

Defensive Tactics Staff Instructor Refresher

October 21-25, 2019

Training Syllabus



William Penn Mott Jr. Training Center



Memorandum

Date: August 22, 2019
To: Supervisor
From: Debbie L. Fredricks, 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. 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.
3. Support the employee's use of the training at the work place.

Three Months Following Training

1. Supervisor evaluates the effectiveness of the training on the employee's job performance and meets with employee to discuss the evaluation.

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



Debbie L. Fredricks
Training Section Chief

Attachment
cc: Participant

TABLE OF CONTENTS

| | |
|-------------------------------------------------------|----|
| Formal Training Guidelines | 1 |
| Special Attendance Requirements | 4 |
| Program Attendance Checklist..... | 5 |
| Pre-Training Assignments | 7 |
| Post-Training Assignment / Travel Expense Claims..... | 8 |
| Agenda..... | 9 |
| Program Outline | 12 |
| Performance Standards | 13 |
| Map | 14 |

***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 |
| Eric Marks..... | Leadership and Development Manager |
| Jason Smith | Academy Coordinator |
| Jack Futoran | EMS and JG Training Coordinator |
| Jeff Beach..... | Training Consultant |
| Joel Dinnauer..... | Training Consultant |
| Sara M. Skinner | Training Consultant |
| Robert Waller..... | Training Consultant |
| Jason Smith | Academy Coordinator |
| Vernon Reyes | Instructional Designer |
| Jeremy Alling | Cadet Training Officer |
| Matt Cardinet | Cadet Training Officer |
| Lisa Anthony | Program Coordinator |
| Edith Alhambra | Assistant Program Coordinator |
| Samantha Guida..... | Assistant Program Coordinator |
| Ricky Roldan..... | 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

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). You should print a copy of the syllabus to bring with you to class. 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 Mott Training Center does not have the capability to provide transportation to/from Monterey Airport.

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: A block of rooms have been reserved at the Rio Sands Hotel at 116 Aptos Beach Drive, Aptos, CA 95003. The rooms have been reserved under the name Parks and Recreation Group at a special rate of \$90 per night. You must call the hotel directly to receive this rate (831-688-3207). The rooms will be held until October 1st. Note on your CalATERS claim: "I did not use Concur because I received a better rate by calling the hotel directly." If you choose to use a different hotel, keep in mind that the state reimbursement rate for Santa Cruz County is \$90 (plus taxes and fees) per night. 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 must add Ann D. Slaughter as a second approver.

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 Consultant assigned to the course requesting to remove the participant. If you do not need lodging or must change or cancel your reservation for lodging, you must contact the Mott Training Center or Training Consultant assigned to the course at least 2 weeks prior to your date of arrival. Lodging, registration, and associated fees will be charged to the employee's District or Section/Office if a training cancellation is received with less than two weeks' notice.

The Training Section is committed to ensuring that the reservation that has been made for you is accurate and needed.

6. MEALS: You may submit a reimbursement request via CalATERS for meals from dinner on October 20th through lunch on the last day of training. These expenses will be paid by the Training Section. All other expenses should be coded to your 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 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 Training Section Chief 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 Consultant.
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 Staff Instructor Refresher Training Group 4 held at Pacific Institute of Defensive Tactics, 4626 Soquel Drive, Soquel, CA 95073 (map on page 14 of syllabus).

Carpool to and from the hotel strongly encouraged.

Class concludes at 1700 on Friday, October 25, 2019.

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:** 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 sole 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 will complete the Annual Qualification Sheet.

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

PROGRAM ATTENDANCE CHECKLIST

7. MISCELLANEOUS:

- A. Read and understand the Defensive Tactics Staff Instructor Refresher Training program syllabus prior to the first scheduled session.
- B. The basic agenda may change to reflect the advanced level of participants.
- C. Review Law EnFORCEment, Reasonable Force Options by Rod Sanford. Test on the first day of class.
- D. 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 allowed in the dojo.
 - Suitable gym clothes and appropriate shoes.
 - DTI Instructor Manual and lesson plans.
 - Law EnFORCEment, Reasonable Force Options by Rod Sanford.
 - Reusable coffee cup, refillable water bottle, pens, and pencils.

Any questions or assistance, contact Training Consultant Jeremy Alling at (530) 893-7477 or Jeremy.Alling@parks.ca.gov

PRE-TRAINING ASSIGNMENTS

The following pre-training assignments are required in preparation for the Defensive Tactics Staff Instructor Refresher Group 4 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 Record Keeping, 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:
 - Charge to: "DTSIR 4"
 - Select "Detail Accounting" and enter the following
 - Field one: 2019 (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 to have you added to the system.

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

DEFENSIVE TACTICS STAFF INSTRUCTOR REFRESHER GROUP 4 AGENDA
October 21-25, 2019

Instructor Rod Sanford

Sunday
October 20

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

Monday
October 21

Methodology: Lecture

0800-0830 Course Registration, Introduction, Orientation

0830-0900 Course Objectives

0900-1030 Written Test

Methodology: Practical and Problem Solving Exercises

1030-1200 Stance, Footwork, and Movement
Roll, Recovery, and Ground Defense
Twist Lock Applications

1200-1300 Lunch (Option – Class May Vote to take a 30-Minute Lunch and End Class 30-Minutes Earlier)

1300-1400 Stance, Footwork, and Movement
Roll, Recovery, and Ground Defense
Twist Lock Applications

1400-1600 Dealing with Resistance from Position of Advantage

Methodology: Lecture/Discussion/Practical Role-Playing

1600-1700 Tactical Communications Review
Person-to-Person Contact and Tactical Communications
Cursory Search and Review with Tactical Communications

Tuesday
October 22

Methodology: Discussion

0800-0900 Correct and Review Written Test

Methodology: Practical and Problem Solving

0900-1000 Cursory Search
Low Profile Handcuffing, Standing Lower Body Search
Controlling Handcuffed Prisoners, Removing Handcuffs

1000-1100 Standing Search and Rear Wrist Lock Handcuffing
Loading and Unloading Handcuffed Prisoner

1100-1130 Kneeling Search and Handcuffing

1130-1200 Prone Handcuffing Search

1200-1300 Lunch (Option – Class May Vote to take a 30-Minute Lunch and End Class 30-Minutes Earlier)

DEFENSIVE TACTICS STAFF INSTRUCTOR REFRESHER GROUP 4 AGENDA
October 21-25, 2019

Tuesday

October 22

Methodology: Practical and Problem Solving

- 1300-1400 Prone Handcuffing and Search
Options for Prone Handcuffing
- 1400-1500 Cartoid Control Hold with Take Downs and Handcuffing
- 1500-1530 Escape from the Cartoid Control Hold
- Methodology: Lecture and Discussion**
- 1530-1700 Instructional Techniques and Methods
Coaching Techniques

Wednesday

October 23

Methodology: Practical and Problem Solving Exercises

- 0800-1000 Gun Retention
Handgun Retention: Gun Holstered
Handgun Retention: Gun in Hand
Handgun Retention: On the Ground
Long Gun Retention
- 1000-1100 Gun Take-Away
Handgun and Long Gun
- 1100-1200 Gun Take-Away
Handgun and Long Gun
- 1200-1300 Lunch (Option – Class May Vote to take a 30-Minute Lunch
and End Class 30-Minutes Earlier)
- 1300-1500 Dealing with Resistance During the Search
Finding Weapons During the Search
Dealing with Resistance During Handcuffing
- 1500-1600 Defense Against Frontal Attacks
Round-House Punch, Straight Punch, Kick
- 1600-1700 Defense Against Frontal Attacks
Reversing Techniques

Thursday

October 24

Methodology: Practical and Problem Solving Exercises

- 0800-0930 Baton Tactics Review
Straight and Side-Handle Baton
- Methodology: Lecture/Discussion**
- 0930-1030 Problem Solving/Corrections
Team Teachings
- 1030-1100 Baton Tactics Review
Straight and Side-Handle Baton

DEFENSIVE TACTICS STAFF INSTRUCTOR REFRESHER GROUP 4 AGENDA
October 21-25, 2019

Thursday

October 24

Methodology: Lecture/Discussion

- 1100-1200 Baton Tactics Review
Expandable Straight Baton
- 1200-1300 Lunch (Option – Class May Vote to take a 30-Minute Lunch
and End Class 30-Minutes Earlier)
- 1300-1400 Continue with Baton Tactics Review
Expandable Straight Baton
- 1400-1430 Baton Tactics Review
Riot Baton
- 1430-1530 Baton Tactics Review
Riot Baton
- 1530-1700 Questions and Answer
Defensive Tactics Training in the Field
Scenario and Realistic Training

Friday

October 25

Methodology: Practical

- 0800-0930 Use of Protective Suits
- Methodology: Practical Testing**
- 0930-1130 Physical Performance Testing
- Methodology: Discussion**
- 1130-1200 Introduction to Ground Control Techniques
- 1200-1300 Lunch
- 1300-1630 Demonstrations of Ground Control Techniques
- 1630-1700 Course Evaluation by Students
Course Summary and Closure

DEFENSIVE TACTICS STAFF INSTRUCTOR REFRESHER

| <u>PROGRAM OUTLINE</u> | <u>HOURS</u> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| <u>Program Administration and Registration</u> | 1 |
| <u>Programmed Learning System for Defensive Tactics</u> | 3 |
| Introduction and Principles, Instructor Responsibilities, and Record Keeping POST Perishable Skills Program | |
| <u>Arrest Control Techniques</u> | 26 |
| Stance, Movement, Rolls, and Recovery Searching and Handcuffing (Cursory Searches, Twist Lock Applications Standing Modified Search, Felony Kneeling Search, Felony Prone Search Cartoid Restraint) Defensive Techniques (Gun Retention, Weapon Take-Away, Basic Defense Against a Basic Punch/Kick) | |
| <u>Side-Handled Baton and Collapsible Baton</u> | 2 |
| (Grips, Stance, Position, Draw, Movements, Strikes, Blocks, Thrusts, Fall and Recovery, Retention of Side-Handle Baton, Tactics for Multiple Suspects) | |
| <u>Instructor Diagnostics Skills</u> | 4 |
| Problem Correction Exercises-Arrest Control Problem Correction Exercises-Side Handle Baton | |
| <u>Introduction Ground Control Techniques and Demonstrations</u> | 4 |
| TOTAL HOURS | 40 |

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 are listed below. Instructor certification is achieved by obtaining a successful standard evaluation in each performance objective test.

Name: _____

Print Legibly and Sign

Performance Standards: The participant will meet the following training objectives:

| | <u>Below Standard</u> | <u>Meets or Exceeds Standard</u> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|------------------------------------------|
| 1. Achieving 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. Achieving 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

Must meet or exceed standards in all Performance Standards to successfully pass course

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

