



# Idaho Peace Officer Standards and Training Policies and Operating Procedures

Section # <b>4</b>	Basic Training Bureau	Origination Date: 14 December 2010
Procedure # <b>5</b>	Subject: Student Injuries and Inability to Perform Physical Training	
Reference:	IDAPA Rule	11.11.01.075; 11.11.01.077; 11.11.01.079; 11.11.01.097.02; 11.11.01.133; 11.11.01.147; 11.11.01.165; 11.11.02.031.02; 11.11.03.031.02; 11.11.04.053; 11.11.04.064
	ISP Policy	N/A
	IPOST Policy	4.5
Commentary:	<p>POST conducts six basic training academies for Idaho’s law enforcement and peace officers that require significant physical effort and abilities by the students. The physical abilities of the student to successfully complete training performance standards and the demands of law enforcement work requires the student to be at a level of physical fitness and flexibility to perform activities such as: arrests, lifesaving, move heavy objects from roadways, chase criminals, discharge a firearm after physical exertion, observe and identify suspicious or dangerous activities, etc. This procedure is to be used for all medial/physical conditions or substantial injuries</p>	
Policy:	<p>It is the policy of the Idaho Division of Peace Officer Standards and Training (POST) that students should be physically capable to perform approved academy training, and meet or exceed specific physical training standards required through job task analysis for the designated training program without causing liability, injury to others or self, and in a legal manner.</p>	
Purpose:	<p>This procedure is designed to assist POST staff and students in determining the acceptable physical abilities of applicants and students entering and participating in POST academy training programs, and to do so without causing or promoting injury, re-injury, health problems, medical emergencies, or serious life-threatening events for the student or other individuals involved in training exercises. This procedure is also designed to ensure that students are able to succeed in their physical testing requirements to the best of their ability, barring any temporary physical condition or injury, and to establish a process for students to be temporarily disqualified from participating in physical training or academy training until they are physically capable to attend and successfully complete required academy training standards. Use of this procedure should serve to enhance training quality and reduce the potential for civil liability, poor tactical decisions, or the unusual extension of time to complete training due to student failure to perform requires physical training standards.</p>	



Definitions:	None.
Procedure:	<ol style="list-style-type: none"> <li>1. All individuals applying for entry-level training programs conducted by POST, with the exception of Communication Officers, shall have completed an academy training application packet that includes a Health Questionnaire and Physical Examination documents, and demonstrated medical examination by a licensed physician as indicated on the Physical Examination document returned to POST Academy. The Health Questionnaire is to be left in the possession of the licensed physician.</li> </ol>
R.A.C.I.	
1. Academy Training Manager	<ol style="list-style-type: none"> <li>2. Once the physical examination document has been received at POST, the form will be reviewed by staff to identify any medical conditions or injuries that may cause POST or the student and/or his/her employer concern in successfully meeting the required physical standards of the academy training program.</li> </ol>
2. Academy Training Coord'tors	
3. Students	<ol style="list-style-type: none"> <li>3. If conditions are documented that raise a question(s) of doubt about the applicant's ability to successfully complete minimum training standards, or to participate in required training without the presumption of causing injury or harm to the student or others, staff shall bring that issue before POST management for review. <ol style="list-style-type: none"> <li>a. If staff learn, verbally, that an applicant has a medical/physical condition or injury that could result in the applicant failing the physical training requirements of academy training, that staff member shall (1) prepare a written report for the record regarding the applicant information; (2) inform the Training Coordinator and Basic Academy Training Manager of the information; and (3) insure that the written report is placed into the applicant's training file.</li> </ol> </li> </ol>
4. Applicants	<ol style="list-style-type: none"> <li>4. Any medical/physical condition or injury that is determined to be of concern regarding the applicant's successful completion of the training program shall be reviewed with the applicant and his/her agency prior to the start of training. <ol style="list-style-type: none"> <li>a. Should it be determined, during the student/employing agency review, that the medical/physical condition or injury may limit or prohibit the applicant from successfully performing the required minimum training standards for the academy, the applicant may be denied from attending the requested academy training session;</li> <li>b. The applicant may be asked to take specific training descriptions of the physical training regimen, to be successfully accomplished during the academy training program, to his/her examining physician for determination of the applicant's ability to meet the academy training standards.</li> </ol> </li> </ol>



- c. The applicant and employing agency will be afforded the opportunity to reschedule attendance for the next academy training session, or a future academy training session within the twelve (12) month certification grace period.
  - i. POST may consider an employing agency administrator's request for the applicant to be able to attend all non-physical-related (lecture) portions of the academy training session during one session, and in a future academy (once the medical/ physical condition or injury no longer exist and fitness is re-acquired), return to attend the physical-related portions of academy training.
    - a. This provision is not recommended due to the potential length of time between academy training sessions and the knowledge retention capability of applicants in successfully completing minimum performance and written examination training standards.
  - d. If the applicant will exceed his/her twelve (12) month certification grace period, it will be suggested that the employing agency apply for an extension of training time through the POST Council's Waiver Hearing Board, as specified in Section 10 below).
- 5. Upon entering POST academy training, and during Student Orientation, each student shall be provided a booklet entitled, "Idaho P.O.S.T. Academy Rules And Regulations" that shall outline student procedures regarding injuries that occur during academy training. The student information regarding injuries is located on Page 3, Section I – General Information, Item E. – Injuries, and states:

"Injury from accidents incurred during attendance at the Academy will be covered by State Workmen's Compensation and should be referred to the student's Agency. Illness or injury not covered by Workman's Compensation must be covered by the student or his/her Agency's medical insurance. POST Staff is to be advised immediately of any accident or injury incurred while a student is at the Academy or of any prior injury that has become a factor during the Academy."
- 6. The Student Orientation will include a visual presentation (PowerPoint), presented by a Training Coordinator, which will include a discussion regarding injuries occurring during academy training; the visual presentation includes the following information regarding injuries:



# Injuries

- Notify Coordinator immediately:
  - Pre-Existing Injuries
  - New Injuries
- Complete 3 forms:
  - Injury Report
  - Medical Exam Report (Doctor completes)
  - Workers Compensation (SIF 03/06E)
- Injury / impairment may lead to dismissal from Academy

- a. The Academy Training Coordinator shall discuss each point on the PowerPoint slide to ensure students are aware of academy injury procedures.
7. During the Orientation Presentation, the Training Coordinator shall provide each student with a “Pre-Existing Or Prior Injury Report” form to be reviewed, completed as necessary, and signed and dated by the student and Training Coordinator.
    - a. If the applicant has entered the training program as a student before POST staff are aware of the condition or injury of concern, the student shall prepare a statement, in writing, regarding the fact surrounding the cause of the condition or injury, any review by medical personnel – including name and contact information; and whether or not the employing agency is aware of the condition or injury. The student will sign and date the written statement. The student’s statement will become a part of the student’s training file and a copy will be forwarded to the Basic Academy Training Manager, POST Deputy Administrator and POST Administrator for review and determination of action.
  8. Should a student attending a POST basic training academy become injured or have a medical/physical condition arise during academy training, the following shall apply:
    - a. First priority shall be the health and welfare of the student; medical assistance shall be rendered, if needed, prior to any additional action.



- b. The Training Coordinator shall have the student complete an “Injury Report” regarding the injury or medical/physical condition. (If the student is unable to prepare the “Injury Report” or incapacitated, the Training Coordinator shall prepare the report.)
- c. The Training Coordinator shall inform the employing agency of the student’s medical/physical condition.
- d. Copies of all medical documentation resulting from the injury or medical/physical condition shall be attached to the Injury Report. Copies of any follow-up medical evaluations or documents occurring during the academy training session shall also be attached to the Injury Report.
- e. The Injury Report shall be reviewed by the Training Coordinator, Basic Academy Training Manager and Division Administrator, or his/her designee.
- f. The Injury Report shall become a part of the student’s training record.
- g. The Training Coordinator shall enter the injury report information onto an academy session POST “Injury Report Log”.

9. Management Review:

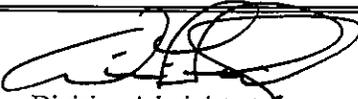
- a. All medical/physical conditions or injuries of concern, occurring prior to or during academy training, shall be reviewed on a case-by-case basis by the Basic Academy Training Manager, POST Deputy Administrator and POST Administrator.
- b. The determination of whether or not an applicant is authorized to attend an academy training program will consider the health and welfare of the applicant in performing required minimum training standards of a specific academy program, the ability of the applicant to complete all required minimum training standards during the training program; and the ability of the employing agency to reschedule the applicant for a future academy training session.

10. POST Council Waiver Hearing Committee

- a. Applicants or students who are determined unfit to successfully complete an academy training session and who will not be able to meet the minimum basic training standard and/or field training standard within one year of employment due to medical/physical condition or injury may be considered and eligible for an extension of training time by the POST Council Waiver Hearing Board.



- b. The Waiver Hearing Board may consider the following:
- i. employing agencies request for a training extension;
  - ii. type of medical/physical condition or injury;
  - iii. prognosis of the medical/physical condition or injury;
  - iv. time needed to bring the applicant/student back to physical fitness;
  - v. the dates established for the next or future academy training sessions; and
  - vi. other relevant criteria on a case-by-case basis.

Approving Authority	William L. Flink	Official Authority	 Division Administrator	12/14/2010 Date
Revision Date:				Last Revision:

