

COUNTER-TERRORISM AND SPECIAL OPERATIONS BUREAU

NOTICE
15.2

June 28, 2019

TO: All Commanding Officers

FROM: Commanding Officer, Counter-Terrorism and Special Operations Bureau

SUBJECT: NOTIFICATION REQUIREMENTS WHEN CONDUCTING INCIDENT MANAGEMENT TRAINING – REMINDER

The purpose of this Notice is to remind all Commanding Officers that Emergency Services Division (ESD) liaisons with local, state and federal agencies responsible for all-hazards/risk incidents. Emergency Services Division is also tasked with the development and coordination of incident management strategies, tactics, training and exercises consistent with the National Incident Management System and the Incident Command System. Further, ESD ensures that incident management training is consistent with the Department's policies and procedures, and the state and federal mandates.

It has been determined that various Department entities have scheduled or conducted incident management training, including participating in multi-agency training exercises, without coordinating the training through or providing prior notification to ESD. This Notice serves as a reminder that any training, table-top exercise, drill, functional exercise, full-scale exercise, workshop, or any other type of incident management instruction that involves Department personnel and/or is conducted in conjunction with any outside entity, requires prior written notification to the Commanding Officer of ESD. This notification should be made in a timely manner to ensure that the Major Incident Response Team, ESD, can provide assistance or guidance.

As a reminder, the Department is required to conduct a comprehensive safety inspection when utilizing an off-site facility to conduct training. Department personnel should refer to Police Sciences and Training Bureau Notice, dated May 11, 2016, entitled, *Conducting Training at Off-Site Facilities*, for guidance.

Should you have any questions regarding this Notice, please contact Captain Kathryn Meek, Commanding Officer of ESD, at (323) 342-4200, or the Major Incident Response Team, ESD, at (213) 486-5730.



HORACE E. FRANK, Deputy Chief
Commanding Officer
Counter-Terrorism and Special Operations Bureau

APPROVED:


BOB GREEN, Deputy Chief
Chief of Staff
Office of the Chief of Police

for

Attachment

DISTRIBUTION "B"

POLICE SCIENCES AND TRAINING BUREAU

NOTICE

May 11, 2016

1.12

TO: All Concerned Personnel

FROM: Commanding Officer, Police Sciences and Training Bureau

SUBJECT: CONDUCTING TRAINING AT OFF-SITE FACILITIES

The purpose of this Notice is to remind all personnel that the Department is required to conduct a comprehensive safety inspection when utilizing off-site facilities to conduct training. The inspection shall identify potential hazards, provide training and instruction in the use of individual facilities and familiarize supervisors with the safety and health hazards to which employees under their immediate direction may be exposed.

In the past, officers have secured training sites without ensuring that appropriate safety concerns have been addressed. Department entities also have inappropriately contracted for training sites and incurred costs without having obtained prior approval for the expenditure of funds. Off-site training facilities that have not been approved by the Department Safety Coordinator will not be considered legitimate training sites. Without prior approval the Department will not reimburse for expenditures incurred, including tuition, rental fees, equipment costs, etc.

Commanding Officer Responsibilities

Commanding officers shall not assign personnel to training at off-site training facilities unless the location has been inspected and approved through the Department's off-site training facility safety permit process managed by the Department Safety Coordinator, Medical Liaison Section, Personnel Division.

Commanding officers shall ensure that their Area/Division Training Coordinator or any other course presenter under their command who is conducting training complies with stated safety permit guidelines when an off-site location is used for training.

Area/Division Training Coordinator or Course Presenter Responsibilities

In order to comply with the State of California mandated Injury and Illness Prevention Program, site specific safety guidelines shall be completed for each off-site training facility.

The ongoing use of a previously inspected facility is approved only upon submittal of the "Off-Site Training Facility Safety Permit" for the site each time it is used. Prior to the facility's use, the requesting employee shall submit the document to the Department Safety Coordinator, Medical Liaison Section, Personnel Division. Medical Liaison Section will then advise of specific safety guidelines to be used at the training facility.

To establish the use of a new facility for off-site training, the requesting employee shall contact the Department Safety Coordinator, prior to its use to schedule an inspection. Dependent upon the type of facility and intended use, the Department Safety Coordinator will determine the type of inspection and the necessity for contacting a safety engineer at Safety and Health Division, City of Los Angeles Personnel Department. The requesting employee shall complete, submit and retain any requested forms concerning the safety review and inspection. If the requesting employee is not the Area/Division Training Coordinator or course presenter, the requesting employee shall forward all records to the appropriate Area/Division Training Coordinator.

A list of "Department-Approved Off-Site Facilities" is available from the Department Safety Coordinator.

Training Division shall be notified if the training involves Active Shooter or Multi-Assault Counter Terrorism Action Capabilities (MACTAC). Training Division's MACTAC Unit is responsible for the tactical training of all first responders to an active shooter or MACTAC type incident. The MACTAC Unit will review the safety plan, training outline and will provide a MACTAC instructor(s) for the training; ensuring training is consistent with the Department's tactical concepts and policies/procedures.

Emergency Operations Division (EOD) shall be notified if the training is to include the Incident Command System (ICS) or the National Incident Management System (NIMS) regardless of the type of incident. The Commanding Officer of EOD liaisons with federal, state and local agencies responsible for all hazard/risk incidents; development and coordination of incident management strategies consistent with ICS and NIMS; and ensures training is consistent with the Department's policies/procedures.

Medical Liaison Section Responsibilities

Medical Liaison Section shall ensure all facilities utilized for off-site training are Cal/OSHA compliant. Medical Liaison Section shall ensure compliance through the "Off-site Facility Safety Permit" process and review all off-site training safety plans prior to use of any off-site facility by Department personnel. Upon determining an off-site location is in compliance with Cal/OSHA, the Section shall forward a signed copy of the permit to the requesting employee.

All Concerned Personnel

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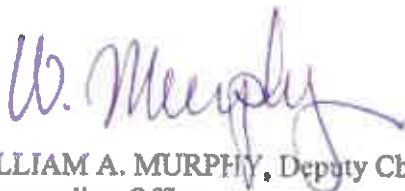
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Medical Liaison Section shall ensure any facilities utilized for tactical exercises are re-inspected if the facility and or training changes. Facilities that are deemed beyond the inspection expertise of Medical Liaison Section personnel shall be referred to the safety engineer at Safety and Health Division, City of Los Angeles Personnel Department.

Police Training and Education Division Responsibilities

Police Training and Education Division (PTE) shall review all training notifications (15.2, POST Course Announcement, etc.) for the appropriateness of use of an off-site training facility. Police Training and Education conducts follow up site visits to ensure Department compliance with facility use, reporting its findings to Police Sciences and Training Bureau.

Any questions regarding the inspection process should be directed to the Department Safety Coordinator at (213) 485-4600, Training Division at (310) 342-3010, Emergency Operations Division at (213) 485-5241 and Police Training and Education at (213) 486-0796.



WILLIAM A. MURPHY, Deputy Chief
Commanding Officer
In-Service Training, Training Division

APPROVED:



SEAN W. MALINOWSKI, Commander
Chief of Staff
Office of Chief of Police

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