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- a. They are records dealing with security and safety procedures that are exempt pursuant to Government Code Section 6254(f). (Northern California Police Practices Project v. Craig (1979) 90 Cal.App.3d 116, 121-122.);
- b. They are materials for which the City of San Rafael does not hold the copyright or have permission to publish.

Where exempt material can be reasonably segregated from nonexempt material in these records, the exempt material has been redacted and the nonexempt material is shown. Where it is not reasonably possible to segregate out the exempt material, the Department is withholding the entire document from disclosure.



gg 7/7/10

**SAN RAFAEL POLICE DEPARTMENT
TRAINING FINAL REPORT
JANUARY 2010 PHASE TRAINING**

MEMORANDUM

DATE: 3/11/10

TO: MATTHEW ODETTO, CHIEF OF POLICE
JEFF FRANZINI, CAPTIAN
DAVE STARNES, CAPTAIN
ALAN PIOMBO, LIEUTENANT *[Signature]*

FROM: CORPORAL MIKE MATHIS *[Signature]*
TRAINING MANAGER/ INSTRUCTOR

RE; FINAL REPORT
FIREARMS TRAINING JANUARY 2010

On the CD-Rom attached you will find the course outline, safety policies, class sign in sheets and the POST course rosters. There were a total of five sessions presented, including an instructor day. The first session was on 1/4/10 and the last firearms session was 1/8/10. The training consisted of an ECD update and perishable Firearms, incorporating basic shooting fundamentals and target shooting. Officers were tested in handgun and rifle proficiency. Students needed to pass SRPD's standard handgun and rifle qualifications. All students who participated passed both gun qualifications. All classes were held at the Richmond Rod and Gun Club.

Our training day started with the officers registering for the class and then they were given an overview of the day. After registration, students attended a two hour ECD update. The ECD update consisted of the San Rafael Police Departments Lexipol policy (#309) review As well as a facilitated lecture regarding the most recent 9th Circuit Court

ruling (Bryan v. McPherson Coronado Police Department) which related directly to proper use of an ECD on a suspect in the field. Also discussed was Taser International's new recommended target area. Taser International recommended when discharging the ECD at a forward facing suspect to lower the ECD aim from the upper chest to the upper abdominal area. The students all participated in a practical application by discharging 2 ECD cartridges at a target, in accordance with SRPD's Lexipol Taser Policy #309. At the conclusion of the ECD presentation, students moved to the shooting range.

The focal point for the first half of firearms training was shooting fundamentals, using paper targets with black circles ranging in size from 7" to 2". Officers were partnered together, using live munitions and 'snap caps' (dummy rounds) officers loaded a magazine. Each officer shot at four separate targets. During each target shoot, from the 7 yard line, officers worked on correct sight picture, breathing, trigger press, proper grip, their stance and the weapon clearing (tap and rack) drill.

After lunch students worked off of 2 separate ranges (#4 and #5). On Range 4, Officers partnered up and worked on shooting fundamentals as well as communication and team movement. Officers were required to start at the 25 yard line, from the standing position, shoot one steel knock down target. Once both officers shot their individual target they were to communicate and move to the next shooting location at the 15 yard line, where each officer had to shoot from the kneeling and prone positions. Once each officer shot their individual targets, they were to communicate with one another and move to the seven yard line where they each shot a series of targets from a kneeling, barricaded position.

After the officer's passed the 'move and shoot', each officer individually participated in a scenario designed to incorporate a "failure/ drug armor drill" scenario on Range 5. Using the SWAT robot, a mannequin was made out of the foam torso targets with legs made from 2 X 4's. The mannequin was dressed in a tank top, a blue bullet proof vest placed over the tank top in plain view and blue jeans over the wooden legs of the mannequin. A shotgun was affixed to the left hip, simulating a "shoot from the hip" shooting position. A handgun was also placed in the front waistband of the mannequin. The rear portion of the mannequin's head was cut away and an inflated balloon was taped to the cut out so the instructor running the scenario would know when the officer made an accurate shot to the head of the mannequin.

The range was set up as a long exterior apartment corridor, with an open door at the end on the left near the shooting hill backstop. The officers were told they arrived on the scene of a 2 hour old "cold" threats report. The female victim had called SRPD reporting that her ex-husband had been calling her the past two days, leaving messages that he was going to kill her. Officers were told that there was a valid restraining order in place and the officers had personal knowledge of the residence and involved parties due to the fact each of the officers had responded to the location a year earlier and arrested the husband for domestic violence.

As the officer's walked down the simulated apartment corridor, the mannequin robot slowly moved out the apartment doorway with the shotgun in plain view, the mannequin turned towards the officer. The mannequin then slowly rolled towards the officer and would not stop until the officer placed a precise shot to the head of the mannequin, deflating the balloon.

At the conclusion of the training the bullet proof vest worn by the mannequin was dissected, the bullets were removed along with the vest Kevlar. Officers were shown the Kevlar and bullets at the conclusion of the training for multiple reasons, primarily to show that their vests due work and secondly the importance of evaluating a perceived threat and the fact a head shot may be the officers only option in certain shooting situations.

All SRPD officers qualified with their handguns using their duty munitions. Tiburon PD used practice munitions. All officers passed the handgun and rifle qualifications.

P.O.S.T. CERTIFICATION:

Firearms (PSP) 4 hours
ECD update 2 hours

SAFETY ISSUES:

There were no reported safety issues.

REMEDIAL TRAINING:

There were no officers who needed remedial training.

EQUIPMENT CHECK:

All officers brought the appropriate equipment to the range.

DID NOT COMPLETE OR ATTEND THE FIREARMS PORTION OF THE PHASE TRAINING:

[REDACTED]

On average, each individual officer's effort and performance in this phase of training was above the satisfactory level. The feedback that I received from each class was very positive. The officers were confident in their abilities in the use of their handgun and the patrol rifle. There were no reported injuries.



TRAINING SCHEDULE

0800 hours	Arrive at training site.	Richmond Rod & Gun Club
0800-0830 hours	Registration, paperwork	
0830-1030 hours	ECD Update and ECD scenario	
1030-1200 hours	Firearms – Shooting fundamentals	
1200-1300 hours	LUNCH	
1300-1430 hours	Range 4 – 2 man team movements Range 5 – Drug/Armor scenario	
1430-1500 hours	Handgun Qualification	
1500-1530 hours	Rifle Qualifications	
1530-1600 hours	Range clean-up, equipment	
1600 hours	Training ends. Leave training site.	

From: Michael Mathis
Sent: Tuesday, March 23, 2010 10:32 AM
To: Michael Mathis
Subject: safetyPolicy_29501[1]

**San Rafael Police Department
Training Unit**

"FIREARMS"

SAFETY POLICY

It shall be the policy of the San Rafael Training Unit to conduct all training in such a manner as to promote an attitude of safety among instructors and students alike. Concern for safety is contagious and can only result in a reduction of risk.

The efforts of all personnel involved in training shall be directed toward ensuring a safe atmosphere within which maximum training benefit can be realized.

I. STAFF / ADMINISTRATIVE RESPONSIBILITIES

- A. The training staff shall provide advance notice to prospective trainees and their agencies regarding anticipated physical demands and / or physical performance expectations. The training staff shall maintain a staff-to-student ratio of 1:5.
- B. Instructors shall be provided with a copy of the specific safety guidelines pertaining to their course of instruction prior to the commencement of their class.
- C. The training staff shall ensure that emergency communications such as phones and radios are accessible at all training sites. These communication devices shall be readily accessible to both staff and students at all times.
- D. All members of the instructional staff shall be trained in first aid and CPR. A first aid kit shall be readily accessible to both staff and students at all times.
- E. Student emergency notification information shall be maintained for the duration of the course.
- F. When planning a training event the training staff shall identify which medical facilities and emergency services are available or subject to call in the event of emergency or student injury (San Rafael Police Dispatch 415-485-3098, EMS 911).

II. INSTRUCTIONAL STAFF-TO-STUDENT RATIOS

- A. Instructional staffs to student ratios for each psychomotor skill area have been established. Factors considered in establishing these ratios included, but were not limited to:

- the intensity or pace of the training experience
- student familiarity with the material
- characteristics of the training site
- injury potential
- active versus passive participation*

B. For the purposes of establishing an instructional staff to student ratio, the following personnel titles and descriptions are viewed by the San Rafael Police Department Training Staff as exerting functional supervision over students in training:

- Primary Instructor
- Assistant Instructor (s)
- Training Staff Member (s)
- Training Manager

C. The specific ratios are identified in this safety policy as 1:3

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

- Terms used as defined in the document POST Guidelines for Student Safety in Certified Courses

III. INSTRUCTOR RESPONSIBILITIES

- A. The primary instructor shall be responsible for conducting safety inspections of students and facilities used for training.
- B. Instructors should be aware of environmental factors such as weather or air quality and adjust the instruction as necessary.
- C. The primary instructor or designee shall verbally review specific safety rules with students prior the conducting any training.
- D. Specific safety rules shall be incorporated into lesson plans. Copies of safety rules shall be distributed to students as part of the course handouts.

- E. Instructors shall adhere to the expanded course outline as approved by the Training Staff, Certified Presenter and as submitted to POST.
- F. Instructors shall advise students of their responsibility to report and/ or stop unsafe actions during training.
- G. Instructors shall display an attitude of safety and professional demeanor at all items.

IV. STUDENT RESPONSIBILITIES

- A. Students shall immediately notify a member of the Instructor Staff of any known pre-existing medical condition which is likely to be aggravated by, or effect performance during training.
- B. Students shall be required to provide evidence of medical or physical fitness for training if the instructor questions their ability to perform safely.
- C. Students shall immediately notify a member of the training staff of any injury sustained during training.
- D. Students are responsible for adhering to all safety requirements of individual courses.

V. RESPONSE TO INJURIES

- A. In the event of an injury, the following actions shall be taken as necessary:
 - 1. Render first aid.
 - 2. Obtain appropriate medical assistance. In all cases where a student loses consciousness an evaluation shall be sought from a competent medical authority before the student is allowed to return to training.
 - 3. Notify Training Manager and on-duty watch commander.
 - 4. Initiate other appropriate notifications appropriate notifications or actions as required (Richmond Fire Department #510-307-8031, San Rafael Police Dispatch 415-485-3098, EMS 911).
 - 5. Investigate and submit a written report to the training manager.
 - 6. Students who sustain an injury, which requires treatment by a physician, must obtain a medical release from the treating physician before they will be allowed to resume training.

VI. COURSE-SPECIFIC SAFETY RULES

- A. Specific safety rules and procedures for individual subject areas are attached. Specific rules vary due to differences in subject matter, tasks to be performed and particular training environment or site.
- B. Reference has been made to the following resource in developing this policy:

POST Guidelines for Student Safety in Certified Courses

California Commission on Peace Officer Standards and Training, 1990