

# Defensive Tactics Instructor Update

December 4-5, 2017

Training Syllabus



**William Penn Mott Jr. Training Center**



# Memorandum

**Date:** October 12, 2017

**To:** Supervisor

**From:** Debbie L. Fredericks, Chief  
Training Section  
California State Parks

**Subject:** Employee Attendance at Formal Training

An employee from your office will soon be attending the formal training program described in the attached. Please ensure that the employee is fully prepared to attend the session and that the groundwork is laid for the employee's implementation of the training upon returning to work. You can assist with capturing the full value of the training by taking the following steps:

### Prior to Training

1. Make sure that **specific** employee needs are identified and, if necessary, called immediately to the attention of the Training Coordinator.
2. Review with the employee the reason for the employee's attendance.
3. Review objectives and agenda with the employee.
4. Discuss objectives and performance expected after the training.

### Immediately Following Attendance

1. Discuss what was learned and intended uses of the training.
2. Review the employee's assessment of the training program for its impact at the workplace and review the due date of the Post-Training Evaluation form.
3. Support the employee's use of the training at the work place.

### Prior to Three Months Following Training

1. Employee after discussion with the supervisor login to the Employee Training Management System (ETMS) to complete the Post-Training Evaluation form.

Thank you for your assistance in seeing that the full benefit of training is realized.



Debbie L. Fredericks  
Training Section Chief

Attachment  
cc: Participant

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### ***Mission Statement Training Section***

***The mission of the Training Section is to improve organizational and individual performance and productivity through consulting, collaboration, training, and development.***

## **TRAINING SECTION STAFF**

Debbie L. Fredricks .....	Training Section Chief
Ann D. Slaughter .....	Mott Training Center Manager
Jack Futoran.....	EMS and LFG Training Coordinator
Jeffrey Beach .....	Training Consultant
JD Dinnauer .....	Training Consultant
Dave Galanti.....	Training Consultant
Karyn Lombard.....	Training Consultant
Sara M. Skinner.....	Training Consultant
Jason Smith.....	Academy Coordinator
Jeremy Alling.....	Cadet Training Officer
Matt Cardinet.....	Cadet Training Officer
Raymund Nanadiego.....	Cadet Training Officer
Lisa Anthony.....	Program Coordinator
Edith Alhambra.....	Assistant Program Coordinator
Alex Franck .....	Assistant Program Coordinator
Jessica Kohls .....	Assistant Program Coordinator
Pamela Yaeger.....	Assistant Program Coordinator

## THE MISSION

*of the California State Parks is to provide for the health, inspiration, and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high quality outdoor recreation.*



## **FORMAL TRAINING GUIDELINES**

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Welcome to formal training, an essential component in your career development.

Since 1969, our Department has been providing a continuously changing number of diverse training programs at its main training facility, the William Penn Mott Jr. Training Center, and other locations including Marconi Conference Center. The Department strives to enhance your learning and job performance with formal training of the highest quality.

Our Department's dedication to training is only one aspect of its commitment to you and to the public. This commitment is costly and represents an important investment in you and your career. You and the Department realize a return on that investment by your positive participation in formal training itself and post training follow-through.

The program you will be participating in is described in this training syllabus, which outlines what you can expect from this training and what is expected of you. This syllabus details what you should do before you leave for training; what to do when you arrive; what you will be doing while in training; and, importantly, what you should be able to do when you return to your work site. Specifically:

1. **SYLLABUS:** The syllabus is now accessible on the Employee Training Management System (ETMS). Your copy of this syllabus is an important part of your training experience and should be brought with you to training. Read it before you arrive and review it following the program along with material you received at training.
2. **PRE-TRAINING ASSIGNMENTS:** Your completion of pre-training assignments is essential to the success of your training. You are responsible for all reading assignments in preparation for classroom sessions. Time will be provided during working hours to accomplish any assignments which involve either individual or group efforts and resources.

3. TRAVEL: Arrange your travel to and from the training site through your District or Office. (No reimbursement for travel expense – including per diem costs – will be approved for travel not specifically authorized in advance by the District Superintendent). Individuals may claim reimbursement for incidental expenses incurred as outlined in DAM 0410.6.

The cost of your travel (airfare, mileage, rental car, etc.) is paid by your District or Office **to** and **from** the location of training.

4. HOUSING: Participants will need to make their own arrangements for accommodations. In the past the Training Section has used the Best Western Seacliff Inn, 7500 Old Dominion Court, Aptos, CA 95003-3807, (831) 688-7300 (map on page 12). Your reimbursement for Santa Cruz County is at the \$90.00 state rate per night. **Make reservations through Concur.** You may submit a reimbursement request via CalATERS for your accommodations starting the night before the program to the last day of the program. You may also submit a travel advance through CalATERS. If you wish to share a room, you need to have the hotel split the room charges so both occupants have receipts for their CalATERS claim. You must add Ann Slaughter as a second approver.

See the Special Attendance Requirements on page 7 of this syllabus for information regarding the training location. Check-in is after 3:00 p.m. and checkout is 12:00 noon.

**Note: You may be asked to present a valid credit or debit card while checking in to your room. Many motels require a credit card to cover charges incurred such as telephone calls, damages to rooms and/or furnishings, fees to clean rooms that have been smoked in that are not designated as smoking rooms, etc. Be prepared to handle this appropriately.**

5. **ENROLLMENT OR HOUSING CANCELLATION POLICY:** To cancel participation in a course, the participant must have their District Superintendent or Section/Office Manager send an email to the Training Specialist assigned to the course requesting to remove the participant.
6. MEALS: You may submit a reimbursement request via CalATERS for meals from dinner on December 4th through lunch on the last day of training. These expenses will be paid by the Training Section. All other expenses should be coded to the District.
7. CLOTHING: Field uniforms as found in “Description of Required Field Uniforms”, DOM Chapter 2300, Uniform Handbooks, not including optional items, will be worn daily by all uniformed employees during formal training sessions **unless otherwise specified in the Program Attendance Checklist.** Non-uniformed employees shall wear apparel normally worn on the job. Appropriate attire includes apparel suitable for professional office dress. It does not include such items as shorts, t-shirts, tank tops, or sandals.

Because we are on the conference grounds with many other groups, and the image we project as State Park employees is important not only during working hours but off duty hours as well, your informal sportswear should be appropriate.

8. **COURSE LEADERS:** The formal training you will attend is developed and, for the most part, conducted by experienced State Park employees in field and staff positions. Some courses will be conducted by qualified instructors from other agencies and educational institutions. Your course leaders have proven their ability and knowledge in their profession, and provide a level of expertise difficult to match.
9. **TRAINING SECTION STAFF:** Jeremy Alling is your Training Consultant and has been assigned the responsibility for your training group. That staff member usually serves as a Course Leader as well as a Coordinator. During the program, you may be asked to assist Training Section Staff in the logistics of your training program (organizing field trip transportation, supervising classroom breaks, etc.). Training Section Staff will do all within their power to make your training experience pleasant and meaningful.
10. **TRAINING MATERIALS:** May be made available to you at both your unit and the Mott Training Center. Handout materials issued at your unit should be brought to training for possible use. A conference binder or notebook will be issued to you at the training session for note taking and convenience in handling materials. Copies of DAM and DOM will be available to you for self-study. Bring your own pens and pencils.
11. **ATTENDANCE:** Regular attendance is a critical course requirement and your participation is important to the success of this training. An absence of more than 10% of the course hours constitutes grounds for dropping a participant from the course. The Department Training Officer may modify this requirement based upon participant knowledge level and/or the portion of the course missed. All absences, except those of an emergency nature, must be approved in advance by the Training Specialist.
12. **CELL PHONES:** As a courtesy to your fellow participants and course leaders ensure that your cell phone is turned off during classes. Participants should not receive or make cell phone calls during class time. Limit those calls to your breaks.
13. **POST-TRAINING ASSIGNMENTS:** In connection with formal training are to be completed under the direction of your supervisor.

## **SPECIAL ATTENDANCE REQUIREMENTS**

**Note:** Defensive Tactics Instructor Update Group 37 held at the Pacific Institute of Defensive Tactics' Dojo, 4626 Soquel Drive, Soquel, CA 95073 (map on page 12 of syllabus).

***Participants must make their own arrangements for accommodations***

Carpool to and from the motel strongly encouraged.

## **PROGRAM ATTENDANCE CHECKLIST**

In addition to the required clothing and personal items specified elsewhere in this syllabus, participants are requested to comply with the following instructions:

1. **EXERCISES:** To prepare for defensive tactics, wrist limbering and strengthening exercises, leg strengthening exercises, and back limbering exercises are necessary. Suggestions for wrist exercises are push-ups, squeezing a tennis or handball and using a lightweight dumbbell. Conditioning through physical training such as warm-up exercises, jogging, running, bicycling, etc., is highly recommended.
2. **UNIFORMS:** Due to the nature of this program and the extensive physical training involved, uniforms will not be required. Most of the program will be conducted in a gym-type classroom facility.
3. **CLOTHING:** Clothing which allows freedom of movement such as sweat clothes or warm-up suits are necessary for this program. Tennis shoes or other rubber soled athletic shoes and athletic socks are required. No black-sole shoes are allowed due to their scuffing potential. All clothing should be neat and clean. Shorts or tank tops are not permitted.
4. **SAFETY GEAR:** Bring your peace officer safety equipment including baton. Participants are asked not to bring weapons or ammunition of any kind into the training area. Weapons shall be secured in your vehicle. Bring your handcuffs and handcuff key. It is advisable to bring a spare key if you have one.
5. **FORMAT:** Methods used to provide instruction will include lecture, demonstrations, practical exercises, group discussion, and participant instructional practice. This course will emphasize participant involvement and practice throughout the process.

Participants evaluated on a pass/fail basis.

6. **TRAVEL:** Arrange your travel through your Unit District/Office.



## **PROGRAM ATTENDANCE CHECKLIST**

### 7. MISCELLANEOUS:

- A. Read and understand the Defensive Tactics Instructor Update syllabus prior to the first scheduled session.
- B. The basic agenda may change to reflect the advanced level of participants.
- C. Bring the following with you to training:
  - Peace officer safety equipment. Secure your firearm in your vehicle prior to class. No firearms or live ammunition will be allowed in the dojo.
  - Suitable gym clothes and appropriate shoes.
  - DT Instructor Manual and lesson plans.
  - Law EnFORCEment, Reasonable Force Options by Rod Sanford.
  - Reusable coffee cup, refillable water bottle, pens, and pencils.

If you have any questions or need assistance, contact Training Consultant Jeremy Alling at (530) 893-7477 or email [Jeremy.Alling@parks.ca.gov](mailto:Jeremy.Alling@parks.ca.gov).

## **PRE-TRAINING ASSIGNMENTS**

The following pre-training assignments are required in preparation for the Defensive Tactics Instructor Update Group 37 program and specifically for the test:

### **Reading Assignments:**

Law EnFORCEment, Reasonable Force Options by Rod Sanford:

Review written text pages 1-221; Carotid Control Hold pages 227-234; Gun Retention pages 243-244; Gun Take-Away pages 267-268, Baton Tactics pages 321-333; and Breathing Exercises pages 421-424.

Instructor Handbook:

Review Instructor Recordkeeping, Liability, and Responsibilities.

## **POST-TRAINING ASSIGNMENT**

Prior to ninety days after the completion of this program, the employee and his/her supervisor should discuss the impact and assess the effectiveness this program has had on the employee.

The post-training evaluation process is intended to provide a bridge between classroom instruction and the on-the-job application of training. The information obtained through this process will assist the training participant, supervisor, and Training Section in providing a return on the investment the Department has on training

## **TRAVEL EXPENSE CLAIMS INFORMATION**

You will need to submit a Travel Expense Claim (TEC) in a timely manner after the class. As a reminder:

- Districts are responsible for your time, your travel to/from training, and incidentals
- Training covers meals and lodging (you will need a receipt from the hotel)
- For your claim: If you were in the hotel, select “Department Paid” and the following on CalATERS:
  - Charge to: “DTIU 37”
  - Select “Detail Accounting” and enter the following
  - Field one: 2017 (Fiscal Year)
  - Field two: Index Number (Your reporting location index number)
  - Field three: 14001 (PCA)
  - Field four: Leave blank
  - Field five: 067LET00 (Project Number)(This is the account and settings to charge your room and food)

If you receive error messages, contact Assistant Program Coordinator Pamela Yaeger at (831) 649-2954 or [Pamela.Yaeger@parks.ca.gov](mailto:Pamela.Yaeger@parks.ca.gov) at the Mott Training Center to have you added to the system.

**NOTE: List Ann D. Slaughter as an Additional Approver on your claim**

**DEFENSIVE TACTICS INSTRUCTOR UPDATE GROUP 36 AGENDA**  
**April 24-25, 2017**

Instructor Rod Sanford

**Sunday**  
**December 3**

1500 REGISTRATION: *If travel guidelines are met, check-in at selected hotel in Santa Cruz County*

**Monday**  
**December 4**

0800-0900 Course Objectives, Introduction, Safety Orientation  
0900-1200 Review techniques, Discuss Field Issues  
1200-1300 Lunch  
1300-1400 Searching Review  
1400-1700 Warm-up, Practical Exercise of Reviewed Items

**Tuesday**  
**December 5**

0800-1200 Warm-up, Review Test Items  
1200-1300 Lunch  
1300-1630 Practical Test  
1630-1700 Evaluations and Conclusion

**DEFENSIVE TACTICS INSTRUCTOR UPDATE GROUP 37**

<b><u>PROGRAM OUTLINE</u></b>	<b>16 HOURS</b>
<u>Program Administration and Registration</u> .....	1.0
<u>Programmed Learning System for Defensive Tactics</u> .....	1.5
Introduction and Principles, Instructor Responsibilities, and Recordkeeping POST Perishable Skills Program	
<u>Arrest Control Techniques</u> .....	10.0
Stance, Movement, Rolls, and Recovery	
Searching and Handcuffing (Cursory Searches, Twist Lock Applications Standing Modified Search, Felony Kneeling Search, Felony Prone Search Carotid Restraint)	
Defensive Techniques (Gun Retention, Weapon Take-Away, Basic Defense Against a Basic Punch/Kick)	
<u>Instructor Diagnostics Skills</u> .....	3.5
Problem Correction Exercises - Arrest Control	
Problem Correction Exercises - Side Handle Baton	
<b>TOTAL HOURS</b> .....	<b>16</b>

## PERFORMANCE STANDARDS

Recertification as a Defensive Tactics Staff Instructor is determined by final evaluation of the participant in all areas of instruction outlined in the Defensive Tactics handbook and program syllabus. Specific performance objectives to be met are listed below. Instructor certification is achieved by obtaining a meets or exceeds standard evaluation in each performance objective tested.

Name: \_\_\_\_\_

Print Legibly and Sign

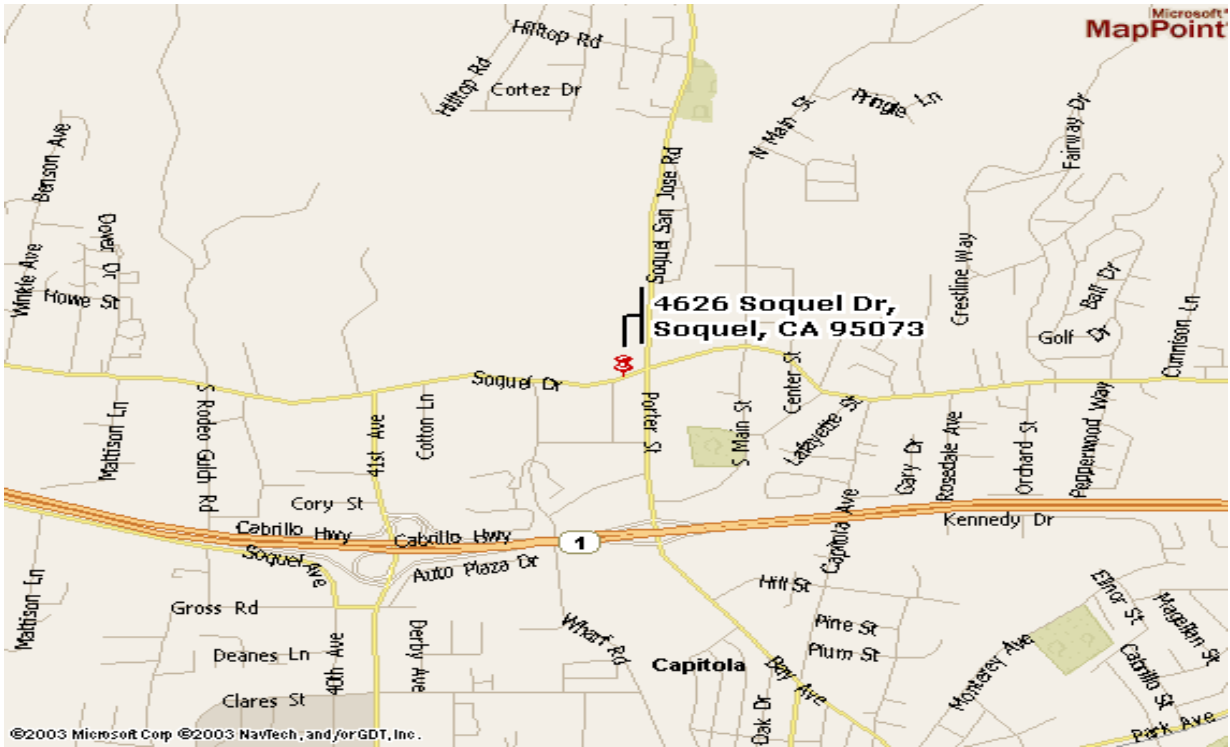
	Below Standard	Meets or Exceeds Standard
Performance Standards: The participant will meet the following training objectives:		
1. Achieve a minimum score of 80% on the Arrest Control Techniques written exam. Score ____	_____	_____
2. Successful completion of the arrest control technique practical exam. Participant must successfully pass or remediate all technique blocks to be successful in this course.	_____	_____
Initial Score _____ Remediation <u>Yes/No</u> (Pass/Fail) Completed		
3. Achieve a minimum score of 80% on the baton written exam. Score ____	_____	_____
4. Successful completion of the baton practical exam. Participant must successfully pass, or remediate, all technique blocks to be successful in this course.	_____	_____
Initial Score _____ Remediation <u>Yes/No</u> (Pass/Fail) Completed		
5. Actively participate in classroom and gym discussion and activities to the satisfaction of the DPR Instructor Trainers and Program Coordinator.	_____	_____

\_\_\_\_\_  
*Program Instructor Signature  
 for Employee Certification*

\_\_\_\_\_  
*Date*

**You must meet or exceed standards in all of the above Performance Standards to successfully pass course**

**Pacific Institute of Defensive Tactics  
4626 Soquel Drive, Soquel, CA (831) 475-9676**



**Best Western Seacliff Inn  
7500 Old Dominion Court, Aptos, CA (831) 688-7300**

