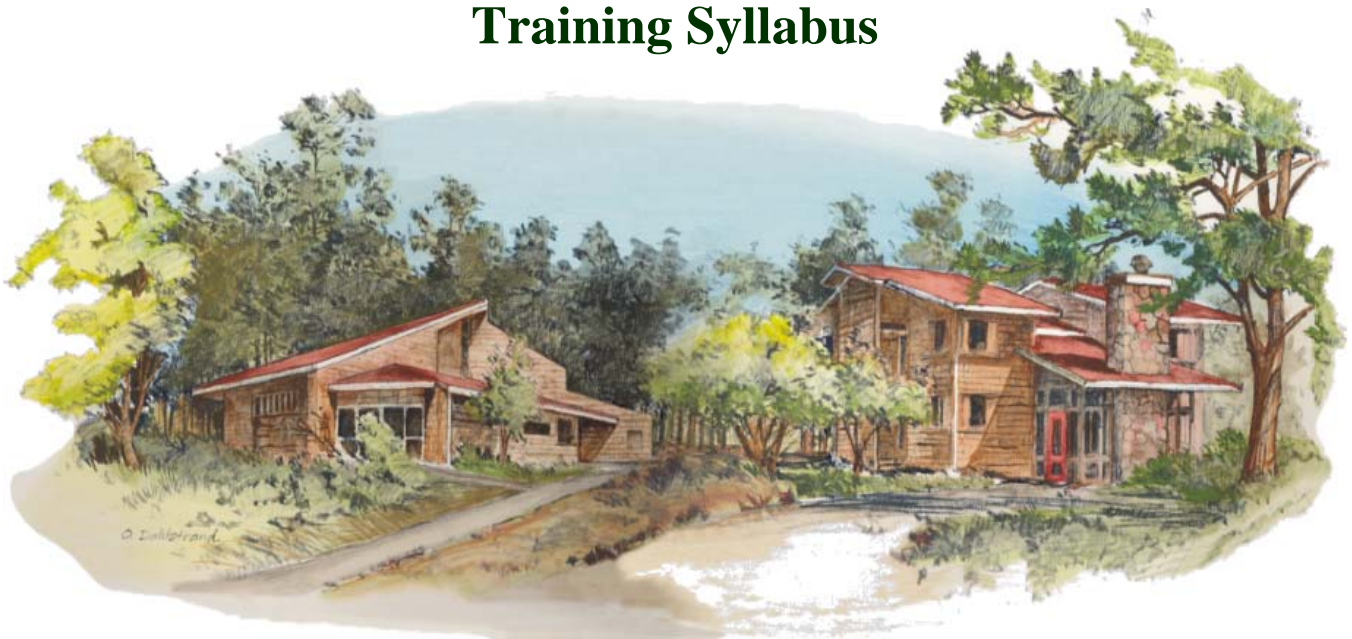


State of California . The Natural Resources Agency . Department of Parks and Recreation

# Defensive Tactics Instructor Refresher

December 6-11, 2009

Training Syllabus



William Penn Mott Jr. Training Center



# Memorandum

**Date:** November 24, 2009  
**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 Section***

***The mission of the Training Section 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
Karyn Lombard .....	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

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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 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:** Housing will be assigned to you on a shared-room basis and will be available from 3:00 p.m. on December 6, 2009 to 12:00 noon on the date of departure. The Department provides your room and board expenses at the Training Center only. No per diem allowance will be authorized for living off-grounds. This does not preclude living off-grounds at your own expense. Please advise the Department Training Officer no later than one week before your scheduled arrival if you plan to live off-grounds. No animals are permitted in Asilomar housing. In the event of an emergency, staff must know your room assignment, therefore, you may not switch rooms without staff approval. Overnight guests are not allowed in the buildings unless registered beforehand at the front desk in Asilomar's Administration Building. Quiet hour for lodge living areas is 10:00 p.m.

**Please Note:** You may be assigned a room at a motel while attending training. If so 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. 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:** Meals are provided by Asilomar Conference Grounds for participants. On Tuesday, Wednesday and Thursday your training will be held in Soquel, California; on those days box lunches will be provided. Pick up your box lunch at the Training Center before you travel to the training site those days. 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 43 will be held at two different locations. On Monday, December 7, 2009 training will be held at the Mott Training Center Annex, 2211 Garden Road, Monterey, California. Tuesday through Thursday, December 8 through 10, the training 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). There will be vans available at Mott Training Center for participants to use to van pool to the Annex and the dojo. On Friday, December 11, training will be held at the Mott Training Center Annex.

**If you must fill out a Travel Expense Claim, please have your District send your Travel Expense Claim 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 Annex or 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 43 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 43 – AGENDA**  
**December 6-11, 2009**

**Sunday**  
**December 6**

1500- Check-in at the Asilomar Conference Grounds Registration desk.

**Monday**  
**December 7**     **Mott Training Center Annex, 2211 Garden Road, Monterey, CA**

**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**  
**December 8**     **Pacific Institute of Defensive Tactics' Dojo, Soquel, CA**

**Methodology: Discussion**

0800-0900     Correct and Review Written Test     All

**DEFENSIVE TACTICS INSTRUCTOR REFRESHER GROUP 43 – AGENDA**  
**December 6-11, 2009**

**Methodology: Practical and Problem Solving**

0900-1000	Cursory Search Low Profile Handcuffing, Standing Lower Body Search Controlling Handcuffed Prisoners, Removing Handcuffs	Staff
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
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**Wednesday**  
**December 9**

**Pacific Institute of Defensive Tactics' Dojo, Soquel, CA**

**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

11/24/2009

**DEFENSIVE TACTICS INSTRUCTOR REFRESHER GROUP 43 – AGENDA**  
**December 6-11, 2009**

1200-1300	<i>Lunch</i>	
1300-1500	Dealing with Resistance During the Search Finding Weapons During the Search Dealing with Resistance During Handcuffing	Staff
1500-1600	Defense Against Frontal Attacks Round-House Punch, Straight Punch, Kick	Staff
1600-1700	Defense Against Frontal Attacks Reversing Techniques	Staff

**Thursday**  
**December 10**

**Pacific Institute of Defensive Tactics' Dojo, Soquel, CA**

**Methodology: Practical and Problem Solving Exercises**

0800-0930	Baton Tactics Review Side-Handle Baton	Staff
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**Methodology: Lecture/Discussion**

0930-1030	Problem Solving/Corrections Team Teachings	Staff
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**Methodology: Practical and Problem Solving Exercises**

1030-1100	Baton Tactics Review Side-Handle Baton	Staff
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1100-1200	Baton Tactics Review Expandable Straight Baton	Staff
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1200-1300 *Lunch*

1300-1400	Continue with Baton Tactics Review Expandable Straight Baton	Staff
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1400-1430	Baton Tactics Review Riot Baton	Staff
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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:

	<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/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**

