

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

# Defensive Tactics Instructor Refresher

November 28 to December 3, 2010

Training Syllabus



William Penn Mott Jr. Training Center



# Memorandum

**Date:** November 22, 2010

**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

**TABLE OF CONTENTS**

Formal Training Guidelines ..... 1

Special Attendance Requirements ..... 4

Program Attendance Requirements and Checklist..... 5

Pre-Training Assignments ..... 6

Post-Training Assignment ..... 7

Agenda..... 8

Program Outline ..... 13

Performance Standards ..... 14

Location Map..... 15

***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

Alex Peabody ..... Acting Academy Coordinator

Chuck Combs ..... Training Specialist

Sara M. Skinner..... Training Specialist

Dave Galanti..... Training Specialist

Karyn Lombard ..... Training Specialist

Dan Kraft ..... Cadet Training Officer

Matt Cardinet..... Cadet Training Officer

Pamela Yaeger..... Assistant Program Coordinator

Edith Alhambra ..... Assistant Program Coordinator

Bill Spencer ..... Assistant Program Coordinator

Rogers Williams..... Program Assistant

## 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. 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. 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 the Best Western Seacliff Inn, 7500 Old Dominion Court, Aptos, California 95003-3807, 831-688-7300** (see map on last page). Please see the Special Attendance Requirements on page 4 of this syllabus for information regarding the training location. Housing will be assigned to you on a shared-room basis. Check-in is after 3:00 p.m. on Sunday, November 28, 2010 and check-out is 12:00 noon on Friday, December 3.
5. **MEALS:** Breakfast is provided by the hotel. You may submit a reimbursement request via CalATERS for all other meals from dinner on November 28 through lunch on the last day of training. These expenses will be paid by the training center. 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. **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 Student ID number by going to their secure website and providing your SSN number (no name required) and birthdate.

- To obtain the number, logon at: <http://www.mpc.edu>
- In the column on the left side of the screen, click on Registration (WebReg)
- In the form that comes up and is titled: Have you applied for a BOG Fee Waiver, enter your Social Security Number in the box that is titled MPC/ID, and enter your birthdate in the second box.
- Click on Login
- The system will then come back with your MPC Student Identifier (SID)

You can store your MPC ID number in your ETMS Profile for future reference.

**Newcomers to training will need to provide their SSN on the first MPC application only, after which a student ID number will be assigned and available by following the instructions above within a few weeks of the program's conclusion.**

12. 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.
13. 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 45 will be held at the Pacific Institute of Defensive Tactics' Dojo, 4626 Soquel Drive, Soquel, California 95073 (see map on the second-to-last page of this syllabus).

Housing accommodations will be available November 28 – December 3, 2010 at:

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

A block of rooms has 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 no later than 9:00 p.m. on Sunday, November 28.** Parking is limited to one parking space per room at this property. Carpooling to and from the hotel is strongly encouraged.

## **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:

- 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 45 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 45 – AGENDA**  
**November 28 to December 3, 2010**

**Sunday**  
**November 28**

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

**Monday**  
**November 29**

**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 – Option – class may vote to take a 30 minute lunch  
and end class 30 minutes earlier

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

1400-1600 Dealing with Resistance from Position of Advantage Staff

**Methodology: Lecture/Discussion/Practical/Role Playing**

1600-1700 Tactical Communications Review Staff

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

**DEFENSIVE TACTICS INSTRUCTOR REFRESHER GROUP 45 – AGENDA**  
**November 28 to December 3, 2010**

**Tuesday**  
**November 30**

**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

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

1100-1130      Kneeling Search and Handcuffing      Staff

1130-1200      Prone Handcuffing and Search      Staff

1200-1300      Lunch – Option – class may vote to take a 30 minute lunch  
and end class 30 minutes earlier

1300-1400      Prone Handcuffing and Search      Staff  
Options for Prone Handcuffing

**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      Staff  
Coaching Techniques

**DEFENSIVE TACTICS INSTRUCTOR REFRESHER GROUP 45 – AGENDA**  
**November 28 to December 3, 2010**

**Wednesday**  
**December 1**

**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
1000-1100	Gun Take Away Handgun and Long Gun	Staff
1100-1200	Gun Take Away Handgun and Long Gun	Staff
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	Staff
1500-1600	Defense Against Frontal Attacks Round-House Punch, Straight Punch, Kick	Staff
1600-1700	Defense Against Frontal Attacks Reversing Techniques	Staff

**DEFENSIVE TACTICS INSTRUCTOR REFRESHER GROUP 45 – AGENDA**  
**November 28 to December 3, 2010**

**Thursday**  
**December 2**

**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 – Option – class may vote to take a 30 minute lunch  
                         and end class 30 minutes earlier

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

**Methodology: Discussion**

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

**DEFENSIVE TACTICS INSTRUCTOR REFRESHER GROUP 45 – AGENDA**  
**November 28 to December 3, 2010**

**Friday**  
**December 3**

**Methodology: Practical**

0800-0930      Use of Protective Suits      Staff

**Methodology: Practical Testing**

0930-1130      Physical Performance Testing      Staff

**Methodology: Discussion**

1130-1200      Course Evaluation by Students      All  
Course Summary and Closing      Sanford

**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:

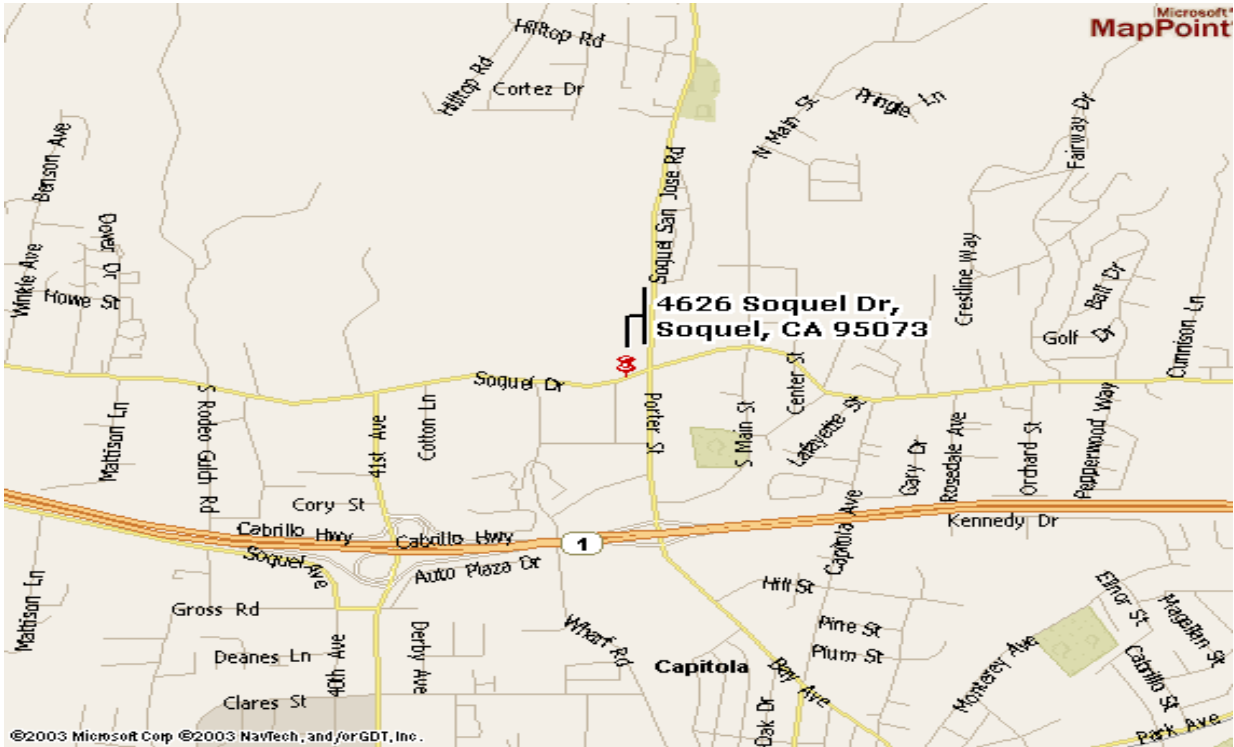
	<u>Below Standard</u>	<u>Meets or Exceeds Standard</u>
1. Achieving a minimum score of 80% on the Arrest Control Techniques written exam. Score ____	_____	_____
2. Successful completion of the arrest control technique practical exam. Participant must successfully pass or remediate all technique blocks 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 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/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**

