

State of California, Natural Resources Agency, California State Parks

# Advanced Officer Course #3

May 14 – May 16, 2018

Training Syllabus



**William Penn Mott Jr. Training Center**



# Memorandum

**Date:** April 17, 2018

**To:** Supervisor

**From:** Debbie Fredricks, Department Training Officer  
Training Section  
California State Parks

**Subject:** Employee Attendance at Formal Training  
Advanced Officer Course #3

An employee from your office will soon be attending the formal training program described in the attached. Please insure that the employee is fully prepared to attend the session and that the groundwork is laid for the employee's implementation of the training upon returning to work. You can assist with capturing the full value of the training by taking the following steps:

### Prior to Training

1. Make sure that **specific** employee needs are identified and, if necessary, called immediately to the attention of the Training Coordinator.
2. Review with the employee the reason for the employee's attendance.
3. Review objectives and agenda with the employee.
4. Discuss objectives and performance expected after the training.

### Immediately Following Attendance

1. Discuss what was learned and intended uses of the training.
2. Review the employee's assessment of the training program for its impact at the workplace.
3. Support the employee's use of the training at the work place.

### Three Months Following Training

1. Supervisor evaluates the effectiveness of the training on the employee's job performance.

Thank you for your assistance in seeing that the full benefit of training is realized.

Attachment

cc: Participant

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### ***Mission Statement Training Section***

***The mission of the Training Section is to improve organizational and individual performance and productivity through consulting, collaboration, training, and development.***

## **TRAINING SECTION STAFF**

Debbie Fredricks.....Department Training Officer  
Ann D. Slaughter .....MTC Office Manager  
Jack Futoran ..... EMS and LFG Program Manager  
Dave Galanti ..... Training Specialist  
Jeff Beach ..... Training Specialist  
Karyn Lombard ..... Training Specialist  
Sara M. Skinner ..... Training Specialist  
Jason Smith..... LE Programs Manager  
Matt Cardinet ..... Cadet Training Officer  
Jeremy Alling ..... Cadet Training Officer  
Raymund Nanadiego..... Cadet Training Officer  
Lisa Anthony ..... Assistant Program Coordinator  
Edith Alhambra ..... Assistant Program Coordinator  
Pamela Yaeger ..... Assistant Program Coordinator

## THE MISSION

*of the California State Parks is to provide for the health, inspiration, and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high quality outdoor recreation.*



## FORMAL TRAINING GUIDELINES

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Welcome to formal training, an essential component in your career development.

Since 1969, our Department has been providing a continuously changing number of diverse training programs at its main training facility, the William Penn Mott Jr. Training Center, and other locations including Marconi Conference Center. The Department strives to enhance your learning and job performance with formal training of the highest quality.

Our Department's dedication to training is only one aspect of its commitment to you and to the public. This commitment is costly and represents an important investment in you and your career. You and the Department realize a return on that investment by your positive participation in formal training itself and post training follow-through.

The program you will be participating in is described in this training syllabus, which outlines what you can expect from this training and what is expected of you. This syllabus details what you should do before you leave for training; what to do when you arrive; what you will be doing while in training; and, importantly, what you should be able to do when you return to your work site. Specifically:

1. **SYLLABUS:** The syllabus is now accessible on the Employee Training Management System (ETMS). Your copy of this syllabus is an important part of your training experience and should be brought with you to training. Read it before you arrive and review it following the program along with material you received at training.
2. **PRE-TRAINING ASSIGNMENTS:** Your completion of pre-training assignments is essential to the success of your training. You are responsible for all reading assignments in preparation for classroom sessions. Time will be provided during working hours to accomplish any assignments which involve either individual or group efforts and resources.

3. TRAVEL: Arrange your travel to and from the training site through your District or Office. (No reimbursement for travel expense – including per diem costs – will be approved for travel not specifically authorized in advance by the District Superintendent). Individuals may claim reimbursement for incidental expenses incurred as outlined in DAM 0410.6. The Training Center does not have the capability to provide transportation to/from the San Luis Obispo Airport.

The cost of your travel (airfare, mileage, rental car, etc.) is paid by your District or Office **to** and **from** the location of training.

4. HOUSING: In order to make a reservation through the Corporate Travel Advance (CTA) you must ensure you are on the roster. If you are not on the roster please inform Jessica Kohls that you need to be added.

Once you ensure you have been added to the roster, call the hotel, mention the “Advanced Officer Course (AOC) May 2018” and ask to book a room through our group agreement. The rooms have been reserved from the 13-17th of May, 2018. Only book the days/nights you will require a room as we are limited to a set amount at the agreed upon price.

Once you have booked a room you will need to provide the hotel with your personal credit card. You should not be charged for the room, this card will act as a place holder and as a fall back in the event the room is charged for incidentals. The Department will pay for your room and applicable taxes upon completion of the groups stay.

You must book your room no later than May 1st, 2018. After that cut off date the rooms are subject to go up in price, which would require a new excess lodging request.

**Note: You may be assigned a room at a hotel while attending training. If so you may be asked to present a valid credit or debit card while checking in to your room. Many hotels require a credit card to cover charges incurred such as telephone calls, damages to rooms and/or furnishings, fees to clean rooms that have been smoked in that are not designated as smoking rooms, etc. Be prepared to handle this appropriately.**

5. **ENROLLMENT OR HOUSING CANCELLATION POLICY:** To cancel participation in a course, the participant must have their District Superintendent or Section/Office Manager send an email to the Training Specialist assigned to the course requesting to remove the participant. If you do not need lodging or must change or cancel your reservation for lodging, you must contact the Jessica Kohls or Training Specialist assigned to the course at least 2 weeks prior to your date of arrival. Lodging, registration, and associated fees will be charged to the employee’s District or Section/Office if a training cancellation is received with less than two weeks’ notice.

The Training Section is committed to ensuring that the reservation that has

**been made for you is accurate and needed.**

6. MEALS: Breakfast is provided by the hotel. Lunch will be provided, semi-cafeteria style, on base at Camp San Luis Obispo. Hot or box lunches may be provided on some days. If you require a special diet, contact Jessica Kohls or the Training Specialist for a Dietary Restriction form no later than two weeks prior to the course start date. The Training Specialist will forward the form to the appropriate contact.
7. CLOTHING: Field uniforms as found in "Description of Required Field Uniforms", DOM Chapter 2300, Uniform Handbooks, not including optional items, will be worn daily by all uniformed employees during formal training sessions **unless otherwise specified in the Program Attendance Checklist**. Non-uniformed employees shall wear apparel normally worn on the job. Appropriate attire includes apparel suitable for professional office dress. It does not include such items as shorts, t-shirts, tank tops, or sandals.
8. COURSE LEADERS: The formal training you will attend is developed and, for the most part, conducted by experienced State Park employees in field and staff positions. Some courses will be conducted by qualified instructors from other agencies and educational institutions. Your course leaders have proven their ability and knowledge in their profession, and provide a level of expertise difficult to match.
9. TRAINING SECTION STAFF: Jason Smith is your Training Specialist and has been assigned the responsibility for your training group. That staff member usually serves as a Course Leader as well as a Coordinator. During the program, you may be asked to assist Training Section Staff in the logistics of your training program (organizing field trip transportation, supervising classroom breaks, etc.). Training Section Staff will do all within their power to make your training experience pleasant and meaningful.
10. TRAINING MATERIALS: May be made available to you at both your unit and the training site. Handout materials issued at your unit should be brought to training for possible use. A conference binder or notebook may be issued to you at the training session for note taking and convenience in handling materials. Bring your own pens and pencils.
11. ATTENDANCE: Regular attendance is a critical course requirement and your participation is important to the success of this training. An absence of more than 10% of the course hours constitutes grounds for dropping a participant from the course. The Department Training Officer may modify this requirement based upon participant knowledge level and/or the portion of the course missed. All absences, except those of an emergency nature, must be approved in advance by the Training Specialist.
12. VEHICLES: State vehicles are recommended. Personal vehicles must have current insurance and registration to present at the Camp SLO base entrance or they will be denied access. Rental vehicles must have copies of the rental agreement to present at the Camp SLO base entrance or they will be denied access.

13. IDENTIFICATION: A valid peace officer ID and California-issued driver's license is required to access Camp SLO.
14. CELL PHONES: As a courtesy to your fellow participants and course leaders ensure that your cell phone is turned off during classes. Participants should not be receiving or making cell phone calls during class time. Limit those calls to your breaks.
15. FAX: There is no fax service available.
16. POST-TRAINING ASSIGNMENTS: In connection with formal training are to be completed under the direction of your supervisor.

## **PROGRAM ATTENDANCE CHECKLIST/PRE-TRAINING ASSIGNMENT**

To assist you in your preparation for formal training session at Camp SLO, the following list is provided:

- \_\_\_\_\_1. Read and understand the Advanced Officer Course program syllabus prior to your arrival at Camp San Luis Obispo.
- \_\_\_\_\_2. Arrange travel through your Unit/District Office.
- \_\_\_\_\_3. Complete the following pre-training assignments:
  - Review DOM 1300 Lexipol Policy Section 300: Use of Force.
- \_\_\_\_\_4. Bring the following with you to training:
  - Program syllabus.
  - Day One: Business casual attire clothing is required, uniforms are not required. No t-shirts, shorts, open-toed shoes, etc. are permitted.
  - Day Two:
    - Range Group: Full field uniform and POPE, with range safety gear (soft body armor, eye/ear protection, billed cap).
    - DT Group: Rash guard/long sleeve shirt, sweats, mat shoes or socks.
  - 250 rounds of department-issued .223 ammo, (3) 30-round magazines, and AR-15 with sling
  - 250 rounds of department-issued .40 ammo and (3) magazines
  - Tactical vest, if issued
  - Tactical tourniquet, if issued
  - Shooting gloves and elbow/knee pads, optional
  - Sunscreen and insect repellent
  - Lawn/camping chair
  - Refillable water bottle/hydration pack, pens, and pencils.

If you have any questions or need assistance, contact Training Specialist Jason Smith at (530) 895-2869 or [Jason.Smith@parks.ca.gov](mailto:Jason.Smith@parks.ca.gov).



## **POST-TRAINING ASSIGNMENT**

Prior to ninety days after the completion of this program, the employee and his/her supervisor should sit down and discuss the impact and assess the effectiveness this program has had on the employee.

The post-training evaluation process is intended to provide a bridge between classroom instruction and the on-the-job application of training. The information obtained through this process will assist the training participant, supervisor, and Training Section in providing a return on the investment the Department has on training.

## AGENDA

### **Sunday**

#### **May 13**

1600-	Check-in at Embassy Suites	All
1800-2200	Check-in Long Guns at Camp SLO, Building 831	All

### **Monday**

#### **May 14 (meet at Building 804)**

0800-0830	Introductions	Smith
0830-1000	Mindest-Lecture and Group Projects	Raducanu
1000-1020	<i>Break</i>	
1020-1230	Guest Speaker	TBD
1230-1330	<i>Lunch</i>	
1330-1730	EMS Training—Tactical Medicine	Dunnivant/Futoran
1730-1800	Clean-up and Debrief	Smith

### **Tuesday**

#### **May 15**

#### **Firearms Portion with Group A (meet at Charlie range)**

0800-0830	Range Safety	Reid
0830-0930	Policy/Legal Review	Forrester
0930-1230	CQB/Advanced AR-15 Tactics (squad 1)	Reid
0930-1230	Active Shooter/Officer Down/Rescue (squad 2)	Reid
1230-1330	<i>Lunch</i>	
1330-1630	CQB/Advanced AR-15 Tactics (squad 1)	Reid
1330-1630	Active Shooter/Officer Down/Rescue (squad 2)	Reid
1630-1730	Debrief	Reid
1730-1800	Clean-up	Reid

#### **Ground Control Portion with Group B (meet at Building 817)**

0800-0830	Warm-up	Organo
0830-1200	Basic Mount Position—Grappling	Organo
1200-1300	<i>Lunch</i>	
1300-1730	Mount and Side Mount Positions—Grappling	Organo
1730-1800	Clean-up and Debrief	Organo

### **Wednesday**

#### **May 16**

#### **Firearms Portion with Group B (meet at Charlie range)**

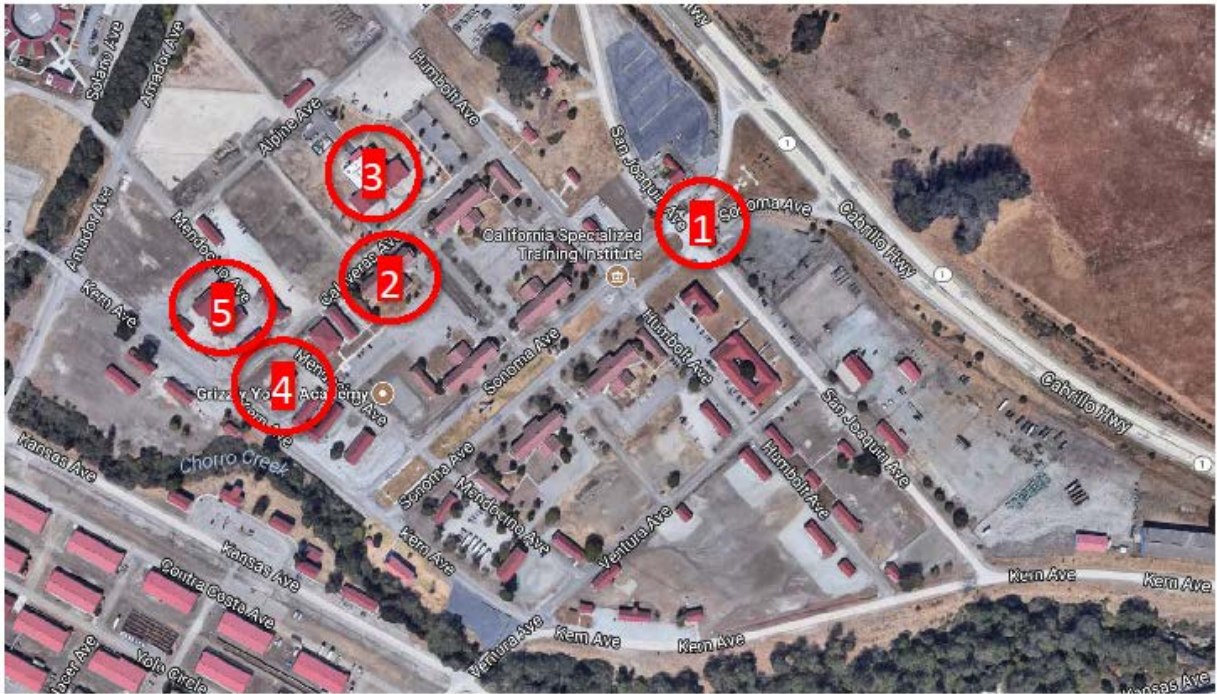
0800-0830	Range Safety	Reid
0830-0930	Policy/Legal Review	Forrester
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0930-1230	Active Shooter/Officer Down/Rescue (squad 2)	Reid
1230-1330	<i>Lunch</i>	
1330-1630	CQB/Advanced AR-15 Tactics (squad 1)	Reid
1330-1630	Active Shooter/Officer Down/Rescue (squad 2)	Reid

1630-1730	Debrief	Reid
1730-1800	Clean-up	Reid
1800	AOC Group Picture	Smith

**Ground Control Portion with Group A (meet at Building 817)**

0800-0830	Warm-up	Organo
0830-1200	Basic Mount Position—Grappling	Organo
1200-1300	<i>Lunch</i>	
1300-1730	Mount and Side Mount Positions—Grappling	Organo
1730-1800	Clean-up and Debrief	Organo
1800	AOC Group Picture	Smith

*Groups and squads to be assigned on Day 1.*



1-Entrance/Guard Post 2-Armory (Bldg 831) 3-Dining Facility (Bldg 854) 4-Classroom (Bldg 804) 5-Combatives Room (Bldg 817)