

State of California . The Resources Agency . Department of Parks and Recreation

BATON INSTRUCTOR

September 23-28, 2007

Training Syllabus



William Penn Mott Jr. Training Center



Memorandum

Date: August 1, 2007
To: Supervisor
From: Department of Parks and Recreation
William Penn Mott Jr. Training Center
Subject: Employee Attendance at Formal Training
Baton Instructor Group 2

An employee from your office will soon be attending the formal training program described in the attached. Please insure 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 supervisor, must login to the Employee Training Management System (ETMS) to complete the Post-Training Evaluation form.
2. Supervisor evaluates the effectiveness of the training on the employee's job performance and logs in to the ETMS to complete the Training Effectiveness Assessment form.

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



Michael D. Green
Department Training Officer (Acting)

Attachment

cc: Participant

TABLE OF CONTENTS

Formal Training Guidelines	1
Special Attendance Requirements	4
Program Attendance Requirements and Checklist.....	5
Baton Information	6
Post Training Assignment	7
Agenda.....	8
Program Outline	11
Learning Goals	12
Location Maps.....	13

*Mission Statement
Training Office*

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

TRAINING CENTER STAFF

Michael D. Green Department Training Officer (Acting)
Pat Bost Office Manager
Joanne Danielson Academy Coordinator
Chuck Combs Training Specialist
Sara Skinner Training Specialist
Dave Galanti Training Specialist
Michelle Gardner Cadet Training Officer
Connie Breakfield Cadet Training Officer
Pamela Yaeger Assistant Program Coordinator
Bill Spencer Assistant Program Coordinator
Edith Alhambra Assistant Program Coordinator
Summer Kincaid Assistant Program Coordinator
Eric Marks Program Assistant
Patrick Moxon Program Assistant

THE MISSION

of the California Department of Parks and Recreation 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 Training Center. The Department strives to enhance your learning and job performance with formal training of the highest quality. This fact demonstrates the commitment your Department has made to you in your service 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 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:** Your copy of this syllabus is an important part of your training experience and should be brought with you to the 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 (other than reading) which involve either individual or group efforts and resources. (Pre-training assignments are listed in the "Program Attendance Requirements" section.)
3. **TRAVEL:** Arrange your travel to and from the training 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.

4. HOUSING: Accommodations for this program will be at:

Best Western Seacliff Inn
7500 Old Dominion Court
Aptos, California 95003-3807
831-688-7300

(see map on the last page of this syllabus). Please see the **Special Attendance Requirements on page 4** of this syllabus for directions and information regarding the training location. Housing will be assigned to you on a shared-room basis. In the event of an emergency, staff must know your room assignment; therefore, you may not switch rooms without staff approval.

5. MEALS: Participants that are on travel status for this training will be reimbursed for lunch and dinner for the entire training session by the Training Center. Breakfast is provided by the hotel. Include on your Travel Expense Claim (STD 262A) for this training session all lunches and dinners starting with dinner on Sunday, September 23 and ending with lunch on Friday, September 28. Have your District forward your Travel Expense Claim (STD 262A) to the Training Center for coding and approval of these meals. All other expenses should be coded to your District.
6. 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.
7. TRAINING CENTER STAFF: A Training Center staff member has been assigned responsibility for your training group as well as for your training program. That staff member usually serves as a Course Leader as well as a Coordinator. During the program, you may be asked to assist Training Center staff in the logistics of your training program (organizing field trip transportation, supervising classroom breaks, etc.). Center staff will do all within their power to make your training experience pleasant and meaningful.
8. TRAINING MATERIALS: May be made available to you at both your unit and the training. Handout materials issued at your unit should be brought to the training for possible use. Bring your own pens and pencils.
9. 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.**
10. COLLEGE CREDIT: Most Training Center programs are accredited by Monterey Peninsula College for lower division credit. If you successfully complete an

accredited program, you will receive either a letter grade or a credit/no-credit designation.

11. POST-TRAINING ASSIGNMENTS: In connection with formal training are to be completed under the direction of your supervisor. See "Program Attendance Requirements" in this syllabus.
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 be receiving or making cell phone calls during class time. Please limit those calls to your breaks.

SPECIAL ATTENDANCE REQUIREMENTS

YOU MUST BE A CURRENT CERTIFIED DEFENSIVE TACTICS INSTRUCTOR TO ATTEND THIS TRAINING

Please Note: Baton Instructor Group 2 will be held at the Pacific Institute of Defensive Tactics' Dojo, 4626 Soquel Drive, Soquel, California 95073 (see map on inside of back cover of this syllabus).

Housing accommodations will be available September 23 to 28, 2007 at:

Best Western Seacliff Inn
7500 Old Dominion Court
Aptos, California 95003-3807
831-688-7300

A block of rooms have been reserved for participants. **DO NOT** call the hotel for reservations. Upon your arrival, the hotel will have participant names and room assignments. **Check-in no later than 9:00 p.m. on Sunday, September 23.** Parking is limited to one parking space per room at this property. Carpooling to and from the hotel is strongly encouraged.

In order to minimize personal expenses during the training, participants should consider applying for a travel advance through their District/Office for projected meal costs that will be incurred.

Please send your TEC to the Training Center for approval and coding.

PROGRAM ATTENDANCE REQUIREMENTS AND 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 pushups, squeezing a tennis or handball and using a lightweight dumbbell. Keeping in shape 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 facility.
3. **GYM CLOTHING:** Clothing which allows freedom of movement such as sweat clothes or warm-up suits (no shorts) are necessary for this program. Similar "older" street type clothes are equally as practical. Tennis shoes or other rubber soled athletic shoes and athletic socks are required. (No black soled shoes are allowed due to their scuffing potential.)
4. **POPE LEATHER:** Bring your Peace Officer Safety Equipment including both regular and collapsible side-handle batons. 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 interchange, and participant instructional practice. This seminar will emphasize participant involvement and practice throughout the process.

Participants will be evaluated on a Pass/Fail basis.

6. **MISCELLANEOUS:**
 - A. Be sure you have read and understand the Baton Instructor Training Program Syllabus prior to the first scheduled session.
 - B. Arrange your travel through your District/Office.
 - C. Remember to bring the following with you to training:
 - Baton Instructor Program Syllabus
 - Peace Officer Safety Equipment. Please secure your firearm in your vehicle prior to class. No firearms or live ammunition will be allowed in the Dojo.
 - Both regular and collapsible side-handle batons**
 - Both regular and expandable straight batons**

- Suitable gym clothes and appropriate shoes
- Pens, pencils
- DTI Instructor Manual and lesson plans
- Law Enforcement Reasonable Force Options, Sanford
- Coffee Cup

BATON INFORMATION

Expandable Straight Baton

There are many choices for expandable batons so it is best that the make and model be determined by the district. Rod Sanford recommends an expandable straight baton be 26 inches long. This is not a requirement, just his recommendation. Some people like the longer 31 inch batons which are okay for larger officers. The shorter batons (21" and less) don't give you much reach but in some low profile assignments the shorter batons are acceptable.

Straight Baton

Rod highly recommends 29 inch wood batons. However, a 26 inch wood baton is acceptable. The material he recommends is the standard wood from Sueko or their Dymond wood baton. The Dymond wood comes in a slate gray, almost black finish or cocobola (reddish) finish. Some officers may prefer the Dymond wood baton in 1-1/8 inch diameter instead of the normal 1-1/4 inch diameter. These batons are heavy and this smaller diameter is well balanced and easy to control. If the smaller diameter baton is purchased the officer should remember to order the appropriate rubber sleeve grommet for it.

Riot Baton

Rod highly recommends the standard 42 inch black riot baton from Sueko. He believes it is made out of ash. These are excellent batons. If you only have a 36 inch riot baton to bring that is fine. Again, we will look at the different riot batons at the class.

To order straight 29 inch or 42 riot batons Rod Sanford highly recommends:

Sueko
210 E. Fig Street, Suite 103
Fallbrook, CA 92028
(760) 723-8195

POST-TRAINING ASSIGNMENT

Prior to ninety days after the completion of this program, the employee and his/her supervisor should sit down and discuss the impact and assess the effectiveness this program has had on the employee. Then both the supervisor and employee should login to the Employee Training Management System (ETMS) and complete the Post-Training Evaluation form (an email will be sent to both employee and supervisor notifying them that the evaluation needs to be completed).

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 Center in providing a return on the investment the Department has on training.

BATON INSTRUCTOR GROUP 2 – AGENDA
September 23-28, 2007

Sunday
September 23

1500- Check-in **no later than 2100 hours** at the Best Western
Seacliff Inn, 7500 Old Dominion Court, Aptos, California
95003-3807, Telephone 831-688-7300

Monday
September 24

0800-0900	Course Registration, Introductions, Safety Procedures	All
	<u>Lecture:</u>	
0900-1030	Use of Force Review	All
1030-1200	Stance and Footwork Straight/Side-Handle Baton Thrusts and Strikes	All
1200-1300	<i>Lunch</i>	
1300-1430	Straight/Side-Handle Baton Low Defense Against Attacks	All
1430-1530	Straight/Side-Handle Baton Lower Cradle Against Attacks	All
1530-1700	Principles and Concepts Review	All

Tuesday
September 25

0800-0930	<u>Lecture:</u> Straight/Side-Handle Baton Lower Cradle Against Attacks Close-In Tactics	All
0930-1130	Straight and Side-Handle Baton Tactics	All
1130-1200	Side-Handle Baton Retention	All
1200-1300	<i>Lunch</i>	
1300-1400	Straight Baton Retention	All
1400-1530	Expandable Straight Baton: Basics, Striking and Low Defense Positions	All
1530-1700	Principles of Baton Tactics, Integration of Force Options	All

BATON INSTRUCTOR GROUP 2 – AGENDA
September 23-28, 2007

Wednesday

September 26

0800-0930	<u>Practical:</u> Expandable Straight Baton: Collapsed Position and Baton Retention	All
0930-1030	Expandable Straight Baton Techniques	All
1030-1200	Riot Baton: Low Defense and Thrusting	All
1200-1300	<i>Lunch</i>	
1300-1400	Riot Baton: Thrusting Position and Baton Retention	All
1400-1500	Baton Control	All
1500-1530	Completing the Arrest after Use of the Baton	All
1530-1700	<u>Lecture:</u> Effects of Stress, Awareness and Tactical Decision Making	All

Thursday

September 27

0800-0930	<u>Practical:</u> Review Straight and Side-Handle Baton, Coaching Techniques	All
0930-1030	<u>Lecture:</u> Instructional Process	All
1030-1200	Use of Protective Suit, Heavy Bag, Force Options and Coaching Techniques	All
1200-1300	<i>Lunch</i>	
1300-1430	Review Expandable Straight Baton Coaching Techniques	All
1430-1530	Review Riot Baton Coaching Techniques	All
1530-1700	<u>Lecture:</u> Scenario and Realistic Training Written Test Review	All

BATON INSTRUCTOR GROUP 2 – AGENDA
September 23-28, 2007

Friday

September 28

0800-0900	General Review	All
0900-1100	Written and Practical Testing	All
1100-1200	Correct Written Exam Course Evaluation and Closing	All

BATON INSTRUCTOR TRAINING PROGRAM

Program Outline

36 Hours

Lecture	9.5
Program Administration and Registration	
Course Registration, Introductions and Orientation	
Course Objectives and Safety Guidelines.....	
Use of Force	
Principles and Concepts Review.....	
Principles of Baton Tactics.....	
Effects of Stress, Awareness and Tactical Decision Making.....	
Instructional Process.....	
Scenario and Realistic Training	
Test Review	
Footwork and Movement.....	1.5
Straight and Side-Handle Baton Techniques	6.0
Expandable Baton (expanded and collapsed) Techniques	4.0
Riot Baton	2.5
Baton Retention	1.5
Completing the Arrest After the Use of the Baton	0.5
Baton Control	1.0
Review of Straight, Collapsible, Riot and Side-Handle	4.0
Coaching Techniques	
Protective Equipment	1.5
Safety Precautions, Scenario Training.....	
Demonstration, Application and Coaching Techniques.....	
Review and Practical Testing.....	2.5
Written Exam.....	0.5
Correct and Discuss Results of Written Exam.....	0.5
Program Evaluation.....	<u>0.5</u>
Total Hours	<u>36.0</u>

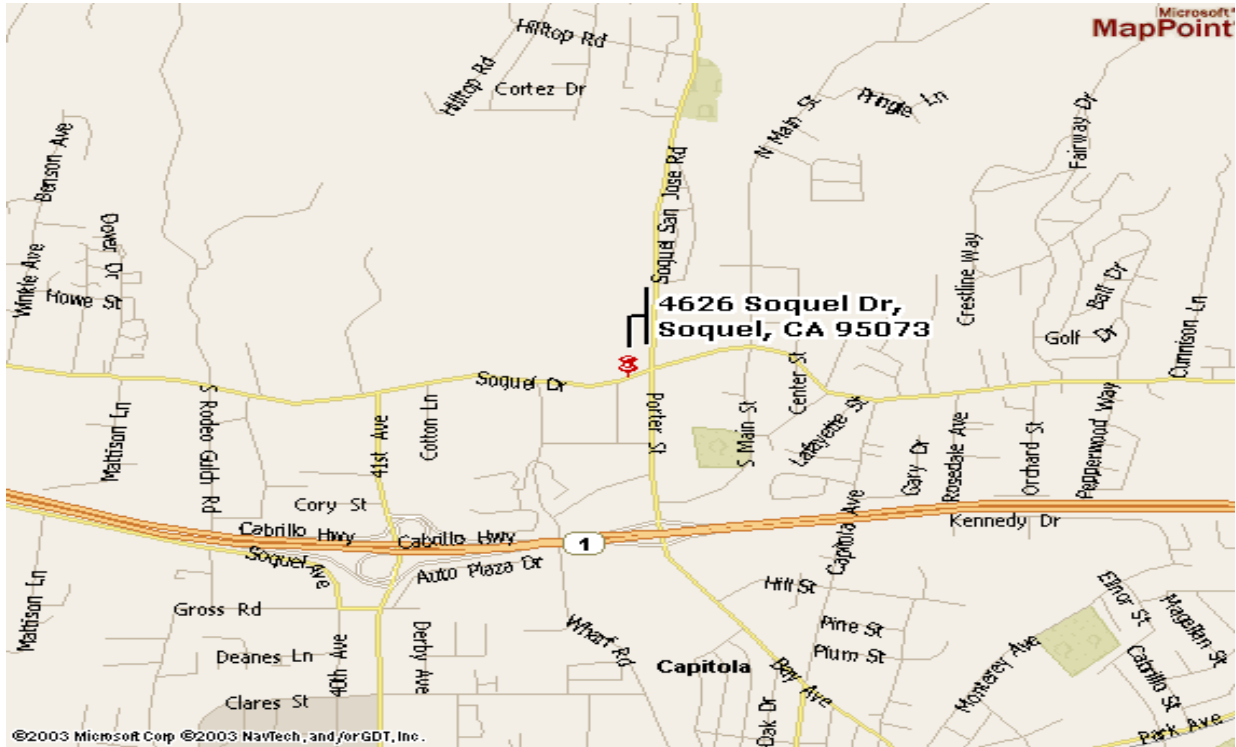
BATON INSTRUCTOR

Purpose: To provide defensive tactics and arrest and control instructors with the knowledge and technical skills to teach straight, side-handle, expandable straight and riot baton tactics, to include the Perishable Skills of Arrest and Control, Optional Topic Impact Weapons within the law enforcement agency and police academy.

Performance Objectives: By the close of the session and under the supervision of an instructor the participants will

1. Demonstrate an understanding of the legal issues, liabilities, practices and philosophy of use of force as outlined in Learning Domain 20 of the POST Basic Course.
2. Demonstrate an understanding of the principles and concepts of Arrest and Control and Baton Tactics as outlined in Learning Domain 33 of the POST Basic Course. This is to include: hazards in approaching suspects, positioning, contact and cover, tactical decision making, tactical communications, basic principles of person searches and restraint devices, prisoner transportation, baton tactics, vulnerable areas of the body, officer performance in close combat situations and integration of force options.
3. Demonstrate an understanding of course development, class planning, instructional techniques and methodology, instructor liability and record keeping for the baton tactics program.
4. Demonstrate proficiency in the physical techniques of baton tactics with the straight baton, side-handle baton, expandable straight baton and riot baton to include: Stance, positioning, footwork and movement, use of the straight baton, side-handle baton, expandable straight baton and riot baton to defend against common attacks such as punches, kicks, overhead attacks, swinging attacks, and baton retention techniques.
5. Demonstrate proficiency in the use of special training methods and equipment including the use of air shields, heavy bags and protective suits.
6. Demonstrate an understanding of basic baton coaching techniques.

Pacific Institute of Defensive Tactics
4626 Soquel Drive, Soquel, California - 831-475-9676



Best Western Seacliff Inn
7500 Old Dominion Court - Aptos, California - 831-688-7300

