



TRAINING

14.1 Training

ANNUAL RETRAINING PROGRAM

- A. Proponent:** USMS Training Division, 912 267-2505; FAX 912-267-2882.
- B. General:** This policy directive ensures the existence, implementation, and documentation of an annual retraining program for all U.S. Marshals Service (USMS) personnel, with particular emphasis on firearms, use of force, less-than-lethal devices, updates on pertinent legal issues, and emergency contingency plan operations. Additionally, this directive identifies supervisory responsibilities for managers at all organizational levels within the USMS.
- C. Authority:** The Director's authority to administer and supervise training of USMS personnel is set forth in 28 USC 566.
- D. Policy:** The objective of this program is to implement and maintain annual Servicewide training, recertification, and requalification. This program does not supersede the authority of USMS management to conduct retraining, recertification, or requalification on a more frequent basis or on training subjects beyond those discussed in this directive. The annual retraining program is designed to assist management in ensuring the highest possible standards of personnel performance. The annual retraining program is not a single event process, but rather an ongoing process that ensures the coverage of all relevant training subjects during a one-year time period.
- E. Procedures:** Documentation of the conduct and completion of the annual retraining program is to be maintained by the organizational component.
1. **Firearms Qualifications:** All employees are required to complete weapons qualifications as specified in the Firearms directive. The minimum required weapon qualification time periods are as indicated below:
 - a. **Every six months**
 - (1) *Primary duty handgun qualification*
 - (2) *Secondary or off-duty handgun qualification*
 - (3) *Rifle qualification*
 - (4) *Shotgun familiarization*
 - (5) *If applicable, Submachine Gun/Semi-automatic 9 mm carbine*
 - b. USMS personnel who are authorized to use other firearms are required to qualify with these weapons in accordance with Firearms directive.
 2. **Less Lethal Devices Qualifications:** All operational employees are required to be retrained and certified annually to maintain current certification to deploy all less than lethal devices or, at a minimum, one of the following devices: OC spray, expandable baton or projectile stun gun.
 - a. OC Spray

- b. Expandable Baton
 - c. Electronic Restraint Devices (Stunbelt, Band-it)
 - d. Electronic Immobilization Devices (stunguns)
 - e. Projectile Stunguns, if the District/Division possesses one
3. **Legal Training Updates:** U.S. Marshals and Assistant Directors are required to conduct an update of important statutory laws and case law decisions which influence the operations of the USMS. Important laws and legal decisions which affect the areas of use of force; search, seizure, and arrest; interrogation and interview; and investigative techniques and methods should be disseminated immediately through in-service training at least once a year based on information and materials provided by the Office of General Counsel.
4. **Miscellaneous Retraining Issues:** Retraining should immediately address substantial changes such as agency policy, procedures, rules, and regulations; the performance evaluation system; emergency fire suppression techniques; hazardous materials incidents; and contingency plans for emergency situations. U.S. Marshals and Assistant Directors will identify and implement necessary retraining.
5. **Collateral Duties Retraining:** This type of training is used to maintain the required level of performance and skill in collateral duties.

F. Responsibilities

1. **U.S. Marshals/Assistant Directors:** Responsible for performing the following:
- a. Implement an effective annual retraining program within their respective organizational components. Certain responsibilities of the actual implementation may be delegated to other managers, supervisors, training officers, or other personnel; however, ultimate responsibility rests with the U.S. Marshals or Assistant Directors. Training may be conducted during normal duty hours or, if necessary, prior to the start of the workday or after normal duty hours; and
 - b. Analyze the needs of the district or division and use available training resources such as local law enforcement agency training courses and specialty-oriented private vendors in coordination with the USMS External Training Program directive.
2. **Training Officers:** Responsible for performing the following:
- a. Use effective methods of instruction that are consistent with the circumstances of the training situation;
 - b. Stay abreast of training developments;
 - c. Advise senior management personnel of the need for specific training and retraining;
 - d. Maintain liaison with the Training Division to keep abreast of recent training matters and developments;
 - e. Conduct and document all retraining; and
 - f. Maintain records for all retraining that does not fall under the specified responsibility of another specific collateral duty function.
3. **Collateral Duties Officers:** Responsible for performing the following:
- a. Advise district or division management of the necessity to conduct specific retraining and qualifications, within the required time period; and

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- b. Implement and document the requalifications programs
4. **District/Division Supervisory Personnel:** Responsible for performing the following:
- a. Coordinate and schedule training and retraining; and
 - b. Ensure the attendance of all personnel within their component at scheduled retraining activities.

G. Definitions

1. **Retraining:** Describes the concept of all vehicles of informal or formal training conducted by district/division personnel and intended to supplement the more formal academy training environment within the annually required time period. Retraining is often in-house training which is often conducted by in-house personnel. Intended to maintain professional development and practices as required by USMS policy and between the formal academy retraining sessions.