

	STANDARD OPERATING PROCEDURE State Form 39870(R/)	Reference No. TRA-012
	Subject Defensive Tactics Training Program	
	Special Instructions Replaces TRA-012 dated September 1, 2010	Effective Date March 1, 2015

I. PURPOSE

Establish guidelines for a Defensive Tactics Training (certification) and recertification program.

II. POLICY

All Department officers (which for the purposes of this SOP includes: Capitol Police Section (CPS) officers and Commercial Vehicle Enforcement Division (CVED) Motor Carrier Inspectors (MCI)) who have been certified in a Defensive Tactics Program shall maintain certification as required by the Department.

All officers shall participate in an annual two-phase defensive tactics (DT) training and recertification program unless otherwise exempted in writing by the Superintendent.

Instruction will be based upon the Department’s Defensive Tactics manual.

III. PROCEDURE

A. Defensive Tactics certification course.

The DT certification program is comprised of training and evaluation (written and practical) in the following areas but not limited to:

1. Defensive Tactics
2. Impact weapons
 - a. Batons: straight, collapsible and,
 - b. Others (e.g. flashlights).
3. Ground/vehicle fighting
4. Knife defense
5. Chemical agents (handheld)
 - a. Application and use, and
 - b. First aid.
6. Dynamic skills and techniques scrimmage

B. Defensive Tactics recertification training.

1. Shall be accomplished using an annual two-phase program as follows:

Phase I –February 1 to April 30 (*training code DT5001*); and
Phase II – August 1 to October 31 (*training code DT5002*).

2. DT recertification training shall consist of practical application and proficiency training in skills taught in the DT certification course.

3. The Training Section will provide guidelines to Defensive Tactics instructors on the training topics to be taught during each phase in accordance with the following schedule:

a. Phase I – by January 1

b. Phase II – by July 1

C. CVED MCI Defensive Tactics program.

1. The Defensive Tactics training MCIs receive during their basic training will serve as their DT certification course.

2. MCIs shall participate in Phase I and Phase II DT recertification training and evaluation using and practicing the techniques approved for MCIs.

3. The Commander of CVED shall coordinate the scheduling of MCI DT training with convenient district Defensive Tactics instructors who will conduct the training.

D. Capitol Police Section (CPS) Defensive Tactics program.

1. The “Physical Tactics” training CPS officers receive during their basic training will serve as their DT certification course.

2. CPS officers shall participate in Phase I and Phase II DT recertification training and evaluation.

3. The Commander of the Capitol Police Section shall coordinate Phase I and Phase II recertification training with the CPS Defensive Tactics instructors.

E. Enforcement personnel returning to full duty from disability or military leave of more than 180 days shall undergo DT retraining and recertification in accordance with SOP TRA-003.

F. Defensive Tactics Instructors (responsibilities) shall:

1. Obtain facilities and equipment needed to conduct recertification training for both phases of annual DT recertification, schedule attendees and conduct training based upon the Department’s DT Manual and guidelines provided by the Training Section.

2. Record the names of all officers who attend the training and retain the report at the district for two (2) full calendar years after the training is completed and then destroy.

3. Provide the appropriate training code(s) and the instructor's PE number to all officers in attendance.
4. If there is more than one (1) DT instructor at the training site, the instructor with the most seniority shall complete and submit the attendance report.
5. DT instructors shall conduct remedial training for any officer who does not demonstrate a satisfactory level of skill in any technique.

G. Division and District Commanders (responsibilities) shall:

1. Monitor the progress of the personnel under their command in the Defensive Tactics training program, and
2. Ensure that all officers under their command complete both phases of the annual Defensive Tactics training.
3. Forward a memorandum to the Commander of the Training Section, through channels, by May 15 (for Phase I) and November 15 (for Phase II), identifying individuals who did not complete the required training, who failed re-certification or did not attend as required and what actions are being taken to bring about [compliance](#)_[p1].

H. Commanders of DT instructors shall ensure the instructors are given four (4) hours for each phase of recertification.

I. The Commander of the Training Section shall appoint a Defensive Tactics instructor for general headquarters personnel.

J. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures