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|  | <b>STANDARD OPERATING PROCEDURE</b><br>State Form 39870 (R/S-06) | Reference Number<br><b>TRA-012</b>         |
|   | Subject<br><b>Control Tactics Training Program</b>               |  |
|   | Special Instructions<br>Replaces TRA-012 dated March 1, 2015     | Effective Date<br><b>December 08, 2020</b> |

## **I. PURPOSE**

Establish guidelines for the Control Tactics Training Program.

## **II. POLICY**

A. The Control Tactics Training Program is comprised of the Department's Control Tactics Instructor Manual, Control Tactics Field Manual, rules, regulations, standard operating procedures (SOPs) and guidelines provided by the Training Division.

B. This Policy applies to all Department sworn Enforcement Personnel, Capitol Police Section (CPS) Officers and Motor Carrier Inspectors (MCI) who have been trained in Control Tactics.

C. Above listed personnel shall participate in all annual Control Tactics (CT) training programs unless otherwise exempted in writing by the Superintendent.

## **III. PROCEDURE**

### A. Sworn Enforcement

1. The Control Tactics training that Trooper Trainees receive during recruit school will serve as their initial CT Training Course. The training will be evaluated by both a written and practical test.

### B. Capitol Police Section (CPS)

1. The Control Tactics training CPS officers receive during their basic academy training at the Indiana Law Enforcement Academy (ILEA) will serve as their initial CT Training Course.

### C. Motor Carrier Inspector (MCI)

1. The Control Tactics training MCIs receive during their basic training will serve as their initial CT Training Course.

### D. Annual Training

1. All Department sworn Enforcement Personnel, Capitol Police Section (CPS) Officers and Motor Carrier Inspectors (MCI) who have been trained in Control Tactics shall attend annual refresher training, meeting ILEA requirements.

2. The Control Tactics training shall consist of training and evaluation of skills as instructed in the Control Tactics Training Program.

3. The Training Division will provide lesson plans/guidelines to Control Tactics Instructors on the training topics to be taught during each phase through train-the-trainer sessions.

4. During phase training, each officer/personnel required to maintain CT training will demonstrate an acceptable proficiency level for each skill/technique in the content of the issued training.

E. Police personnel returning of absence beyond 180 days or returning to road patrol duties from a non-road patrol assignment, shall undergo CT retraining in accordance with [SOP TRA-003](#).

#### F. Instructor Certification

1. Control Tactics Instructor certification will be based on the Department's Control Tactics Instructor Training Program.

2. Only Departmental Personnel who have successfully passed the Control Tactics Instructor Training Program and are currently certified as such can serve as a CT Instructor.

3. Only training hours instructed by current Indiana Law Enforcement Training Board (ILETB) certified Control Tactics Instructors shall count towards an Officer's annual training requirement.

#### G. Instructor Recertification

1. All Instructors shall be recertified every three years in accordance with the current Control Tactics Instructor Training Program.

2. All Instructors shall maintain both their Control Tactics and ILETB instructor certifications as required in [SOP TRA-014](#).

#### H. Control Tactics Instructor Responsibilities

1. When assigned, instruct at the recruit school as well as the Department's annual phase training program for districts or divisions.

2. Obtain facilities and equipment needed for all phases of annual CT training.

3. Record and document the training status of officers who attend CT training.

4. CT instructors shall conduct remedial training for any officer who does not demonstrate an acceptable proficiency level for each skill/technique in the content of the issued training.

5. CT instructors who identify individuals which fail remedial training, shall forward through channels to the Commander of the Training Division advising as such.

I. District, Division, CPS and CVED Commanders' Responsibilities

1. Ensure that all officers under their command complete all phases of the annual Control Tactics training.
  2. Ensure instructors are given the hours necessary to instruct each phase of annual training per the Training Division's direction.
  3. The Commander of CPS shall coordinate the scheduling of CT phase training with Control Tactics Instructors assigned to CPS; or may attend at their home Districts.
  4. The Commander of CVED shall coordinate the scheduling of CT phase training with Control Tactics Instructors assigned to CVED; or CVED and MCI personnel may attend at their home Districts.
  5. GHQ personnel shall attend all CT phase training at their home district or if necessary, at a location set up by the Training Division.
- J. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies and procedures.