

State of California . The Natural Resources Agency . California State Parks

# Firearms Instructor Refresher

Location: Camp San Luis Obispo

Training Syllabus



William Penn Mott Jr. Training Center



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 are listed in the "Training Attendance Requirements" section.)
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 (air fair, mileage, rental car, etc.) is paid by your District or Office **to** and **from** the location of the training.

4. HOUSING: Housing will be assigned to you on a shared-room basis and will be available from 2:00 p.m. on the date of arrival to 12:00 noon on the date of departure. The Department provides your room and board expenses at Camp San Luis Obispo only. No per diem allowance will be authorized for living off-grounds. This does not preclude living off-grounds at your own expense. No animals are permitted in Camp San Luis Obispo housing, except for official business and prior housing arrangement. In the event of an emergency, staff must know your room assignment, therefore, you may not switch rooms without staff approval. Overnight guests are not allowed in assigned rooms. Quiet hour for living areas is 10:00 p.m.
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 Mott Training Center or Training Specialist 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 pickup 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: If you require a special diet, notify the assigned Training Specialist 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 be utilizing 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 1700 to 1900 hours on Sunday, April 28th. The armory is building 831. Please refer to base map above. If not available during armory storage period, secure weapon systems pursuant to policy (312.2.1).

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 Specialist.
19. 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.

20. 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. Please limit those calls to your breaks.
21. FAX: The Camp San Luis Obispo Office FAX number is (805) 549-3440.
22. TELEPHONE: Limit phone calls during classroom hours to urgent business or emergencies. Anyone wishing to contact you by telephone during working hours should call the 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 polos or field uniform). Bring appropriate clothing for the classroom, a collared shirt, long pants and closed toed 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/nylon gear, CEW, 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. Please 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.

Bring a flash drive and electronic copies of alternate courses.  
Bring recordkeeping binders and pre-training assignments.

### IV. **TRAVEL:**

Arrange your travel through your District/Agency.

V. **BRING:**

Be sure to bring your Firearms Handbook or Department policy on firearms, including the 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

- Review and become familiar with the Firearms Instructor Handbook
- Using a vetted pre-existing outline and course of fire for any weapon system, format it to fit the new standardized template. Bring a hard copy of the course outline and an electronic copy on a thumb drive so they can be downloaded, reviewed, vetted and placed on the share drive for future ranges.

**Group 45 Firearms Instructor Refresher**

**April 29th - May 3rd**

**Camp San Luis Obispo**

***Basic Agenda***

*Reid / Chambers*

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

Monday 29th

0800	Meet at Camp SLO	Classroom # 710
------	------------------	-----------------

- Introductions
- Expectations
- Safety
- Equipment Check
- Base Orientation
- Policy & Case Law Review
- ETMS & POST Trng. Review
- Questions and Answers

1200	Lunch
------	-------

- Lunch at DFAC

1300	Charlie Range
------	---------------

- Range Set Up
- Safety Briefing
- Weapons Qualifications (All)
- Rifle Zero Verification
- Rifle Alternate Course (1)
- Rifle Alternate Course (2)
- Rifle Alternate Course (3)

1700	Clear
------	-------

- Clean Up
- Debrief



Group 45 Firearms Instructor Refresher  
April 29th - May 3rd  
Camp San Luis Obispo

**Basic Agenda**

*Reid / Chambers*

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

Tuesday 30th

0800	Charlie Range
------	---------------

- Set Up
- Safety Briefing
- Rifle Movement
- Rifle Alternate (1)
- Rifle Alternate (2)
- Rifle Alternate (3)
- Room Clearing / Rifle

1200	Lunch
------	-------

- Lunch at Range

1300	Charlie Range
------	---------------

- Student Course Assignments
- Student Course Development
- Pistol Alternate Competition

1700	Clear
------	-------

- Clean Up
- Debrief

**Group 45 Firearms Instructor Refresher  
April 29th - May 3rd  
Camp San Luis Obispo**

***Basic Agenda***

*Reid / Chambers*

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

Wednesday 1st

(Lunch on Own Prior to Range)

1200	Charlie Range
------	---------------

- Range Set Up
- Safety Briefing
- Team (1) Course
- Team (2) Course
- Team (3) Course
- Team (4) Course

1800	Charlie Range	Low Light
------	---------------	-----------

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

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

**Group 45 Firearms Instructor Refresher**

**April 29th - May 3rd  
Camp San Luis Obispo**

***Basic Agenda***

*Reid / Chambers*

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

Thursday 2nd

0800	Charlie Range
------	---------------

- Set Up
- Safety Briefing
- Team (6) Course
- Team (7) Course
- Team (8) Course

1200	Lunch
------	-------

- Lunch at Range

1300	Charlie Range
------	---------------

- Team (9) Course
- Team (10) Course
- Team (11) Course
- Rifle Distance Course
- Written Quiz

1700	Charlie Range
------	---------------

- Clean Up
- Debrief

**Group 45    Firearms Instructor Refresher**  
**April 29th - May 3rd**  
**Camp San Luis Obispo**

***Basic Agenda*** *Reid / Chambers*

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

Friday 3rd

0800	Charlie Range
------	---------------

- Pistol Alternate
- Rifle Alternate
- Clean Range
- Range Inspection
- Clear Range

1000	Move to Classroom # 706
------	-------------------------

- Team (12) - Rifle Nomenclature & Cleaning
- Clear Armory
- Certificates
- Evaluations
- Review Weeks Objectives
- Debrief

1200	Clear
------	-------