

Firearms Instructor Refresher Training

Location: Camp San Luis Obispo
February 10-14, 2013

Training Syllabus



William Penn Mott Jr. Training Center



State Of California

Memorandum

Date: February 12, 2013
To: Supervisor
From: William Penn Mott Jr. Training Center
Department of Parks and Recreation
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.



Joanne Danielson
Acting Academy Director

Attachment

cc: Participant

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Mission Statement Training Section

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

TRAINING SECTION STAFF

Joanne Danielson.....	Acting Department Training Officer
Juventino Ortiz.....	Acting Academy Coordinator
Pat Bost.....	Office Manager
Chuck Combs.....	Training Specialist
Sara M. Skinner.....	Training Specialist
Dave Galanti.....	Training Specialist
Karyn Lombard.....	Training Specialist
Connie Breakfield.....	Training Specialist
Matt Cardinet.....	Cadet Training Officer
Dan Kraft.....	Cadet Training Officer
Dan Raducanu.....	Cadet Training Officer
Nicole Shannon.....	Cadet Training Officer
Pamela Yaeger.....	Assistant Program Coordinator
Edith Alhambra.....	Assistant Program Coordinator
Ellen Dewsnup.....	Assistant Program Coordinator
Rogers Williams.....	Program Assistant
Socorro Wallace.....	Program Assistant
Joanne Ciccone.....	Program Assistant
Ginger Henry.....	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

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 California National Guard Camp San Luis Obispo. 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 are listed on Page 9 of this 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 (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.

Please Note: You may be assigned a room at a motel while attending training. If so you may be asked to present a valid credit or debit card while checking in to your room. Many motels 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. Please 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 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 pick up 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: Meals will be provided, semi-cafeteria style at the Camp San Luis Obispo Dining Facility (DFAC), from dinner on the date of arrival through lunch on the date of departure. Meals will be served at 6:00 a.m. until 7:30 a.m. for breakfast, 11:30 a.m. until 1:00 p.m. for lunch, and 5:00 p.m. until 6:30 p.m. for dinner. Hot or box lunches may be provided on some days. If you require a special diet, notify the assigned Training Specialist or Training Section staff no later than one week before your scheduled arrival.

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 Requirements**. 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. ROOM SAFES: Two safes have been installed in each of the rooms used by the State Park Cadets (Building 618 and 619). These safes are a type that allows the user to input their own combination of numbers to facilitate opening and closing. The Camp San Luis Obispo staff has a master key for emergency entry. Safes are to be left in the open position when checking out of your room.
10. WEAPONS: Weapons are permitted in rooms under the following conditions. Authorized firearms and magazines stored while at the Camp San Luis Obispo shall be in a safe condition and stored in one of the following locations: your room only when you are present or secured in your vehicle.
11. ALCOHOLIC BEVERAGES: State Park Cadets shall not possess or consume alcoholic beverages. Instructors and State Park staff can only possess and consume alcoholic beverages in assigned housing while at Camp San Luis Obispo.

12. **SMOKING:** Smoking is not permitted at facilities or housing at Camp San Luis Obispo.
13. **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.
14. **REGISTRATION:** When you arrive at Camp San Luis Obispo, go directly to the Camp San Luis Obispo Billeting Office to the left of the Front Gate adjacent to Camp San Luis Obispo Headquarters Office. After office hours registration can be completed by following the posted directions on the Billeting Office door.
15. **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.
16. **TRAINING SECTION STAFF:** Matt Cardinet 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.
17. **TRAINING MATERIALS:** May be made available to you at both your unit and Camp San Luis Obispo. 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. Bring your own pens and pencils.
18. **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. **BICYCLES:** At Camp San Luis Obispo, if you bring your bicycle, it must be stored on or in your vehicle. Bicycles may not be stored in your lodging room, brought into any building nor chained to lamp posts, trees, etc. Camp San Luis Obispo does have some bicycles available for loan from the Billeting Office.
21. **MAIL:** Mail forwarded to you during your time at Camp San Luis Obispo should be addressed to you at a local Post Office Box in San Luis Obispo. You can acquire a PO Box at your own expense at two Post Office locations in San Luis Obispo (Marsh Street and Madonna Road).
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 Camp San Luis Obispo Office FAX number is (805) 549-3440.
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 5:00 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.
25. **LAUNDRY AND DRY CLEANING:** May be taken care of by you at one of several local establishments. A Laundry Building with coin operated machines is located across from the Post Exchange at Bldg. 814. A Barbershop is also located at the same location with limited hours of operation.
26. **RECREATION:** Facilities available on adjacent Cuesta College grounds include a heated swimming pool, running track and gymnasium. The San Luis Obispo and

coastal community area offers horseback riding, golf, hiking, 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 Page 10 in this syllabus.
28. COFFEE BREAK REFRESHMENTS: Coffee break refreshments will not be available at Camp San Luis Obispo. Only water bottles filled with water are allowed in the classroom.

PROGRAM ATTENDANCE REQUIREMENTS

1. 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 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 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.

2. FIREARMS:

All participants are requested to bring the Department approved semi-automatic Colt AR-15 Tactical Rifle and Remington 870 Shotgun to this training. If you are unable to bring a rifle or shotgun, contact Training Specialist Matt Cardinet at mcardinnet@parks.ca.gov or 916.205-2665 at the Training Center immediately.

3. 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.

4. **TRAVEL:**

Arrange your travel through your District/Agency.

5. **ITEMS TO 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.

REFILLABLE WATER CONTAINER.

PRE-TRAINING ASSIGNMENTS

1. Please review the Firearms Instructor Handbook and all applicable Department firearms policies. Be prepared to discuss the Firearms Program and current issues you are facing in the field.
2. Develop, design and be prepared to present at least one Alternate Course Outline and Course of Fire for the M&P Duty Pistol (30 minute time limit).
3. Develop, design and be prepared to present at least one Alternate Course Outline and Course of Fire for either the shotgun or rifle, as assigned below (30 minute time limit).

Topic

Students Instructors

Rifle Familiarization Course	Shea and Moffat
Shotgun Familiarization Course	McReynolds and Forrester
Pistol Familiarization Course	Hoffman and Wilson
Movement/Transition Familiarization Course	Birkland and Rominger

Instructions

1. Students will work in teams to instruct on the assigned topic(s) and complete two Courses of Fire during the presentation.
2. Students will work cooperatively and present material in a logical, timely sequence with an equal amount of instruction from each student.
3. Each team will turn in one Instructor Outline and two Courses of Fire. (One course per student.)
4. Instructor Outlines will address the material to be presented in a logical order.
5. Each team should use good judgment in time management. Presentations shall be no less than 45 minutes and no more than 1 hour and 15 minutes.
6. Students should contact an instructor if props are needed.

Please feel free to email further questions to Lead Instructor Dan Falat or call him at 805-712-4800.

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).

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 TRAINING GROUP 37
February 10-14, 2013

Sunday

February 10

1500- Check In at Camp SLO

Monday

February 11

0800-0830	Camp SLO Range/Classroom Welcome - Program Orientation	Falat/Markham
0830-0900	Program Overview	Falat
0900-1000	Firearms Handbook/Program Update	Falat
1000-1100	Range Set-up	
1100-1200	Range Qualifications-All Weapons	Staff
1200-1300	Lunch	
1300-1400	Shooting Position Review	Staff
1400-1600	Pistol Skills Development	Staff
1600-1800	Range Clean-up	

Tuesday

February 12

0800-0830	Camp SLO Range/Classroom Range Set-up	
0830-0900	Program Review	Markham
0900-1000	Shotgun Skills Development	Staff
1000-1200	Rifle Skills Development	Staff
1200-1300	Lunch	
1300-1400	Alternate Training Courses	Staff
1400-1500	Movement, Communication and Transition Drills	Staff
1500-1630	Student Range Presentations	Students
1630-1700	Low-Light Discussion/Lecture	Staff
1700-1800	Dinner	
1800-1830	Low-Light Range Safety	Staff
1830-2000	Low-Light Course Qualifications-All Weapons	Staff
2000-2100	Range Clean-up	

Wednesday

February 13

0800-0830	Camp SLO Range/Classroom Range Set-up	
0830-0900	Program Review	Markham
0900-1200	Student Range Presentations	Students
1200-1300	Lunch	
1300-1600	Student Range Presentations	Students
1600-1800	Range Cleanup	

FIREARMS INSTRUCTOR REFRESHER TRAINING GROUP 37
February 10-14, 2013

Thursday
February 14

0800-0830	Camp SLO Classroom	
0830-1000	Program Review	Markham
1000-1100	Weapon Cleaning	Staff
1100-1200	ETMS Update	Wagy
1200-	Final Wrap-Up	Staff
	Lunch/Adjourn	

FIREARMS INSTRUCTOR REFRESHER

ORIENTATION AND REGISTRATION

Purpose: To review course content.

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

1. Review course objectives and standards.
2. Discuss the course content and procedure for grading and evaluation.
3. Review the Firearms Instructor Refresher Training Program and training rationale.
4. Adhere to all Training Center guidelines throughout the program.
5. Review range safety rules and weapons storage procedures at Camp San Luis Obispo.
6. Discuss the range mishap plan.

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. Discuss 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.
6. Review techniques for presenting realistic firearms training focusing on officer safety, force-on-force decision making, tactics, and communication.

CAMP SAN LUIS OBISPO

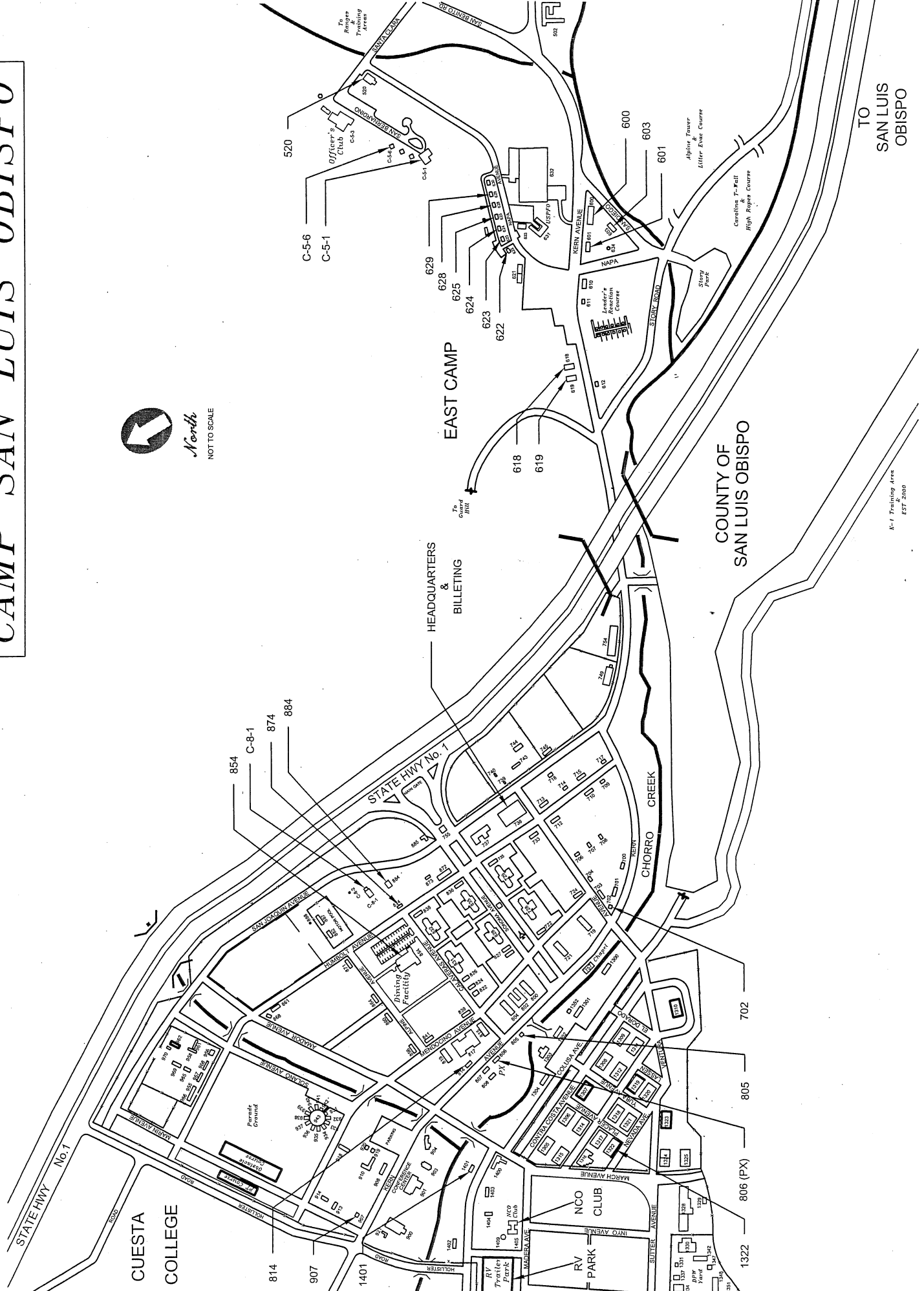
TO MORRO BAY

2/12/2013

CUESTA COLLEGE



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TO SAN LUIS OBISPO

COUNTY OF SAN LUIS OBISPO

K-1 Training Area EST. 2009

