

# **Railroad Investigation and Safety Course Instructor and Trainer Policies and Minimum Standards**

## **INTRODUCTION**

We appreciate and value your contribution of time, passion, energy and enthusiasm to help end tragic deaths and injuries around tracks and trains across the United States. As a Railroad Investigation and Safety Course (RISC) Instructor or Trainer, you serve an important function within our organization.

Thank you!

## **OPERATION LIFESAVER'S MISSION**

Operation Lifesaver is a nonprofit public safety education and awareness organization dedicated to reducing collisions, fatalities and injuries at highway-rail crossings and trespassing on or near railroad tracks.

## **DEFINITION OF AN AUTHORIZED RISC INSTRUCTOR & TRAINER**

**A RISC Instructor (RISC-I)** is an individual who has volunteered to facilitate and instruct OLI's Railroad Investigation and Safety Course.

**A RISC Instructor Trainer (RISC IT)** is authorized to train RISC Instructors.

RISC Instructors and Trainers shall be authorized under the policies and procedures set forth by OLI. To remain an active RISC Instructor, participation as an instructor is required in two (2) RISCs per year. This requirement does not apply to RISC Trainers.

## **POLICIES AND PROCEDURES**

These policies establish the criteria, minimum standards and policies for RISC Instructors/Trainers. Operation Lifesaver may update, change, alter, amend, or otherwise modify this document at any time at its sole discretion. To serve as an RISC Instructor or Trainer, individuals must review, understand and agree to the following policies and procedures:

- 1. Support OLI Mission.** Commit to support and further OLI's mission, including not engaging in any activity in OLI's sole opinion that detracts from or harms OLI's mission, programs and/or reputation.

- 2. Application and Training.**

Agree to complete all requirements of RISC's Instructor/Trainer program, including the online application, the RISC Instructor training course, and any additional requirements. Instructors/Trainers have the responsibility to remain current on all course updates.

The applicant understands and agrees, that applying to and receiving training to be authorized as a RISC Instructor/Trainer is voluntary. No contractual or other rights or benefits are acquired by applying or serving in this capacity.

After the online application has been submitted it cannot be edited or changed. An applicant may withdraw or request extension of the application at any time by notifying Operation Lifesaver, Inc. (OLI) in writing.

A review committee as established by OLI will notify the applicant of approval, disapproval or the need for additional information.

Approved applicants are eligible to attend a RISC Instructor Course and will be notified of scheduled training class.

Applicants attending a RISC Instructor Course may incur travel expenses. OLI does not fund travel expenses, (vehicle/air, lodging and meals, etc.).

#### RISC Instructor -Applicant Criteria

A RISC Instructor applicant must have:

1. Instructor or Trainer experience and
2. Law Enforcement or Railroad experience

#### RISC Instructor – Applicant Training

A RISC Instructor applicant must attend and successfully complete a 2-day course led and taught by current RISC Instructor Trainers. If an applicant is determined to be a “conditional candidate” at the end of the 2-day course, they have six (6) months to work with an assigned mentor and change their status to an authorized RISC Instructor.

#### RISC Instructor Trainer – Applicant Criteria

1. Applicants shall be authorized RISC Instructors and have instructed a minimum of eight (8) RISC classes, including two as lead instructor, during the twenty-four months preceding the date of application.
2. Applicants shall complete an online application approved by OLI. They shall submit class rosters and student evaluations from their two most recent RISC classes.
3. An applicant’s education, training, and work experience will be considered.

#### RISC Instructor Trainer – Applicant Training

Approved applicants will be assigned to a RISC Instructor Trainer and may meet training requirements by successfully completing one of the following:

1. Assist and co-instruct in two or more RISC Instructor classes under the direction of a current RISC Instructor Trainer and get a successful evaluation.
2. Attend and successfully complete a RISC Instructor Trainer course.
3. **Background check.** Understand and agree to OLI’s background check policy. Applicants may be subject to a background check by OLI. A criminal conviction may disqualify an applicant, or a criminal conviction after becoming a RISC Instructor/Trainer, may be grounds for removal from the program. Background check and complaint process policies are available upon request from the RISC Manager or OLI.
4. **Scheduling of RISC classes.** Instructors and/or OL State Coordinators shall have responsibility to handle the administration and class scheduling. Instructors must notify the Operation Lifesaver (OL) State Coordinator of all scheduled classes in their state, as soon as the classes

have been scheduled. OL State Coordinators will be offered an opportunity to participate in the class for the purpose of providing participants with information about the OL program.

**Alternate Instructor.** Instructors are responsible for ensuring that RISC classes are held as scheduled or otherwise cancelled in a timely manner. The Instructor is responsible for notifying the OL State Coordinator if the class is cancelled or if an alternate Instructor is conducting the class. An Instructor who fails to cancel or handle a scheduled class without arranging for an alternate Instructor is subject to review by OLI which may result in disciplinary action. Such steps are taken to ensure the credibility of the state and national Operation Lifesaver programs.

5. **Approved materials only.** Understand and agree that RISC Instructor and Trainers may only use current authorized OLI materials. Materials not authorized by OLI in advance, in writing, including images related to actual deaths or injuries even if such materials are readily available in the public domain, are prohibited from use.
6. **Dress Code.** Generally, business casual apparel is acceptable for classroom instruction. Cut-offs, T-shirts, unclean clothing and unclean shoes are examples of prohibited dress. Appropriate demonstration/onsite dress is permissible when engaged in field exercises on railroad equipment or property with students. Instructors/Trainers must comply with applicable railroad dress, personal protective equipment and railroad safety policies.
7. **Media.** Understand and agree that you may not speak to the media on behalf of OLI or a state OL program or otherwise represent yourself as a spokesperson for a state program or OLI. RISC Trainers and Instructors 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 programs should be directed to the State Coordinator or OLI. A list of current State Coordinators can be found at this link [https://oli.org/state\\_coordinators/](https://oli.org/state_coordinators/) . A link to OLI's list of contacts can be found at this link <https://oli.org/about-us/contact/> .
8. **Social Media.** Understand that if you use social media to discuss OLI and/or your participation as an RISC Instructor or RISC Trainer that 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, 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.
9. **Retaining RISC Instructor/Trainer Status** – Understand and agree that to maintain RISC Instructor/Trainer status you must:
  - a. **Lead or co-Lead a RISC class at least two (2) times per year**
  - b. **Complete educational updates** whenever OLI has new, changed or revised program material.
  - c. **Record all RISC classes** online at [www.oli.org](http://www.oli.org) in reporting area within 10 days.
  - d. **Update your contact information** – Update as necessary your address, email and/or phone number on the OLI website under “Update Profile” link.

- 10. Inappropriate conduct.** Understand and agree that your conduct as a RISC Instructor/Trainer reflects on the state OL and national OLI program. Inappropriate behavior and/or language, including without limitation discriminatory or harassing remarks, sexual, racial, religious and other forms of harassment and other activities is not tolerated and is grounds for immediate removal as a RISC Instructor/Trainer.
- a. **Sexual Harassment.** 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.
  - b. **Drug-Free Volunteer Policy.** OLI maintains a drug-free workplace and volunteer environment. Marijuana while legal in some states remains a federally prohibited drug and its use even for medical purposes is strictly prohibited in OLI workplace and volunteer environments.
  - c. **Grievances.** All grievances, problems or concerns should be addressed by contacting OLI's Executive Director at 800-537-6224. If you are not comfortable speaking with the Executive Director, please contact the OLI's Vice President at 800-537-6224.

### **11. Instructor/Trainer Conduct**

RISC Instructors/Trainers are strictly limited to providing safety education programs for which the Instructor/Trainer has been authorized by OLI. Instructors/Trainers do not have any other role on behalf of a state program or OLI and may not serve as a spokesperson for a state program or OLI.

The conduct of OLI RISC Instructors/Trainers reflects on the state and national Operation Lifesaver programs, the Instructor/Trainer and the Instructor's/Trainer's employer. Inappropriate behavior, language, and discriminatory or harassing remarks and behavior, including without limitation sexual, racial, religious and other forms of harassment and other activities not in the best interests of OLI, as determined by OLI in its sole discretion, are not tolerated and are grounds for removal from program. . The Instructor's/Trainer's primary responsibility is to instruct the Railroad Investigation and Safety Course. Instructors/Trainers are not authorized to express personal opinions or to discuss topics other than those specifically included in the RISC Instructor's Guide.

### **12. Termination of RISC Services.**

Understand that you, or OLI, may terminate the volunteer relationship at any time, with or without cause and with or without notice.

### **13. Non-Compliance**

Upon receipt of a written or formal report of alleged non-compliance with Operation Lifesaver, Inc. (OLI) policies by a RISC 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 to the Executive Director of OLI or designee, for disposition at the sole discretion of OLI. Once a complaint has been filed, the person subject to the complaint will be notified of the allegations and be given 15 days to respond. Be aware that investigation is not required before the termination of the volunteer relationship and that OLI may terminate a RISC Instructor or Trainer at any time, with or without cause, and with or without notice.

- 14. Equal Opportunity.** Understand that OLI does not discriminate for those wishing to become a RISC Instructor or Trainer on the basis of age, race, ethnicity, sexual orientation, gender identity or expression, religion, or any other federally protected class.
- 15. Confidentiality.** Understand that 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.
- 16. State and Employer Policies.** Understand that in addition to being familiar with the national and state OL policies, it is your responsibility to be familiar with any policies concerning OLI that your employer may have and comply with those policies. If there are any conflicts between the OLI and OL state program policies and your employer policies, contact your OL State Coordinator to resolve the conflict.

## **RISC Program Policies**

### **1. Minimum Instruction Hours for RISC**

This policy establishes the minimum instruction hours necessary to qualify as a RISC.

RISC classes where participating students are entitled to receive a “Certificate of Completion” can be instructed in the following three combinations and three different course lengths only:

- 1) One Hour (Module One ONLY)
- 2) Two Hour (Extended Module One)
- 3) Four Hour (Module One – Four)

RISC 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.

### **2. Nominal Fees.**

The intent of Operation Lifesaver, Inc. (OLI) is to provide RISC free of charge, if available or possible. Excluded from this policy is any salary or expenses provided to the instructor by the RISC Instructor/Trainer’s employer. Any exceptions require advance approval from OLI.

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 Operation Lifesaver, Inc., OL State Coordinator or RISC Trainer to determine a source for the materials.
  - b. If course materials cannot be obtained through the State Coordinator or RISC Trainer, 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 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 RISC.

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.

### **3. Materials**

RISC Instructors/Trainers may only use materials authorized by OLI. Materials not listed or specifically authorized by OLI require advance approval in writing from OLI. Examples of such materials include images related to actual deaths or injuries even if such materials are readily available in the public domain. It is the Instructor's/Trainer's responsibility to prepare and make advance arrangements to acquire all necessary materials including obtaining copyright releases where necessary.

RISC Official PowerPoint Slides – No changes, edits, or additions can be made to the RISC PowerPoint slides without the written permission of OLI. Anyone found changing, editing or making additions to the current and approved RISC PowerPoint slides will be immediately terminated from the program.

The only exceptions are the slides that were designed to be edited by the RISC Instructor or the RISC Instructor Trainer. The six (6) editable slides include the following: M1-X, M2-X, M3-X, M4-X, M4-14 and IN-2.

OLI encourages the use of e-materials where possible in an effort to conserve resource and preserve the environment.

- 4. Equipment and communications.** Instructors and 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 Trainer are required to have a valid email address.

## Sexual Harassment Policy

OLI takes seriously any concerns or complaints raised involving harassment of any of its or its state programs' staff, officers, directors, presenters, trainers and other volunteers. This memo outlines OLI's policy, provides examples of what is considered harassment and retaliation, 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) has defined 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 (i.e., sleep with me) in return for undertaking activities (i.e., conducting OLI training classes for you);
- Lewd and/or sexual comments and references (i.e., you look "hot", or any other references to someone's physical characteristics);
- Repeated telephone calls, emails, etc. that include non-business-related sexual references and propositions;
- Displays of sexual or other lewd images;
- Touching another's breasts, buttocks or other private parts;
- Any comments, touching, propositions or requests which 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 does not constitute harassment.** However, participants engage in such conduct at their own risk 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 make your discomfort clear and ask that the conduct stop.**

### Reporting

Anyone who believes he or she has been the victim of sexual harassment while engaged in OLI activities should report it to the appropriate OL state coordinator or the OLI national President. Alternatively, incidents of sexual harassment may be reported to the OLI general legal counsel.



Reports of sexual harassment are kept confidential.

### **Retaliation**

*OLI does not accept or condone retaliation against individuals who report an incident(s).*

Retaliation includes any change in conduct or treatment of an 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.

### **Failure to Report**

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. Failure to report an incident can suggest that the incident is welcome.

### **Complaint Process**

The OLI Complaint Process requires that reports of sexual harassment be investigated, including;

1. Interviewing both parties, the party originally making the complaint and the party of whom the complaint is made;
2. Interviewing other parties who may be witnesses to the behavior or who otherwise may have knowledge of it; and
3. Weighing the evidence and providing a written report, including a recommended course of action to OLI.

Once the investigation is complete, appropriate action based on the findings, including termination of the individual from office or position within OLI and/or revocation or suspension of the individual's Presenter and/or Trainer certification is taken.

If you have any questions about this or any other OLI policy, please contact the national office at 1-800-537-6224.