

# Defensive Tactics Instructor Update

December 4 to 6, 2012

Training Syllabus



William Penn Mott Jr. Training Center



# Memorandum

**Date:** November 29, 2012

**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.



Joanne Danielson  
Department Training Officer

Attachment

cc: Participant

## TABLE OF CONTENTS

Formal Training Guidelines .....	1
Special Attendance Requirements .....	3
Program Attendance Requirements and Checklist.....	4
Pre-Training Assignments .....	6
Post-Training Assignment .....	7
Agenda.....	8
Program Outline .....	12
Performance Standards .....	13
Location Map.....	14

### ***Mission Statement Training Section***

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

### TRAINING SECTION STAFF

Joanne Danielson.....	Department Training Officer
Pat Bost.....	Office Manager
Juventino Ortiz.....	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
Nicole Shannon .....	Cadet Training Officer
Dan Raducanu.....	Cadet Training Officer
Pamela Yaeger.....	Assistant Program Coordinator
Edith Alhambra .....	Assistant Program Coordinator
Ginger Henry .....	Program Assistant
Socorro Wallace .....	Program Assistant
Joanne Ciccone.....	Program Assistant
Rogers Williams.....	Program Assistant

## THE MISSION

*of 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. 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 arranged on a shared-room basis for all students whose reporting locations are more than 50 miles from the training site. Check-in is after 3:00 p.m. on Tuesday, December 4, 2012 and check-out is 12:00 noon on Thursday, November 6.

Please Note: Unless you supply, in advance, verification attesting to a medical need for single housing or special accessibility we will not be able to guarantee anyone a single room.

5. **MEALS:** Breakfast is provided by the hotel. You may submit a reimbursement request via CalATERS for all other meals from dinner on December 4 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.). Training 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. **POST-TRAINING ASSIGNMENTS:** Assignments may be issued in connection with formal training and are to be completed under the direction of your supervisor. See "Program Attendance Requirements" in this syllabus.
11. **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 Update 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).

Accommodations will be available December 4 to 6, 2012 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 Tuesday, December 4.** 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.) Clothing items with visible areas of disrepair including snags, holes, and tears and noticeable wear such as fraying, stains, and fading shall not be worn. All clothing should be neat and clean. Shorts or tank tops are not permitted.
4. **SAFETY GEAR:** Bring your Peace Officer Protective Equipment (POPE) including baton. Weapons or ammunition of any kind are prohibited in 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 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 Update 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 Protective Equipment.
- Suitable gym clothes and appropriate shoes
- Pens, pencils
- DTI Instructor Manual
- Law EnFORCEment Reasonable Force Options, Sanford
- Coffee Cup



## **PRE-TRAINING ASSIGNMENTS**

There are no pre-training assignments for this course.

## **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 UPDATE – AGENDA**  
**December 4 to 6, 2012**

**Tuesday**  
**December 4**

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

**Wednesday**  
**December 5**

0800 – 0900 Course check in, course safety and logistics.  
Discussion: Status of the Department's Defensive Tactics Program  
Q and A: Participants share any field challenges.

0900 – 1100 Practical Exercises

Twist Lock applications including: Suspect standing, seated and prone.

Search suspect, move suspect, twist lock with support.

Twist Lock to Rear Wrist Lock. Twist Lock Take Downs.  
Dealing with resistance during Twist Lock applications.

Position of Advantage

Includes: Suspect locks arm straight, suspect locks arm to the side, pulls arm away to the rear, pulls arm away to the front, turns to punch the officer.

1100 – 1200 Review Cursory Search and Low Profile Handcuffing  
Includes, Lower Body Search; Walk Handcuffed Prisoner with Bent Wrist Lock and Rear Wrist Lock; Remove Handcuffs.

Review Standing Search and Rear Wrist Lock Handcuffing.

1200 – 1300 Lunch

**DEFENSIVE TACTICS INSTRUCTOR UPDATE – AGENDA**  
**December 4 to 6, 2012**

**Wednesday**  
**December 5 continued**

- 1300 – 1615      Review Kneeling Search and Handcuffing.
- Review Prone Handcuffing and Search  
                         Includes: Step Over; Step Around; Quick Pick-up and Approach  
                         From The Rear.
- Review Carotid Control Hold  
                         Includes: Application of the Carotid Control Hold and Chancery;  
                         Handcuffing when the suspect surrenders and when the suspect  
                         is unconscious; Leg Sweep Take Down and Hair Pull Take Down.
- Also a discussion of Safety, First Aid and the 8 Steps following  
                         application of the Carotid Control Hold.
- \*\* Reviews include common mistakes and problem solving.
- 1615 – 1700      Lecture and Discussion: Teaching Techniques and Methodology.

**Thursday**  
**December 6**

- 0800 – 1200      Practical Exercises
- Review: Dealing with resistance and finding weapons during the  
                         Cursory Search and Low Profile Handcuffing.
- Review: Dealing with Resistance and finding weapons during the  
                         Kneeling Search and Dealing with Resistance during Handcuffing in  
                         the Kneeling Position.
- Review: Dealing with Resistance and finding weapons during the  
                         Standing Search.
- Review Handgun Retention, Gun Holstered:  
                         Includes front and rear; left, right and two-hand grasps.
- 1200 – 1300      Lunch

**DEFENSIVE TACTICS INSTRUCTOR UPDATE – AGENDA**  
**December 4 to 6, 2012**

**Thursday**  
**December 6 continued**

- 1300 – 1500      Continue Review of Handgun Retention.
- Review Handgun Retention, Gun in Hand  
                            Includes left, right and two-hand grasps.
- Review Long Retention.
- Review Handgun Take Away.  
                            Includes front and rear; gun held in left and right hand.
- Review Long Gun Take Away.  
                            Includes front and rear; left and right handed suspect.
- 1500 – 1630      Review Straight Baton Tactics. Includes:
- Low Defense: Against a Punch, Kick, Overhead and Swinging  
                                    Attacks.
- Upper Cradle: Against a Punch, Kick, Overhead and Swinging  
                                    Attacks.
- Lower Cradle: Against a Punch, Kick and Overhead Attack.
- Baton Retention: One and Two-Hand Grasp to the Tip, Two Hand  
                                    Grasp to the Shaft.
- Review Straight Expandable Baton Tactics. Includes:
- Mid-Striking Position: Defense Against a Punch, Kick, Overhead  
                                    Attack and Swinging Attacks.
- Low Striking Position: Distract and Strike (Two-Count Modified).
- Low Defense: Against a Punch, Kick, Overhead Attack and  
                                    Swinging Attacks.
- Upper Cradle: Against a Punch, Kick, Overhead Attack and  
                                    Swinging Attacks.
- Lower Cradle: Against a Punch, Kick and Overhead Attack.
- Baton Retention: One and Two-Hand Grasp to the Tip, Two Hand  
                                    Grasp to the Shaft.

**DEFENSIVE TACTICS INSTRUCTOR UPDATE – AGENDA**  
**December 4 to 6, 2012**

**Thursday**  
**December 6 continued**

1630 – 1700      Final Q and A regarding the Defensive Tactics Program.  
Course evaluation.  
Course closing.

**DEFENSIVE TACTICS INSTRUCTOR UPDATE**

**16 HOURS**

Program Outline

Program Administration and Registration..... 1

Programmed Learning System for Defensive Tactics ..... .5  
Introduction and Principles, Instructor Responsibilities, and Record Keeping

Arrest Control Techniques..... 13  
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)

Baton Techniques ..... 1.5  
(Grips, stance, position, draw, movements, strikes, blocks, thrusts,  
fall and recovery, retention of side-handle baton, tactics for  
multiple suspects)

Total Hours..... 16

## 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.	_____	_____

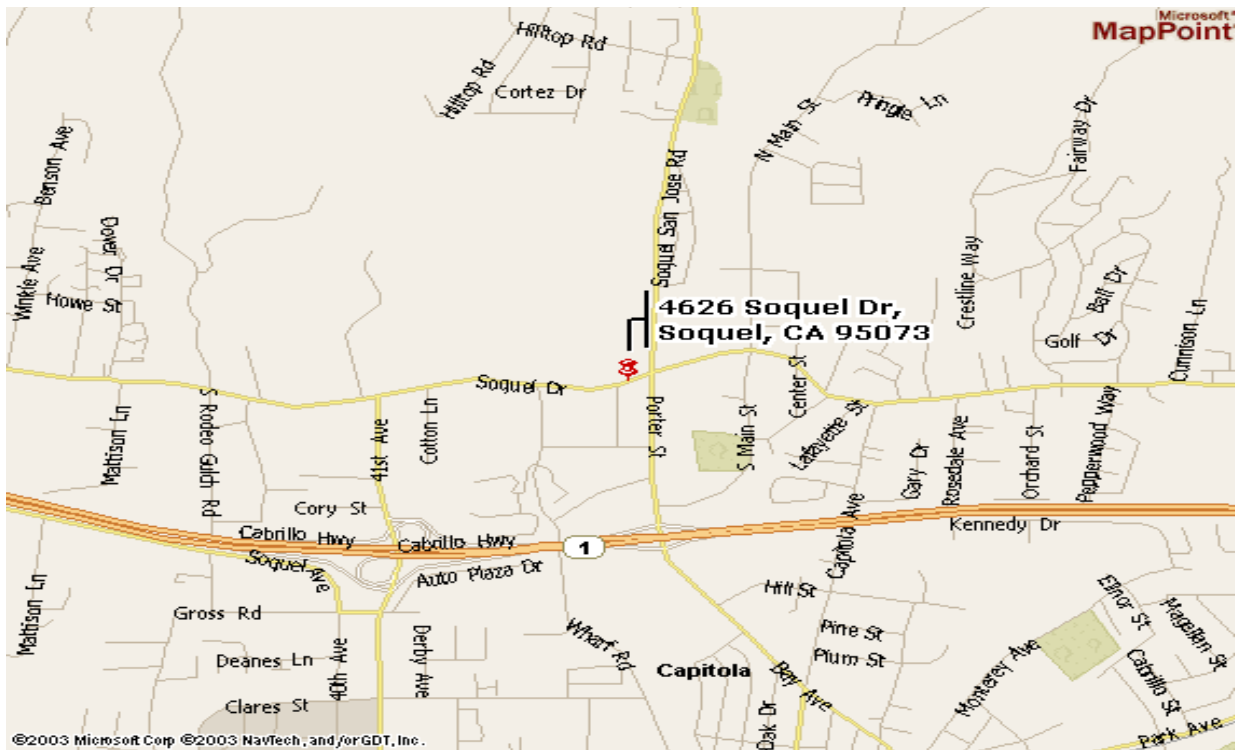
\_\_\_\_\_  
*Program Instructor Signature for Employee Certification*

\_\_\_\_\_  
*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

