

RISC-LE and RISC-FF Instructor and Trainer Policies and Minimum Standards

INTRODUCTION

The following policies establish the criteria, minimum standards and policies for Operation Lifesaver, Inc. (OLI) Railroad Investigation and Safety Course for Law Enforcement (RISC-LE) and Railroad Incident and Safety Course for Firefighters (RISC-FF) Instructors and Instructor-Trainers. OLI may update, change, alter, amend or otherwise modify this document at any time at its sole discretion.

TO SERVE AS A RISC-LE or RISC-FF INSTRUCTOR OR INSTRUCTOR-TRAINER, INDIVIDUALS MUST REVIEW, UNDERSTAND AND AGREE TO THE FOLLOWING:

- 1. OLI's mission.** Commit to support and further OLI's mission, including not engaging in any activity that, in OLI's sole opinion, detracts from or harms OLI's mission, programs and/or reputation.
- 2. Application and training.** Agree to complete all requirements of the RISC Instructor/Instructor-Trainer program, including the online application, RISC Instructor Course and any additional requirements. Instructors/Instructor-Trainers are responsible for staying current on all course updates. Attendance at scheduled RISC update trainings is required. The applicant understands and agrees that applying to and receiving training to be authorized as a RISC Instructor/Instructor-Trainer is voluntary. No contractual or other rights or benefits are acquired by applying or serving in this capacity.
- 3. Background check.** Applicants may be subject to a background check by OLI. A criminal conviction may disqualify an applicant. A criminal conviction after becoming a RISC Instructor or Instructor-Trainer may be grounds for removal from the program. Background check and complaint process policies are available upon request from the RISC Consultant or OLI.
- 4. Scheduling of RISC classes.** Instructors/Instructor-Trainers and/or OL State Coordinators are responsible for administering and scheduling classes. Instructors/Instructor-Trainers must notify the national RISC Consultant and OL State Coordinator of all scheduled classes in the state as soon as classes have been scheduled. State Coordinators may participate in the classes to provide participants with information about Operation Lifesaver.
- 5. Alternate instructors.** Instructors/Instructor-Trainers are responsible for ensuring that RISC classes are held as scheduled or otherwise canceled in a timely manner. Instructors/Instructor-Trainers must notify the national RISC Consultant and OL State Coordinator if the class is canceled or will be taught by an alternate RISC instructor. Reliability and consistency help ensure the credibility of state and national OL programs. Failing to cancel or instruct a scheduled class without arranging for an alternate instructor may result in disciplinary action by OLI.
- 6. Approved materials only.** RISC Instructors and Instructor-Trainers may only use current authorized OLI materials. Materials not authorized by OLI in advance in writing, including images related to actual incidents, deaths or injuries—even if such materials are readily available in the public domain—are prohibited from use. Using unapproved materials may result in disciplinary action by OLI.
- 7. Dress code.** Generally, business casual apparel is acceptable for classroom instruction. Cut-off shorts, T-shirts, unclean clothing and/or shoes are examples of prohibited dress. Appropriate demonstration/onsite dress is permissible for field exercises on railroad equipment or property with

students. Instructors and Instructor-Trainers must comply with applicable railroad dress, personal protective equipment and railroad safety policies.

8. **Media.** You may not speak to the media on behalf of OLI or a state or regional OL program or otherwise represent yourself as a spokesperson for OLI or any of its programs. RISC Instructors and Instructor-Trainers are not the primary spokespersons for OLI or OL state programs. Requests from the media or other persons or entities related to OLI and its state and regional programs should be directed to the State Coordinator, regional representative or OLI at NEWS@OLI.ORG. State Coordinator contact information is available at OLI.ORG/STATE-COORDINATORS. Find OLI contact information at OLI.ORG/ABOUT-US/WHO-WE-ARE/CONTACT-US.

9. **Social media.** If you use social media to discuss OLI and/or your participation as a RISC Instructor or Instructor-Trainer, you agree to follow OLI's volunteer social media policy, including, but not limited to:

- a. Always indicating that your statements are your own and do not represent the views of OLI or an OL program.
- b. Linking to and otherwise only using OLI messaging only, taking precaution to avoid displaying or promoting unsafe behaviors that undermine OLI safety messages.
- c. Using good judgment and never using profanity, discriminatory language or jokes, adult topics or images or promoting the use of drugs or alcohol.

10. **Retaining RISC Instructor/Instructor-Trainer status.** To maintain RISC Instructor or Instructor-Trainer status, you must:

- a. Lead or co-lead a RISC class at least two times per year.
- b. Complete continuing education whenever OLI has new, changed or revised program material. This may be completed as in-person assignments and training and/or virtual training.
- c. Record all RISC classes online at OLI.ORG within 10 days. For more information on reporting, email RISC@OLI.ORG.
- d. Keep your contact information up to date, including address, email and phone number, by logging in to your account at OLI.ORG.

11. **Conduct policy.** The conduct of a RISC Instructor/Instructor-Trainer reflects on state, regional and national OL programs, on the Instructor's/Instructor-Trainer's employer and on the individual Instructor/Instructor-Trainer. Inappropriate behavior and/or language, including without limitation discriminatory or harassing remarks and behavior, sexual, racial, religious and other forms of harassment or other activities, is not tolerated and is grounds for immediate removal from both the RISC and OLAV programs. While conducting OLI training, RISC Instructors/Instructor-Trainers are not authorized to express personal opinions or to discuss topics other than those specifically included in the RISC Instructor's Guide.

12. **Sexual harassment policy.** OLI has a no-tolerance policy relating to sexual harassment and does not sanction or condone sexual harassment in any form. Please review OLI's sexual harassment policy.

13. **Drug-free volunteer policy.** OLI maintains a drug-free workplace and volunteer environment. Cannabis and marijuana, while legal in some states, remain federally prohibited drugs and their use are prohibited in OLI workplace and volunteer environments.

14. **Grievance process.** All grievances, problems or concerns should be addressed by contacting the OLI executive director at (800) 537-6224. If you are not comfortable speaking with the executive director, please contact the OLI vice president at (800) 537-6224.

15. **RISC Instructor/Instructor-Trainer scope of practice.** RISC Instructors/Instructor-Trainers may only provide safety education for which they have been authorized through OLI.

16. **Termination of RISC services.** You, or OLI, may terminate the volunteer relationship at any time in writing, with or without cause.

17. **Noncompliance.** Upon receipt of a written or formal report of alleged noncompliance with OLI policies by a RISC Instructor/Instructor-Trainer, the OLI executive director or designee shall be notified. When appropriate, the OLI executive director or designee will assign one or more persons to investigate the allegation and report their findings, for disposition at the sole discretion of OLI. Once a complaint has been filed, the RISC Instructor/Instructor-Trainer will be notified and given 15 days to respond. An investigation is not required before termination of the volunteer relationship, and OLI may terminate a RISC Instructor or Instructor-Trainer at any time, with or without cause, and with or without notice.

18. **Equal opportunity.** OLI does not discriminate for those wishing to become a RISC Instructor or Instructor-Trainer based on age, race, ethnicity, sexual orientation, gender identity or expression, religion or any other federally protected class.

19. **Confidentiality.** OLI does not disclose, sell or distribute any of your information to a third-party except to the extent that such disclosure is required for accounting or tax reporting purposes or as otherwise required by legal process.

20. **State and employer policies.** In addition to begin familiar with OLI policies, you must be familiar with any policies concerning OLI that your employer may have and comply with those policies

APPLICANT MINIMUM REQUIREMENTS

1. RISC Law Enforcement Instructor

- a. RISC Law Enforcement (RISC-LE) Instructor: minimum two years' experience instructing or training others; minimum two years' law enforcement or railroad experience; must not be more than one year removed from either law enforcement or railroad experience
- b. RISC-LE Instructor applicants must attend and successfully complete a two-day course led and taught by current RISC-LE Instructor-Trainers. If an applicant is assigned Conditional status at the end of the two-day course, they have six months to work with an assigned mentor and upgrade their status to Approved to become an authorized RISC-LE Instructor.

2. RISC Law Enforcement Instructor-Trainer

- a. RISC Law Enforcement (RISC-LE) Instructor-Trainer: must be an authorized RISC-LE Instructor who has taught a minimum of eight RISC-LE classes—including two as lead instructor—during the 24 months preceding date of application; complete OLI's online application; submit class rosters and student evaluations from their two most recent RISC-LE classes; submit a relevant work resume with application

b. RISC-LE Instructor-Trainer applicants will be paired with a RISC-LE Instructor-Trainer. They may meet training requirements in one of the following two ways:

- 1) assist and co-instruct two or more RISC Instructor classes under the direction of a current RISC-LE Instructor-Trainer and get a successful evaluation, or
- 2) attend and successfully complete a two-day RISC-LE Instructor-Trainer Course.

3. RISC Firefighter Instructor

a. RISC Firefighter (RISC-FF) Instructor: minimum two years' experience instructing or training others; minimum three years' career firefighter OR five years' volunteer firefighter OR three years railroad experience; must not be more than one year removed from either firefighter or railroad experience

b. RISC-FF Instructor applicants must attend and successfully complete a two-day course led and taught by current RISC-FF Instructor-Trainers. If an applicant is assigned Conditional status at the end of the two-day course, they have six months to work with an assigned RISC mentor consultant and upgrade their status to Approved to become an authorized RISC-FF Instructor.

4. RISC Firefighter Instructor-Trainer

a. RISC Firefighter (RISC-FF) Instructor-Trainer: must be authorized RISC-FF Instructor who has taught a minimum of eight RISC-FF classes—including two as lead instructor—during the 24 months preceding date of application; complete OLI's online application; submit class rosters and student evaluations from their two most recent RISC-FF classes; submit a relevant work resume with application

b. RISC-FF Instructor-Trainer applicants will be paired with a RISC-FF Instructor-Trainer. They may meet training requirements in one of the following two ways:

- 1) assist and co-instruct two or more RISC Instructor classes under the direction of a current RISC-FF Instructor-Trainer and get a successful evaluation, or
- 2) attend and successfully complete a two-day RISC-FF Instructor-Trainer Course.

CONDITIONAL APPROVAL STATUS FOR RISC-LE AND RISC-FF INSTRUCTORS

AN APPLICANT WHO IS GRANTED CONDITIONAL STATUS IS APPROVED TO ASSIST WITH RISC CLASSES AND AGREES TO BE MENTORED BY A CURRENT RISC INSTRUCTOR.

Criteria to move to Approved status will be created for the individual applicant by the RISC consultant. Pending completion of this criteria and a review by the RISC consultant, a Conditional applicant may receive Approved status.

REASONS FOR CONDITIONAL STATUS

1. No recommendation or endorsement. (Application is missing a recommender and/or the recommender's endorsement is incomplete.)
2. Failure to meet minimum guidelines. (Example: attend two classes as an observer, three classes as an instructor.)
3. Failure to meet public speaking requirements. An applicant must meet a minimum threshold of 15, on a scale of 1 to 20, to be considered fully Approved. Scoring below 15 will result in Conditional status.

PATHWAY FROM CONDITIONAL STATUS TO APPROVED

Conditional status applicants will be assigned a RISC mentor by the national RISC Consultant, who will locate a mentor in the applicant's geographic area. Failure to complete pathway to Approved in six months will result in removal from RISC.

The applicant will:

1. Meet with their mentor (virtually or in person) to discuss their training needs.
2. Meet with their mentor (virtually or in person) at least once to work on their training needs. For example, a Conditional applicant may need to work to build proficiency in public speaking or training.
3. Assist with at least one RISC training (virtually or in person).
4. Meet with their mentor (virtually or in person) a final time to discuss progress and changes made to their presentation and training. A minimum of four virtual or in-person meetings will be required (this includes at least one class where the applicant assists the mentor).

RISC-LE AND RISC-FF COURSE CURRICULUM MINIMUM STANDARDS

THIS POLICY ESTABLISHES THE MINIMUM INSTRUCTION HOURS NECESSARY TO QUALIFY AS A RISC COURSE.

Classes where participating students are entitled to receive a certificate of completion may be instructed in the following three formats:

1. One hour (module 1 only)
2. Two hours (extended module)
3. Four hours (modules 1–4)

Courses may be conducted over multiple days to meet the required hours. Any additional instruction in the classroom or field exercise outside the RISC curriculum must be identified as non-RISC hours to the students. Instructors also need to provide advance notice to the national RISC Consultant in writing.

NOMINAL FEES

THE INTENT OF OPERATION LIFESAVER, INC. (OLI) IS TO PROVIDE RISC FREE OF CHARGE. EXCLUDED FROM THIS POLICY ARE ANY SALARY OR EXPENSES PROVIDED TO THE RISC INSTRUCTOR-TRAINER'S EMPLOYER.

Nominal fees may be appropriate and charged under certain circumstances. Examples include, but are not limited to:

1. Charging students a fee to reimburse actual expenses for meals or other food items provided during the course.
2. Students are not charged for student materials. If the RISC Instructor is unable to provide student materials, the following options should be considered:
 - a. Consult with the RISC Consultant to determine a source for the materials.
 - b. If course materials cannot be obtained free of charge to the students, then check with the host law enforcement agency. Providing an instructor and associated training more than offsets any printing cost encumbered by the host law enforcement agency. The enforcement agency may elect to print any

Copyright © 2023 by Operation Lifesaver, Inc. All rights reserved.

student materials in-house or reimburse the RISC Instructor for actual out-of-pocket expense to make copies of the student materials (i.e., handouts, templates and checklists).

3. In some cases, RISC classes are taught in a police academy or in conjunction with other law enforcement training. The police academy may charge the attending students administrative fees. These fees are separate transactions administered by the training providers and are not part of the free training given by the RISC Instructors. RISC Instructors must ensure that attending students understand these administrative fees are not associated with OLI's RISC program and/or delivery of the course materials. Other unusual circumstances may arise necessitating a nominal fee. Before engaging in establishing and collecting any fees other than listed above, RISC Instructors shall receive approval from Operation Lifesaver, Inc.

MATERIALS

RISC Instructors and Instructor-Trainers may only use materials authorized by OLI. Materials not listed or specifically authorized by OLI require advance approval in writing from OLI. No changes, edits or additions may be made to the RISC PowerPoint slide deck without written permission of OLI.* Individuals who make unauthorized changes, edits or additions to the current and approved RISC PowerPoint slides will be immediately terminated from the program.

*The only exceptions are slides that were specifically designed to be edited by the RISC Instructor or Instructor-Trainer. The six editable slides are M1-X, M2-X, M3-X, M4-X, M4-14, and IN-2.

EQUIPMENT AND COMMUNICATIONS

Instructors and Instructor-Trainers are required to be familiar with the operation of personal computers and presentation software at the level required to conduct a training class. Each Instructor and Instructor-Trainer is required to have a valid email address.

SEXUAL HARASSMENT POLICY

OLI TAKES SERIOUSLY ALL CONCERNS OR COMPLAINTS INVOLVING SEXUAL HARASSMENT AND RETALIATION. THIS MEMO OUTLINES OLI'S POLICY, PROVIDES EXAMPLES OF HARASSMENT AND EXPLAINS THE PROCESS FOR FILING A COMPLAINT.

POLICY

Operation Lifesaver, Inc. does not sanction or condone sexual harassment in any form.

SEXUAL HARASSMENT DEFINED

The United States Equal Employment Opportunity Commission (EEOC) defines sexual harassment as: Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, when submission to or rejection of this conduct explicitly or implicitly affects an individual's work environment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.

SOME EXAMPLES OF SEXUAL HARASSMENT INCLUDE, BUT ARE NOT LIMITED TO:

- Requests for sexual favors.
- Lewd and/or sexual comments and references; unwanted or uncomfortable references to someone’s physical characteristics or appearance.
- Repeated telephone calls, emails or other communications that include sexual references or propositions.
- Displays of sexual or other lewd images.
- Touching another’s breasts, buttocks or other private parts.
- Any comments, touching, propositions or requests that are unwelcome.

Sexual harassment generally does not include a pat on the arm, a hug or calling someone “honey” or “sweetie” if both parties feel comfortable with these types of exchanges. To be considered harassment the conduct must be unwelcome. Consensual activities and “banter” among colleagues do not constitute harassment. Participants engage in such conduct at their own risk, however, and are cautioned to immediately cease any such conduct when asked to do so or as soon as they are aware that such conduct is making one or more persons uncomfortable. Likewise, if you become uncomfortable in a situation, you should speak up, make your discomfort clear and ask that the conduct stop.

RETALIATION

Retaliation includes any change in conduct or treatment of the individual based on the knowledge or belief that an individual has reported one or more incidents of sexual harassment. Reports of retaliation are taken seriously and investigated in the same manner as reports of harassment. OLI does not accept or condone retaliation against individuals who report any incident(s) of sexual harassment.

REPORTING

Because sexual harassment is defined as unwelcome sexual advances or conduct, persons who believe they are a victim of such conduct should ask that the conduct stop and report the conduct, particularly if it does not stop. Individuals who believe they have been the victim of sexual harassment while engaged in OLI activities should report it to the appropriate OL State Coordinator or regional representative or the OLI executive director at (800) 537-6224. Reports of sexual harassment are kept confidential.

COMPLAINT PROCESS

The OLI complaint process requires that reports of sexual harassment be investigated by OLI and/or its designee. Investigations generally include:

1. Interviews of both parties—the party who is making the original complaint and the party of whom the complaint is made.
2. Interviews of other parties who may be witnesses to the behavior or who otherwise may have knowledge of it.
3. Consideration of evidence and provision of a written report, including a recommended course of action, to OLI. Once the investigation is complete, appropriate action will be taken based on the findings, possibly including termination of the individual from office, volunteer, employment or other position within OLI.