

State of California . Natural Resources Agency . California State Parks

# Firearms Instructor Refresher Training

## Location: Oroville

January 20-24, 2020

Training Syllabus



William Penn Mott Jr. Training Center



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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 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  
Tamara Busman ..... Training Consultant  
Joel Dinnauer..... Training Consultant  
Ennio Rocca ..... 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  
Jamie Stamps ..... Cadet Training Officer  
Lisa Anthony ..... Program Coordinator  
Edith Alhambra ..... Assistant Program Coordinator  
Samantha Guida..... Assistant Program Coordinator  
Ricky Roldan..... Assistant Program Coordinator  
Pamela Yaeger ..... Assistant Program Coordinator

## THE MISSION

*of the California Department of Parks and Recreation 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). 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 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 The Lodge at Feather Falls Casino, 3 Alverda Drive, Oroville, CA 95966 (Phone number: 877.652.4646). Check-in after 4:00 p.m. and check out before 11:00 a.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 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 ensure that the reservation that has been made for you is accurate and needed.**

6. MEALS: Not provided at the range.
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. ARMORY/WEAPONS STORAGE: Secure weapon systems pursuant to policy (312.2.1). Due to no available armory, be mindful and sensitive to hotel guests while bringing weapons to and from rooms. Recommend storing long guns in patrol vehicle's elector locks until you retire for the evening. Then bring weapons with you into the room for safe keeping pursuant to policy. Be **DISCRETE**, use cases covered in various types of sports bags while at hotel.

9. **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.
10. **TRAINING MATERIALS:** You are required to bring your latest Firearms Instructor Handbook and a thumb drive. A laptop is highly recommended
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 (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.
12. **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 receive or make cell phone calls during class time. Limit those calls to your breaks.

## 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 wear this color to be easily identifiable on the range. Hours on the range include both daytime and nighttime firing. Range practice not 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.

### II. FIREARMS

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

### III. ADDITIONAL SPECIAL EQUIPMENT

Soft Body Armor: required on the range.

Ear Protection: External ear protectors are required on the firing range. Electronic ear protection is recommended.

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.

Knee Pads/Elbow Pads recommended.

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

Flash drive, recordkeeping binders, and pre-training assignments.

## **PROGRAM ATTENDANCE CHECKLIST**

### **IV. TRAVEL**

Arrange your travel to and from through your District/Agency. For lodging refer to Housing section number 4 on page 2 of syllabus.

### **V. BRING**

Firearms Handbook or Department policy on firearms, include the Patrol Rifle Section, and Firearms Instructor Refresher Training syllabus.

Pens and pencils for note taking.

**COFFEE CUP AND REFILLABLE WATER CONTAINER.**

## **PRE-TRAINING ASSIGNMENTS**

1. Review and become familiar with the Firearms Instructor Handbook.
2. Choose an outline and course of fire that you have created for any weapons system that works, has good objectives and is consistent with the handbook. Bring a hard and electronic copy of the course outline on a thumb drive to download, vet and place on the Share drive for future ranges.



**Group 46 Firearms Instructor Refresher Training**

**January 20-24, 2020**

**Butte County**

***Basic Agenda***

*Reid / Chambers*

Monday 20th

0800	Northern Buttes District Conference Room – 400 Glen Drive, Oroville
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- Introductions
- Expectations
- Safety
- Orientation
- Policy and Case Law Review
- ETMS and POST Training Review
- Department Rifle History
- Questions and Answers

1200	Lunch
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1300	Range – Proximity of 89 Thompson Flat Cemetery Road, Oroville
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- Range Setup
- Safety Brief
- Weapons Qualifications (All)
- Rifle Zero Verification
- Rifle Alternate Course (1)
- Rifle Alternate Course (2)
- Rifle Alternate Course (3)

1700	Clear
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***Basic Agenda***

*Reid / Chambers*

Tuesday 21st

0800	Range
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- Setup
- Safety Brief
- Rifle Movement
- Rifle Alternate (1)
- Rifle Alternate (2)
- Rifle Alternate (3)
- Room Clearing

1200	Lunch
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- Lunch at Range

1300	Range
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- Student Course Assignments
- Student Course Development
- Pistol Alternate Competition

1700	Clear
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- Cleanup
- Debrief

**Group 46 Firearms Instructor Refresher Training  
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***Basic Agenda***

*Reid / Chambers*

(Lunch on Own Prior to Range)

Wednesday 22nd

1200	Range
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- Range Setup
- Safety Debrief
- Team (1) Course
- Team (2) Course
- Team (3) Course
- Team (4) Course

1800	Range	Low Light
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- Low Light Tactics
- Low Light Safety
- Night Qualifications All Weapons
- Team (5) Course

2000	Clear
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***Basic Agenda***

*Reid / Chambers*

Thursday 23rd

0900	Range
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- Setup
- Safety Debrief
- Team (6) Course
- Team (7) Course

1200	Lunch
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- Lunch at Range

1300	Range
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- Team (8) Course
- Team (9) Course
- Rifle Distance Course
- Written Quiz

1800	Clear
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- Cleanup
- Debrief

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*Basic Agenda*

*Reid / Chambers*

Friday 24th

0800	Classroom / Northern Buttes District Headquarters – 400 Glen Drive, Oroville
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- Team (10) - Rifle Nomenclature and Cleaning
- Certificates
- Evaluations
- Review Weeks Objectives
- Debrief

1200	Clear
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