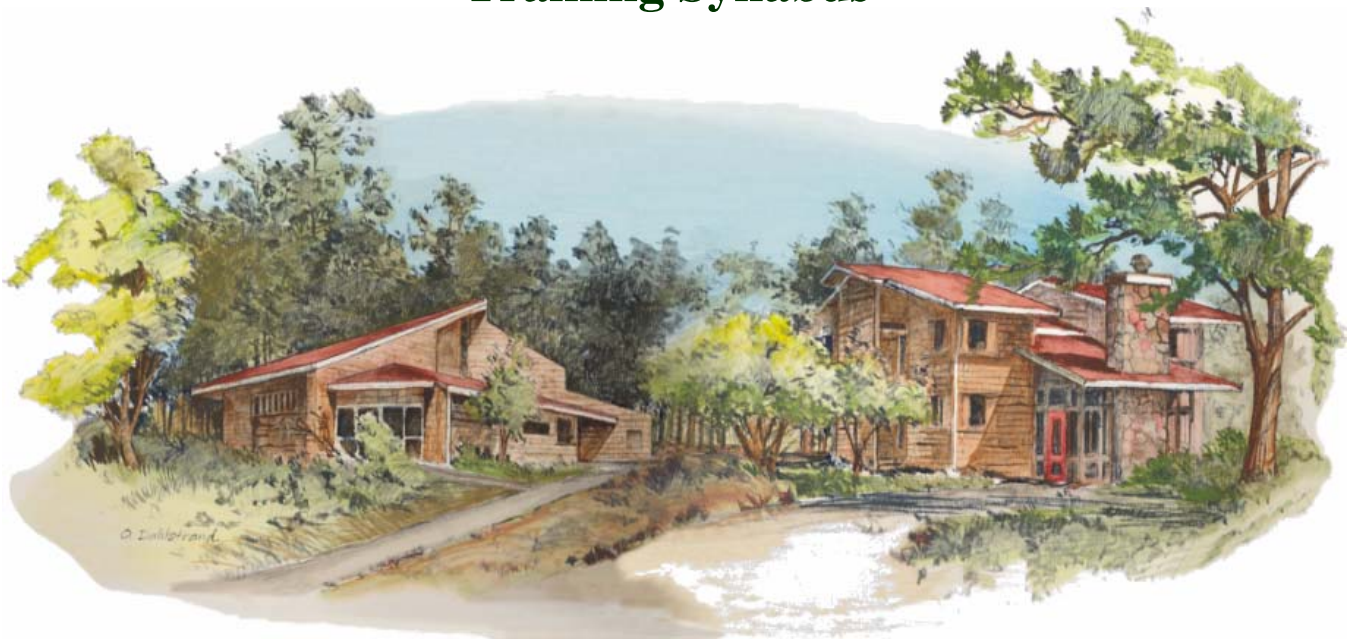


State of California . The Resources Agency . Department of Parks and Recreation

# Firearms Instructor Refresher

December 10-15, 2006

Training Syllabus



William Penn Mott Jr. Training Center



# Memorandum

**Date:** November 21, 2006

**To:** Supervisor

**From:** Department of Parks and Recreation  
William Penn Mott Jr. Training Center

**Subject:** Employee Attendance at Formal Training

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.

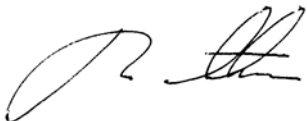
### Immediately Following Attendance

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 and review the due date of the Post-Training Evaluation form.
3. Support the employee's use of the training at the work place.

### Prior to Three Months Following Training

1. Employee, after discussion with supervisor, must login to the Employee Training Management System (ETMS) to complete the Post-Training Evaluation form.
2. Supervisor evaluates the effectiveness of the training on the employee's job performance and logs in to the ETMS to complete the Training Effectiveness Assessment form.

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



Broc E. Stenman  
Department Training Officer

Attachment

cc: Participant

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***Mission Statement  
Training Office***

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

## TRAINING CENTER STAFF

Broc Stenman.....	Department Training Officer
Michael Green .....	Assistant Department Training Officer
Joanne Danielson.....	Training Specialist
Chuck Combs .....	Training Specialist
Sara Skinner.....	Training Specialist
Dave Galanti.....	Training Specialist
Michelle Gardner .....	Cadet Training Officer
Connie Breakfield .....	Cadet Training Officer
Pat Bost.....	Assistant Program Coordinator
Pamela Yaeger.....	Assistant Program Coordinator
Edith Alhambra .....	Assistant Program Coordinator
Bill Spencer .....	Assistant Program Coordinator
Summer Kincaid .....	Assistant Program Coordinator
Brian Petersen.....	Program Assistant

## 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 Training Center. The Department strives to enhance your learning and job performance with formal training of the highest quality. This fact demonstrates the commitment your Department has made to you in your service 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 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 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 Training Center does not have the capability to provide transportation to/from Monterey Airport.

4. **HOUSING:** Housing will be assigned to you on a shared-room basis and will be available from 3 p.m. on the date of arrival to 12 noon on the date of departure. The Department provides your room and board expenses at the Training Center only. No per diem allowance will be authorized for living off-grounds. This does not preclude living off-grounds at your own expense. Please advise the Department Training Officer no later than one week before your scheduled arrival if you plan to live off-grounds. No animals are permitted in Asilomar housing. 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 the buildings unless registered beforehand at the front desk in Asilomar's Administration Building. Quiet hour for lodge living areas is 10 p.m.

**HOUSING CANCELLATION POLICY: If you do not need lodging or must change or cancel your reservation, you must contact the Training Center at least 72 hours prior to your date of arrival. The Training Center is committed to ensuring that the reservation that has been made for you is accurate and needed.**

5. **MEALS:** Meals will be provided, semi-cafeteria style, from dinner on the date of arrival through lunch on the date of departure. Meals will be served at 7:15 a.m. for breakfast, 12 noon for lunch, and 6 p.m. for dinner. Hot or box lunches may be provided on some days. If you require a special diet, notify the Asilomar Chef at 831-372-8016 no later than one week before your scheduled arrival.
6. **OFF-GROUNDS ACCOMMODATIONS:** When authorized to stay off-grounds by the Department Training Officer, the Training Center will pickup the cost of your room and meals at the current DPR Asilomar rate. If you stay off grounds and have meals on grounds, the Training Center will authorize only what the Department pays Asilomar for lodging.
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 specified in the Program Attendance Checklist. Non-uniformed employees shall wear professional business attire.

Because we are on the conference grounds 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.

8. ROOM SAFES: Two safes have been installed in each of the lodge rooms used by the Training Center (Live Oak, Tree Tops, and Deer Lodge). These safes are a type that allows the user to input their own combination of numbers to facilitate opening and closing. The Training Center has a master key for emergency entry. Safes are to be left in the open position when checking out of your room.
9. WEAPONS: Weapons are permitted in rooms under the following conditions. Authorized firearms and magazines stored while at the Training Center shall be in a safe condition and stored in one of the following locations: your room safe in Live Oak, Tree Tops, or Deer Lodge, one of the Training Center's safes in the Whitehead Room or secured in your vehicle.
- 10 ALCOHOLIC BEVERAGES: Participants shall not possess or consume alcoholic beverages in common areas (living room) while on the Asilomar Conference Grounds unless provided and hosted by Concessionaire Delaware North.
11. SMOKING: Smoking is not permitted in the Training Center or in any lodge or guest room on the Asilomar Conference Grounds.
12. TRAINING CENTER: The Training Center is located on Asilomar Conference Grounds, part of Asilomar State Beach. The Conference Grounds are operated for our Department by a concessionaire, and all lodging and food services are provided to us by employees of the concessionaire. 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 each Asilomar concession staff member. On occasion, non-departmental groups may be staying in the same lodges. It is imperative that you represent the Department well on and off duty.
13. REGISTRATION: When you arrive at Asilomar Conference Grounds, go directly to the front desk at the Asilomar Administration Building for your room key and dining room ticket. If you require vegetarian meals, notify the front desk representative and your meal ticket will be marked accordingly.
14. 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.
15. TRAINING CENTER STAFF: A Training Center staff member has been assigned responsibility for your training group as well as for your training program. That staff member usually serves as a Course Leader as well as a Coordinator. During the

program, you may be asked to assist Training Center staff in the logistics of your training program (organizing field trip transportation, supervising classroom breaks, etc.). Center staff will do all within their power to make your training experience pleasant and meaningful.

16. **TRAINING MATERIALS:** May be made available to you at both your unit and the Training Center. Handout materials issued at your unit should be brought to training for possible use. A conference binder or notebook will be issued to you at the training session for note taking and convenience in handling materials. Copies of DAM and DOM will be available to you for self-study. Bring your own pens and pencils.
17. **ATTENDANCE:** Regular attendance is a critical course requirement and your participation is important to the success of this training. All absences, except those of an emergency nature, must be approved in advance by the Training Specialist.
18. **COLLEGE CREDIT:** Most training programs are accredited by Monterey Peninsula College for lower division credit. If you successfully complete an accredited program, you will receive either a letter grade or a credit/no-credit designation.
19. **VEHICLES:** All vehicles should be parked in the lots adjacent to the Training Center. Any questions regarding use of a State vehicle while at the Training Center should be discussed with your supervisor prior to your departure for training, or with your Program Coordinator while at the Training Center.
20. **BICYCLES:** If you bring your bicycle, store it in the bicycle shed next to the Training Center. Bicycles may not be brought into any building nor chained to lamp posts, trees, etc. The Training Center has a limited number of bicycles available for your use. Prior to your use, you are required to complete a safety inspection and sign a waiver which is posted in the bicycle shed.
21. **MAIL:** Mail forwarded to you during your time at the Center should be addressed to you in care of:

Department of Parks and Recreation  
WILLIAM PENN MOTT JR. TRAINING CENTER  
P. O. Box 699, Pacific Grove, CA 93950
22. **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. Please limit those calls to your breaks.
23. **FAX:** The Training Center's FAX number is (831) 649-2824.

24. 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 p.m. or during weekends should be made to (831) 372-8016, Asilomar Conference Grounds, and the caller should tell the switchboard operator you are with a Department of Parks and Recreations training group.
25. LAUNDRY AND DRY CLEANING: May be taken care of by you at one of several local establishments. An iron is available for 24-hour checkout from the Training Center front desk.
26. RECREATION: Facilities available on grounds include a heated swimming pool, ping-pong and pool tables, and a volleyball court. The Monterey area offers horseback riding, golf, tennis, racquetball, deep sea fishing, and many historical landmarks and scenic sights to explore.
27. POST-TRAINING ASSIGNMENTS: In connection with formal training are to be completed under the direction of your supervisor. See "Program Attendance Requirements" in this syllabus.
28. COFFEE BREAK REFRESHMENTS: Will be available throughout each session at the Center. You will be asked to contribute to the "Hospitality Fund" to defray expenses. Please bring your own coffee cup.



## PROGRAM ATTENDANCE CHECKLIST

### I. CLOTHING/UNIFORMS:

- Due to the nature of the training and physical practice sessions involved, uniforms will not be required. Bring appropriate clothing for classroom and 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. You will want to wear older clothes at the range. 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.

### II. FIREARMS:

- All participants are requested to bring the Department approved semi-automatic Colt AR-15 Tactical Rifle to this training.** If you are unable to bring a rifle, contact Training Specialist Joanne Danielson at [jdanielson@parks.ca.gov](mailto:jdanielson@parks.ca.gov) or 831-649-2959 at the Training Center immediately.

### III. ADDITIONAL SPECIAL EQUIPMENT:

- Soft Body Armor: It will be 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 recommended to reduce eye strain from sunlight on bright days.
- Rain Gear: You will be expected to have appropriate rain gear to wear at the firing range in case of inclement weather.**
- Flashlight: Bring the flashlight that you normally use on patrol.

IV. **ASSIGNMENTS:**

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

V. **TRAVEL:**

- Arrange your travel through your District/Agency.

VI. **MISCELLANEOUS:**

- Bring pens and pencils for note taking.
- COFFEE CUP

## **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. Then both the supervisor and employee should login to the Employee Training Management System (ETMS) and complete the Post-Training Evaluation form (an email will be sent to both employee and supervisor notifying them that the evaluation needs to be completed). Once you login to the ETMS, you will need to fill out the evaluation form before you will be able to do anything else.

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 Center in providing a return on the investment the Department has on training.

**FIREARMS INSTRUCTOR REFRESHER GROUP 30 – Agenda**  
**December 10-15, 2006**

**Sunday**  
**December 10**

1500- Registration: Register at the Asilomar Administration Building

**Monday**  
**December 11**

0800-0830	Welcome - Program Orientation	Danielson
0830-0900	Program Overview	Bardo
0900-1000	Firearms Safety Review - Safety Exam	Staff
1000-1100	Firearms Handbook Review	Staff
1100-1200	DPR Qualifications Review	Staff
1200-1300	<i>Lunch</i>	
1300-1400	DPR Qualifications Review ( <i>continued</i> )	Staff
1400-1500	Role of the Staff Instructor - Discussion	All
1500-1700	Program Content Review; Basic, FIT and FIRT	All

**Tuesday**  
**December 12**

0800-0900	Travel to San Benito Range	All
0900-0930	Range Orientation/Set-up	All
0930-1030	Fundamentals of Handgun Marksmanship	Staff
1030-1200	Handgun Qualification Review/Update	Staff
1200-1300	<i>Lunch</i>	
1300-1400	Shotgun Qualification Review/Update	Staff
1400-1530	Rifle and Chemical Agent Qualification Review/Update	Staff
1530-1700	Clean-up/Return to Training Center	All

**Wednesday**  
**December 13**

0800-0930	Travel to San Benito Range	All
0930-1000	Range Set-up	Staff
1000-1200	Force-on Force Practical Training	All
1200-1300	<i>Lunch</i>	
1300-1530	Force-on Force Practical Training ( <i>continued</i> )	All
1530-1700	Clean-up/Return to Training Center	All

**FIREARMS INSTRUCTOR REFRESHER GROUP 30 – Agenda**  
**December 10-15, 2006**

**Thursday**

**December 14**

0800-0930	Travel to San Benito Range	All
0930-1000	Range Set-up	Staff
1000-1200	Force-on Force Practical Training	All
1200-1300	<i>Lunch</i>	
1300-1530	Force-on Force Practical Training ( <i>continued</i> )	All
1530-1700	Clean-up/Return to Training Center	All

**Friday**

**December 15**

0800-0900	Written Exam Review and Update Content	All
0900-1000	Care/Cleaning Weapons, Maintenance, Trouble Shooting	Staff
1000-1100	Deployment and Tactical Considerations-Review	Staff
1100-1130	Firearms Policy Review	Staff
1130-1200	Evaluation, Wrap-up and Adjourn	Bardo/ Danielson

**FIREARMS INSTRUCTOR REFRESHER TRAINING**

**36 HOURS**

**PROGRAM OUTLINE**

Total  
Hours

ORIENTATION AND REGISTRATION .....	1
MPC Registration and Program Administration .....	
Training Rationale .....	
WEAPONS FAMILIARIZATION .....	4
Optional Equipment/Other Weapons (Optional) .....	
Care and Cleaning of Weapons/Rifle Maintenance .....	
Fundamentals of Weapons/Rifle Marksmanship .....	
INSTRUCTION TRAINING .....	10
Legal Aspects of Firearms Instruction .....	
Departmental Weapons/Rifle Policy .....	
Instructor Preparation and Organization .....	
Instructor Application and Coaching .....	
Weapons Deployment and Techniques .....	
Less Lethal Force .....	
RANGE PRACTICE .....	18
Rifle .....	
Handgun .....	
Shotgun .....	
Practical Course .....	
TESTING, REVIEW AND SUMMARY .....	<u>3</u>
TOTAL HOURS .....	36

## **FIREARMS INSTRUCTOR REFRESHER TRAINING**

### **ORIENTATION AND REGISTRATION**

Purpose: To review course content and complete formal registration materials for Monterey Peninsula College.

Performance Objectives: By the close of the session the participant will

1. Be formally registered through Monterey Peninsula College.
2. Review course objectives and standards.
3. Discuss the course content and procedure for grading and evaluation.
4. Be presented with an overview of the Firearms Instructor Refresher Training Program and training rationale.
5. Adhere to all Training Center guidelines throughout the program.

### **WEAPONS FAMILIARIZATION**

Purpose: To review all aspects of the Department Firearms Program, weapons nomenclature, weapon parts, safe weapon handling procedures and weapon ammunition characteristics.

Performance Objectives: By the close of the session the participant will

1. Follow, and demonstrate when instructing, the safety procedures concerning loading, unloading, inspection techniques, firing and trouble shooting of Department firearms under range conditions.
2. Identify the parts and nomenclature of Department issued weapons, accessories, ammunition, and their proper care.
3. Practice loading, unloading and firing of Department issued weapons and review the proper care.

### **INSTRUCTOR TRAINING**

Purpose: To train the firearms instructor to effectively instruct and coach State Park Peace Officers in the proper handling and use of the Department issued weapons. Review the proper operation of a firing range in a safe and careful manner.

Performance Objectives: By the close of the session the participant will

1. Discuss the moral and legal effects and responsibilities of firearms use and firearms training responsibilities of the firearms instructor.
2. Review basics and fundamentals of rifle marksmanship and practice target analysis to enable the instructor to identify, define, and work with shooters' problems.
3. Instruct shooters in the various phases of combat rifle techniques.
4. Give clear firearms instruction to other program participants concerning techniques covered in the program.
5. Identify the requirements for practical firearms training as described in DOM Chapter 13.

## **RANGE PRACTICE**

Purpose: To practice and demonstrate proficiency with Department issued weapons, procedures, shooting methods and techniques necessary to train other State Park Peace Officers in the proper firearms usage and use of force.

Performance Objectives: By the close of the session the participant will

1. Practice and instruct others in the proper use and deployment of the Department issued weapons.
2. Review the various techniques of handgun and long gun marksmanship.
3. Practice safe loading, unloading of rifles, handguns and shotguns and firing at single and multiple targets.
4. Demonstrate new range instruction techniques that will enhance the scope of DPR combat training.
5. Review techniques for presenting realistic firearms training focusing on officer safety, force-on-force decision making, tactics, and communication.



location map for  
WILLIAM PENN MOTT JR. TRAINING CENTER  
837 ASILOMAR BLVD.  
PACIFIC GROVE, CALIFORNIA 93950

