

State of California . Natural Resources Agency . California State Parks

# Firearms Instructor Refresher Training

January 17-22, 2016

Training Syllabus



William Penn Mott Jr. Training Center



State of California – Natural Resources Agency

# Memorandum

**Date:** January 11, 2016  
**To:** Supervisor  
**From:** Debbie Fredricks, Department Training Officer  
Training Section  
Department of Parks and Recreation  
**Subject:** Employee Attendance at Formal Training  
Firearms Instructor Refresher Training Group 41

An employee from your office will soon be attending the formal training program described in the attached. Please ensure 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.

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

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

Debbie Fredricks .....	Department Training Officer
Ann D. Slaughter .....	MTC Office Manager
Jack Futoran.....	EMS and LG Training Coordinator
Dave Galanti.....	Training Specialist
Kenney Glaspie .....	Training Specialist
Karyn Lombard.....	Training Specialist
Sara M. Skinner.....	Training Specialist
Jason Smith.....	Academy Coordinator
Matt Cardinet.....	Cadet Training Officer
Jeremy Alling.....	Cadet Training Officer
Lisa Anthony.....	Program Coordinator
Edith Alhambra .....	Assistant Program Coordinator
Alex Franck.....	Assistant Program Coordinator
Lisa Anthony.....	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.
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 Mott Training Center does not have the capability to provide transportation to/from Monterey 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 will be assigned to you on a shared-room basis and will be available from 3:00 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 the Mott 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. 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 assigned rooms. Quiet hour for living areas is 10:00 p.m.

**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. 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 2 weeks 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 two weeks' 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 DPR rate. If you stay off- grounds and have meals on grounds, the Mott Training Center will authorize only what the Department pays Asilomar for lodging.

7. 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 6:00 p.m. for dinner. Hot or box lunches may be provided on some days. If you require a special diet, contact the Training Specialist Matt Cardinet to request the Asilomar Dietary Restriction form no later than two weeks prior to the course start date. The Training Specialist will forward the form to the appropriate Asilomar Conference Grounds staff.

In order to assist participants with limited mobility, Asilomar provides a shuttle to and from the dining hall. Contact either Asilomar staff upon check-in, or Mott Training Center staff upon your arrival, for instructions on arranging a transport.

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 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.

9. ROOM SAFES: Two safes have been installed in each of the lodge rooms used by the (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 Mott Training Center 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 Mott 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 Mott Training Center's safes in the Whitehead Room or secured in your vehicle.
11. 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 ARAMARK.
12. SMOKING: Smoking is not permitted in the Mott Training Center or in any lodge or guest room on the Asilomar Conference Grounds.
13. TRAINING CENTER: The Mott 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.

14. **REGISTRATION:** When you arrive at Asilomar Conference Grounds, proceed 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.
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 the Mott 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. 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 constitutes grounds for dropping a participant from the course. The Department Training Specialist may modify 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 Mott Training Center. Any questions regarding use of a State vehicle while at the Mott Training Center should be discussed with your supervisor prior to your departure for training, or with your Program Coordinator while at the Mott Training Center.

20. BICYCLES: If you bring your bicycle, store it in the bicycle shed next to the Mott Training Center. Bicycles may not be brought into any building nor chained to lamp posts, trees, etc. The Mott 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  
PO 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. Limit those calls to your breaks.
23. FAX: The Mott 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 5:00 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 California State Parks training group. **Note: There are no longer pay telephones outside of the Mott Training Center. There are pay telephones located at the Asilomar Administration Building.**
25. LAUNDRY AND DRY CLEANING: May be taken care of by you at one of several local establishments.
26. RECREATION: Facilities available on grounds include a heated swimming pool, 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.
28. COFFEE BREAK REFRESHMENTS: Will be available throughout each session. You will be asked to contribute to the "Hospitality Fund" to defray expenses. 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 be required at the range (Department polo's 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 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 (916) 205-2665 or [matthew.cardinet@parks.ca.gov](mailto:matthew.cardinet@parks.ca.gov) immediately.

### III. ADDITIONAL SPECIAL EQUIPMENT

- Soft Body Armor: **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.

## **PROGRAM ATTENDANCE CHECKLIST**

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

- 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/Office.

### **V. ADDITIONAL ITEMS**

- Be sure to take 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.
- Reusable coffee cup and refillable water container.

## **POST-TRAINING ASSIGNMENT**

Prior to ninety days after the completion of this program, the employee and his/her supervisor should discuss the impact and assess the effectiveness this program has had on the employee.

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 41**  
**January 17-22, 2016**

**Sunday**

**January 17**

1500 REGISTRATION: *Check-in at the Asilomar Administration Building* All

**Monday**

**January 18**

**Mott Classroom/San Benito Range**

0800-0830	Welcome - Program Orientation	Markham/Cardinet
0830-0930	Travel to San Benito/Range Set-up	Staff
0930-1000	Range Safety Review	Staff
1000-1200	Range Qualifications – All Weapons	Staff
1200-1230	<i>Lunch</i>	
1230-1430	Pistol Skills Development	Staff
1430-1530	Coaching and Shooter Analysis	Staff
1530-1630	Shotgun and Rifle Skills Development	Staff
1630-1700	Range Clean-up	All

**Tuesday**

**January 19**

**San Benito Range**

0900-1000	Travel to San Benito Range/Range Set-up	Markham
1000-1030	Program and Safety Review	Markham
1030-1200	Skills Development	Staff
1200-1230	<i>Lunch</i>	
1230-1700	Skills Development	Staff
1700-1800	<i>Dinner</i>	
1800-1900	Low-Light Range Safety Discussion/Lecture	Staff
1900-2000	Low-Light Course Qualification Pistol Range Clean-up	Staff

**Wednesday**

**January 20**

**San Benito Range**

1000-1100	Travel to San Benito Range/Range Set-up	All
1100-1200	Target Analysis	Collins
1200-1300	<i>Lunch</i>	
1300-1700	Student Range Presentations	Students
1700-1800	<i>Dinner</i>	
1800-2000	Low-Light Rifle and Shotgun Qualification Range Clean-up	Staff

**FIREARMS INSTRUCTOR REFRESHER TRAINING GROUP 41**  
**January 17-22, 2016**

**Thursday**

**January 21**

**San Benito Range**

0900-1000	Travel to San Benito/Range Set-up	Markham
1000-1200	Student Presentations	All
1200-1300	<i>Lunch</i>	
1300-1600	Student Presentations Range Clean-up	All

**Friday**

**January 22**

**Mott Classroom**

0800-0900	Program Review	Markham/Cardinet
0900-1100	Policy Update	Staff
1100-1130	ETMS Update	Staff
1130-1200	Final and Conclusion	Staff
1200	Adjourn	All

## **FIREARMS INSTRUCTOR REFRESHER TRAINING**

### **PURPOSE AND PERFORMANCE OBJECTIVES**

#### **ORIENTATION**

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 the Training Center.
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.

## **FIREARMS INSTRUCTOR REFRESHER TRAINING**

### **PURPOSE AND PERFORMANCE OBJECTIVES**

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

# Training Center, 837 Asilomar Blvd., Pacific Grove, CA 93950





