



U.S. Department of Justice

United States Marshals Service

Training Academy

7850

Office of 91524

TRAINING PROGRAM DIRECTIVE
Number 2

DATE: February 15, 2007

TO: United States Marshals
Assistant Directors
Chief Deputy United States Marshals
Policy Center

FROM: Brian R. Beckwith *B. R. Beckwith*
Assistant Director
for Training

SUBJECT: Training Standards/Curriculum for Operational Positions

Purpose: To define the basic training curriculum for the three U.S. Marshals Service (USMS) operational positions and to set forth the parameters for the successful completion of basic certification training for all three USMS operational positions.

Effective Date: February 15, 2007

Point of Contact: Training Academy, 912-267-3505; FAX: 912-267-2882.

Authority: USMS Policy Directive 1.2, Organization and Mission of the USMS, designates the Assistant Director for Training as responsible for developing USMS training.

Special Instructions: A copy of this Program Directive will be maintained by each District and District sub-office, Human Resources Division (HRD), and issued to each student who attends a basic training program on the first day for student review.

I. Introduction:

Candidates for operational positions of the USMS must successfully complete a comprehensive training program for their specific position prior to certification.

Failure to participate fully and successfully complete all required training will result in dismissal from training and return to district for separation by resignation or termination. The candidate may resign and may reapply for employment. If the candidate was previously employed by the USMS prior to their appointment, he or she may be eligible to return to their previously held position.

Operational Positions:

- Series 1811- Deputy U.S. Marshal Criminal Investigator (CI DUSM)
- Series 082 - Deputy U.S. Marshal (DUSM)
- Series 1802- Detention Enforcement Officer (DEO)/Aviation Enforcement Officer (AEO)

Reappointed Operational Employees: Former employees returning to the USMS in the same operational position must receive update training within the following guidelines:

<u>Length of Absence</u>	<u>Training Requirement</u>
0 - 2 years	In-District Training
2 - 5 years	Next available Advanced Deputy Training (Criminal Investigators)
Over 5 years	Current USMS specific basic training program appropriate to newly appointed employees

II. Requirements for All Basic and Follow-On Basic Classes:

- A. Meet or exceed 70% score on all written exams.
- B. Meet or exceed 70% score on the final Physical Efficiency Battery (PEB) in the core elements using the proper protocol. Core elements are sit-ups, push-ups and a 1 ½ mile run.
- C. Demonstrate proficiency in employing the concepts, principles, and methods necessary to be an effective federal law enforcement officer on all labs, practical exercises and firearms exercises.
- D. Demonstrate proficiency, to the satisfaction of the firearms staff, in the safe handling of firearms using sound judgment and a full understanding of legal constraints. Candidates must demonstrate at all times that they can perform in a

stable and professional manner under varying circumstances of physical and mental stress. No numerical score is assigned in this area.

Meet or exceed the current minimum required score on the USMS Handgun Qualification Course of Fire; meet or exceed the current minimum required score on the USMS Long Arm Qualification Course of Fire; and qualify on the USMS Shotgun Course of Fire. The minimum required score and approved course of fire for each USMS qualification are defined in the current USMS Firearms Policy Directive.

- E. Attendance and punctuality are required for all scheduled class sessions. Abbreviated Basic Deputy (Criminal Investigator) (ABD) Training, Basic Deputy U.S. Marshal Training (BDUSM) and DEO Training Programs are treated as individual training programs for attendance purposes. Percentages of hours are used to accurately reflect specific program length. Candidates who miss 6% of training hours in a program will be evaluated to assess their ability to continue in training or be recycled to a subsequent class. Candidates who miss 8% of training hours in a program will be dismissed from the Training Program. The determination to recycle a candidate rests solely with the Assistant Director for Training.
- F. Candidates who are injured while training or those with illnesses that interrupt training and as a result are unable to participate will be considered for recycling to a subsequent class. Every effort will be made to place the candidate into the first class scheduled after he or she has been medically cleared to return to training.

An injured or ill candidate will be returned to a district office in the area of his or her primary residence for recuperation. He or she may be offered and may elect to be assigned to a temporary administrative position at the GS-5 level in the district office with the concurrence of the Human Resource Division. The candidate may not perform the duties of his or her operational position during this period and will be assigned administrative duties only.

Merit Promotion candidates who are injured or ill that previously held operational positions will be returned to their district in a temporary limited duty position if such work is available, and if they are medically approved to do so.

All injured or ill candidates must contact the Employee Medical Programs Manager for managed follow-up care. Medical conditions of candidates on limited duty will be re-evaluated monthly, based on the most current medical documentation available, with the expectation that the candidate will be cleared to return to the Federal Law Enforcement Training Center (FLETC) to complete

training as soon as possible. Candidates remaining on limited duty after six months may, on a case by case basis, be granted 30 day extensions by the Employee Medical Programs Office if improvement is documented and medical clearance appears imminent. If medical clearance is not likely to be issued prior to the nine month anniversary of employment with the USMS, the case will be referred to Employment Services, HRD and the candidate's employment will be terminated. If the candidate was previously employed by the USMS prior to their appointment, he or she may be eligible to return to their previously held position.

If there is a Workman's Compensation Claim, forms are to be completed and filed through FLETC.

- G. The *Requirements for Successful Completion of Training* handout (Training Program Directive #2) will be issued on the first day of class and acknowledged by each candidate's signature.
- H. The Training Academy will immediately return all CI DUSM, DUSM, or DEO/AEO candidates who do not successfully pass a critical element, as listed above in the specific training program pertinent to the anticipated job series, to his or her district.

If the candidate was previously employed by the USMS, he or she may be eligible to return to the candidate's previously held position subject to approval by HRD and the district/division management.

- I. Violations of USMS and FLETC Policy to include any incident of cheating, abetting the act of cheating, or concealing in any way an act of cheating, on any element required for successful completion of a training program will result in dismissal from training.

III Series 082 & 1811 Training Curriculums and Standards for Successful Completion of Training: All candidates must successfully complete a two-part training curriculum. The candidate must successfully complete the FLETC Criminal Investigator Training Program (CITP) and one of the following agency specific follow-on training programs as designated:

- The CI DUSM "conversion" candidate must successfully complete the current USMS ABD Agency Specific Follow-On Training Program.
- The "newly employed" Series 082 Deputy U.S. Marshal candidate must complete the BDUSM Agency Specific Follow-On Training Program.

- A. **Successful completion of the FLETC CITP:** Candidates must meet or exceed

the requirements for successful completion of the CITP training as determined by the FLETC.

- B. **Failure of a Critical Element of the CITP Program:** Any CITP candidate, who does not successfully pass a critical element of CITP or, at the end of CITP, fails to be certified by the FLETC as a CI will result in dismissal from training. If the candidate held a position with the USMS upon appointment to the position, he or she may be eligible to return to their previously held position. If the candidate is newly employed, the candidate may resign and may reapply for employment.

- C. **Failure of a Critical Element of the Agency Specific Follow-On Training Program:** The failure by a candidate to successfully pass a critical element of Agency Specific Follow-On Training Program or to successfully complete the Agency Specific Follow-On Training Program will result in dismissal from training. If the candidate held a position with the USMS upon appointment to the position, he or she may be eligible to return to their previously held position. If the candidate is newly employed, the candidate may resign and may reapply for employment.

- 1) **Series 082 Merit Promotion (Conversion) Candidates:** Must meet the criteria in Sections I, II and III, Sub-Sections A & B and successfully complete the ABD Training Program. In addition, during the day prior to the CITP start date, candidates must successfully complete the USMS PEB (FIT test).

A candidate who fails to meet or exceed the minimum score in the required elements of the PEB will be allowed one remedial PEB within three days of the failed PEB. The candidate must complete the entire PEB and is required to meet or exceed the minimum score in the three core elements of the PEB; sit ups, push ups and mile and a half run. If the candidate passes the remedial, the candidate will continue in the training program and the score for the PEB will be 70% regardless of the remedial score.

If the candidate fails to meet the minimum PEB standards at the remedial, he or she will be returned to their Series 082 position and district.

- 2) **Series 082 Newly Hired Employee Candidates:** Must meet the criteria in Sections I, II and III, Sub-Sections A, B, & C and successfully complete the BDUSM Training Program.

- 3) **Series 082 Merit Promotion Candidates From Series 1802:** Current Series 1802 USMS employees offered Series 082 positions must meet the criteria in Sections I, II and III, Sub-Sections A, B, & C and successfully complete the BDUSM Training Program

- 4) **Series 1811 Lateral Candidates:** Current Series 1811 government employees who are offered a Series 1811 position in the USMS will be required to attend and successfully complete the BDUSM Training Program and meet all requirements in Section I, II and III. C.

IV. Series 1802 Curriculum and Standards for Successful Completion of Training: All Series 1802 DEO/AEO candidates must complete the USMS DEO Training Program.

- A. **Successful completion:** The candidate must successfully complete the training program and participate fully in every aspect of the training program.
- B. **Series 1802 Lateral Candidates:** Current 1802 employees in other agencies, offered 1802 positions with the USMS, must complete the DEO training curriculum unless a waiver is granted by the Assistant Director for Training upon review of a similar agency curriculum the candidate has attended.

V. Remediation Upon the Failure of Firearms Certification: A candidate who fails to meet the minimum standard for qualification with any required firearm (as defined in the current USMS Firearms Policy Directive) will be given four hours of remedial training by the Firearms Instructional Staff and one attempt to meet or exceed the minimum standard for each firearm qualification that is failed. If the candidate fails to meet or exceed the minimum standard after the remedial attempt, the candidate will be dismissed from training. The failure will result in separation by resignation, termination, or the candidate may be eligible to return to his or her previously held position within the USMS.

- **EXCEPTION:** DEOs and AEOs attending the DEO Training Program have not received firearms training in a CITP training class. In the event of a failure they will be given four hours of remedial training and a declared qualification. Should the candidate fail to shoot a qualifying score, the candidate will receive four more hours of remedial training and a final qualification attempt. Should the candidate fail the second and final attempt the candidate will be dismissed from training as described above.

VI. Remediation Upon the Failure of Written Exams: Candidates will be allowed one remedial written exam upon failing to meet or exceed a score of 70% on a written exam. (Electronic Restraint Device, Projectile Stun Gun, OC Spray and NCIC certification exams are excluded). Any candidate who fails a remedial written exam, **or** fails any subsequent scheduled written exam after having passed the one allowed remedial exam, will be dismissed from training. This second failure will result in separation by resignation, termination, or the candidate may be eligible to return to his or her previously held position within the USMS.

VII. Remediation Upon Failure of the Final PEB: A candidate who fails to meet or exceed the minimum score in the required elements of the final PEB will be allowed one remedial PEB within three days of the failed PEB. The candidate must complete the entire PEB and is required to meet or exceed the minimum score in the three core elements of the PEB. If the candidate passes the remedial, the graduation requirements are fulfilled. The score for the PEB will be 70% regardless of the remedial score.

If a candidate fails to meet the minimum PEB standards at the remedial, the following options are available:

1. A candidate may resign and may reapply for employment with the USMS.
2. Termination from employment, unless the candidate is eligible to return to his or her previously held position within the USMS.

Candidates who do not participate in the final PEB during basic training due to a training related injury but complete all other requirements for graduation will have one opportunity to return to the Training Academy to complete the PEB. Candidates will return to the Academy for completion of the PEB within one month of being returned to full duty by the USMS Health Program Physician. If the candidate passes the remedial, the graduation requirements are fulfilled. Successful completion will result in certification for his or her operational series. Failure on the PEB will result in separation by resignation, termination, or the candidate may be eligible to return to his or her previously held position within the USMS.

VIII. Remediation Upon the Failure of Practical Exercises and Firearms Qualifications: Candidates who fail to exhibit the necessary level of competence during practical exercises and firearms qualifications will be afforded the opportunity to remediate the failed exercise. All remedial practical exercises will be preceded by a minimum of one hour of remedial training. All remedial firearms qualifications will be preceded by four hours of remedial training (with the exception of the DEO/AEO as noted in Section V). Failure to successfully complete the remedial exercise or firearms qualification will result in a failure of the program. Failure will result in separation by resignation, termination, or the candidate may be eligible to return to his or her previously held position within the USMS. If the candidate successfully completes the remedial exercise they will be deemed to have successfully completed the exercise.

Furthermore, the student must pass 70% of the practical exercises and firearms qualifications on the initial evaluation or the student will be dismissed from training. Currently there are five practical exercise and firearms qualifications in the BDUSM, meaning the student will be allowed to remediate only two of those exercises. They are defined in Section X, Critical PASS/FAIL practical exercises and firearms qualifications.

IX. Miscellaneous

Personal Appearance: Candidates will wear the issued uniform while in a training status. Issued clothing may not be worn in a social setting. All clothing must be maintained in a clean and neat condition. A watch and wedding band and/or engagement ring are the only items of jewelry permitted during training unless otherwise directed. Facial hair is not permitted. Case by case exceptions may be made for medical reasons. Ear, toe, nipple/navel rings, body piercing are not permitted. This list is not inclusive and students will be evaluated on a case-by-case basis regarding items or issues not covered.

Accountability: Candidates will be accountable for all issued items of clothing and official equipment. Candidates will immediately report, in writing, any damage or loss of any issued items to their class supervisor. Candidates who lose or damage issued government property may be liable for the cost of repair or replacement and may be subject to disciplinary action.

X. Definitions:

Operational Position: Any USMS employee who is classified as a Series 1811, 082 or 1802.

FLETC CI Program: A 12 week criminal investigator training program presented by the FLETC that USMS CI candidates must successfully complete to attain certification as a Series 082 DUSM and Series 1811 CI.

USMS CI DUSM ABD Agency Specific Follow-On Training Program: A Training Program following CITP for 1811 conversion candidates that supplements the criminal investigator training with USMS specific training concerning agency duties and current policies as they pertain to criminal investigations.

BDUSM Agency Specific Follow-On Training Program: A six week follow-on Training Program for newly hired DUSM candidates covering USMS specific requirements related to agency duties and current policies. This follows the successful completion of the FLETC CITP.

DEO/AEOTraining Program: A USMS training program designed to train DEOs and AEOs in detention, prisoner movement, agency duties and current policies.

PEB: A five-part physical fitness test that consists of a body fat composition measurement, sit and reach, sit-ups, push-ups, and a 1½-mile run. PEB Core elements are sit-ups, push-ups, and a 1 ½-mile run.

Critical PASS/FAIL practical exercises and firearms qualifications: Prisoner Search and Restraint PE, Use of Force PE, PEB, Handgun Qualification and AR-15 Qualification.

Training Standards/Curriculum for Operational Positions

Acknowledgment Receipt:

Name _____ Date _____
(Signature)

Name _____ Date _____
(Print)