



Policy 2009

Subject	
DEPARTMENTAL SAFETY PROGRAM	
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By Order of the Police Commissioner

POLICY

It is the policy of the Baltimore Police Department (BPD) to commit to a culture of safety within all levels of the organization. This commitment involves dedicating resources and putting mechanisms in place to manage risk, prevent accidents, and decrease injuries. This policy is consistent with Baltimore City's Administrative Manual-106-01, "Safety Program." Safety is every member's concern, regardless of rank or assignment.

REQUIRED ACTION

BPD Safety Officer

The BPD Safety Officer is designated by the Police Commissioner to perform the duties listed below.

1. Authorized to respond to operational incidents and training exercises.
2. Responsible for inspection of all facilities and areas within the control of the Baltimore Police Department for compliance with both Maryland Occupational Safety and Health Administration (MOSHA) and the federal Occupational Safety and Health Administration (OSHA) mandates.
3. Coordinate OSHA or MOSHA inspections of all departmental facilities.
4. Work with the Baltimore City Office of Risk Management, Division of Occupation Safety, Department of Finance to ensure compliance with the City of Baltimore Safety Program.
5. Identify/assist with the resolution of safety-related hazards throughout the Department.
6. Develop solutions to eliminate or mitigate identified hazards. Forward all reporting to the Police Commissioner, via Official Channels.
7. Maintain expertise in multiple disciplines by attending training.
8. Maintain knowledge of occupational safety and health hazards.
9. Maintain knowledge of current principles of safety management.
10. Maintain knowledge of infection control practices and procedures.
11. When observing a training exercise, do not participate in the exercise. Maintain focus on the safety of those involved in the exercise.

12. Authorized to immediately stop training exercises, if safety becomes a concern.
13. Conduct monthly Safety Meetings with District/Section Safety Officers.
14. Review/approve annual Command Safety Plans.
 - 14.1. Forward approved Safety Plans to the Best Practices Unit for publication as appropriate. For an example, see Appendix A, "Safety Officer, Police Training Academy," of this Policy.
15. Other administrative and risk management based duties, as defined by Policies.

Members

1. Comply with all current policies and procedures, regarding safety.
2. Operate under the assumption, "We are all safety officers."
3. All employees are expected to take an active role in safety, during both operations and training.
4. Immediately notify a supervisor of a safety concern/risk/violation.

Supervisors

1. Upon becoming aware of a safety issue, submit the details in writing to your Commanding Officer, via Official Channels, with copies of the Administrative Report, being sent to your District/Section Safety and the Departmental Safety Officers.
2. As appropriate, implement temporary or permanent solutions.
 - 2.1. Follow-up on the implemented solution's effectiveness.
 - 2.1.1. Report effectiveness findings to your Commanding Officer, via Official Channels, with a copy to the Departmental Safety Officer.
 - 2.1.2. When necessary, request further action to resolve the issue.

District and Section Commanders

1. Are responsible for the safety of all personnel.
 - 1.1. Must ensure all members comply with the City's Safety Program.
 - 1.2. Appoint a District/Section Safety Officer for your Command.
 - 1.3. Provide for safety inspections within your Command, documenting safety issues and hazards.
 - 1.4. When possible, immediately eliminate the risk, even if the solution is temporary.

- 1.5. Provide information/documentation of solutions to the Departmental Safety Officer for permanent resolution.
2. Annually, review/revise your Command's Safety Plan, based upon inspections of facilities and equipment, and reports of risks.
 - 2.1. In January of each year, approve for forwarding your Safety Plan to the Departmental Safety Officer, who will work with your Command to rectify safety concerns.
3. Conduct inspections of your District/Section's facilities, operations and equipment with a focus on safety risks.
 - 3.1. Monthly, formally report findings to your Commanding Officer and the BPD Safety Officer.
 - 3.2. Attend Safety Meetings with the Departmental Safety Officer to address long-term and immediate solutions to safety concerns.
4. Based upon your District/Section's inspections of facilities and equipment and reports of risk, review/revise your Command's Safety Plan.
 - 4.1. Submit your revised District/Section's Safety Plan to your Commanding Officer for approval.
 - 4.2. In January of each year, forward the Safety Plan to the Departmental Safety Officer, who will work with your Command to rectify safety concerns.
5. Work to implement Command's and the Departmental Safety Officer's recommendations to increase safety and to reduce risk.

Director, Human Resources Section

1. Monitor compensable and non-compensable injury claims, which are a result of operational incidents or training exercises.
2. Monitor injury claim statistics from Key Risk with the Departmental Safety Officer.
3. Provide information/documentation/recommendation to the Departmental Safety Officer for resolution of safety issues.

Best Practices Unit

Receive, format and publish, as appropriate, Command Safety Plans. For example, see Appendix A, "Safety Officer, Police Training Academy," of this Policy.

APPENDIX

A. Safety Officer, Police Training Academy

RESCISSION

Remove and recycle/destroy Policy 2009, *Departmental Safety Program*, dated 8 August 2013.

COMMUNICATION OF POLICY

This policy is effective on the date listed herein. Each employee is responsible for complying with the contents of this policy.

APPENDX A

Safety Officer, Police Training Academy

The Police Training Academy Safety Officer is designated by the Director, Police Training Academy, to perform the duties listed below.

1. When approval of a training or qualification exercise, which uses force, weapons, active scenarios, or places a member at risk of physical harm, is granted in writing by the Director, Police Training Academy, conduct the following to ensure a safe and successful training exercise:
 - 1.1. Planning Meeting – Meet with the lead instructor and ensure the goals and objectives of the training/qualification are understood. Discuss the safety history of similar past training exercises, assess the training site, forecast problem areas, and determine what safety equipment will be needed.
 - 1.2. Safety Plan – Plan to include specific safety concerns for the training/qualification and note areas of potential safety problems or injuries, to include any required personal protective equipment, specific safety rules for the training session and types of medical equipment, which must be available. The lead instructor and the Police Training Academy Safety Officer must agree on the safety plan.
 - 1.3. Site Inspection and Setup – Inspect the site for areas of safety concern. Area safety issues must be mitigated, marked as hazards, or removed. For example, removal of snow, use of yellow warning tape to indicate an “out of bounds,” or repositioning equipment. Protective and medical equipment must be inspected, set up and ready before the exercise begins.
 - 1.4. Safety Briefing – Part of the overall training briefing must include personal protective equipment reminders and requirements, rules of engagement, off-limit areas, and frequent reminders that no “off script” behavior will be allowed. Any specific safety procedures for this training/qualification exercise and emergency medical plans in the event of an injury must be addressed.
 - 1.5. Training Session – The Police Training Academy Safety Officer must observe the entire training exercise, beginning with warm-up exercises and stretching. The Safety Officer provides overall awareness, watches for compliance with the safety plan, “off-script” behavior, and keeps an eye on the pre-identified areas for potential safety issues. The Safety Officer must check-in with instructors and students, as appropriate, and conduct short safety reminders after breaks. The Safety Officer must pay particular attention late into the training, as instructors and students start to become fatigued.
 - 1.6. Clean Up, Check In, Document – The Safety Officer must make a final check-in with the instructors and students to document any injuries or identified issues. The Safety Officer is responsible for the safety of the clean-up and tear-down of the aids/props and equipment, as well as the cleaning of safety related equipment. Decontamination procedures must be strictly followed to prevent infection or disease. The Safety Officer must prepare an After Action report, which must be submitted to the Director of the Police Training Academy, of the exercise and

maintained on file for audit purposes.

2. Identify safety-related hazards within the training exercise.
3. Develop solutions to eliminate or mitigate identified hazards.
4. Maintain expertise in multiple disciplines by attending training.
5. Maintain knowledge of occupational safety and health hazards, involved in emergency operations.
6. Maintain knowledge of current principles of safety management.
7. Maintain knowledge of infection control practices and procedures.
8. When observing a training exercise, do not participate in the exercise. Maintain focus on the safety of those involved in the exercise.
9. Immediately stop a training exercise, if safety becomes a concern.
10. Render aid, if necessary.
11. Notify the supervisor at the scene, who is in command.

Director, Human Resources Section

1. Monitor compensable and non-compensable injury claims, which are a result of operational incidents or training/qualification exercises.
2. Monitor injury claim statistics from Key Risk and recommend changes to reduce the risk of injury.

Director, Police Training Academy

1. Designate a Police Training Academy Safety Officer for every training or qualification exercise that uses force, weapons, active scenarios, or places members at risk of physical harm.
2. Ensure instructors receive prior approval in writing to conduct training or qualification exercises, which use force, weapons, active scenarios, or places members at risk of physical harm.
3. After granting approval, ensure the following steps occur:
 - 3.1. Planning Meeting;
 - 3.2. Safety Plan;

- 3.3. Site Inspection and Set Up;
 - 3.4. Safety Briefing;
 - 3.5. Training Session; and
 - 3.6. Clean Up/ Breakdown, Check In, After Action report.
4. Review After Action reporting from instructors, which documents the training performed, all injuries that occurred, equipment that was damaged or did not function, and any identified risks.
 5. Implement solutions to the noted problems or deficiencies.
 6. Maintain records of all uses of force, weapons training or qualification, active scenarios, or which place a member at risk of physical harm for audit purposes.
 7. Monitor injury claim statistics from Key Risk and recommend changes to reduce the risk of injury.
 8. Coordinate with the Department Safety Officer.