

San Leandro Police Department
80 Hour Basic Motorcycle Academy
Course Outline

I. Introduction/Registration

A. Registration

1. Departmental paperwork
2. Post forms
3. Sign in sheet
4. Liability release

B. Safety Guidelines

1. Equipment
2. First aid
3. Location of nearest hospital

C. Introduction

1. Instructors/Qualifications
2. Students
3. Course overview
4. Facility
5. Power point presentation

II. Departmental Issued Motorcycle

A. Nomenclature

1. Safety equipment
2. Motorcycle components

B. Motorcycle Check

1. Safety check of working parts
2. Proper oil/air etc.....
3. Motorcycle is in good working order

III. Legal Considerations

A. California Vehicle Code

1. Code 3 operation
2. Related vehicle codes

B. Departmental Policy

1. Code 3 operation
2. Motorcycle operations

3. Pursuit policy

IV. Medical

A. Safety Considerations

1. Weather
2. Roadway
3. Equipment
4. First Aid Equipment
5. Hospital

V. Practical Application and Testing

A. Application

1. See attached hour by hour schedule

B. Testing

1. See attached hour by hour schedule

San Leandro Police Department

General Safety Guidelines

It shall be the directive of the San Leandro Police Department to conduct all training in such a manner as to promote an attitude of safety among instructors and students alike. Concern for safety is contagious and can only result in a reduction in risk.

The efforts of all personnel involved in training shall be directed toward fostering a safe atmosphere within which maximum training benefit can be realized

I. Staff/Administrative Responsibilities

- A. The training staff shall provide advanced notice to prospective trainees regarding anticipated physical demands and/or performance expectations.
- B. The training staff shall ensure that emergency communications are accessible at all training sites
- C. All members of the training staff shall be trained in first aid and CPR
- D. Student emergency notification information shall be maintained for the duration of the course.
- E. When planning a training event the training staff shall identify which medical facilities and emergency services are available or subject to call in the event of an emergency or student injury.

II. Instructional Staff to Student Ratios

- A. Instructional staff to student ratios for each skill areas have been established. Factors considered in establishing these ratios included, but were not limited to:
 - Intensity or pace of training
 - Student familiarity
 - Weather
- B. For the purposes of establishing an instructional staff to student ratio, the following personnel titles and descriptions are viewed by the San Leandro Police Department as exerting functional supervision over students in training:
 - Primary/Lead instructor....in addition to:
 - Assistant Instructor

- Division Commander
 - Division Supervisor
 - Range Master
- C. The specific ratios are identified in course file for each respective course of training (POST Safety Guideline 11.6.1).
- D. Reassessment of the staff to student ration will be initiated when curriculum changes are proposed or when course structure is otherwise modified.

III. Instructor Responsibilities

- A. The primary instructor or designee shall be responsible for conducting safety inspections of students and facilities used for training.
- B. Instructors should be aware of environmental factors such as weather and adjust the instruction as necessary.
- C. The primary instructor or designee shall verbally review specific safety rules with students.
- D. Specific safety guidelines shall be incorporated into each specific domain of instruction and shall be verbally reviewed.
- E. Instructors shall adhere to the course outline as submitted to POST. Instructors shall also adhere to their lesson plan as approved by the Division Commander.
- F. Instructors shall advise students of their responsibilities to report and/or stop unsafe actions during training.
- G. Instructors shall display an attitude of safety and a professional demeanor at all times.

IV. Student Responsibilities

- A. Students shall immediately notify the Division commander or Division Supervisor of any known pre-existing medical condition, which is likely to be aggravated by, or affect performance during training.
- B. Students shall be required to provide evidence of medical or physical fitness for training if the instructor questions their ability to perform safely.
- C. Students shall immediately notify a member of the training staff of any injury sustained during training.
- D. Students are responsible for adhering to all safety

requirements of individual courses.

V. Response to Injuries

A. In the event of an injury, the following actions shall be taken as necessary:

- Render first aid
- Obtain appropriate medical assistance. In all cases where a student loses consciousness an evaluation shall be sought from a competent medical authority before the student will be allowed to return to training
- Notify Division Commander
- Initiate other appropriate notifications or actions as required (i.e. student emergency notification forms)
- Investigate and complete an accident report using the appropriate reporting forms or protocols specific to the San Leandro Police Department
- Students who sustain an injury, which requires treatment by a physician, must obtain a written medical release, from the attending physician, before they will be allowed to resume training.

San Leandro Police Department
Course Specific Safety Rules
80 Hour Motorcycle Academy

FACILITY GUIDELINES

Instructional staff shall inspect each training site prior to and during each training day. The inspections shall also be conducted through out the training as to ensure the specific site is safe and free of any obstructions, which might cause injury. The site shall be in an area that minimizes any risk to students, the public, and any onlookers.

The training site(s) shall be held in an area that has a restricted access to vehicles and pedestrians to minimize safety hazards.

Each site will have a minimum amount of obstructions, minimum interference with other training exercises, maximum margin for run out area adjacent to exercises, accessibility by fire, rescue, and other emergency vehicles and accessibility to drinking water and restrooms.

Students will be made aware of the rules and conditions for each specific site.

EQUIPMENT GUIDELINES

All motorcycles used during the training shall be in good working order and shall be adequately equipped and approved by the instructional staff.

Each student shall be required to have the approved safety equipment such as helmet, boots over the ankle, gloves, and shatter resistant eye protection at all times while operating a motorcycle.

Instructional staff shall inspect all safety equipment prior to use. All motorcycle helmets used shall meet the Department of Transportation (DOT) safety standard #218.

A fire extinguisher and first aid kit shall be immediately available at each training site.

All instructional staff and students shall check and maintain each motorcycle each day prior to use. The inspections shall also take place during the course of the training day to ensure safety for the students and staff. Maintenance will include the brakes, wheels, tires, tire pressure, suspension components, and related motorcycle equipment. The tire pressure will be checked regularly.

INSTRUCTOR QUALIFICATIONS

Each instructor shall have attended a POST certified motorcycle training instructor course.

INSTRUCTIONAL STAFF TO STUDENT RATIOS

The primary or lead instructor shall identify and establish an appropriate staff to student ratio that is applicable for the various stages of training.

For classroom instruction: One (1) instructor per twenty (20) trainees.

For practical exercises and training: One (1) instructor per three (3) trainees.

For certain types of exercises or skills during training which require more supervision: One (1) instructor per one (1) trainee.

These ratios are established to ensure adequate supervision over the trainees.

PRESENTATION GUIDELINES

Instructional staff shall go over the safety guidelines for both trainee and site prior to each day's instruction and throughout the instructional period to reemphasize safety during motorcycle operations.

Instructional staff shall be aware of all physical fatigue factors that might affect the ability of the trainee to perform safely. Factors that will be considered will be long periods of training, extreme heat and other environmental conditions.

SPECIFIC SAFETY RULES

Trainees shall be able to safely operate the motorcycle and shall show proficiency in specific skill sets. Trainees shall also be able to place the balls of both feet on the ground simultaneously while sitting astride a San Leandro Police Department issued motorcycle.

Trainees shall be able to properly right a downed motorcycle on their own. All trainees will be required to demonstrate this skill to ensure proficiency. Trainees shall also be required to place the motorcycle on the side stand or center stand as applicable.

San Leandro Police Department
80 Hour Motorcycle Academy
Daily Training Schedule: Hour by Hour

WEEK ONE- DAY ONE

0800-0830	Introductions of instructors, sign in, liability release, POST forms, etc.
0830-0930	Power point presentation, safety presentation and rules, expectations, course overview questions and answers
0930-1000	BREAK...get and check safety equipment
1000-1100	Familiarization with issued motorcycle, including controls, maintenance, static shifting demo by each student, methods of picking up motorcycle without assistance
1100-1200	Follow the leader exercise for initial student acclimation to motorcycle and fueling of motorcycles
1200-1300	LUNCH
1300-1500	Lane to lane exercise (with follow the leader as necessary to other select locations to retain student focus). Introduce driveway incline and eliminator
1500-1515	BREAK
1515-1630	Continue with lane to lane exercise, eliminator and driveway incline
1630-1700	Secure motorcycles, address any questions and answers, dismiss students

WEEK ONE- DAY TWO

0800-0830	Sign in, motorcycle maintenance and fueling
0830-0900	Follow the leader warm ups. (Lane to lane and driveway incline).
0900-1000	Begin flat road u turns
1000-1015	BREAK
1015-1115	Flat pull outs
1115-1200	Incline pull outs
1200-1300	LUNCH
1300-1430	Introduce flat pattern #1
1430-1500	Practice driveway incline turns and eliminator
1500-1515	BREAK
1515-1615	Flat road u turns
1615-1630	Follow the leader
1630-1700	Secure motorcycles, questions and answers

WEEK ONE- DAY THREE

0800-0830	Sign in, motorcycle maintenance and fueling
0830-0900	Warm up and follow the leader
0900-1000	Flat road pull outs
1000-1015	BREAK
1015-1130	Introduce 35 mph emergency braking exercise
1130-1200	Driveway incline turns
1200-1300	LUNCH
1300-1400	Introduce intersection pattern
1400-1530	Driveway incline turns and figure 8's
1530-1545	BREAK
1545-1630	Focus on problem areas for upcoming test day
1630-1700	Secure motorcycles, questions and answers

WEEK ONE- DAY FOUR

0800-0830	Sign in, motorcycle maintenance and fueling
0830-0900	Warm up and follow the leader
0900-1000	Practice required performance elements
1000-1015	BREAK
1015-1200	Practice required performance elements
1200-1300	LUNCH
1300-1500	Practice required performance elements
1500-1515	BREAK
1515-1600	Practice required performance elements
1630-1700	Secure motorcycles, questions and answers

WEEK ONE- DAY FIVE

0800-0830	Sign in, motorcycle maintenance and fueling
0830-0900	Warm up and follow the leader
0930-1200	Testing on flat road pull outs, eliminator, flat road u turns, incline driveway turns and 35 mph emergency braking
1200-1300	LUNCH (Complete evaluations)
1330-1400	Lane to lane, continue with eliminator and driveway incline turns
1430-1500	High low column u turns
1500-1630	Off site road column riding
1630-1700	Secure motorcycles, questions and answers

WEEK TWO- DAY ONE

0800-0830	Sign in, motorcycle maintenance and fueling
0830-0900	Warm up and following the leader
0900-1030	Redwood Road ride for column and single file training

1030-1230	Hiller Drive for turns, then Tunnel Road, Skyline Drive, Pinehurst Road, Canyon to Moraga, Lafayette then to Martinez CA (road riding).
1230-1345	LUNCH- extended due to lack of morning break
1345-1400	Ride back to training site
1400-1630	Introduce 45 mph deceleration exercise
1630-1700	Secure motorcycles, questions and answers

WEEK TWO- DAY TWO

0800-0830	Sign in, motorcycle maintenance and fueling
0830-0900	Warm up and follow the leader
0900-1000	Flat road turns, driveway incline turns, eliminator and introducing circles and pairs
1000-1015	BREAK
1015-1200	Introduce 180 deceleration exercise
1200-1300	LUNCH
1300-1500	Practice and test on 45 mph deceleration exercise
1500-1515	BREAK
1515-1630	Pull outs and u turns
1630-1700	Motorcycle maintenance and fueling for day three's ride. Secure motorcycles, questions and answers

WEEK TWO- DAY THREE

0800-0830	Sign in, motorcycle maintenance
0830-1300	Firearms training with motorcycles
1300-1400	LUNCH
1400-1430	Warm up and follow the leader
1430-1630	Mount Diablo off site road ride
1630-1700	Secure motorcycles, questions and answers

WEEK TWO- DAY FOUR (NIGHT RIDE)

1400-1415	Sign in
1415-1430	Power point presentation on night riding
1430-1530	Enforcement stops
1530-1545	BREAK
1545-1700	Enforcement stops
1700-1730	Warm up, follow the leader, fueling
1730-1930	Begin night riding
1930-2030	LUNCH
2030-2130	Night riding continued
2130-2200	Secure motorcycles, questions and answers

WEEK TWO- DAY FIVE

0800-0830	Sign in, motorcycle maintenance and fueling (complete evaluations)
0830-1230	Road Ride
1230-1330	LUNCH
1330-1530	Continue road ride
1530-1600	Return to training site
1600-1700	Secure motorcycles, questions and answers, evaluations, presentation of certificates

