

State of California . Natural Resources Agency . California State Parks

# Firearms Instructor Refresher

Location: Camp San Luis Obispo

Training Syllabus



William Penn Mott Jr. Training Center



## TABLE OF CONTENTS

Formal Training Guidelines .....	1
Program Attendance Checklist.....	4
Pre-Training Assignments .....	6
Agenda.....	7

### ***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 L. Fredericks..... Training Section Chief  
Ann D. Slaughter ..... Mott Training Center Manager  
Eric Marks..... Leadership and Staff Development Manager  
Jack Futoran ..... EMS and LFG Training Coordinator  
Jeff Beach..... Training Consultant  
Joel Dinnauer..... Training Consultant  
Dave Galanti ..... Training Consultant  
Karyn Lombard ..... Training Consultant  
Sara M. Skinner ..... Training Consultant  
Robert Waller ..... Training Consultant  
Vernon Reyes ..... Instructional Designer  
Jason Smith ..... Academy Coordinator  
Jeremy Alling ..... Cadet Training Officer  
Matt Cardinet ..... Cadet Training Officer  
Raymund Nanadiego ..... Cadet Training Officer  
Lisa Anthony ..... Program Coordinator  
Edith Alhambra ..... Assistant Program Coordinator  
Samantha Guida..... Assistant Program Coordinator  
Jessica Kohls..... Assistant Program Coordinator  
Ricky Roldan..... Assistant Program Coordinator  
Pamela Yaeger ..... Assistant Program Coordinator

1. SYLLABUS: The syllabus is now accessible on the Employee Training Management System (ETMS). You should print a copy of the syllabus to bring with you to class. 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. (Pre-training assignments on page 6 of syllabus)
3. TRAVEL: Arrange your travel to and from the training 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 Camp San Luis Obispo site does not have the capability to provide transportation to/from 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 the training.

4. HOUSING: Housing has been secured for you at Quality Suites Downtown San Luis Obispo located at 1631 Monterey Street, San Luis Obispo, CA 93401. All attendees of this training are on a room list for the hotel and housing paid for on the department credit card upon check out. You may be asked for your personal credit card upon check in to cover incidentals but you will not be charged room and tax for your stay. Any questions notify [Joel.Dinnauer@parks.ca.gov](mailto:Joel.Dinnauer@parks.ca.gov) or 760-936-6772.
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 Consultant 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 Mott Training Center or Training Consultant assigned to the course at least 72 hours 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 72 hours' notice.

**The Training Section is committed to ensuring that the reservation that has been made for you is accurate and needed.**

6. OFF-GROUNDS ACCOMMODATIONS: When authorized to stay off-grounds by the Department Training Officer, the Training Section will absorb the cost of your room and meals at the current Camp San Luis Obispo rate. If you stay off-grounds and have meals on grounds, the Training Section will authorize only what the Department pays Camp San Luis Obispo for lodging.
7. MEALS: Box lunches will be available on some days. If you require a special diet, notify the assigned Training Consultant or Training Section staff no later than one week before your scheduled arrival. Box lunches will be brought to range on select days. Refer to Basic Agenda section. Meals must be paid for in cash by each individual. Cost is \$8 per person.

Appropriate professional attire is expected while dining at the DFAC and clean shoes are required to minimize dirt, mud or other material from being tracked into the facility. California National Guard and tenant program staff and participants will also utilize this facility.

8. 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.

Because we are on the California National Guard Camp San Luis Obispo Training Facility with many other groups, and the image we project as State Park employees is important not only during working hours but off duty hours as well, your informal sportswear should be appropriate.

9. ARMORY/WEAPONS STORAGE: The armory at Camp SLO will be open from 1600 to 1800 hours on Sunday, January 27th. The armory is building 831. Refer to base map above. This will be your opportunity to store your weapons to be used at this training.
10. SMOKING: Smoking is not permitted at facilities or housing at Camp San Luis Obispo.
11. CALIFORNIA NATIONAL GUARD CAMP SAN LUIS OBISPO: Camp San Luis Obispo is located at 10 Sonoma Avenue (off Highway One) in San Luis Obispo. All training facilities are administered by California National Guard personnel or authorized contractors. Constant efforts are made to maintain a sound, harmonious working relationship between the Department and concessionaire. None of us can expect preferential treatment for any reason and, as a departmental employee, you will be expected to join in our continuing effort toward an effective relationship with all California National Guard personnel, training participants, and contractors. It is imperative that you represent the Department well on and off duty.

12. **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.
13. **TRAINING MATERIALS:** **You are required to bring your latest Firearms Instructor Handbook.**
14. **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 (5% for POST Regular Basic Course Academy) constitutes grounds for dropping a participant from the course. The Department Training Officer may modify (except for POST RBC) 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 Consultant.
15. **VEHICLES:** All vehicles should be parked in the lots adjacent to the assigned Camp San Luis Obispo facility. Any questions regarding use of a State vehicle while at the Camp San Luis Obispo should be discussed with your supervisor prior to your departure for training, or with your Program Coordinator while at Camp San Luis Obispo.

When arriving (and each subsequent time) at Camp San Luis Obispo, you will be stopped at the Front Gate, and asked to present your driver license, current vehicle registration and proof of vehicle insurance when driving your personal vehicle. If you are driving a State vehicle, you will be asked to present your driver license or employee identification card. Vehicles can be subject to search when necessary.

16. **CELL PHONES:** As a courtesy to your fellow participants and course leaders ensure that your cell phone is turned on silent during classes. Participants should not be receiving or making cell phone calls during class time. Limit those calls to your breaks.
17. **FAX:** Camp San Luis Obispo Office FAX number (805) 549-3440.
18. **TELEPHONE:** Limit phone calls during classroom hours to urgent business or emergencies. Anyone wishing to contact you by telephone during working hours should call Mott Training Center at (831) 649-2954. Calls after 5:00 p.m. or during weekends cannot be answered. In the case of an emergency, contact Camp San Luis Obispo Academy staff. Emergencies occurring at Camp San Luis Obispo, contact 9-1-1 and the Front Gate at 805-594-6571.

## PROGRAM ATTENDANCE CHECKLIST

### I. CLOTHING/UNIFORMS:

Due to the nature of the training and physical practice sessions involved, uniforms will be required at the range (Department polo or field uniform). Bring appropriate clothing for the classroom, a collared shirt, long pants and close-toe shoes. For the range sessions DO NOT wear RED CLOTHING as staff instructors will wear this color to make them easily identifiable on the range. Hours on the range will include both daytime and nighttime firing. Range practice will not be cancelled due to inclement weather.

Bring your Peace Officer Protective Equipment (POPE) including red training magazines, departmental issued firearm, approved leather gear, OC and baton. Participants traveling by intrastate air carriers should follow the Agency approved weapons transportation guidelines.

Range conditions can be muddy and slippery during inclement weather. Bring rubber boots, extra boots/shoes; muddy footwear is not allowed in dining halls or lodging rooms.

### II. FIREARMS:

**All participants are required to bring all (3) department issued weapons systems to this training. Bring all needed equipment. If you have any issues bringing any equipment contact training staff immediately.**

### III. ADDITIONAL SPECIAL EQUIPMENT:

Soft Body Armor: **Is required on the range.**

Ear Protection: External ear protectors are required on the firing range. They will be furnished as safety equipment for your use on the range. However, you may bring your own if you desire.

Eye Protection: Shooting glasses are required as safety equipment for firearms training. A baseball style cap is also required.

**Rain Gear: You will be expected to have appropriate rain gear to wear at the firing range in case of inclement weather. Bring extra boots/shoes; muddy footwear is not allowed in dining halls or lodging rooms.**

Flashlight: Bring the flashlight that you normally use on patrol.

## PROGRAM ATTENDANCE CHECKLIST

### III. **ADDITIONAL SPECIAL EQUIPMENT:**

Bring a flash drive and electronic copies of alternate courses.

Bring recordkeeping binders and pre-training assignments.

### IV. **TRAVEL:**

Arrange your travel to and from through your District/Agency. For lodging refer to Housing section number 4 on page 1 of syllabus.

### V. **BRING:**

Be sure to bring your Firearms Handbook or Department policy on firearms, including the Patrol Rifle Section, Force on Force material if you have completed that training, and your Firearms Instructor Refresher Training syllabus.

Pens and pencils for note taking.

COFFEE CUP AND REFILLABLE WATER CONTAINER.

## **PRE-TRAINING ASSIGNMENTS**

Select your favorite course of fire and outline (any weapon system) that you have created and format to fit the template. The template and details were included in the previous pre-training assignment email. There are a couple examples attached as well. Bring a hard copy of the course outline and an electronic copy on a thumb drive to download, review, vet, and place on the Share drive for future ranges.



**Group 43    Firearms Instructor Refresher  
January 28, 2019 - February 1, 2019  
Camp San Luis Obispo**

***Basic Agenda***

*Reid / Chambers*

Reid: WCell (831) 901 7964 / Chambers: Cell (530) 321 5230

Monday 28th

0800	Meet at Camp SLO	Classroom #719
	<ul style="list-style-type: none"><li>• Introductions</li><li>• Expectations</li><li>• Safety</li><li>• Equipment Check</li><li>• Base Orientation</li><li>• Questions and Answers</li></ul>	
1000	Alpha Range	
	<ul style="list-style-type: none"><li>• Range Set Up</li><li>• Safety Briefing</li><li>• Expectations</li><li>• Weapons Qualifications (All)</li></ul>	
1200	Lunch	
	<ul style="list-style-type: none"><li>• Lunch at Alpha Range</li></ul>	
1300	Alpha Range	
	<ul style="list-style-type: none"><li>• Weapons Qualifications All</li><li>• Rifle Fundamentals</li><li>• Rifle Alternate Course (1)</li><li>• Rifle Alternate Course (2)</li><li>• Rifle Alternate Course (3)</li></ul>	
1700	Clear	
	<ul style="list-style-type: none"><li>• Clean Up</li><li>• Debrief</li></ul>	

**Group 43 Firearms Instructor Refresher  
January 28, 2019 - February 1, 2019  
Camp San Luis Obispo**

***Basic Agenda***

*Reid / Chambers*

Reid: WCell (831) 901 7964 / Chambers: Cell (530) 321 5230

Tuesday 29th

0800	Alpha Range
	<ul style="list-style-type: none"><li>• Set up</li><li>• Safety Briefing</li><li>• Rifle Movemen</li><li>• Rifle Alternate (1)</li><li>• Rifle Alternate (2)</li></ul>
1200	Lunch
	<ul style="list-style-type: none"><li>• Lunch at Range</li></ul>
1300	Alpha Range
	<ul style="list-style-type: none"><li>• Student Course Assignments</li><li>• Student Course Development</li><li>• Room Clearing / Rifle</li><li>• Pistol Alternate Competition</li></ul>
1700	Clear
	<ul style="list-style-type: none"><li>• Clean Up</li></ul>

**Group 43 Firearms Instructor Refresher  
January 28, 2019 - February 1, 2019  
Camp San Luis Obispo**

***Basic Agenda***

*Reid / Chambers*

Reid: WCell (831) 901 7964 / Chambers: Cell (530) 321 5230

Wednesday 30th

(Lunch on Own Prior to Range)

1200	Alpha Range
------	-------------

- Team (1) Course
- Team (2) Course
- Team (3) Course
- Team (4) Course

1800	Alpha Range	Low Light
------	-------------	-----------

- Low Light Tactics
- Low Light Safety
- Night Qualifications All Weapons
- Team (5) Course

2000	Clear
------	-------

**Group 43    Firearms Instructor Refresher  
January 28, 2019 - February 1, 2019  
Camp San Luis Obispo**

***Basic Agenda***

*Reid / Chambers*

Reid: WCell (831) 901 7964 / Chambers: Cell (530) 321 5230

Thursday 31st

0900	Alpha Range
	<ul style="list-style-type: none"><li>• Team (6) Course</li><li>• Team (7) Course</li><li>• Team (8) Course</li></ul>
1200	Lunch
	<ul style="list-style-type: none"><li>• Lunch At Range</li><li>• Team (9) Course</li><li>• Team (10) Course</li><li>• Team (11) Course</li><li>• Rifle Distance Course</li><li>• Written Quiz</li><li>• Clean Range</li></ul>
1700	Clear

**Group 43 Firearms Instructor Refresher  
January 28, 2019 - February 1, 2019  
Camp San Luis Obispo**

***Basic Agenda***

*Reid / Chambers*

Reid: WCell (831) 901 7964 / Chambers: Cell (530) 321 5230

Friday 1st

0800	Alpha Range
	<ul style="list-style-type: none"><li>• Pistol Alternate</li><li>• Rifle Alternate</li><li>• Clean Range</li><li>• Range Inspection</li><li>• Clear Range</li></ul>
1000	Move to Classroom #719
	<ul style="list-style-type: none"><li>• Updates Policy Review</li><li>• Team (12) - Rifle Nomenclature and Cleaning</li><li>• Clear Armory</li><li>• Certificates</li><li>• Evaluations</li><li>• Review Weeks Objectives</li><li>• Debrief</li></ul>
1200	Clear