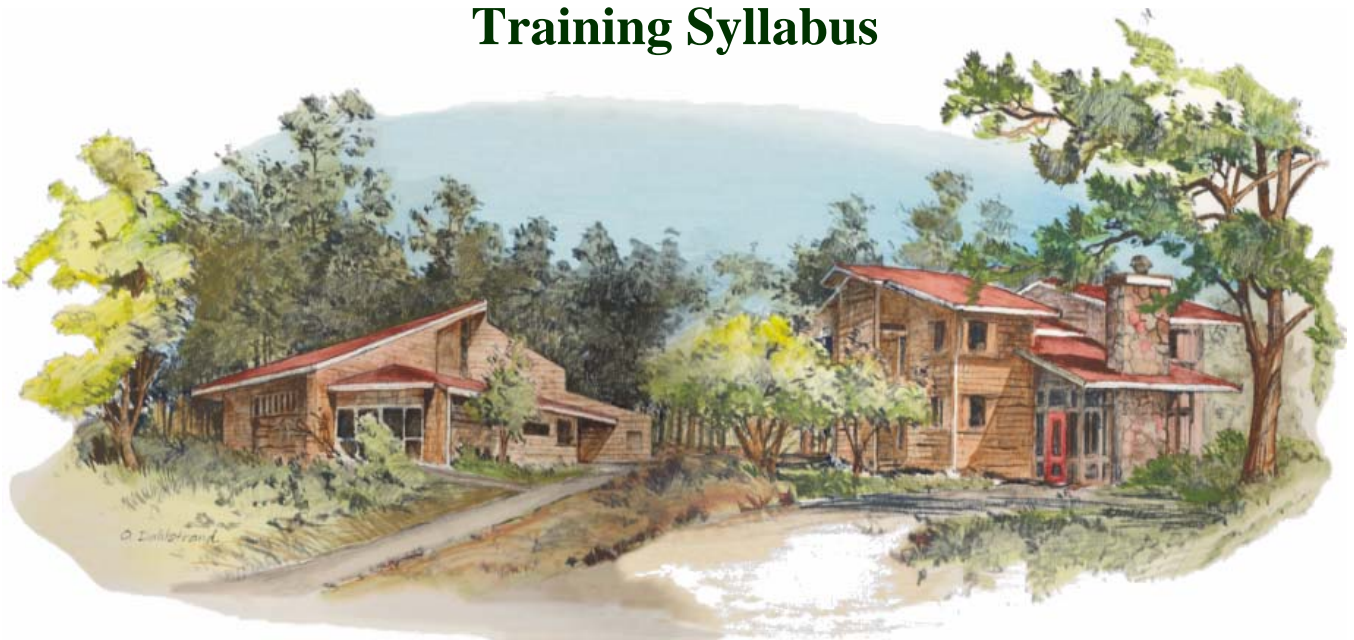


State of California . The Resources Agency . Department of Parks and Recreation

Defensive Tactics Instructor Refresher

November 2-7, 2008

Training Syllabus



William Penn Mott Jr. Training Center



Memorandum

Date: October 14, 2008

To: Supervisor

From: Department of Parks and Recreation
William Penn Mott Jr. Training Center

Subject: Employee Attendance at Formal Training

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 the supervisor 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 login 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.



Tina Williams
Department Training Officer

Attachment

cc: Participant

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***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

Tina Williams	Department Training Officer
Pat Bost	Office Manager
Joanne Danielson.....	Academy Coordinator
Chuck Combs	Training Specialist
Sara M. Skinner.....	Training Specialist
Dave Galanti.....	Training Specialist
Summer Kincaid	Training Specialist
Connie Breakfield	Cadet Training Officer
Matt Cardinet.....	Cadet Training Officer
Pamela Yaeger.....	Assistant Program Coordinator
Edith Alhambra	Assistant Program Coordinator
Bill Spencer	Assistant Program Coordinator
Eric Marks.....	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 main training facility, the William Penn Mott Jr. Training Center, and other locations including Marconi Conference Center and, most recently, the Two Rivers Training Facility in Sacramento. 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:** 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.

Please Note: You are being assigned a room at a motel while attending this training and 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. Please be prepared to handle this appropriately.

5. **HOUSING CANCELLATION POLICY: If you do not need lodging or must change or cancel your reservation, you must contact the Training Center at least 72 hours prior to your date of arrival. Lodging, registration and associated fees will be charged to the employee's District or Office if a training cancellation is received with less than 72 hours notice.**
6. The Training Center is committed to ensuring that the reservation that has been made for you is accurate and needed.
7. 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, November 25 and ending with lunch on Friday, November 30. 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.
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 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.
10. **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.
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.**
12. **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.
13. **MPC STUDENT ID:** If you have filled out an MPC application before, you have already been issued a student ID number to use in lieu of your SSN on future applications. You can obtain your MPC ID number by going to their secure website and providing your SSN number (no name required) and birthdate.

<https://autobahn.mpc.edu/scripts/autobahn.exe/Execute?Application=WebReq&Program=REPORT-SR-FIND-SSN>

Newcomers to training will still need to provide their SSN on the first MPC application only, after which a student ID number will be assigned and available at the web address above within a few weeks of the program's conclusion. You can store your MPC ID numbers in your ETMS Profile for future reference.

14. **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.
15. **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

Please Note: Defensive Tactics Instructor Refresher Training Group 41 will be held at the Pacific Institute of Defensive Tactics' Dojo, 4626 Soquel Drive, Soquel, California 95073 (see map on the last page of this syllabus).

Housing accommodations will be available November 2-7, 2008 at:

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

A block of rooms have already 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 on Sunday, November 2-7, 2008.

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

Please have your District send your Travel Expense Claim (TEC) to the Training Center for approval and coding. Accounting will not approve your TEC without signed authorization from the Training Center Manager.

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 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 soled 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 seminar will emphasize participant involvement and practice throughout the process.

Participants will be evaluated on a pass/fail basis.

6. **TRAVEL:** Arrange your travel through your District office.
7. **MISCELLANEOUS:**
 - A. Be sure you have read and understand the Defensive Tactics 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. Remember to bring the following with you to training:

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

PRE-TRAINING ASSIGNMENTS

The following pre-training assignment is required in preparation for the Defensive Tactics Instructor Refresher Group 41 Program and specifically for the test:

Reading Assignment:

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 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). Once you login to the ETMS, you will need to fill out the evaluation form before you will be able to do anything else.

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.

DEFENSIVE TACTICS INSTRUCTOR REFRESHER GROUP 42 – AGENDA
November 2-7, 2008

Sunday
November 2

1500- Check-in at the Best Western Seacliff Inn in Aptos

Monday
November 3

Methodology: Lecture

0800-0830 Course Registration, Introduction, Orientation Staff

0830-0900 Course Objectives, Safety Guidelines Staff

0900-1030 Written Test All

Methodology: Practical and Problem Solving Exercises

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

1200-1300 *Lunch*

1300-1500 Dealing with Resistance from Position of Advantage Staff

Methodology: Lecture/Discussion/Practical/Role Playing

1500-1700 Tactical Communications Review Staff

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

Tuesday
November 4

Methodology: Discussion

0800-0900 Correct and Review Written Test All

Methodology: Practical and Problem Solving

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

DEFENSIVE TACTICS INSTRUCTOR REFRESHER GROUP 42 – AGENDA
November 2-7, 2008

1000-1100	Standing Search and Rear Wrist Lock Handcuffing Loading and Unloading Handcuffed Prisoner	Staff
1100-1130	Kneeling Search and Handcuffing	Staff
1130-1200	Prone Handcuffing and Search	Staff
1200-1300	<i>Lunch</i>	
1300-1400	Prone Handcuffing and Search Options for Prone Handcuffing	Staff
	Methodology: Practical and Problem Solving Exercises	
1400-1500	Carotid Control Hold with Take Downs and Handcuffing	Staff
1500-1530	Escape from the Carotid Control Hold	Staff
	Methodology: Lecture and Discussion	
1530-1700	Instructional Techniques and Methods Coaching Techniques	Staff
<u>Wednesday</u> <u>November 5</u>	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	Staff
1000-1200	Gun Take Away Handgun and Long Gun	Staff
1200-1300	<i>Lunch</i>	
1300-1500	Dealing with Resistance During the Search Finding Weapons During the Search Dealing with Resistance During Handcuffing	Staff

DEFENSIVE TACTICS INSTRUCTOR REFRESHER GROUP 42 – AGENDA
November 2-7, 2008

1500-1600 Defense Against Frontal Attacks Staff
 Round-House Punch, Straight Punch, Kick

1600-1700 Defense Against Frontal Attacks Staff
 Reversing Techniques

Thursday
November 6

Methodology: Practical and Problem Solving Exercises

0800-0930 Baton Tactics Review Staff
 Side-Handle Baton

Methodology: Lecture/Discussion

0930-1030 Problem Solving/Corrections Staff
 Team Teachings

Methodology: Practical and Problem Solving Exercises

1030-1100 Baton Tactics Review Staff
 Side-Handle Baton

1100-1200 Baton Tactics Review Staff
 Expandable Straight Baton

1200-1300 *Lunch*

1300-1400 Continue with Baton Tactics Review Staff
 Expandable Straight Baton

1400-1430 Baton Tactics Review Staff
 Riot Baton

1430-1530 Baton Tactics Review Staff
 Baton Retention: Release and Control

DEFENSIVE TACTICS INSTRUCTOR REFRESHER GROUP 42 – AGENDA
November 2-7, 2008

Methodology: Discussion

1530-1700	Questions and Answers Defensive Tactics Training in the Field Scenario and Realistic Training	Staff
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Friday
November 7

Methodology: Practical

0800-0930	Use of Protective Suits	Staff
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Methodology: Practical Testing

0930-1130	Physical Performance Testing	Staff
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Methodology: Discussion

1130-1200	Course Evaluation by Students Course Summary and Closing	All Sanford/ Danielson
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DEFENSIVE TACTICS INSTRUCTOR REFRESHER

36 HOURS

Program Outline

Program Administration and Registration..... 1

Programmed Learning System for Defensive Tactics 3

Introduction and Principles, Instructor Responsibilities, and
Record Keeping
POST Perishable Skills Program

Arrest Control Techniques..... 26

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)

Side-Handle Baton and Collapsible Baton 2

(Grips, stance, position, draw, movements, strikes,
blocks, thrusts, fall and recovery, retention of
side-handle baton, tactics for multiple suspects)

Instructor Diagnostic Skills 4

Problem Correction Exercises-Arrest Control.....
Problem Correction Exercises-Side Handle Baton

Total Hours..... 36

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: _____
Printed Name and Signature

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

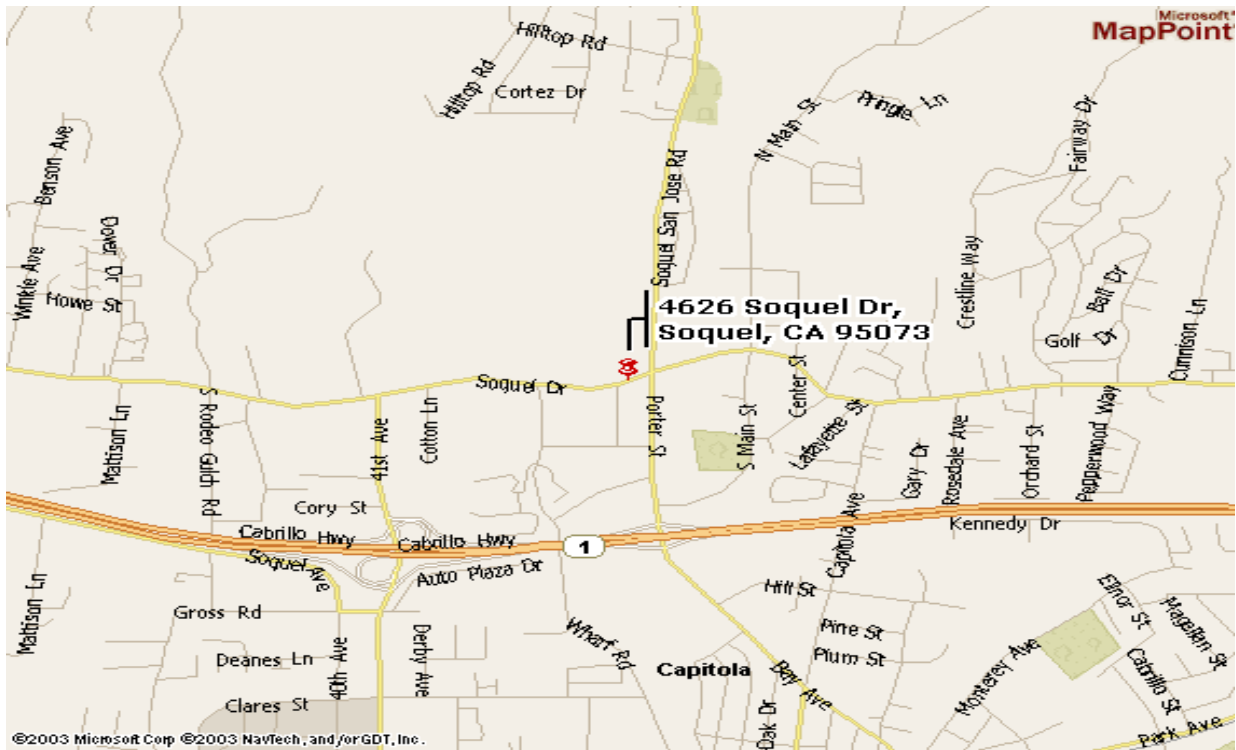
	Below Standard	Meets or Exceeds Standard
1. Achieving a minimum score of 80% on the Arrest Control Techniques written exam. Score ____	_____	_____
2. Successful completion of the arrest control technique practical exam. Participant must successfully pass or remediate all technique blocks to be successful in this course. Initial Score _____ Remediation <u>Yes/No</u> (Pass/Not Pass) Completed	_____	_____
3. Achieving a minimum score of 80% on the side-handle baton written exam. Score ____	_____	_____
4. Successful completion of the side-handle 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/Not Pass) 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 this course.

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

