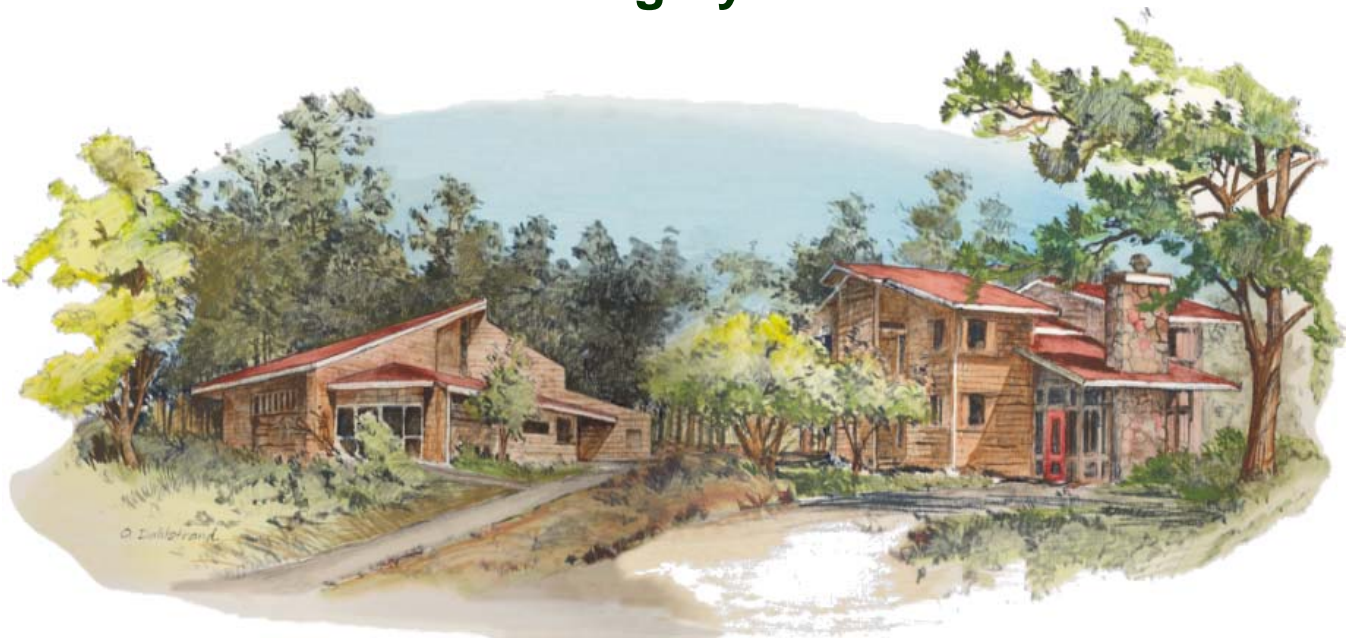


# Tactics Instructor Refresher

November 11-16, 2012

Training Syllabus



William Penn Mott Jr. Training Center



# Memorandum

**Date:** November 2, 2012

**To:** Supervisor

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

**Subject:** Employee Attendance at Formal Training  
Tactics Instructor Group 1

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  
Acting Academy Director

Attachment

cc: Participant

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***Mission Statement  
Training Section***

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

## TRAINING SECTION STAFF

Joanne Danielson ..... Acting Department Training Officer  
Juventino Ortiz..... Acting Academy Coordinator  
Pat Bost ..... Office Manager  
Chuck Combs ..... Training Specialist  
Sara M. Skinner ..... Training Specialist  
Dave Galanti ..... Training Specialist  
Karyn Lombard ..... Training Specialist  
Matt Cardinet ..... Cadet Training Officer  
Dan Kraft..... Cadet Training Officer  
Nicole Shannon ..... Cadet Training Officer  
Dan Raducanu ..... Cadet Training Officer  
Pamela Yaeger ..... Assistant Program Coordinator  
Edith Alhambra ..... Assistant Program Coordinator  
Ellen Dewsnup..... 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, and other locations including the Marconi Conference Center, Huntington State Beach, and California National Guard Camp San Luis Obispo. 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 participate 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:** The syllabus is now accessible on the Employee Training Management System (ETMS) and 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 which involve either individual or group efforts and resources. (Pre-training assignments are listed in the "Training Attendance Requirements" section.)

3. TRAVEL: Arrange your travel to and from the training through your District Office. No reimbursement for travel expense – including per diem cost – 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. The Camp San Luis Obispo Training Office does not have the capability to provide transportation to/from the local airports.
4. HOUSING: Housing will be provided on the base at Camp San Luis Obispo and will be available from 2:00 p.m. on the date of arrival to 12:00 noon on the date of departure. Check-in is at the Billeting Office (Building 738, see map page 10) which is open 8:00 a.m. to 4:30 p.m. daily except for Federal Holidays. For after hour's registration at Camp San Luis Obispo, follow the directions posted on the Billeting Office door.

The Department provides your room and board expenses at Camp San Luis Obispo only. No per diem allowance will be authorized for living off-grounds. This does not preclude living off-grounds at your own expense. No animals are permitted in Camp San Luis Obispo housing, except those on official business for which prior housing arrangements have been made. 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 assigned rooms. Quiet hour for living areas is 10:00 p.m.

5. **ENROLLMENT OR 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 Office if a training cancellation is received with less than 72 hours notice. The Training Section is committed to ensuring that the reservation that has been made for you is accurate and needed.
6. OFF-GROUNDS ACCOMMODATIONS: When authorized to stay off-grounds by the Department Training Officer, the Training Section will pick up the cost of your room and meals at the current DPR Camp San Luis Obispo rate. If you stay off grounds and have meals on grounds, the Training Center will authorize only what the Department pays Camp San Luis Obispo for lodging.
7. MEALS: Meals will be provided, semi-cafeteria style at the Camp San Luis Obispo Dining Facility (DFAC – Building 854), from dinner on the date of arrival through lunch on the date of departure. Camp San Luis Obispo meals will be served from 6:00 a.m. to 7:30 a.m. for breakfast, 11:30 a.m. to 1:00 p.m. for lunch, and 5:00 p.m. to 6:30 p.m. for dinner. You will sign in as you enter the DFAC. No cards are issued. Hot or box lunches may be provided on some days. If you require a special diet, notify the assigned Training Specialist or Training Section staff no later than one week before your scheduled arrival.

Appropriate professional attire is expected while dining at the DFAC and clean shoes are required to minimize the tracking of dirt, mud or other material into the facility. California National Guard and other agency training staff and participants will also be utilizing this facility.

8. HOUSEKEEPING: Housekeeping time is 8:15 a.m. daily.
9. CLOTHING: The dress for this course will be uniform pants (BDU style or the type authorized for wear in your District), polo shirts and boots or athletic shoes. If you choose to wear a non-uniform polo shirt, the style and any decorations must be professional in appearance. As required by the uniform handbook, all items shall be in good condition without visible wear or damage.

Because we are sharing California National Guard Camp San Luis Obispo with many other groups, and the image we project as State Park employees is important not only during working hours but off duty hours, your dress when shall be professional at all times. Tank tops, shorts, sandals and similar casual attire are not permitted in the training environment or at the dining facility.

10. ROOM SAFES: Room safes are available only in Buildings 618 and 619 where rank-and-file officers will be housed during this course. These safes are a type that allows the user to input their own combination of numbers to facilitate opening and closing. The Camp San Luis Obispo staff has a master key for emergency entry. Safes are to be left in the open position when checking out of your room.
11. WEAPONS: Weapons are **not permitted** in the training environment during this course. If you bring firearms with you to training they may be stored in a safe condition in one of the following locations: 1) your room only when you are present, 2) your vehicle. If necessary, the training staff can provide storage for firearms (including long guns) during the class.
12. ALCOHOLIC BEVERAGES: Instructors and State Park staff may possess and consume alcoholic beverages in assigned housing while at Camp SLO.
13. SMOKING: Smoking is not permitted in any facility or housing at Camp San Luis Obispo.
14. TRAINING LOCATION: California National Guard Camp San Luis Obispo is located at 10 Sonoma Avenue in San Luis Obispo. To reach the base, take Hwy 101 to San Luis Obispo and take the CA-1 North exit toward Morro Bay. Follow Hwy 1 five miles north to the entrance to California National Guard Camp San Luis Obispo on the left.

All training facilities are administered by California National Guard personnel or authorized contractors. Constant efforts are made to maintain a sound, harmonious working relationship between the Department and the National Guard, its employees and contractors. None of us can expect preferential treatment for

any reason and, as a Department employee, you will be expected to join in our continuing effort toward an effective relationship with all California National Guard personnel, training participants and contractors. It is imperative that you represent the Department well on- and off-duty.

15. **ENTRY TO THE BASE:** When you arrive at Camp San Luis Obispo, you will enter the main gate from Highway One. Upon your initial entry (and each time you re-enter the base), all passengers in your vehicle must present a valid form of identification (preferably a California Driver License). If you are not driving a state vehicle, you will also need to present registration and proof of insurance for your personal vehicle. Tell the front gate staff how long you will be on the base and you will be issued a vehicle permit to display while on base.

If you are driving a personal vehicle, it is recommended that you complete the camp's vehicle registration application prior to arrival. It will speed your entry to Camp San Luis Obispo. You can access an electronic copy of the application at [http://www.calguard.ca.gov/cslo/Documents/web\\_Veh%20Registration.htm](http://www.calguard.ca.gov/cslo/Documents/web_Veh%20Registration.htm).

Once inside the base, take the first left turn onto San Joaquin Avenue. You will check-in at the second building on the right. This is the Billeting Building. If the office is closed, follow the directions on the Billeting Office door to obtain your room key.

DPR personnel will usually be housed in the 600 buildings of the East Camp located on each side of Kern Avenue. Once you have checked-in at Billeting, proceed straight on San Joaquin Avenue. At the end of San Joaquin (second stop sign), you will turn left onto Kern Avenue. Proceed on Kern driving under Highway One and past Story Road.

16. **COURSE LEADERS:** The formal training you will attend is developed and, for the most part, conducted by experienced DPR employees in the 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 presentation, and provide a level of expertise difficult to match.
17. **TRAINING SECTION STAFF:** Dan Kraft is your Training Specialist and has been assigned responsibility for your training group. During the program, you may be asked to assist Training Section staff in the logistics of your training program. Training Section staff will do all within their power to make your training experience pleasant and meaningful.
18. **TRAINING MATERIALS:** Materials may be made available to you at both your unit and the Training Center. Handout materials issued at your unit should be brought to training for possible use. A conference binder or notebook may be issued to you at the training session for note taking and convenience in handling materials. Bring your own pens, pencils, etc.

19. ATTENDANCE: Regular attendance is a critical course requirement and your participation is important for the success of this training. An absence of more than 10% of the course hours constitutes grounds for dropping a participant from the course. The Department Training Officer may modify this requirement based upon participant knowledge level and/or the portion of the course missed. All absences, except those of an emergency nature, must be approved in advance by the Training Specialist.
20. VEHICLES: All vehicles should be parked in the lots adjacent to the assigned Camp San Luis Obispo facility. Any questions regarding use of a State vehicle while at training should be discussed with your supervisor prior to your departure for training, or with the Training Specialist while at the class.
21. BICYCLES: At Camp San Luis Obispo, if you bring your bicycle, it must be stored on or in your vehicle. Bicycles may not be stored in your lodging room, brought into any building nor chained to lamp posts, trees, etc. Camp San Luis Obispo does have bicycles available for loan from the Billeting Office.
22. PHONES: As a courtesy to your fellow participants and course leaders please ensure that your cell phone is turned off during class. Participants should not be receiving or making cell phone calls during class time. Please limit those calls to your breaks. Anyone wishing to contact you by telephone during working hours should call the Mott Training Center at (831) 649-2954. For emergencies occurring at Camp San Luis Obispo, contact 9-1-1 and the Front Gate at (805) 594-6571.
23. FAX: The Camp San Luis Obispo Office FAX number is (805) 549 – 3440.
24. LAUNDRY AND DRY CLEANING: The Camp San Luis Obispo laundry facility is in Building 814 adjacent to the barber shop. This is directly across the street from the Post Exchange (Building 806).
25. RECREATION: Facilities available on adjacent Cuesta College grounds include a heated swimming pool, track and gymnasium. The San Luis Obispo and coastal community area offers horseback riding, golf, hiking, deep sea fishing along with many historical landmarks and scenic sights to explore. The base billeting office has various types of recreational equipment available for loan.
26. POST-TRAINING ASSIGNMENTS: In connection with formal training, these are to be completed under the direction of your supervisor. See “Program Attendance Requirements” in this syllabus.
28. COFFEE BREAK REFRESHMENTS: Coffee break refreshments will not be available at Camp San Luis Obispo. Only water bottles filled with water are allowed in the classroom.



## **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.

## **PROGRAM ATTENDANCE CHECKLIST/PRE-TRAINING ASSIGNMENTS**

To assist you in your preparation for formal training sessions at the California National Guard Camp San Luis Obispo training facility, the following checklist is provided:

1. Complete the meals request form you were sent via e-mail and return to draducanu@parks.ca.gov.
2. Read the Tactics Instructor Syllabus.
3. Ensure you bring appropriate footwear, uniform and clothing items (see page 3).
4. Review standing, kneeling, and prone searches in Law Enforcement: Reasonable Force Options.
5. Review BVST Instructor Expectations and Conduct Standards (page 11).

**TACTICS INSTRUCTOR GROUP 1**  
**November 11 to 16, 2012**

**Sunday**

**November 11**

1400- Registration at Camp SLO Billeting (Building 738)

**Monday**

**November 12**

0800-0900 Introduction and Administration  
0900-1000 Support Staff, Safety, Equipment and Props  
1000-1100 Instructional and Coaching Techniques and Methodology  
Preparing the Student for Tactical Scenarios  
1100-1200 Evaluation Process for Scenarios  
1200-1300 Lunch  
1300-1430 General Rules for Responding to a Crime in Progress  
1430-1700 Skills Review: Defensive Tactics Search and Arrest Techniques

**Tuesday**

**November 13**

0800-1100 Lecture: Building Search  
1100-1200 Tactical Concepts: Principles of Tactical Operations  
1200-1300 Lunch  
1300-1700 Building Search Training and Coaching

**Wednesday**

**November 14**

0800-1000 Lecture: Critical Incident  
1000-1200 Lecture: Suspicious Person  
1200-1300 Lunch  
1300-1600 Critical Incident Training and Coaching  
1600-1700 Suspicious Person Training and Coaching

**Thursday**

**November 15**

0800-1200 Lecture: Pedestrian Stops, Ambush, Use of Deadly Force  
1200-1300 Lunch  
1300-1530 Pedestrian Stop Training and Coaching  
1530-1700 Use of Deadly Force Training and Coaching

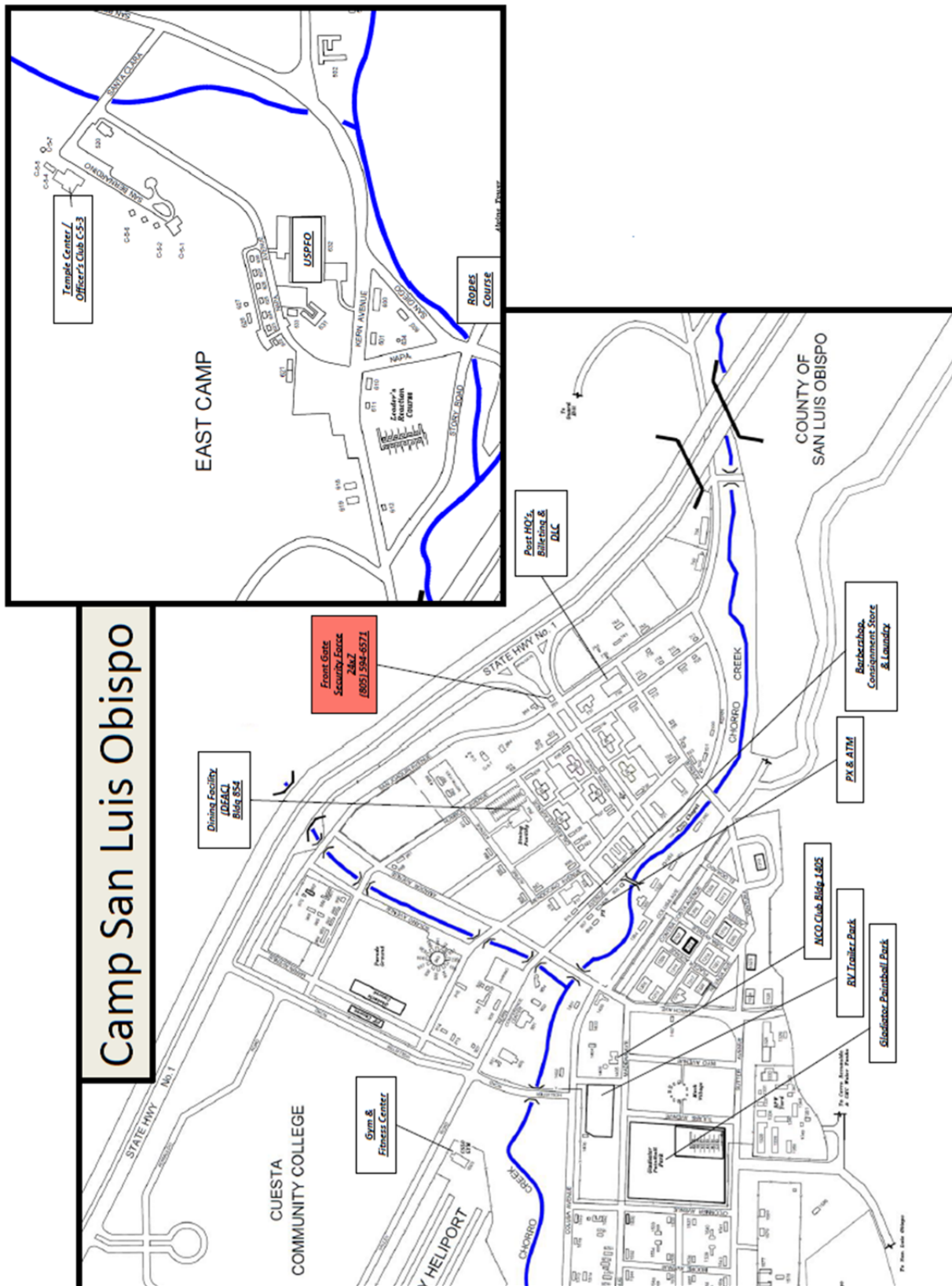
**Friday**

**January 13**

0800-1000 Ambush Training and Coaching  
1000-1100 Classroom Discussion  
1100-1200 Course Closing and Evaluation

## TACTICS INSTRUCTOR

<u>PROGRAM OUTLINE</u>	<u>HOURS</u>
ORIENTATION AND INTRODUCTION.....	1.0
LECTURE .....	16.5
PRACTICAL EXERCISES.....	16.5
CLASSROOM DISCUSSION.....	1.0
PROGRAM EVALUATION AND WRAP-UP.....	<u>1.0</u>
TOTAL HOURS	36.0



**BASIC VISITOR SERVICES TRAINING**  
**INSTRUCTOR EXPECTATIONS AND CONDUCT STANDARDS**

1. All instructors are expected to conduct themselves in a manner that is consistent with Department and Basic Visitor Services Training policy. Basic Visitor Services Training (BVST) must adhere to California State Parks' standards and POST Regular Basic Course standards in all phases of instruction.
2. All BVST instructors shall submit a current POST Instructor Resume Worksheet to the Academy Coordinator or their designee for the BVST program files.
3. All BVST instructors must read, sign, and abide by the POST Test Use and Security Agreement.
4. All BVST instructors are required to provide confirmation of their supervisor's approval to instruct during the scheduled time. Confirmation can be in the form of an e-mail to the Academy Coordinator or their designee or an approved ETMS course leader request.
5. Instructors shall report to the designated location on time, in uniform and prepared to perform the assigned tasks. The required uniform will be the dress uniform (with Stetson) for Department personnel, professional office attire (suit, jacket or dress shirt, slacks/skirt, etc.) or the designated uniform of the day as determined by the Academy Coordinator.
6. Any changes to instructor availability or requests for schedule modifications must be brought to the attention of the Academy Coordinator at the earliest possible date.
7. Some instructional blocks have instructor teams such as Defensive Tactics, Firearms, EMR, Life Fitness, Crimes in Progress, Vehicle Pullovers and Scenarios (practice and testing). The lead instructor is in charge at all times, even if that person has a lower rank than one of the instructors in the group.
8. The lead instructor shall oversee and be responsible for enforcing all safety guidelines for the instructional topic consistent with POST and BVST safety guidelines and must also ensure that all POST instructional requirements are achieved.
9. The lead instructor shall ensure that instructor teams and actors conduct themselves in a manner that is consistent with Department and BVST policy.
10. Lead instructors should have a group instructor meeting at the end of each day to discuss cadets with specific, articulated issues in need of special assistance or focused instruction.
11. Safety is a critical component of our instruction. If you see an unsafe situation alert the lead instructor and/or BVST staff immediately. If injury or death is imminent, act immediately to neutralize the hazardous situation. All instructors must read and acknowledge by signature the safety guidelines and procedures of the instructional topic presented as well as the general safety guidelines applicable to all phases of instruction.

12. Instructors shall treat BVST staff, fellow instructors, and students in a respectful and courteous manner. Disrespectful comments or behavior will not be tolerated.
13. Disagreements between instructors will be handled away (out of sight and sound) from the instructional setting. Instructor disagreements will not be mediated in the presence of cadets.
14. Instructors should submit housing and special meal requests at least thirty days prior their scheduled instructional period. Per diem requests must be authorized prior to submission of claims.
15. Timekeeping of scheduled instructional time must be accurate, complete, and timely for authorization and processing. Questions regarding timekeeping should be referred to the Training Section Office Manager.
16. All instructors should complete the POST Academy Instructor Certification Course (AICC). Instruction should be learner centered and consistent with the techniques discussed in the AICC. Your instructional block should be dynamic and engaging. To maintain consistency of instruction, all instructors must view all skills demonstrations.
17. Except as needed to provide training, personal electronic devices will not be used during instructional time in the presence of cadets. If necessary, use another location, away from cadets, for business that requires the use of cell phones, laptops, etc.
18. There will be absolutely no talking among instructors in the back of the class during presentations. Quietly leave the room and hold your discussions in another area.
19. Reproduction of lecture notes will be handled by BVST staff (Academy Coordinator, Cadet Training Officers or administrative staff).
20. The BVST staff must have copies of your lesson plan (include topic, hourly distribution, learning activities, multi-media presentations), course outline, and all handouts that you present. If you are showing video clips, identify which clips you will be showing in your lesson plan. If you are playing a controversial audio or video media, discuss it with the Academy Coordinator and/or Cadet Training Officers before you play the media for the class.
21. Any concerns regarding the behavior or performance of cadets in the BVST program should be brought to the attention of BVST staff.
22. Alcohol consumption will not be allowed in the presence of students, or anywhere at the training site where students might see you.
23. Instructors shall not furnish, give or purchase alcohol for students at any time.
24. Instructors are held in high esteem by students and may not engage in any behavior that may give the appearance of impropriety or favoritism such as overt signs of friendship toward a student or group of students. This includes socializing, dating relationships, suggestive comments or inappropriate visual or audio media.