

## **DEPARTMENTAL END USER CERTIFICATION PROGRAM**

### **CONDUCTING CONTROLLED F.O.R.C.E. IN-SERVICE TRAINING**

If you are a **Certified Controlled F.O.R.C.E. Departmental Instructor in Good Standing**, you have the knowledge and the authorization to train and certify officers within your department as Controlled F.O.R.C.E. End Users.

**Departmental Instructor Certification authorizes you to train and certify officers within your department only unless you have been given expressed permission from Controlled F.O.R.C.E. Inc.**

### **BENEFITS OF END USER CERTIFICATION PROGRAM**

As a current Controlled F.O.R.C.E. Certified Departmental Instructor, you have the full support of our corporate Use of Force training expertise and documentation should the transfer of your knowledge of any portion of the Controlled F.O.R.C.E. system to any officer within your department, or the response to resistance of any officer within your department pertaining to his/her training in any portion of the Controlled F.O.R.C.E. system, ever be questioned in a court of law, regardless of whether or not you opt to certify each individual officer through the Controlled F.O.R.C.E. Corporate Office with the Departmental End User Certification Program.

The Departmental End User Certification Program was developed in response to requests from Controlled F.O.R.C.E. Certified Departmental Instructors to increase protection for themselves and their departments from Use of Force training liability, and to ensure that each officer they train is documented by the Controlled F.O.R.C.E. Corporate Office and receives a DVD Training Manual with video demonstration of each technique.

The full implementation of the Controlled F.O.R.C.E. training system into a department's Use of Force training curriculum has been documented to have reduced officer injury and Use of Force reports, and directly decreasing costs associated with Use of Force liability.

### **MITIGATE LIABILITY RISK AND ASSOCIATED LIABILITY COSTS**

- Provides documentation of Use of Force training for each person trained in a nationally recognized program
- Individual certificates can simplify audit process and may expedite completion of POST or State in-service training requirements
- Each person trained receives DVD Training Manual for maintaining perishable skills beyond initial training
- DVD Training Manual contains video clips of each technique to support or refute potential response to resistance claims
- Program ensures that all personnel are adequately trained according to departmental specifications

## **DEPARTMENTAL END USER CERTIFICATION PACKET**

When Controlled F.O.R.C.E. receives your order for the Departmental End User Certification Program, you will be sent an electronic packet via e-mail containing the following materials in PDF format.

- Class Roster
- Student Waiver (optional per your departmental policy)
- Written Test
- Practical Skills Test
- Course Evaluation
- Instructor Verification Form
- DVD Training Manual for each person (sent via U.S. Postal Service)

All paperwork will be sent to you electronically in PDF format via e-mail. It is your responsibility to print each document and make as many copies as needed to complete your class. Controlled F.O.R.C.E. can provide the full number of hard copies of your order if necessary for an additional fee.

**Upon completion of your training**, follow the instructions included with your certification packet to return the necessary paperwork back to Controlled F.O.R.C.E. When this paperwork is received, we will enter your roster into our records system and generate certificates for each person trained. Certificates will be issued electronically in PDF format via e-mail. Depending on your departmental policy, you can store these documents electronically, print and sign them and store them as hard copies, or print and sign them and issue them to each person.

***ALL PAPERWORK MUST BE SUBMITTED WITHIN SIX MONTHS FROM INVOICE DATE.  
PAPERWORK RECEIVED AFTER SIX MONTHS WILL INCUR ADDITIONAL FEES.***

## **CERTIFYING OFFICERS OUTSIDE OF YOUR AGENCY**

Your Controlled F.O.R.C.E. Departmental Instructor Certification DOES NOT AUTHORIZE you to teach any portion of the program to any officer outside of your agency. However, we understand that many agencies maintain formal training agreements with other nearby agencies. If your agency maintains such an agreement with other agencies, and those agencies request that you provide their officers with Controlled F.O.R.C.E. training, we ask that you acquire a written request from the Chief, Sheriff, or other administrative official, authorizing you to teach the program to officers within their department, and submit a copy of that letter to the Controlled F.O.R.C.E. Corporate Office. This letter of request will authorize you to teach the Controlled F.O.R.C.E. program within that agency/agencies for the duration of your 2-Year Certification Term.

While Departmental End User Certification is not required for teaching officers outside your agency, Controlled F.O.R.C.E. STRENUOUSLY RECOMMENDS that you, as the instructor, request those agencies to purchase, at minimum, the Base Package for each officer. Providing documentation through the Controlled F.O.R.C.E. Corporate Office on each person trained, in addition to providing each person with a DVD Training Manual with video demonstration of each technique taught, is the surest way to maximize liability protection for yourself, your assistant instructors, and your department.

***Controlled F.O.R.C.E. encourages you to share this information with your Risk Management Department***

**ORDER FORM / FILL OUT AND FAX TO 630-365-1361**

LEAD INSTRUCTOR \_\_\_\_\_

LEAD INSTRUCTOR CONTROLLED F.O.R.C.E. INSTRUCTOR NUMBERS \_\_\_\_\_

ADDITIONAL INSTRUCTORS \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_

E-MAIL \_\_\_\_\_

*(ALL PAPERWORK MATERIALS WILL BE SENT TO THIS E-MAIL ADDRESS. PLEASE WRITE CLEARLY)***X LEVEL 1 END USER STANDARD (BASE PACKAGE) ----- BASE PRICE: \$25 per user**

Mechanical Advantage Control Holds™ (M.A.C.H.)

M.A.C.H. Takedowns &amp; Handcuff Positioning

M.A.C.H. Team Arrest Tactics

**\_\_\_\_\_ LEVEL 1 END USER ENHANCED ----- Additional: \$20 per user**

M.A.C.H. Baton Subject Control

M.A.C.H. In-Holster Weapon Retention

**\_\_\_\_\_ LEVEL 2 END USER STANDARD ----- Additional: \$30 per user**

Hand-to-Hand Protection/Disruption Techniques

Knife Awareness &amp; Defense

Ground Defense &amp; Escapes

**\_\_\_\_\_ LEVEL 2 END USER ENHANCED ----- Additional: \$20 per user**

Baton Protection/Disruption Techniques

Out-of-Holster Weapon Retention &amp; Disarms

QUANTITY \_\_\_\_\_ Number of End Users to be Trained and Certified: \_\_\_\_\_

SUB-TOTAL \$25 BASE PRICE plus Additional Categories Price times Number to be Trained \$ \_\_\_\_\_

SHIPPING Orders of 20 or Less (Add \$5.95) / Orders of 20 or More (Add \$10.95): \$ \_\_\_\_\_

**TOTAL: \$ \_\_\_\_\_****VOLUME DISCOUNTS FOR ORDERS OF 100 OR MORE****SELECT PAYMENT OPTION:***Your department will be invoiced upon receipt of registration form* **PURCHASE ORDER:** P.O. Number (if available) \_\_\_\_\_ **CREDIT CARD:** VISA MC [CC# \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ EXP \_\_\_\_\_ / \_\_\_\_\_]**NOTE: CREDIT CARD PAYMENTS WILL INCUR A 3% SERVICE FEE** **CHECK PAYMENT: Make Payable To** Controlled F.O.R.C.E. 609 Thryselius Dr. (Unit B) Elburn, IL 60119