

STATE OF OHIO



DEPARTMENT OF REHABILITATION
AND CORRECTION

SUBJECT:	PAGE <u> 1 </u> OF <u> 7 </u> .
Safety Standards for Training	NUMBER: 39-TRN-03
RULE/CODE REFERENCE:	SUPERSEDES: 39-TRN-03 dated 03/20/15
RELATED ACA STANDARDS: 2-CTA-3A-26; 3B-12; 3B-14	EFFECTIVE DATE: July 11, 2016
	APPROVED: 

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

II. PURPOSE

The purpose of this policy is to establish minimum safety standards for all training occurring within the Ohio Department of Rehabilitation and Correction (DRC) to ensure that quality training is offered in a safe manner.

III. APPLICABILITY

This policy applies to all persons employed by or under contract with DRC or non-employees participating in training activities within the department. It specifically applies to instructors and training officers or employees supervising training activities.

IV. DEFINITIONS

Instructor - Any person, including a training officer, who holds a current Corrections Training Academy (CTA) physical skill instructor certificate or has the approval of the CTA superintendent/designee to instruct in a specific skill area.

Instructor-Student Ratios - Ratios mandated by safety standards for the number of instructors per the number of students.

Medical Contraindications - A physical condition that prohibits the employee from participating in specific training. This is to be confirmed by way of a current doctor's statement, which explains the employee's limitations or inability to participate in a specific training activity and the timeframe in which the employee will be able to complete said training.

Physical Skill Training - Those DRC approved subjects that require advanced training and the ability to physically perform a skill. Such topics include, but are not limited to, defensive tactics and subject control, firearms, tactical rifleman, special response team, chemical munitions, OC/pepper spray, pepper ball systems, CPR PRO, first aid and transportation.

Safety Standards - Rules that have been established regarding a level of safety that must be adhered to by all who participate in training programs and activities.

Student - Any person participating or involved in training exercises.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction (DRC) to require that training officers and persons serving as course instructors appropriately ensure safety standards and instructor ratios are adhered to by all instructors and students at all times.

VI. PROCEDURES

A. General Procedures

1. Instructors shall only use approved and current DRC lesson plans, and in the case of physical skill training, approved current and appropriate physical techniques. Teaching techniques not approved by the DRC is not acceptable.
2. Instructors shall only use approved proficiency examinations, scoring procedures and documentation forms.
3. The training officer or other staff members responsible for training shall ensure all instructors know and follow the appropriate safety guidelines.
4. The training officer or other staff members responsible for training must review safety procedures, policies and lesson plans with each instructor annually for each physical skill area. This review includes the specific direction to give participants in order for the proper completion of all required forms and documentation, how to handle medical contraindications, and any other relative information pertaining to the physical skill areas.
5. The instructor must abide by the safety rules at all times. Failure by any instructor to follow departmental safety standards, policies, or lesson plans may result in the revocation of the instructor's certification by the CTA superintendent/designee. An instructor is held to a higher standard and must demonstrate professionalism at all times. It is unacceptable for an instructor to use profanity or to treat students inappropriately. Instructors shall not use cell phones during training sessions. An instructor's full attention must always be with the students.

6. Any student who demonstrates, through one or more actions or verbal behaviors, a disregard for safety towards his/her fellow students, instructor, or him/herself will be removed from the class. It is the instructor's responsibility to remove from the class any student who violates the safety rules and document the violation(s) and removal pursuant to DRC policy 01-COM-08, Incident Reporting and Notification.
7. Instructors must deliver a safety briefing as necessary to all students during the course of the training, preferably at the beginning of the training session.
8. A Physical Skills Training Agreement (DRC1192) must be properly completed by each student and instructor prior to participation in any physical skills courses.
9. No student with medical contraindications may participate in physical skill areas. In the event a medical contraindication exists, the training officer or the staff members responsible for training shall notify the managing officer/designee of non-participation per DRC policy 39-TRN-02, In-Service Training.
10. If it is the judgment of the instructor, based on a student's response on the Training Agreement (DRC1192) or an observation during class, that a student is a high risk for sustaining an injury during class, the instructor may prohibit the student from actively participating in the class. The student may return to this or a future class once cleared medically.
11. All students participating in training in a classroom setting shall properly secure all duty weapons, including firearms, knives, batons and chemical munitions/pepper spray, or turn them over to their instructor to be properly secured. In order to ensure the weapons are safe, the weapons shall be checked by the student possessing the weapon, the instructor, and another student.
12. No live ammunition or chemical agents shall be used in the classroom. Only inert ammunition or inert chemical agents shall be used for demonstration purposes in a classroom setting.
13. The instructor shall ensure there is adequate space available in which to conduct training.
14. With the exception of lecture-based sessions, instructor-student ratios shall be maintained at all times as follows:
 - a. Firearms: 1 instructor to 6 students, plus one range officer
 - b. OPOTA firearms: 1 instructor to 5 students
 - c. Defensive Tactics and Subject Control (Basic and Specialized): 1 instructor to 10 students
 - d. PR-24: 1 instructor to 10 students
 - e. Chemical Munitions: 1 instructor to 10 students
 - f. OC/Pepper Spray: 1 instructor to 10 students
 - g. CPR & First Aid: 1 instructor to 10 students
 - h. Weapon Retention and Tactics: 1 instructor to 10 students
 - i. Field Tactics: 1 instructor to 10 students

- j. Transportation: 1 instructor to 10 students (classroom)
 - k. Pepper Ball Systems: 1 instructor to 10 students
15. When conducting firearms training on the firing range, it is acceptable to run relay lines as long as the safety ratios of 1 instructor to 6 students, plus one range officer are maintained for the number of students on the firing line.

B. Specific Physical Skill Training Requirements

1. Firearms – Classroom

- a. When using a weapon for demonstration purposes, the instructor shall manually and visually check the weapon at least twice to ensure it is unloaded and safe. Prior to conducting any demonstrations, the instructor shall let all students visually check the weapon to ensure it is unloaded and safe.
- b. Prior to conducting any exercises that require pointing weapons at or in the direction of another person, the weapon shall be checked three (3) separate times – by the student holding the weapon, the instructor, and another student – to ensure the weapon is not loaded, and therefore safe. Students and instructors shall remove all ammunition and properly store it away from the immediate area where the exercises are being conducted.

2. Firearms – Range

- a. Upon arrival at the range, all weapons shall be checked to ensure they are unloaded. The instructor shall check all weapons to ensure they are operationally safe.
- b. If a flagpole is available, a red flag shall be raised to indicate the range is in use. If no flag is available, signs shall be placed on entry driveways to the range indicating the range is in use.
- c. The firearms instructor shall visually check the surrounding areas of the range to determine the range is safe to use. At minimum, the following safety equipment must be available on the range:
 - i. First-aid kit;
 - ii. Institutional radio or telephone/cell phone;
 - iii. Vision protection for everyone;
 - iv. Hearing protection for everyone; and
 - v. Cell phone/telephone
- d. All students and instructors shall wear visual and hearing protection equipment while firing weapons. It is recommended that instructors wear ballistics vests when instructing live-fire exercises on the firing range.

- e. Employees that are issued ballistics vests to wear as part of their job duties are recommended to wear said vests during live-fire exercises to improve their performance using this piece of equipment. All APA staff are required to wear body armor during any live fire training or recertification as outlined in DRC policy 104-TAW-01, APA Firearms Policy.
 - f. Instructors shall only use DRC approved state-issued weapons, equipment and ammunition. The same approved ammunition used for practice shall also be used for proficiency testing, with the exception of APA, wherein, duty ammunition shall be utilized for proficiency.
 - g. The instructor shall ensure a safe environment exists for training. If inclement weather approaches, it is the instructor's responsibility to determine unsafe conditions and close the range until weather permits a safe return to training. The presence of lightning always reflects an unsafe condition.
 - h. Unsafe or frivolous behavior shall not be tolerated. Any and all injuries shall be immediately reported to the instructor.
3. Defensive Tactics and Subject Control (DT/SC)
- a. All students participating in the class who are wearing firearms shall properly secure and make their weapons safe and/or turn them over to the instructor to be properly secured.
 - b. If firearms are being used as part of the training, they shall be visually inspected three (3) separate times by the student, the instructor and another student to ensure they are unloaded and safe. No ammunition shall be permitted in the training room.
 - c. At a minimum for safety purposes, the instructor shall have available a first aid kit and a state issued. communication device (e.g. radio, phone)
 - d. Mats and all other stated course materials (e.g. strike pads, handcuffs, etc. listed within the lesson plan) shall be made available for students participating in the complete DT/SC course.
 - e. The training space utilized for DT/SC training shall be of sufficient size as to provide students room to move freely, without risk of injury to one another.
 - f. Unsafe or frivolous behavior shall not be tolerated. Any and all injuries shall immediately be reported to the instructor.
4. PR-24
- a. All students participating in the class who are wearing firearms shall properly secure their weapons and make them safe and/or turn them over to the instructor to be properly secured.

- b. If firearms are being used as part of the training, they shall be visually inspected three (3) separate times by the student, the instructor, and another student to ensure they are unloaded and safe. No ammunition is permitted in the training room.
- c. The instructor shall have available a first aid kit and an institutional radio or telephone.
- d. The training space utilized for PR-24 training shall be of sufficient size as to provide students room to move freely, without risk of injury to one another.
- e. Unsafe or frivolous behavior shall not be tolerated. Any and all injuries shall be immediately reported to the instructor.

5. Chemical Agents

- a. All students participating in the class who are wearing firearms shall properly secure their weapons and make them safe and/or turn them over to the instructor to be properly secured.
- b. If firearms are being used as part of the training, they shall be visually inspected three (3) separate times by the student, the instructor, and another student to ensure they are unloaded and safe. No ammunition is permitted in the training room.
- c. At a minimum for safety purposes, the instructor shall have available a first aid kit and an institutional radio or telephone/cell phone.
- d. For training sessions requiring the use and/or application of chemical agents, proper contamination procedures shall be followed and proper decontamination material(s) must be provided. Decontamination materials may include water, large fans, or approved commercial decontamination products.
- e. Students participating in Special Response Team, Special Response Team Instructor, OC/Pepper Spray Instructor, and Chemical Munitions Instructor courses are required to be exposed to chemical munitions. Those students are to complete the Special Response Team 40-hour Training and Chemical Munitions Instructor Training Exposure Options form (DRC1906).
- f. For students taking part in OC/Pepper Spray Training within the NEO training program, exposure to the chemical is optional. Training/Exposure Option form (DRC1905) shall be used during these sessions.
- g. Unsafe or frivolous behavior shall not be tolerated. Any and all injuries shall immediately be reported to the instructor.

6. Pepper Ball Systems
 - a. Either in the classroom or on the range, all pepper ball launchers shall be checked to ensure they are unloaded. The instructor shall check all weapons to ensure they are operationally safe.
 - b. During training, one (1) person shall be designated as safety officer. The safety officer is in charge of inspecting the training area and all participants to ensure that it is safe for training. The safety officer shall not participate in scenario training other than as a safety officer.
 - c. At minimum, the following safety equipment must be available on the range:
 - i. First-aid kit;
 - ii. Institutional radio or telephone/cell phone; and
 - iii. Vision/eye protection for all participants.
 - d. All students and instructors shall wear visual/eye protection equipment while firing launchers.
 - e. Instructors shall only use DRC approved state-issued launchers, equipment and pepper ball rounds.
 - f. Students participating in the Pepper Ball End User, End User Recertification, Instructor/Armorer and Instructor/Armorer Recertification courses are required to receive an exposure to PAVA/ Live X.
 - g. For training sessions requiring the use and/or application of PAVA/ Live X, proper contamination procedures shall be followed and proper decontamination material(s) must be provided. All students shall complete the Pepper Ball Exposure Option Form (DRC1156). Decontamination materials may include water, fans or manufacturer approved commercial decontamination products.
 - h. Additional mandatory safety equipment for participants in force-on-force training with the pepper ball system includes protection for the face, throat, and groin.
 - i. Unsafe or frivolous behavior shall not be tolerated. Any and all injuries shall be immediately reported to the instructor.
 - j. All participants and spectators must wear protective equipment during pepper ball projectiles training exercises.

Related Department Forms:

Pepper Ball Exposure Option Form	DRC1156
Physical Skills Training Agreement	DRC1192
OC/Pepper Spray Training Exposure Option	DRC1905
SRT 40-Hr Training and Chemical Munitions Instructor Training Exposure Option	DRC1906