 4. Notify BGPD and facility administrations
 5. Initiate other appropriate notifications or actions as required (student emergency notification information, agency notification requirements).
 6. Investigate and complete an incident report using appropriate reporting form(s) and protocol
 7. Patients who sustain an injury requiring treatment by a physician shall obtain a medical release before they will be allowed to resume training and provide the BGPD with a copy of the physician or agency medical release form.
- B. Nearest Emergency Facility:
1. When utilizing Ford Park and Bell Gardens High School:
PIH Health Hospital - Downey 1500 Brookshire Ave,
Downey, CA 90241 (562) 904-5000
 2. If a different course is approved, instructors and/or the designated safety officer shall determine the nearest Emergency Medical Facility and ensure all participants are fully aware of the location and route of travel.