

Firearms Instructor Refresher Training

Location: Mott Training Center
March 12-15, 2012

Training Syllabus



William Penn Mott Jr. Training Center



State Of California

Memorandum

Date: March 1, 2012

To: Supervisor

From: David Saxby, Acting Department Training Officer
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.

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

David Saxby	Acting Department Training Officer
Joanne Danielson.....	Acting Academy Director
Pat Bost.....	Office Manager
Chuck Combs	Training Specialist
Sara M. Skinner.....	Training Specialist
Dave Galanti.....	Training Specialist
Karyn Lombard	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 Dewsnap.....	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 facilities in Sacramento, Marconi Conference Center and 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 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 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 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 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 10:00 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 Mott Training Center is committed to ensuring that the reservation that has been made for you is accurate and needed.

6. 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, 12:00 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, notify the Asilomar Chef at 831-372-8016 no later than one week before your scheduled arrival.
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 professional business attire.

Because we are on the Asilomar Conference Grounds with many other groups, the image we project as State Park employees is important not only during working hours but off duty hours as well, therefore your informal sportswear should be appropriate.

8. 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.
9. 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 the Concessionaire ARAMARK.
10. SMOKING: Smoking is not permitted in the Training Center or in any lodge or guest room on the Asilomar Conference Grounds.
11. TRAINING CENTER:
12. REGISTRATION: When you arrive at Asilomar, 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.
13. 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 may 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.
14. TRAINING CENTER STAFF: Matt Cardinet has been assigned responsibility for your training group as well as for your training program. He also 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.
15. TRAINING MATERIALS: May be made available to you at both your unit and the training site. Handout materials issued at your unit should be brought to training for possible use. A conference binder or notebook may 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.

16. 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 Officer 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.
17. 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.
18. 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.
19. TELEPHONE: Limit phone calls during classroom hours to urgent business or emergencies.
20. 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.
21. COFFEE BREAK REFRESHMENTS: Will be available throughout each session at

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 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 mcardinet@parks.ca.gov or 831-649-2920 at the Training Center 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 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.

COFFEE CUP AND 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).

RIFLE:

DAVIS
OERTLE
SENCENBAUGH
STORY
VANDEN HEUVEL

SHOTGUN:

FULMER
POOLE
SHEA
TRAHAN
WILSON

4. Completed Course Outlines and Courses of Fire will be turned in and distributed to the class. Please bring an electronic copy of your courses so any necessary changes can be made. You may also email these directly to: dfalat@parks.ca.gov .

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 36
March 12-15, 2012

Monday

<u>March 12</u>	Mott Training Center	
1300-1330	Welcome – Program Orientation	Falat
1330-1400	Program Overview	Falat
1400-1500	Firearms Handbook – Program Update	Falat/Staff
1500-1530	Course Development	Staff
1530-1700	Workgroup Discussion	Staff
1700-	Check-in at the Asilomar Registration Building	

Tuesday

<u>March 13</u>	San Benito Range - Classroom	
0800-0900	Travel to San Benito Range	
0900-0930	Range Set-up	
0930-1030	Range Qualifications – All Weapons	Staff
1030-1200	Shooting Positions Review	Staff
1200-1300	<i>Lunch</i>	
1300-1400	Alternate Course	Students
1400-1700	Student Alternate course Presentations	
1700-1800	<i>Dinner</i>	
1800-1830	Night Shoot Range Safety	Staff
1830-2000	Night Shoot course Qualifications – All Weapons	Staff
2000-2100	Range Clean-up	

Wednesday

<u>March 14</u>	San Benito Range - Classroom	
0800-0900	Travel to San Benito Range	
0900-0930	Program Review	Falat
0930-1030	Movement, Communication and Transition Drills	Staff
1030-1230	Student Alternate Course Presentations	Students
1230-1330	<i>Lunch</i>	
1330-1430	Student Alternate Course Presentations	Students
1430-1600	Alternate Course	Staff
1600-1700	Range Clean-Up	

FIREARMS INSTRUCTOR REFRESHER TRAINING GROUP 36
March 12-15, 2012

Thursday

March 15

Mott Training Center

0800-0830

Program Review

Falat

0830-0930

Weapon Cleaning

Staff

0930-1100

Policy Review

Staff

1100-1200

Video Assessments

Staff

1200-

Adjourn

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. Review the Firearms Instructor Refresher Training Program and training rationale.
5. Adhere to all Training Center guidelines throughout the program.
6. Review range safety rules and weapons storage procedures at the Training Center.
7. 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.
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

