



Chapter: Department Training and Professional Development
Subject: 15-13 – Defensive Tactics Training Program
Effective: April 10, 2023
Supersedes: N/A
Distribution: Department Members

PURPOSE: This Order establishes department policy for the department's defensive tactics training program.

15-13-1 POLICY

All enforcement members shall be certified in the department's defensive tactics training program during recruit school and shall complete annual recertification training as required by this written directive.

15-13-2 RESPONSIBILITY FOR THE DEFENSIVE TACTICS TRAINING PROGRAM

A. Organizational Development Division

- (1) It is the responsibility of the Organizational Development Division to research, develop, and implement the Defensive Tactics Training Program.
- (2) The Organizational Development Division's Defensive Tactics Coordinator shall oversee this responsibility and be a resource to the district training coordinators.
- (3) Electro-muscular disruption technology device (EMD device) Training Records

The Organizational Development Division shall maintain a record of all enforcement members that have received EMD device training and are permitted to use the device. This record shall include the following information:

- a. Enforcement member's name
- b. Enforcement member's worksite
- c. The date of the training
- d. The location of the training
- e. The instructor(s) conducting the training

B. District/Division Commander

- (1) The district/division commander, or their designee, shall ensure that all designated enforcement members receive the training offered within their district.

C. Worksite Commander

- (1) The worksite commander shall ensure that all designated enforcement members under their command have received annual training and have updated their Annual Training Record, UD-034.
- (2) The worksite commander shall advise the district/division commander, or their designee, when all designated enforcement members have received the annual training.

D. Instructor Trainer

- (1) A cadre of Instructor Trainers shall be maintained for the purpose of assisting the Defensive Tactics coordinator with the annual update of all department defensive tactics instructors.
- (2) They shall provide leadership, direction, and guidance to the worksite instructors.

E. Worksite Instructor

- (1) Worksite instructors shall be responsible for the annual training of their worksite and/or district/division members.
- (2) Worksite instructors shall also be responsible to the worksite commander for record keeping of all defensive tactics training delivered.
- (3) With the approval of the worksite commander, the worksite instructor may provide use of force training to partnering law enforcement agencies. This interaction between agencies is encouraged as long as it does not interfere with the daily operations of the worksite. The worksite instructor shall document who was in attendance, the date, and the techniques taught. These records shall be maintained indefinitely.

15-13-3 CERTIFICATION PERIOD

A. Instructor Trainer

- (1) The Organizational Development Division shall administer updated training on an annual basis for all instructor trainers.
- (2) An instructor trainer who fails to attend the annual update training may not instruct for that calendar year and will not be considered current.

B. Worksite Instructor

- (1) All worksite instructors shall attend the annual instructor updates unless excused by the district/division commander or their designee.
- (2) A current instructor trainer may only conduct re-certification of a worksite instructor.
- (3) In the case of an instructor not attending an annual update, they will be considered inactive and shall not instruct in that calendar year.
- (4) Worksite instructors who have not participated in an update in two consecutive years shall no longer be authorized to serve as an instructor.
- (5) An instructor may be removed from the Defensive Tactics program with the written approval of the district/division commander.

15-13-4 MANDATORY TRAINING ATTENDANCE POLICY

- A. All enforcement members shall annually participate in Defensive Tactics training under the supervision of a certified instructor and achieve a minimum score of 80% on the written exam.
- B. Training Exemptions
 - (1) Enforcement members who are either unable or unavailable to participate in the Defensive Tactics training requirement due to one of the following reasons shall be granted an exemption:
 - a. Family Medical Leave Act (FMLA)
 - b. Military Leave
 - c. Non-Duty Medical Leave
 - d. Workers Compensation
 - e. Limited Duty
 - f. Administrative Leave
 - (2) The worksite commander shall record the exemption on a UD-040 memorandum that shall be stored electronically with the member's training records.
 - (3) Work unit commanders shall schedule enforcement members who have missed Defensive Tactics training because of an exemption for retraining on the day the member returns to work.
 - (4) A record of Defensive Tactics retraining after termination of the exemption status shall be recorded on the enforcement member's Annual Training Record, UD-034.

15-13-5 DEFENSIVE TACTICS TRAINING SCHEDULE

- A. February, March, and April are the primary training months for the annual Defensive Tactics program. Defensive Tactics training shall be completed during these months unless an alternate schedule is approved by the commander of the Professional Development Bureau.
- B. Worksite instructors shall schedule makeup programs as the need arises. Make-up programs shall be conducted as soon as possible after the primary training months to maintain program consistency.

15-13-6 TRAINING SESSIONS

A sufficient amount of time shall be dedicated to the annual training objectives. The Organizational Development Division will make an annual recommendation regarding the amount of time needed to fulfill the objectives based on that year's curriculum.

DIRECTOR

Annual Review Responsibility: Organizational Development Division

Accreditation Standards: CALEA 4.3.3, 33.1.2, 33.1.6, and 33.3.1