

**FEDERAL LAW ENFORCEMENT TRAINING CENTERS
CHELTENHAM, MARYLAND
TRAINING POLICY SUMMARY**

POINTS OF CONTACT

Office	Number
Trouble Desk, Maintenance, Inoperative Equipment	x8531, 301-877-8531
IT Support, AV Equipment, Phones	x1379, 301-868-1379
Heat Stress Message System	x8383, 301-877-8383
Body Fluid/Blood Spill Clean-up. (WASDA)	x8476, 301-877-8476
Site Director	x5830, 301-868-5830
Budget Office	x2489, 301-877-2489
Training Management	x8571, 301-877-8571
Scheduling Office	x8515, 301-877-8515 x8516, 301-877-8516
Emergency, Security, Police, Fire, Rescue	x8400, 301-877-8400

GENERAL PROCEDURES

All applicable FLETC Directives and SOPs are in effect throughout the Office of Cheltenham Operations (OCH). The following serves as a guide to the most commonly referenced procedures and site-specific requirements.

Live weapons are permitted only in the Firearms Range Complex (Building 5) and while transiting directly to and from firearms training. Live-fire weapons are prohibited in all other training areas and must be properly secured prior to entering these venues.

Weapons shall be secured in designated lockers located in Building 6 prior to entering the OCH. Weapon lockers are self-check and are for day use only.

All training must be scheduled in advance with the OCH Scheduling Office. All training will be confined to the specific scheduled area(s). Personnel shall not stray into other training venues or interfere with another agency's training.

Restore all venues to the original condition at the conclusion of training. This includes the policing of brass, refuse and other training material. The agency shall report all maintenance problems and property damage to the OCH

Use of the fitness facilities is permitted for agency staff and students authorized to be on center for training during normal operational hours Monday through Friday, provided use of the facilities does not interfere with scheduled training.

The use of “flash-bangs” or other similar explosive devices are strictly prohibited without prior authorization.

The command, “**Out of role,**” and/or a whistle will stop all action in scenario-based training. Immediately react to and follow the commands given by instructors.

Participants will wear all safety equipment and training attire appropriate to the training activity and as required by FLETC policy.

All training accidents and injuries will be reported to the FLETC staff.

Report inoperative, missing or damaged property to the FLETC Trouble Desk.

The FLETC reserves the right to inspect equipment and prohibit the use of equipment deemed unacceptable or unsafe for use at the OCH.

Training Safety Instructors may be assigned to any training activity deemed necessary by OCH management.

FIREARMS

Live weapons are permitted only in the Firearms Range Complex (Building 5) and while transiting directly to and from firearms training. Live-fire weapons are prohibited in all other training areas and must be properly secured prior to entering these venues.

Weapons are prohibited in the firearm simulator areas. Weapons will be secured in the weapon lockers.

The OCH may temporarily declare live weapon areas as “firearms prohibited zones” and restrict the presence of weapons as required for safety involving special events/training.

TACTICS

Live weapons are strictly prohibited in Sim City. Weapons shall be secured in designated lockers located in Building 6 prior to entering the OCH.

All weapons used in non-lethal training will be color-coded, dedicated non-lethal weapons that cannot be used as live-fire weapons.

A dedicated safety/security officer will be assigned to physically inspect all weapons prior to the start of the exercise. The safety/security officer will control entry and egress of the assigned training area.

The use of jam-spreaders, rams, or similar entry devices is prohibited without prior authorization.

PHYSICAL TRAINING

Weapons (firearms, knives, live OC) are prohibited in gym, mat room, and physical training areas.

A trauma bag, AED, and water must be readily accessible during all physical training activities. Safety equipment is available for checkout from the WASDA.

For physical training activities conducted in remote areas of the facility, personnel must have communications (radio/cell-phone) on-hand and a support vehicle must accompany the activity. Vehicles are available at the Vehicle Maintenance Facility.

In accordance with FLETC Directive 67-92.A heat stress guidelines are in effect. Heat stress conditions may be obtained by calling the heat stress message line. Personnel shall check the heat stress condition prior to initiating outdoor physical activity and continually monitor the message system for updates.

Proper attire will be worn while using the fitness facilities. Authorized attire will consist of agency-issued uniforms or conservatively styled fitness wear. Muscle shirts, halter-tops, and spandex as outerwear are prohibited.

Hard-sole footwear is prohibited in the mat room. Athletic shoes, mat shoes, and soft-sole uniform footwear is acceptable.

Immediately report body fluid and blood spill for proper clean up and disposal.

Signature of agency training representative acknowledges receipt of this form.

Signature

Name

Title

Agency