

CHAPTER IV – Training

4/1 Training Unit

4/1.1 Policy

LAWA Police has an obligation to provide a professional standard of law enforcement service to the airport, its patrons and tenants. In fulfilling that responsibility, it is essential that personnel be properly trained. This is true not only at the entry level where officers must receive basic training prior to their assumption of police responsibilities, but it is a continuous process throughout their careers. Training is provided to accommodate LAWA Police needs and to actualize the interest and concern which the LAWA Police has for the self-improvement and personal development of its employees.

The Training Unit shall have primary responsibility for coordination and management of training for LAWA Police sworn and non-sworn personnel.

4/1.2 Function and Activities

LAWA Police Training Unit shall have responsibility for:

- A. Liaison with the LAWA Training Coordinator to provide training for civilian employees;
- B. Coordination and supervision of LAWA Police basic recruit training in compliance with California Peace Officer Standards and Training (P.O.S.T.) requirements, training standards mandated under Section 832.1 of the California Penal Code and training directives, including:
 1. Recruit academy orientation;
 2. Recruit academy equipment procurement;
 3. Liaison with the academy contracted to provide basic recruit training for LAWA Police recruits;
 4. Providing counseling services through the LAWA Employee Assistance Program for recruits and their families to help them adjust to the difficulties the police academy environment, as well as police work in general, may bring upon a family; and,
 5. Providing training in LAWA Police policy and procedures to recruit academy graduates.
- C. General orientation for all new employees, both sworn and civilian, per LAWA Administrative Manual, Section 3.010, which shall include:
 1. LAWA Police's role, purpose, goals, policies, and procedures.
 2. Working conditions and regulations; and,
 3. Responsibilities and rights of employees.
- D. Coordination and scheduling of sworn personnel for mandated P.O.S.T. in-service training;
- E. Coordination and scheduling of personnel for mandated F.A.R. 107.25 training classes;
- F. Coordination and scheduling of sworn and non-sworn personnel for specialized training;
- G. Coordination and scheduling of transitional training for newly promoted personnel;
- H. Coordination of transitional training for personnel transferred from specialized assignments to Patrol Services Section;

- I. The planning, development, and coordination of training programs by one of the following methods:
 1. Direct instruction;
 2. Coordination of training conducted by other sections, or units of the LAWA Police, LAWA, or City of Los Angeles; and,
 3. Coordination of training conducted by outside law enforcement agencies or private sector entities.
- J. Notification to Command Staff concerning required training programs;
- K. The publishing and posting of available optional training opportunities;
- L. Training record maintenance for all personnel;
- M. Attendance record maintenance for required training programs, and generation of reports to appropriate Commanding Officers concerning employee attendance of assigned training programs;
- N. Selection of training instructors;
- O. Providing Instructor Development training for LAWA Police trainers;
- P. Evaluating all training programs and generates a yearly report for the Training Committee;
- Q. Coordinating the attendance of personnel at training seminars;
- R. Providing training material and training videos to Patrol Services Section for roll-call training.
- S. Furnishing training material and training videos to personnel upon request;

NOTE - Illness, required court appearances, and other serious schedule difficulties may require absence from required training programs, and will be designated as excusable or inexcusable by the employee's Commanding Officer. It shall be the responsibility of the Training Unit to re-schedule the employee to the next scheduled training session or a make-up session (Refer to Section 4/1.9).

4/1.3 Training Program Development/Needs Analysis Methodology

The development of training programs and curricula may originate with the Training Unit, LAWA, or the City of Los Angeles, and will embody a spirit of program updating, revising or modifying consistent with needs assessments and job task analysis.

- A. Identification of Training Needs

The following factors shall be used to determine training needs:

 1. Review of new laws, court decisions and agency directives;
 2. Evaluation of the success of training programs in meeting LAWA Police objectives;
 3. Identification of problems associated with physical facilities, materials or scheduling;
 4. Consultation with the Chief of Airport Police and Command Staff; and,

CHAPTER IV – Training

5. Other resources such as inspection reports, staff reports, consultation with field personnel, training evaluations and internal affairs investigative reports.

B. Master Training Plan

Based on training needs, the Training Unit shall formulate a Master Training Plan. Classification of training (mandatory, essential, or desirable) shall be based on rank, assignment, and job task analysis. Personnel shall be scheduled for training based on training requirements for job proficiency, availability of personnel for scheduled training and seniority. The Master Training Plan shall be available for review at any time.

4/1.4 Training Programs

All training programs conducted by or for the LAWA Police shall contain a written statement of training objectives.

A. Recruit Training Program

Training objectives for LAWA Police recruits shall be defined by the contract academy following standards approved by the California Commission on Peace Officer Standards and Training.

Written and performance tests are required in recruit training. Passing scores shall be determined by the training agency.

B. In-Service Training Programs

1. Advanced Officer's Training Requirements

All sworn personnel shall attend 24 hours of P.O.S.T. certified Advanced Officer Training every two- (2) years as mandated by P.O.S.T. This training shall include, but not be limited to:

- a. Changes in policy, procedures, rules, and regulations;
- b. Changes in statutory or case law affecting law enforcement operations;
- c. LAWA Police policy on use of force and deadly force;
- d. Weaponless defense;
- e. Patrol tactics update;
- f. First aid/C.P.R.;
- g. New investigative or technological techniques or methods;
- h. Hazardous Material Incident First Responder;
- i. Contingency plans relating to special operations and unusual occurrences;
- j. Collection and preservation of evidence;
- k. Report writing requirements;
- l. All P.O.S.T. mandated training courses.

Selection for Advanced Officer Training and training criteria shall follow guidelines established by the LAWA Police Master Training Plan.

2. In-Service Training Sites

Training Unit shall be responsible for coordinating and providing in-service training sites. The sites should contain a classroom equipped with desks, chairs, audio/visual equipment, or other training aids required by the training instructor depending on the training provided.

3. Lesson Plan

All In-Service training programs conducted by or for the Police shall have a written lesson plan in the following format with the following headers:

- a. Title of Instruction (Name of the Class)
- b. Time of Instruction (How long is the class, i.e. - 30 minutes, 1 hour, etc.)
- c. Target Group (Who is receiving the training, i.e. - Patrol Officers, Traffic Control Officers, etc.)
- d. Method(s) of Instruction (This can include group discussion, Powerpoint presentations, handouts, lecture, etc.)
- e. Instructional Objectives (What will the class teach the target group)
- f. Instructional Goals (What should the target group learn or be able to do after taking the class)

All instructors for the LAWA Police shall submit their lesson plan to the Training Unit. The lesson will then be submitted to P.O.S.T., who will determine if the class meets the criteria for P.O.S.T. certification.

4. Lesson Plan Files

Training Unit shall maintain a file of lesson plans for in-service training classes given to personnel.

5. Recognition of Completion of In-Service Training Course

Training Unit shall issue a Certificate of Completion to all personnel who successfully attend and complete a LAWA Police sponsored in-service training course.

6. Specialized Training Program

The following procedures must be adhered to.

- a. Specialized Training NOT Involving Travel
 - (1) A completed APR form must be submitted 30 days prior to the training start date to allow for processing. Late submissions will not be processed.
 - (2) The APR form can be found on the Airport Police "K-Drive" and must include a copy of supporting documentation (flyer or brochure) outlining the training content, location, dates, times and cost to attend. The employee must justify the training on this form.
 - (3) The APR form **shall** then be submitted to the employee's Section Commander **through** his/her immediate supervisor.
 - (4) The Section Commander shall then review the form and training documentation for appropriateness and sign it.
 - (5) If disapproved by the Section Commander, the form shall be returned to the requesting employee and the reason for the disapproval shall be documented by the respective Commanding Officer's clerical support staff.

Revised: February 2011

CHAPTER IV – Training

- (6) If approved by the Section Commander, the form shall be sent forward to the Training Unit, Officer-in-Charge.
- (7) APD Training Section Staff will log and review the request and its attachments for accuracy, time adherence and forward to the Commanding Officer, Training Section, for approval on behalf of the Office of the Chief of Airport Police.
- (8) If disapproved by the Commanding Officer, Training Section, the form shall be returned to the requesting employee and the reason for the disapproval will be documented by Training Unit staff.
- (9) If approved by the Commanding Officer, Training Section, the form will be sent forward to the Airport Police Fiscal Section for final review and approval.
- (10) If disapproved by Fiscal Section, the package will be routed back to the employee through the Training Unit and the reason for disapproval will be documented.
- (11) If approved by Fiscal, Training Unit staff will document the approval, draft a Training Order and distribute appropriately.
- Note: Training is not approved until a Training Order has been issued.**
- (12) The Training Unit Staff will make reservations with the vendor.
- (13) Upon completion of training the employee shall forward a copy of their certificate of completion to the Training Section.
- b. Specialized Training Involving Travel
- (1) A completed APR form which involves travel, even if it is free, must be approved/signed by the employee's Section Commander (i.e., "Recommendation of Supervisor" section) and submitted 60 days prior to the training. Late submissions will not be processed.
- (2) The form must include a copy of supporting documentation (flyer or brochure) outlining the training content, location, dates, times, course curriculum and all costs to attend **with** a Travel Justification Memorandum signed by the requesting employee's Section Commander to the Chief of Airport Police.
- (3) The memorandum must include the date and location of the training, reason/justification for the training, and the course curriculum.
- (4) Complete a Travel Authority Request form and Supplemental Travel Authority Form signed by the requesting employee.
- (5) The form with all attachments shall be sent forward to the Training Unit Officer-in-Charge.
- (6) APD Training Section Staff will log and review the request and its attachments for accuracy, time adherence and forward to the Commanding Officer, Training Section for approval on behalf of the Office of the Chief of Airport Police.
- (7) If disapproved by the Commanding Officer, Training Section, the form shall be returned to the requesting employee and the reason for the disapproval will be logged by Training Unit staff. The employee is responsible to cancel any reservations made for the free training.
- (8) If approved, Training Unit staff will log the approval and draft a Training Order.
- (9) If disapproved by the Commanding Officer, Training Section, the form shall be returned to the requesting employee and the reason for the disapproval will be documented by Training Unit staff.
- (10) If approved by the Section Commander, the form shall be sent forward to the Training Unit Officer-in-Charge.
- (11) **Training is not approved until a Training Order has been issued.**
- (8) If approved by the Commanding Officer, Training Section, the Training Unit Travel Authority Coordinator will contact the employee requesting training directly. The employee will be asked to:
- (a) Provide Hotel/Lodging information.
- Note: Reservations will be the responsibility of the employee.**
- (b) Advise if a rental vehicle will be needed.
- Note: Rental vehicle costs are not allowed if courtesy transportation is available.**
- (9) The Training Unit Travel Authority Coordinator will process all travel-related documents through APD internal approval processes.
- Note: Travel may be disapproved at anytime during the internal approval process, whereupon the employee may have to cancel Hotel/Rental Car reservations.**
- (10) **Travel is not approved until a Training Order has been issued.** All travel paid for without prior approval will not be reimbursed.
- c. Free/Local Training Opportunities
- In those instances where training is both free and local:
- (1) An APR Form must be completed as soon as possible.
- (2) Attach a copy of supporting documentation (flyer or brochure) specifying that the training is free and outlining the training content, location, dates, times.
- (3) If pre-registration is required for free/local training, employees are encouraged to make reservations.
- (4) The APR Form **shall** then be submitted to the employee's Section Commander through his/her immediate supervisor.
- (5) The Section Commander shall then review the form and training documentation for appropriateness and sign.
- (6) If disapproved by the Section Commander, the form shall be returned to the requesting employee and the reason for the disapproval shall be logged by the respective Commanding Officer's clerical support staff.
- (7) If approved by the Section Commander, the form shall be sent forward to the Training Unit Officer-in-Charge.
- (8) APD Training Section Staff will log and review the request and its attachments for accuracy, and forward to the Commanding Officer, Training Section for approval on behalf of the Office of the Chief of Airport Police.
- (9) If disapproved by the Commanding Officer, Training Section, the form shall be returned to the requesting employee and the reason for the disapproval will be logged by Training Unit staff. The employee is responsible to cancel any reservations made for the free training.
- (10) If approved, Training Unit staff will log the approval and draft a Training Order.
- (11) **Training is not approved until a Training Order has been issued.**

CHAPTER IV – Training

- d. Employees approved to attend specialized training courses may be required by their Sectional Commanders to provide special roll call or sectional briefings regarding the training/information they received.
- C. Training class records
Training Unit shall maintain records for each training class, which includes:
 - 1. A lesson plan;
 - 2. Class attendees; and,
 - 3. Test results, if any tests administered.
- D. Testing
Testing for in-service training courses may be developed by instructors to measure student knowledge gained from the course and reinforce course content.
 - 1. Guidelines for testing:
 - a. Test questions must reflect course content;
 - b. Test questions can be either true/false, multiple choice, fill in, or essay;
 - c. Tests can be administered either orally or in written format;
 - d. Performance testing should include practical exercises in the application of course material so instructors can evaluate the performance of each student. Attendance and satisfactory participation can meet test criteria for certain types of in-service or specialized programs, as well as the satisfactory completion of a class assignment. Student critiques of the class and instructors shall also be considered for course evaluation.

4/1.5 Instructors

- A. LAWA Police Instructors
The Training Unit shall be responsible for the selection of LAWA Police instructors for in-service training.
 - 1. Selection
Selection of LAWA Police instructors shall be based on the following criteria:
 - a. Good verbal communications;
 - b. Subject expertise necessary to conduct a training course.

2. Training

It is recommended that instructors attend a P.O.S.T. approved Instructional Development Class or it's equivalent. This training will include:

- a. Lesson plan development;
 - b. Performance objective development;
 - c. Instructional techniques;
 - d. Learning theory;
 - e. Testing and evaluation techniques; and,
 - f. Resource availability and use.
- B. Non-LAWA Police Instructors
- 1. The Training Unit shall review:
 - a. Personnel training programs used by various entities in the private sector;
 - b. Community college and university courses;
 - c. Training courses offered by other law enforcement and governmental agencies.
 - 2. Recommendations for employee attendance in these programs will be forwarded to Chief of Airport Police for appropriate consideration.

Instructors from other law enforcement agencies (i.e. – FBI, DEA, Secret Service, etc.) who are recognized as qualified instructors in their respective agencies shall be recognized as qualified instructors by the LAWA Police.

Classes taught by Non-LAWA Police instructors will be monitored by the Training Unit.

Whenever possible, In-Service training programs not conducted by LAWA Police instructors shall be coordinated through either a community college or state university.

- C. All instructors shall abide by POST Guidelines for Student Safety in Certified Courses. A copy of this document is available for review in the Training Unit office.

4/1.6 Remedial Training

Whenever a supervisor or FTO determines that an employee has a demonstrated training deficiency, the supervisor or FTO shall submit a "Request for Remedial Training" form to the Training Unit. A copy of the form shall be forwarded to the concerned employee's Commanding Officer.

The Training Unit shall process the request, select a training course based on the training deficiency, and require the employee to attend the remedial training. The employee shall provide Training Unit with a copy of any certificate of completion for filing purposes.

Documented Remedial training shall be completed in a timely manner. Failure to complete remedial training may be grounds for disciplinary action.

If the employee is an Officer-In-Training with the Field Training Program, failure to complete remedial training may result in termination.

The Training Unit shall be responsible for coordinating all remedial training assignments and record retention of all remedial training.

CHAPTER IV – Training

4/1.7 Training Records

Training Unit shall be responsible for maintenance of personnel training records. Training records shall be updated whenever personnel attend training.

A. Release of Training Records

Training records of LAWA Police employees or former employees are not considered confidential. However, subjective evaluations of officers by Field Training Officers, Recruit Academy Staff, and supervisors, or any test scores, performance evaluations, and supervisory ratings shall be considered part of an officer's personnel record, and as such are **confidential** in nature.

1. Training records may be inspected by outside agencies authorized by law or regulation to conduct such inspections. However, prior to the inspection Training Unit personnel shall be responsible for the removal of all subjective evaluations, test scores, performance evaluations, and supervisor ratings contained in training records to be inspected.
2. Employees may request a copy of their training record, in writing, from the OIC, Training Unit.
3. Requests for release of training records pursuant to a court order shall be referred to the LAWA's City Attorney's Office for review and disposition.
4. The Training Unit shall maintain a file to document the release of a training record, including:
 - a. Requesting employee, agency or party;
 - b. Copy of request letter;
 - c. Person who authorized the release;
 - d. Release date.

4/1.8 Training Materials

A. Check-Out Procedures

Any person desiring to use Training Videos or Written Manuals maintained by the Training Unit shall adhere to the following procedures:

1. Contact a Training Unit Coordinator regarding the material and, sign for it in the checkout book. The checkout log shall also be signed by a Training Unit Coordinator authorizing the release of the material.
2. Training materials may be checked out for a maximum of three (3) days at a time.
3. The material shall be returned on or before the due date, at such time a receiving Training Unit Officer shall initial the log to acknowledge the return of the material. Training material shall not be removed from the Training Unit Staff without proper authorization.

B. Issuance of Supplies for Training Class

When an employee is scheduled to attend a LAWA Police approved training class, which requires participants to supply their own equipment (i.e. - ammunition, audio/video equipment, clerical supplies, etc.) or a vehicle, the employee shall:

1. Obtain a copy of the Training Order, signed by the Commanding Officer, Professional Standards Section, or his/her designee;

2. Present the Training Order copy to the following units to obtain the supplies:
 - a. Ammunition/Weapons - Range Detail
 - b. Vehicles - Logistics
 - c. Audio/Video Equipment, clerical supplies - Training Unit

Note - No supplies shall be issued to any employee for any training class without a signed Training Order.

4/1.9 Procedures for Requesting Training

Police personnel who wish to attend a training course shall complete the appropriate training request, including a justification for attending the training, and have their immediate supervisor sign the request. The employee shall forward the signed white original request to the Training Unit via City mail or in person.

Training request forms may be obtained from the Training Unit Monday - Fridays during regular business hours. After hours, employees may obtain these forms from the Kit Room.

A. Processing Departmental Training Requests

1. The Training Unit shall forward the request to the Chief of Airport Police. If the request is approved, the form is then forwarded to the Departmental Personnel Officer for review and approval.
2. Selection of employees for training is based on:
 - a. The appropriateness of training to the employee's position and job class;
 - b. The date the request was received.
3. Selected employees shall receive a Notice of Training/Confirmation form.

B. Processing Request for Specialized Training Requests

1. Employees shall complete this form, and include a justification for training. Attach any supporting documents (i.e. - training announcement, flyer, etc.) which describes the training content, training site, and cost of the training, including an Application for Travel, if needed.
2. The requesting employee shall request his/her immediate supervisor sign the form. The employee shall forward the signed white original request to the Training Unit.
3. The Training Unit shall forward the request to the Chief of Airport Police for review and approval.
4. If approved, the Chief of Airport Police shall forward the request to the Departmental Training Coordinator, who then forwards the request to the Departmental Personnel Officer for approval. At the same time, the Office of the Chief of Airport Police shall prepare an Authority for Expenditure form (AFE) listing the total cost of the request. The AFE and supportive documents shall be submitted to the Deputy Executive Director. If approved, the AFE shall be forwarded to the Accounting Bureau.

Note - In special cases, where an advance payment to the training vendor is required, the requesting employee, with an approved request, can pay by cash, credit card or personal check. The employee should prepare an AFE, along with proof of payment, and process as outlined above.

Revised: February 2011

CHAPTER IV – Training

5. The Departmental Personnel Officer approves or disapproves all requests. Disapproved requests shall be forwarded to the Executive Director or his/her designee for a final decision.
 6. The original signed request, whether approved or disapproved, and attachments shall be returned to the LAWA Police. Personnel shall retain a copy of the request and attachments.
- C. Processing Request for LAWA Police Training Requests
1. Employees shall complete this form, and include a justification for training. The form can be used for requesting up to three classes on a single form.
 2. The requesting employee shall request his/her immediate supervisor sign the form. The employee shall retain the yellow NCR copy and forward the signed white original request to the Training Unit.
 3. Training Unit shall review the requests. Selection shall be based on training and LAWA Police needs.
 4. Selected employees shall be notified via Training Memo.
 5. The original LAWA Police Requests shall be retained by Training Unit.

D. Denied Requests

If the request for training is denied, a memo shall be generated by Training Unit informing the employee that his/her training request for training was denied and the reason for the denial (i.e. - Not received in a timely manner, not a budgeted item, etc.).

4/1.10 Assigned Training

Whenever an LAWA Police employee is served with a notice to attend a training class, the training class becomes the duty assignment for the date, time and duration the training class is held. Attendance is mandatory.

- A. Training Orders - Processing and Issuance
- The Training Order Log form shall be used to log in all Training Orders for sworn personnel. All personnel receiving a Training Order must sign the log. Watch Commanders shall be responsible for ensuring that the Log is maintained. In order to ensure proper processing, the following steps shall be followed:
1. The on-duty Watch Commander shall log the Training Orders in the Training Orders Log Book upon receipt.
 2. The Training Orders Log shall be kept in the Watch Commander's Office and taken to all roll calls for issuance of Training Orders.
 3. If a Training Order is received for a sworn member of a specialized unit, the Watch Commander shall contact the specialized unit supervisor and advise the supervisor of the Training Order. The specialized unit supervisor shall be responsible for notifying the officer of the Training Order and to have the officer respond to the Watch Commander's office to sign for the Training Order.

4. Officers receiving a Training Order, as well as the issuing supervisor, shall sign the original copy of the Training Order and the Training Orders Log. The original signed Training Order shall be placed in the rear of the log, and a copy of the Training Orders shall be issued to the officer. The Log shall be returned to the Watch Commander's Office after Roll Call.
 5. The original signed copy of the Training Order shall be maintained in the Training Orders Log for a period of one month. At the end of the month, all signed Training Orders shall be sent to Training Unit, who shall maintain a file of signed Training Orders.
- B. Rescheduling
1. Rescheduling of training classes shall only be made for pre-approved vacations, mandatory court appearances, illness or unforeseeable circumstances (i.e. - bereavement leave, traffic collisions, etc.). Personnel who call in sick or request to be excused from assigned training for any reason shall contact the Watch Commander. The Watch Commander shall be responsible for notifying the Training Unit of any attendance deviation of personnel assigned to attend training.
 2. If an employee finds he/she must reschedule a training class, the employee shall request rescheduling through his/her immediate supervisor seven or more business days prior to the start of training. The supervisor will then coordinate with Training Unit to fill the vacant training slot.
- C. Failure to Attend Training
- The Training Unit Officer-In-Charge shall draft a memorandum listing those who failed to attend assigned training and forward the memorandum to the concerned Commanding Officer.

The Commanding Officer or designee shall investigate why the employee failed to attend training and take appropriate action.

Employees who fail to attend training without a legitimate reason for being excused should expect to receive progressive disciplinary action.

4/1.11 Requesting Certification of Training Class by P.O.S.T.

Training classes certified by the California Commission of Peace Officer's Standards and Training (POST) provide sworn officers with training hours needed to comply with the 24 hours of mandated training which must be given to all sworn officers every two years by the employing agency. Training classes should be certified in advance of the class being held, or the class will not be certified.

Whenever POST certification is requested for a LAWA Police - approved training class, the following procedures shall be adhered to:

- A. Class Instructor (s)
- The class instructor shall submit the following documents to the Training Unit at least 60 days prior to the class being scheduled:
1. An expanded Course Outline;
 2. A completed POST Instructor Resume form. This form is available from the Training Unit;

CHAPTER IV – Training

Note: A POST Instructor Resume shall be completed and submitted by all class instructors.

- 3. An Hourly Distribution Outline;
 - 4. Safety Guidelines, which shall be submitted whenever injury may occur to class participants.
- B. Training Unit
- The Training Unit shall forward all submitted documents to POST, who will certify the class within 45 days.
- C. Training Orders
- Upon receiving notification of certification, the Training Unit shall draft the class Training Order, in cooperation with Patrol Services Section, or the affected Section supervisors. This Training order shall be signed by the commander, Professional Standards Section, or his/her designee.

4/1.12 Procedures for Obtaining P.O.S.T. Certificates

The California Commission on Peace Officer Standards and Training (POST) awards Professional Certificates to sworn officers based on training, college units and number of years of law enforcement experience.

A. Information

1. Definitions

Training Points: Twenty classroom hours of police training acknowledged by POST shall equal one training point. Such training must be conducted in a classroom or other appropriate site, in increments of two hours or more, taught by a qualified instructor, concluded with appropriate testing, and for which records are kept.

Education Points: One semester unit shall equal one education point and one-quarter unit shall equal two thirds of a point. Such units of credit shall have been awarded by an accredited community college, college, or university; (or prior to 1998, a non-accredited, state-approved college meeting certain criteria as outlined in the POST manual – see the Training Unit for further).

Law Enforcement Experience: All law enforcement experience in California as a full-time, paid police officer shall be accepted. Other law enforcement experience (for example, out-of-state or military law enforcement) shall be accepted by POST, not to exceed a maximum of five years. The experience must be documented and the name of the agency indicated, years of service, duties performed, and type of responsibility.

2. Levels of Professional Certificates Available

There are six certificates available:

a. Basic Certificate

This certificate requires a Basic Course Certificate of Completion in addition to completion of an 18-month probationary period.

b. Intermediate Certificate

This certificate requires the applicant:

- Possess a Basic Certificate;

- Acquire the training and educational points and/or college degree designated and possess the prescribed years of law enforcement experience in one of the following combinations:

Intermediate Certificate

Minimum Training Points	1 5	3 0	4 5		
Minimum Education Points or College Degree	1 5	3 0	4 5	Assoc Degre e	Bache lor Degre e
Years of Law Enforcement Experience	8	6	4	4	2

c. Advanced Certificate

This certificate requires the applicant:

- Possess a Basic Certificate;
- Acquire the training and educational points and/or college degree designated and possess the prescribed years of law enforcement experience in one of the following combinations:

Advanced Certificate

Minimum Training Points	3 0	4 5			
Minimum Education Points or College Degree	3 0	4 5	Asso c. Degr ee	Bache lor Degre e	Mast er Degr ee
Years of Law Enforcement Experience	1 2	9	9	6	4

d. Supervisory Certificate

This certificate requires the applicant:

- Possess or be eligible to possess an Intermediate Certificate; and
- Have no less than 60 semester units; and
- Satisfactorily meet the training requirement of the Supervisory Course; and
- Serve for a period of two years as a first-level supervisor, middle manager, assistant department head, or department head as defined by POST Regulations.

e. Management Certificate

This certificate requires the applicant:

- Possess or be eligible to possess an Advanced Certificate; and
- Have no less than 60 semester units; and
- Satisfactorily meet the training requirement of the Management Course; and
- Serve for a period of two years as a middle manager, assistant department head, or department head as defined by POST Regulations.

CHAPTER IV – Training

- f. Executive Certificate
- This certificate requires the applicant:
- Possess or be eligible to possess an Advanced Certificate; and
 - Have no less than 60 semester units; and
 - Satisfactorily meet the training requirement of the Executive Development Course; and
 - Serve for a period of two years as a department head as defined by POST Regulations.
- B. Procedures
1. Upon successful completion of their probationary period, and within 24 months of date of hire, officers shall contact the Training Unit to apply for a "Basic Certificate." Obtaining the "Basic Certificate" is a POST requirement and therefore mandatory.
2. Qualified employees, upon request, may obtain subsequent certificates.
3. Application for POST Certificates
- a. Requesting Employee
- The requesting employee shall:
- Contact the Training Unit to ensure eligibility to apply for POST Professional Certification and to ascertain which certificate he/she is qualified for;
 - Submit copies of any required college transcripts, degrees, certificates etc.;
 - Sign the completed Certificate Application, form POST 2-116.
- b. Training Unit
- The Training Unit shall:
- Complete a Certificate Application, form POST 2-116;
 - Attach all supporting documentation;
 - Forward the completed Certification Application package to the Office of the Chief of Airport Police for approval and signature. Upon approval and signature, the application package shall be returned to Training Unit;
 - Forward the application package to POST for approval and issuance of the Certificate.
 - Monitor the process and serve as point of contact with POST.
- c. Officers may contact the Training Unit to inquire as to the status of their application, Monday through Friday, during normal business hours.
- Note: Individual officers shall not contact POST to make inquires concerning their Certificates.**
- d. When the Training Unit receives the Certificate, the requesting officer will be notified to pick up and sign for the original Certificate.
- e. A copy of the Certificate will be placed in the requesting officer's Training File.
- f. A copy of the Certificate will be forwarded to Human Resources, as required, for payroll compensation purposes.
- ### 4/1.13 Procedures for Requesting use of Manchester Square for Training
- A. Training Unit - Responsibilities
1. For outside agencies, Training Unit administrative personnel shall confirm that the requesting agency has a "Hold Harmless" agreement with accompanying cover letter on agency letterhead on file. Use of Manchester Square facilities shall not be granted unless these documents have been provided. If there is no "Hold Harmless" agreement with cover letter on record, the requesting agency shall be advised of this requirement in order to use Manchester Square facilities.
2. If the "Hold Harmless" documentation is on file, or once it has been received, the requesting agency will be provided with a "Training Facility Request" form by the Training Unit. The requesting agency shall complete the form and return it to the Training Unit.
3. Once the "Training Facility Request" has been returned, the Training Unit shall ensure there are no scheduling conflicts and calendar the training event on the "Manchester Square Training Calendar." The Manchester Square Training Calendar shall be a shared calendar file that both the Crime Scene Investigations Unit and the Airport Police Operations Center (APOC) will have access to.
- The Training Unit shall contact APOC and the real estate management company.
4. The Training Unit shall maintain an updated list of available properties with a description of what the properties are suitable for (i.e. - simulations, building searches, etc.). This list is used to track properties that are vacant and available for training or properties no longer available due to demolition. Updated lists shall be provided to APOC and the Crime Scene Investigations Unit.
- B. Airport Police Operations Center - Responsibilities
- The Airport Police Operations Center (APOC) shall contact the primary agency representative to coordinate a meeting with an Airport Police unit on the day of the training event. APOC will utilize Crime Scene Investigations Unit personnel to meet the outside agencies.
- C. Crime Scene Investigations Unit - Responsibilities
- The assigned Crime Scene Investigations Unit officer shall be tasked with the following:
1. Unlocking the designated facility;
2. Ensuring that the outside agency posts "Training Exercise in Progress" signs and road delineators as needed;
3. Periodically monitor the facility;
4. Ensuring that the outside agency secures the facility upon completion of the exercise;
5. Ensuring that the facility is left clean (i.e. - trash picked up, equipment removed, etc.); and,

Revised: February 2011

CHAPTER IV – Training

6. Showing/touring available training facilities with interested outside agencies.

Note: If no Crime Scene Investigations Unit officer is available, a Patrol Services Section officer shall be briefed by APOC personnel to handle these functions.

4/2 Training Bulletins

4/2.1 Policy

Training Bulletins are official correspondence of the LAWA Police. Their content is intended to provide guidance in the proper execution of the employee's duties, based on law, policy and established practices. Training Bulletins, although not directives, are statements of policy combined with reasonable interpretations and practical examples of application. Employees shall be held accountable to perform their duties in accordance with such guidance.

4/2.2 Procedures

A. Formulation

1. Any subject pertinent to the mission of the LAWA Police may be considered for inclusion in a Training Bulletin.
2. Any employee may suggest a subject, provide research, identify a source, or draft information for a Training Bulletin.
3. The Office of the Chief of Airport Police or any Command Staff member may request the formulation and distribution of a Training Bulletin.
4. Manuals and Orders Unit is responsible for research, review, and final compilation of Training Bulletins.

B. Approval

1. All Training Bulletins shall be reviewed by the Command Staff, and be forwarded to Manuals and Orders Unit with their recommendations.
2. All Training Bulletins shall be approved by the Chief of Airport Police before distribution.

C. Distribution

Manuals and Orders Unit shall be responsible for reproduction of Training Bulletins, and shall provide appropriate unit supervisors with sufficient numbers to distribute to targeted employees.

D. Audit.

1. Training Bulletins shall be audited every twelve months from the date of issue or as necessary to ensure the information is accurate and contemporary.
2. The Officer-in-Charge of Manuals and Orders Unit shall have the responsibility for completing these audits and including the results in the Unit's monthly management report.

4/3 Roll Call Training

4/3.1 Policy

Training Unit shall coordinate the Roll-Call Training Program with the Watch supervisors. Topics for roll-call training shall be used to update officers on policy, procedures, tactics, or other information.

Training materials (including copies of trainer-supplied material), videotapes, and training aids shall be supplied by Training Unit.

NOTE - Roll-call training, for purposes of this policy, is defined as training or informational sessions of short duration administered to law enforcement officers just prior to, or after, their tour of duty.

4/3.2 Training Coordination

The Training Unit shall be responsible for coordination of roll-call training with Watch Command Staff. Topics for roll-call training may be developed by either the Training Unit or the by Watch Command and shall be presented at all airports (LAWA/LAX, LAWA/ONT, LAWA/VNY and LAWA/PMD).

Note: Any supplemental roll call training that a Commanding Officer wishes to provide, in addition to material contained in the Roll Call Training Book, shall be submitted and approved by the Executive Commander (i.e., Deputy Chief) of the Office of Operations and the Training Unit OIC or their designees.

A. Roll-Call Training Book

The Training Unit shall develop a Roll-Call Training Book for each 28 day deployment period. The book shall contain a lesson plan, PowerPoint, CD-Rom, a Training Bulletin or handout material and a Supervisor Signature Sheet for all airports (LAWA/LAX, LAWA/ONT, LAWA/VNY and LAWA/PMD).

B. Training Instructors

Both LAWA Police and non-LAWA Police personnel may conduct roll-call training.

All personnel selected to conduct roll-call training shall be approved by Watch Command and the Training Unit.

In the event no one has been selected to conduct roll-call training, Watch Supervisors shall conduct the training.

C. Lesson Plans

Roll-Call instructors shall submit a written lesson plan for review and approval by the Executive Commander (i.e., Deputy Chief) of the Office of Operations and the Training Unit OIC or their designees.

The Lesson Plan will include the following headers:

1. Title of Instruction (Name of the Class)
2. Time of Instruction (How long is the class, i.e. - 30 minutes, 1 hour, etc.)
3. Target Group (Who is receiving the training, i.e. - Patrol Officers, Traffic Control Officers, etc.)
4. Method(s) of Instruction (This can include group discussion, Powerpoint presentations, handouts, lecture, etc.)
5. Instructional Objectives (What will the class teach the target group)
6. Instructional Goals (What should the target group learn or be able to do after taking the class)

Pre-approved training material shall be inserted into the Roll-Call Training Book for dissemination at all four airports (LAWA/LAX, LAWA/ONT, LAWA/VNY and LAWA/PMD).

CHAPTER IV – Training

4/3.3 Procedures

The Roll-Call Training Book is divided into twelve 28-day deployment period sections with accompanying Supervisor Signature Sheet for each section. When the training book is not being used it shall be kept in the Watch Commander's Office.

At the beginning of each new deployment period the Training Unit will distribute lesson plans, PowerPoints, CD-Roms, Training Bulletins or handout material for placement in the Roll-Call Training Book. Watch Commanders are responsible for ensuring that the training information provided is disseminated to all watch personnel.

- A. At the beginning of each new deployment period Watch Commanders shall ensure that roll-call training is given to all officers on their respective watch. Watch supervisors shall fill out the Supervisor Signature Sheet (See Addendum #A) for each date the training is given.

Note: Roll-call training shall be given as many times as deemed necessary by the Watch Commander or watch supervisors to ensure all officers on their watch receive the training.

- B. At the end of each deployment period Watch Commanders shall forward completed Supervisor Signature Sheets to the designated Roll Call Training Coordinator in the Training Unit.

If it is determined that the training material was not adequately disseminated, the identified watch will be responsible for presenting the material for both the current and previous deployment cycles.

4/4 Range and Firearms Training

4/4.1 LAWA Police Range Procedures

Note: The following procedures shall be followed by LAWA sworn personnel whenever utilizing a LAWA Police owned/controlled firing range.

Whenever an LAWA Police officer goes to a LAWA Police range for monthly firearm qualification, the officer shall:

- A. Sign in with the rangemaster;
- B. Unload his/her duty weapon in a safe manner;
1. Officers with revolvers shall extract their duty ammunition from the weapon's cylinder and carry the empty weapon in their holster. If the weapon is unholstered, the officer shall carry the revolver with the cylinder open until ready to fire the qualification course.
2. Officers with semi-automatic pistols shall:
- a. Remove the magazine from the pistol prior to removing the pistol from the holster;
- b. Remove the pistol from the holster; point the pistol inside the safety barrel;
- c. Activate the pistol's safety lever, if applicable;
- d. Pull the slide back until the loaded round is extracted from the chamber; and,
- e. Holster an empty weapon. If the pistol is carried unholstered, the officer shall activate the slide release lever to lock the slide back and carry the weapon with the slide open until ready to fire.

Note: At no time during the unloading process shall the officer place his/her finger on the trigger.

- C. At the Firing Line
1. Only authorized weapons and ammunition shall be fired on the range.
2. All weapons are subject to safety inspection by the rangemaster.
3. Magazines and speedloaders may only be loaded with the proper amount of ammunition to be used for the course to be fired prior to going to the firing line.
4. All weapons shall be loaded only on the rangemaster's command at the firing line with the weapon pointed downrange.
5. Eye and ear protection shall be worn while firing is in progress.
6. No weapons shall be discharged on the firing line unless a qualified rangemaster is present and the command "commence firing" is given.
7. Dry firing shall be done on the firing line only with the rangemaster's permission.
8. During firing, no weapon shall be elevated above the target in excess of 10 degrees.
9. In the event of a misfire, jam, or squib load, the weapon shall remain pointed downrange for approximately 10 seconds. The individual shall then raise their free hand and use the range intercom to request the rangemaster's assistance.
10. On the command, "cease fire," all personnel on the firing line shall:
- a. Decock the weapon, if applicable;
- b. Place the weapon on the bench or in the holster; and,
- c. Step behind the red safety line.
- Note: No weapon is to lay cocked on the bench or in a holster at any time.**
- d. Personnel shall remain behind the red safety line during target change or repair by range staff.
- e. Prior to leaving the firing line, all personnel shall:
- Inspect and clear the weapon of all ammunition;
 - Holster an empty weapon. All weapons carried unholstered shall have the slide locked back and the weapon's slide open. Revolvers carried unholstered shall have the cylinder open.
- D. Reloading Weapons
1. Officers with revolvers shall:
- a. Load their speedloaders with duty ammunition;
- a. Go to the safety barrel and point the weapon in the barrel;
- c. Load duty ammunition in the weapon's cylinder, close the cylinder and holster the weapon.
2. Officers with semi-automatic pistols shall:

CHAPTER IV – Training

- a. Load their magazines with duty ammunition;
- b. Activate the safety/decocking mechanism, if applicable;
- c. Go to the safety barrel, lock the slide into the open position and point the weapon in the barrel;
- d. Insert a loaded magazine into the pistol;
- e. Press the slide release lever to close the slide and chamber a live round in the chamber;
- Note: The trigger will not remain cocked as the safety/decocking mechanism is activated at this time. This is not true with Glock and other DA only pistols.**
- f. Holster the pistol;
- g. Extract the magazine from the pistol while the pistol is in the holster, load the magazine with one additional duty round, and place the magazine in the pistol with the pistol in the holster.
- Note: Personnel shall leave the range area with their pistol in a holster with the safety off.**
- E. General Rules and Regulations
1. The range is a non-smoking facility.
2. No loose live ammunition shall be brought into the cleaning area or break room. Loaded magazines and speedloaders shall be kept in the classroom area or secured in duty belt/off-duty leather or nylon magazine carriers / speedloader pouches. Loose live ammunition and non-secured magazines shall be kept in the classroom only.
3. Weapons shall be cleaned in the designated cleaning area only.
- Note-The cleaning of weapons inside any other LAWA Police facility is prohibited.**
4. Only authorized range staff are permitted in the range control room and armory.
5. The Range is a working LAWA Police facility. The Range break room may, on occasion, be closed due to scheduled training classes. When officers use the Range break room for official breaks, they shall remain in the break room and not interrupt normal range operations or training classes. Upon completion of their official break, officers shall leave and not loiter in the Range unless they have official business with Range staff. Supervisors are responsible for monitoring the Range for compliance.
- Note: When the Range facility is closed and no Range staff is present, officers shall not use the Range break room for official breaks.
- 4/4.2 Use of Firearms for Role-Play Training**
- Officers shall not use firearms, loaded or unloaded, for role-play training, nor shall the use of firearms for role-playing be authorized by any supervisor, watch commander, or command staff personnel. Any training requiring the use of loaded or unloaded firearms shall be conducted at the LAWA Police firing range or other law enforcement firearm training facility under the supervision of LAWA Police approved rangemasters or other law enforcement firearms trainers.
- 4/4.3 Use of LAWA/LAX Police Range by Outside Law Enforcement Agencies**
- A. Request for Use
- All requests or inquiries from outside law enforcement agencies to use the LAWA/LAX Police Pistol Range shall be directed to the Professional Standards Section Commanding Officer.
- The Commanding Officer shall:
1. Contact the Rangemasters to coordinate scheduling range time for the requesting agency;
2. Determine the number of outside agency personnel that will utilize the range;
3. Forward an application package to the requesting agency containing the following:
- a. A LAWA Permit and Hold Harmless Agreement;
- b. A copy of the LAWA Police Pistol Range Regulations and Procedures;
- c. Available range dates and times;
- d. Estimated cost to the outside agency for use of the range.
- B. Conditional Use of Range By Outside Agencies
- The following conditions shall be adhered to by outside agency personnel using the Range:
1. Outside agency personnel are required to read and adhere to the LAWA Police Range Facility Safety Regulations and Procedures.
2. A LAWA Police Rangemaster shall be on duty each time an outside agency uses the LAWA Police Pistol Range.
3. The outside agency must have a certified rangemaster on duty working with the LAWA Police Rangemaster while using the range. The outside agency must provide a copy of its rangemaster's certification prior to the outside agency's first use of the range.
4. The outside agency's rangemaster shall be given a mandatory range orientation and class on the use of computerized range equipment. Upon completion of the class, the rangemaster will receive certification.
5. Only ammunition loads authorized by the outside agency and approved by the LAWA Police Rangemaster are to be used at the LAWA Police Pistol Range.
6. Only weapons authorized by the outside agency and approved by the LAWA Police Rangemaster are to be used on the LAWA Police Pistol Range.
7. The LAWA Police reserves the right to inspect ammunition and weapons used by outside agency personnel.
8. Outside agencies shall not be allowed the use of LAWA/LAX Police Pistol Range other than during the scheduled date and time.

CHAPTER IV – Training

9. Should a conflict in scheduling arise between the LAWA Police and the outside agency, the LAWA Police schedule shall take precedence.

10. Outside agencies must agree to have their rangemasters participate in Rangemaster Meetings and recurrent training as scheduled by the LAWA Police Rangemasters.

C. Completed Permits and Rangemaster Certificates

1. Original copies of the signed Permit shall be forwarded to Contract Services. A copy of the Permit shall be maintained by the Rangemasters at the Pistol Range.

2. A file of all outside rangemaster certificates shall be maintained by the Rangemasters at the Pistol Range.

4/4.4 Procedures for Weapons Testing at LAWA Police Range

A. Whenever a sworn employee of the LAWA Police requests permission to test a weapon(s) not approved but being considered for approval by the LAWA Police, the requesting employee shall:

1. Obtain written approval from his/her section Commanding Officer to conduct the weapon(s) test;

2. Upon approval, forward the written request to the Commanding Officer, Professional Standards Section.

B. The Commanding Officer, Professional Standards Section shall review the request and, if approved, shall forward the request to the Rangemaster.

C. The Rangemaster shall review the request and contact the requesting employee to schedule the test.

D. If the Rangemasters determine that the weapon and/or ammunition exceeds the capability of the range, the Rangemasters shall contact the Commanding Officer, Professional Standards Section, who shall deny the request based on the findings of the Rangemasters.

E. The requesting employee shall be responsible for:

1. Contacting the weapon(s) vendor to schedule the test;

2. Contacting any LAWA Police observers and/or participants;

3. Completing an After Test Report, in memo format, within 15 days of the test. This report will include results obtained and a recommendation to adopt or not to adopt the tested weapon.

F. The Rangemasters shall be responsible for:

1. Inspecting the weapon(s) and ammunition to be used;

2. Supervising the test for range safety purposes.

G. After Test Report

The After Test Report shall be forwarded to the Commanding Officer, Professional Standards Section, who will review the report, add any additional comments, and forward the report to the Chief of Airport Police.

H. Command Staff Review

The Chief of Airport Police shall review the report with the Command Staff, who will recommend whether or not to adopt the weapon(s).

I. Records Retention

The After Test Report shall be returned to the Rangemasters, who will be responsible for report retention.

4/4.5 LAWA/LAX Police Range Lead Safety Program

Note: Although this section is primarily LAWA/LAX specific for an indoor range, the basic policy and procedures in this section are applicable to any LAWA owned/operated range.

Any LAWA operated Police Range that does not meet current Hazardous Material State standards shall not be used until it meets these standards.

A. Procedures

1. Methods for Controlling Exposure

a. Mechanical Ventilation System

The principal method used to control exposure is through use of the Range's ventilation system. One HVAC ventilation system is used for the office area, gun cleaning room, break room, storage room and male/female restrooms. The South Range, designated for the use of non-lead frangible ammunition, and the North Range, designated for all other types of ammunition, use separate ventilation systems.

b. Policy and Procedures

Policy and procedures are implemented to minimize exposure to Range Masters from lead. Procedures include the use of High Efficiency Particulate Air (HEPA) vacuum cleaners and Personal Protective Equipment (PPE) such as coveralls, gloves, and respirators.

c. Training

All Rangemasters potentially exposed to lead dust or fumes are trained annually in the hazards of lead, how to protect themselves, and the worker protection required by the applicable Cal/OSHA lead standard.

2. Assessment of Lead Hazards

a. Air Monitoring

PBZ (Personal Breathing Zone) and Area air monitoring will be conducted by Risk Management Employee Safety & Health Section at the discretion of the LAWA Industrial Hygienist.

(1) The average airborne lead exposure level for range employees potentially exposed to lead dust or fumes;

(2) Assure lead exposure is under the Permissible Exposure Limit (PEL) specified by Cal/OSHA.

Note: It has been determined through previous testing that the exposure level at LAWA's firing range is an 8 hour Time Weighted Average (TWA) of 0.011 mg/M³ which is under the Permissible Exposure Limit of 0.05 mg/M³ and is also below the Action Level of 0.03 mg/M³ specified by Cal/OSHA.

CHAPTER IV – Training

- Air monitoring must be repeated whenever any change in process, control, personnel, or tasks occur.
- b. Lead Surface Sampling
- Lead surface sampling is performed monthly for each room in the Range facility.
- c. Records Maintenance
- Air monitoring and lead surface sampling records are maintained by the Risk Management's Employee Safety and Health office.
- d. Material Safety Data Sheet and Label Inspection
- Risk Management's Employee Safety and Health office will review all Material Safety Data Sheets and labels for all lead containing materials or products used by the Range staff to determine if they contain lead. Copies shall be maintained on site by the Rangemasters. Duplicates will be kept by Risk Management Division.
- e. Labeling and Disposal Procedure
- Hazardous waste is any product that can cause serious danger or potential threat to human health or the environment when improperly disposed of. Lead and copper dust from the pistol range and lead and copper contaminated wipes and debris are considered hazardous wastes.
- Hazardous wastes may not be disposed of in municipal refuse, but must be disposed of by a registered hazardous waste hauler at a properly permitted facility. Each waste stream may be accumulated onsite in a container up to 55 gallons for no more than one year. Waste over 55 gallons must be moved from the accumulation area to a hazardous waste storage area within three days and disposed of within 90 days.
- Whenever lead waste is created or generated by the range, the Rangemasters shall isolate the waste and ensure the appropriate current contract company is notified to respond, label, and remove the waste. The LAWA contract company shall label the waste container with a California Hazardous waste label.
- Each label shall include the following information:
- (1) Name and address of waste generator;
 - (2) Generator's EPA ID Number CAL000289070
 - (3) Composition of the waste;
 - (4) Hazardous properties of the waste (Ignitable, Toxic);
 - (5) Physical state (solid)
 - (6) Initial starting date for waste accumulation (On transfer containers that are emptied daily, such as empty shell buckets, the words "EMPTIED DAILY" may be marked in place of the actual date.)
- Waste containers requiring labeling include the HEPA vacuum cleaner and waste rags from gun cleaning. Reusable and Recyclable Materials require proper labeling as well. This includes containers for brass casings. Range personnel shall ensure compliance with both State and City Hazardous Waste labeling regulations.
- f. Medical Testing
- A lead-specific medical program, under the supervision of a licensed physician knowledgeable about all relevant Cal/OSHA requirements, will provide the following:
- (1) Blood lead level (BLL) and zinc protoporphyrin (ZPP) testing every six months for Rangemasters exposed to lead, and with increased frequency for those found to have a higher blood lead level (at the discretion of LAWA's Industrial Hygienist).
 - (2) Provide initial medical exams specific to the potential health effects of lead, to be repeated as determined by the physician or Cal/OSHA standard requirements.
 - (3) Provide blood lead level (BLL) and ZPP test results, in writing, to employees within five days of receiving them from the laboratory.
 - (4) Any Range employee with a blood lead level at or greater than 10 µg/dl shall be removed from the Range and reassigned to other duties until two consecutive quarterly blood tests show his/her blood lead level is below 10 µg/dl. The Preferred max is 6 µg/dl.
3. Exposure Control
- Exposures are controlled as much as possible by engineering (e.g., local exhaust ventilation) or work practice changes, before relying on respirators or administrative controls.
- The work area is kept as free as possible from lead contamination through regular cleaning by approved safe methods.
- a. Eating, drinking, the use of tobacco products, or applying cosmetics is prohibited in work areas where lead may be present and shall only be done in the range break room.
 - b. Protective clothing and shoe coverings are provided and used regularly by Rangemasters as specified, and are not taken home from the range. All range uniforms and coveralls shall be washed by the current contract linen service only. Uniforms shall be dropped off in the designated range area and picked up weekly by the service. Clean uniforms deposited from the week prior will be delivered at the same time for each employee.
 - c. Wash-up facilities are available and used by Range employees to clean up before breaks and before the end of the shift. Showers are available at the LAX station and accommodations will be made to allow use at end of shift for range employees.
 - d. Respirators
- Respirators are used to protect against airborne lead exposure, if needed.
- Note: A complete, written respiratory protection program, including fit-testing, training, medical determination of fitness for respirator wearing and provisions for cleaning and storage, is contained in LAWA's Injury & Illness Prevention Program, Respiratory Protection Program section.**
- (1) Respirators are selected based on measured airborne lead exposure levels.
 - (2) Rangemasters are provided certified training in use of respirators by the LAWA Industrial Hygienist.

Revised: February 2011

CHAPTER IV – Training

- (3) Range Cleaning Procedures
- a. Weekly and Annual Range Cleaning Procedures
- A contractor, specializing in firing range lead abatement, shall be responsible for cleaning the range annually. The cleaning period may be adjusted at the discretion of LAWA's Industrial Hygienist, based on monthly surface sampling results. At no time shall the range go beyond a one (1) year time limit without proper cleaning.
- Cleaning shall consist of the following:
- (1) Cleaning of the ventilation system (both range system and separate office system);
- (2) Replacement of the ventilation filters;
- (3) Wiping down the walls and floors [surfaces] of both the north and south ranges with Trisodium Phosphate solution or an equivalent solution;
- (4) Cleaning the backstops/bullet traps;
- (5) Mining lead from each trap and recycling the lead;
- (6) Refurbishing/replenishing of the rubber in the bullet traps;
- (7) Perform any other spot lead abatement/cleanup as needed per surface testing.
- Note: Surfaces (floors, walls, counter tops etc) in the range shall be cleaned to a standard of 200 µg/ft². Office Ventilation System interior surfaces shall be cleaned not to exceed 2 µg/cm².**
- b. Operational Use Range Cleaning Procedures
- Note: These cleaning procedures apply only to the range areas and the attached storage room.**
- (1) Contract personnel shall wear the following while performing range cleaning duties:
- (a) Disposable coveralls.
- (b) Disposable gloves.
- (c) Half face respirator with p-100 filters
- (2) The shooting range blower and exhaust fans must be activated prior to cleaning;
- (3) Shell casings to be recycled shall be removed prior to HEPA vacuuming of the floor.
- (4) The HEPA vacuum cleaner will be prepared for use. Three additional 4mm plastic bags for replacement of the used vacuum bag, one large debris bag for double bagging of the used vacuum bag, one roll of duct tape and several pairs of extra gloves shall be set aside.
- Note: All floor cleaning on either range shall be done by HEPA vacuum followed by a wet mop.**
- (5) After vacuuming the floor the vacuum cleaner shall be cleaned by removing the plastic bag and sealing it with duct tape. This bag will then be placed inside of another bag (double bagging) with the second bag left open. The exterior of the vacuum cleaner shall be completely wiped down with a Lead Safe TSP Lead Dust Wipe. Place duct tape on the opening of the vacuum cleaner. Used wipes shall be deposited in the second bag.
- (6) A new bag shall be placed in the vacuum cleaner canister, and the top of the vacuum cleaner replaced onto the canister.
- (7) All tools used in range cleanup shall be wiped down with TSP Lead Dust Wipes, including:
- (a) Equipment vacuum hose;
- (b) Vacuum wand;
- (c) Rake;
- (d) Shovel;
- (e) Small vacuum end fittings.
- (8) Remove all protective clothing following the vacuum bag removal, vacuum exterior cleaning and tool wipe down in the following order:
- (a) Location for removal of suits shall be just east of the shooting stalls, directly under the first series of exhaust vents. Slowly remove coveralls by "rolling" the coverall, leaving the inside of the coverall toward the outside and place in a waste bag;
- (b) Remove gloves and place in waste bag;
- (c) Use clean wipes to wipe down hands, forearms;
- (d) Use another clean wipe and wipe down exterior of respirator;
- (e) Dispose of wipes in waste bag. Seal open second bag;
- (f) Remove respirator and clean interior and exterior with a respirator wipes;
- (g) Bag respirator in clean sealed respirator storage bag;
- (h) Store respirator in locker;
- (i) Place clean vacuum in storage;
- (j) Remove waste bag(s) to building exterior holding area.
- (k) Waste will be picked up by contractor every three months.
- (9) Ensure that waste bag(s) are labeled in adherence with the Labeling and Disposal Procedure stated in Section III B. 5. (i.e. Name and address of waste generator: City of Los Angeles LA World Airports, Generator's EPA ID Number: CAD981675911, Composition of the waste: "LEAD CONTAMINATED WASTE", Hazardous properties of the waste: Ignitable, Toxic, Physical state: solid, and the initial starting date for waste accumulation).
- ### 4/4.6 Use of Red Guns
- Red Guns shall only be used by Force Instructors for training purposes. Use of Red Guns by other Sections or units is prohibited except under the following conditions:
- A. The supervisor requesting use of the Red Guns for in-service training or a unit training day shall submit the request, via Chain of Command, to the Force Sergeant along with a lesson plan at least three (3) weeks prior to the scheduled training day. A copy of the lesson plan shall be forwarded to the Training Unit O.I.C.

CHAPTER IV – Training

Note: The lesson plan shall include any procedures mandated by POST Guidelines for Student Safety in Certified Courses.

- B. The Force Sergeant shall review the request and lesson plan, and either approve or deny the request. If approved, the Force Sergeant will contact both the requesting supervisor and the Training Unit and approve issuance of the Red Guns to the supervisor. The Force sergeant shall also insure that POST guidelines are followed during the training.
- C. Upon completion of the training, the Red Guns shall be returned to the Training Unit.