



**Chapter:** Department Training and Professional Development  
**Subject:** 15-12 – First Aid Training  
**Effective:** April 19, 2022  
**Supersedes:** Official Order 120, Section 120.1.2, dated January 14, 2020  
**Distribution:** Department Members

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**PURPOSE:** This Order establishes department policy related to first aid training.

#### **15-12-1 FIRST AID TRAINING PROGRAM**

- A. The Organizational Development Division shall develop, implement, and monitor first aid training programs including development of first aid skill performance standards for department programs.
- B. Training Requirements
  - (1) Enforcement members shall successfully complete the department sponsored first aid training program in order to maintain proficiency in the identified first aid skills. This refresher program shall be conducted at work locations or approved training sites throughout the state as directed by the Organizational Development Division.
  - (2) Members represented by SEIU shall successfully complete the department sponsored first aid training program once every two years in order to maintain proficiency in the identified first aid skills. This training shall be tailored to laboratory needs. This refresher program shall be conducted at work locations or approved training sites throughout the state.
    - a. Members represented by the SEIU shall be exempted from first aid training upon presentation of a current comparable first aid certification.
  - (3) If approved by their commanders, other members may receive the first aid training as long as it does not conflict with training of members identified above.
- C. District and division commanders shall ensure that members under their command who are required to be trained receive the first aid training.
- D. Enforcement members and SEIU members who are either unable or unavailable to participate in the first aid training program requirements due to one of the following reasons shall be granted an exemption:
  - (1) Family Medical Leave Act (FMLA)
  - (2) Military Leave
  - (3) Non-Duty Medical Leave

- (4) Workers Compensation
  - (5) Limited Duty
  - (6) Administrative Leave
- E. First aid instructors shall record on the Annual Training Recertification Record, UD-034, the enforcement and SEIU member's exemption as well as the reason.
- F. Worksite commanders shall schedule enforcement and SEIU members who have missed the annual first aid program because of an exemption for retraining on the day they return to work.
- G. A record of first aid retraining after termination of the exemption status shall be recorded on the enforcement and SEIU member's UD-034.
- H. First Aid Training Schedule
- (1) Mandatory first aid training shall be designated by the Organizational Development Division to include required hours and locations. Worksites are permitted to complete additional training exceeding the training required by the Organizational Development Division.
  - (2) Make up programs shall be scheduled by individual instructors as the need arises. Make up programs shall be conducted as soon as possible after the primary training months to maintain program consistency.
  - (3) The Organizational Development Division shall be notified of problems or conflicts that may affect the completion of the training program within the scheduled time.
- I. Hours spent on first aid training by all members, including instructors, shall be carried as training hours.

DIRECTOR

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**Annual Review Responsibility:** Professional Development Bureau

**Accreditation Standards:** CALEA 33.5.1