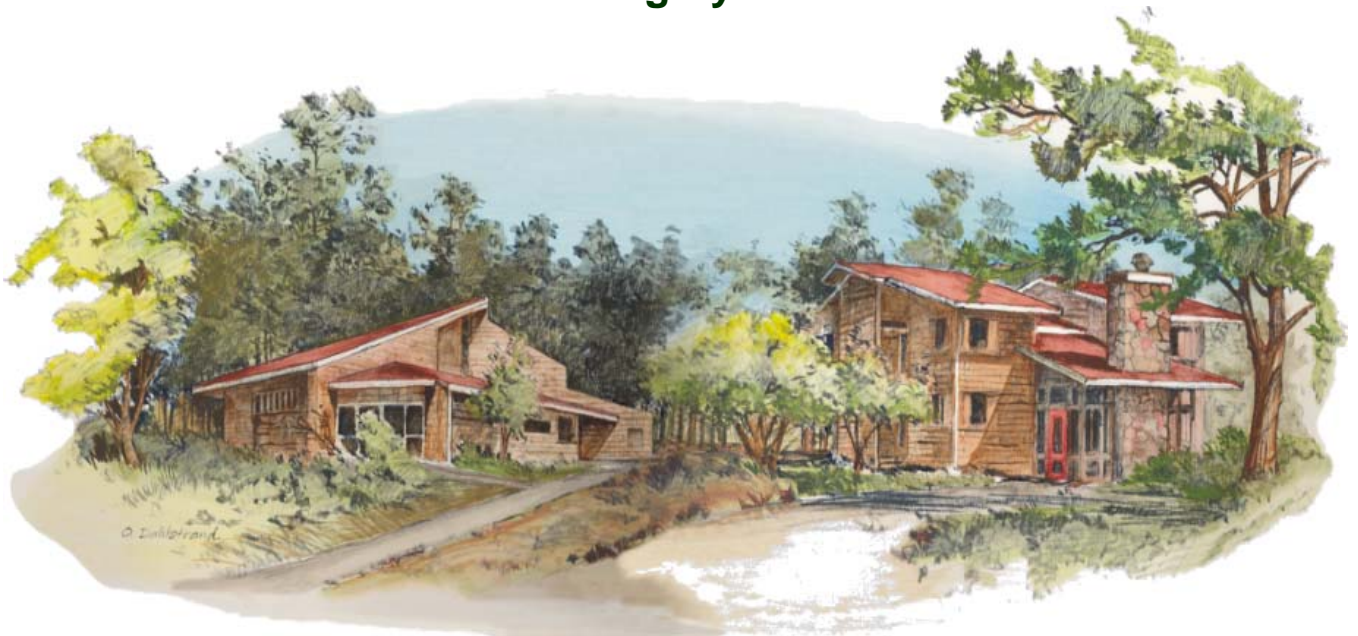


# FIREARMS INSTRUCTOR

November 7-12, 2010  
December 12-17, 2010

Training Syllabus



William Penn Mott Jr. Training Center



# Memorandum

**Date:** October 28, 2010

**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 the supervisor 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 login 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.



Tina Williams  
Department Training Officer

Attachment

cc: Participant

**TABLE OF CONTENTS**

Formal Training Guidelines ..... 1

Special Attendance Requirements ..... 7

Pre-Training Assignment..... 9

Post-Training Assignment ..... 10

Agenda..... 11

Program Outline ..... 15

Learning Goals ..... 16

Performance Standards ..... 19

Location Map..... 23

***Mission Statement  
Training Section***

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

**TRAINING CENTER STAFF**

Tina Williams.....Department Training Officer

Pat Bost ..... Office Manager

Alex Peabody ..... Acting Academy Coordinator

Chuck Combs.....Training Specialist

Sara M. Skinner .....Training Specialist

Matt Cardinet..... Cadet Training Officer

Dan Kraft..... Cadet Training Officer

Dave Galanti .....Training Specialist

Karyn Lombard.....Training Specialist

Pamela Yaeger ..... Assistant Program Coordinator

Summer Kincaid..... Assistant Program Coordinator

Bill Spencer ..... Assistant Program Coordinator

Edith Alhambra..... Assistant Program Coordinator

Eric Marks .....Program Assistant

Rogers Williams .....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 Marconi Conference Center. The Department strives to enhance your learning and job performance with formal training of the highest quality.

Our Department's dedication to training is only one aspect of its commitment to you and to the public. This commitment is costly and represents an important investment in you and your career. You and the Department realize a return on that investment by your positive participation in formal training itself and post training follow-through.

The program you will be participating in is described in this training syllabus, which outlines what you can expect from this training and what is expected of you. This syllabus details what you should do before you leave for training; what to do when you arrive; what you will be doing while in training; and, importantly, what you should be able to do when you return to your work site. Specifically:

1. **SYLLABUS:** The syllabus is now accessible on the Employee Training Management System (ETMS). You should print a copy of the syllabus to bring with you to class. Your copy of this syllabus is an important part of your training experience and should be brought with you to training. Read it before you arrive and review it following the program along with material you received at training.
2. **PRE-TRAINING ASSIGNMENTS:** Your completion of pre-training assignments is essential to the success of your training. You are responsible for all reading assignments in preparation for classroom sessions. Time will be provided during working hours to accomplish any assignments which involve either individual or group efforts and resources. (Pre-training assignments 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 Mott Training Center does not have the capability to provide transportation to/from Monterey 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 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. 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.

**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 Mott Training Center 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 Mott 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 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, 12:00 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.

In order to assist participants with limited mobility, Asilomar provides a shuttle to and from the dining hall. Please 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 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.

9. ROOM SAFES: Two safes have been installed in each of the lodge rooms used by the Mott 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 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, 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, 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.
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. The 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. Copies of DAM and DOM will be available to you for self-study. 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. All absences, except those of an emergency nature, must be approved in advance by the Training Specialist.
19. **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.

20. **MPC STUDENT ID:** If you have filled out an MPC application before, you have already been issued a student ID number to use in lieu of your SSN on future applications. You can obtain your MPC ID number by going to their secure website and providing your SSN number (no name required) and birthdate.

<https://autobahn.mpc.edu/scripts/autobahn.exe/Execute?Application=WebReq&Program=REPORT-SR-FIND-SSN>

**Newcomers to training will still need to provide their SSN on the first MPC application only, after which a student ID number will be assigned and available at the web address above within a few weeks of the program's conclusion. You can store your MPC ID numbers in your ETMS Profile for future reference.**

21. **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.
22. **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.
23. **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
24. **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.
25. **FAX:** The Mott Training Center's FAX number is (831) 649-2824.
26. **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. **Please Note: There are no longer pay telephones outside of the Mott Training Center. There are pay telephones located at the Asilomar Administration Building.**

27. LAUNDRY AND DRY CLEANING: May be taken care of by you at one of several local establishments.
28. 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.
29. 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.
30. COFFEE BREAK REFRESHMENTS: Will be available throughout each session. You will be asked to contribute to the "Hospitality Fund" to defray expenses. Please **bring your own coffee cup and a reusable water container.**

## SPECIAL ATTENDANCE REQUIREMENTS

**Please Note:** The first week of this training program will be held at Mott Training Center and the San Benito County Range training areas. Training Center vans will transport all participants from Mott Training Center to the Live Fire Ranges.

**Information regarding Week 2, Sunday, December 12 to Friday, December 17, 2010, at Camp San Luis Obispo, will be sent out at a later date.**

### I. CLOTHING/UNIFORMS:

Appropriate range attire or field uniforms will be worn daily by all employees during formal training sessions. Range practice **will not** be cancelled due to inclement weather.

Bring your Duty Gear (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 and Remington 870 Shotgun to this training.** If you are unable to bring a rifle and/or shotgun, contact Training Specialist Matt Cardinet at the Training Center **immediately**, or by email at [mcardinet@parks.ca.gov](mailto:mcardinet@parks.ca.gov).

### 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.

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 (no ponchos).

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

Knee and elbow pads are optional and at the discretion of the student.

### IV. ASSIGNMENTS:

Check to be sure you have completed pre-training assignments on page 9 of this syllabus and those sent to you by email on October 5, 2010.

V. TRAVEL:

Arrange your travel to and from Mott Training Center through your District/Office/Agency.

VI. MISCELLANEOUS:

- A. Bring pens and pencils for note taking.
- B. Bring a coffee cup and reusable water bottle.
- C. Be sure you have read and understand the program syllabus prior to arrival and remember to bring your syllabus to class.

Welcome to Firearms Instructor Training Group 18. The first week of the two week program has been designed to objectively assess your skill level and potential to become a Department Firearms Instructor. Students will be evaluated on the basis of scored targets, demonstrated positions, attitude, and presentation skills. Participants who successfully complete the first week of the program with a minimum overall score of 90% will be eligible to participate in the next session of the Firearms Instructor Training Program.

Those individuals who do not meet the objectives of the first week are encouraged to continue developing their skills and re-apply for the next offering, Firearms Instructor Training Group 19.

### **PRE-TRAINING ASSIGNMENTS**

- I. Read DOM Chapter 1300, Public Protection and Law Enforcement, Sections 1311-1319 and 1321-1322
- II. **Bring a copy of your District's policy on firearms deployment, maintenance, storage and training.**

## **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 TRAINING GROUP 18-I – AGENDA**  
**November 7-12, 2010**

**Sunday**  
**November 7**

1500- Check-in at the Asilomar Registration Desk

**Monday**  
**November 8**

**Mott Training Center/San Benito Range**

0800-0900	Program Administration and Orientation	Cardinet/Falat
0900-1000	Firearms Training Rationale	Staff
1000-1100	Firearms and Range Safety	Staff
1100-1200	Firearms Safety Exam and POPE Inspections	Staff
1200-1300	<i>Lunch</i>	
1300-1600	Course Qualifications - All Weapons	Staff
1600-1700	Student Evaluations	Staff

**Tuesday**  
**November 9**

**San Benito Classroom/Live Fire Ranges**

0800-0900	Travel to San Benito Range	
0900-0930	Tactical Reloads/Combat Reloads	Staff
0930-1000	Primary Malfunctions/Secondary Malfunctions	Staff
1000-1100	Close Combat Shooting	Staff
1100-1200	Point Shooting	Staff
1200-1300	<i>Lunch</i>	
1300-1600	AR-15 Rifle/Model 870 Shotgun	Staff
	Ball and Dummy	
	Transitions	
	Combat Reloads	
	Tactical Reloads	
1600-1700	Range Clean-up/Impromptu Presentations	Staff
1700-1800	Travel Back to Mott	

**Wednesday**  
**November 10**

**San Benito Classroom/Live Fire Ranges**

1100-1200	Impromptu Presentations	Staff
1200-1300	<i>Lunch at Mott</i>	
1300-1400	Travel to Range/Equipment and Weapon Inspections	Staff
1400-1730	Course Qualifications - All Weapons	Staff

**FIREARMS INSTRUCTOR TRAINING GROUP 18-I – AGENDA**  
**November 7-12, 2010**

1730-1800	Flashlight Review	Staff
1800-1900	<i>Dinner at the Range</i>	
1900-1930	Night Shoot Range Safety	Staff
1930-2100	Night Shoot Course Qualifications - All Weapons	Staff
2100-2200	Range Clean-up	

**Thursday**

**November 11 San Benito Classroom/Live Fire Ranges**

0800-0900	Travel to Range	
0900-1200	Coach Pupil Techniques	Staff
	Shooting Positions and Fundamentals	
1100-1200	Impromptu Presentations	
1200-1300	<i>Lunch</i>	Staff
1300-1800	Course Qualifications - All Weapons	Staff
	Practical Course Qualifications - All Weapons	
1800-1900	<i>Dinner at Asilomar</i>	
1900-2200	Weapon Cleaning/Impromptu Presentations	Staff
	Range Clean-up	

**Friday**

**November 12 Mott Training Center**

0800-0830	Check-out of Rooms	
0830-1130	Student Presentations/Final Evaluations	Staff
1130-1200	Program Summary	Cardinet/Falat
1200-1300	<i>Lunch and Adjourn</i>	

**FIREARMS INSTRUCTOR TRAINING GROUP 18-II – AGENDA**  
**December 12-17, 2010**

**Sunday**

**December 12**

1500- Check-in at Camp San Luis Obispo

**Monday**

**December 13 Camp SLO Classroom/Live Fire Ranges**

0800-0830	Program Administration/Range Setup	Cardinet/Falat
0830-1030	Moral and Legal Aspects of Firearms Instruction	Staff
1030-1130	Presentation Preparation Time	Staff
1130-1200	Range Operations and Commands	Staff
1200-1300	<i>Lunch</i>	
1300-1400	Range Set-up/Ballistics Demo	Staff
1400-1530	Shooting Position Review:	Staff
	Barricade, Standing, Kneeling, Prone, Support Hand	Staff
1530-1630	Target Analysis	Staff
1630-1700	Range Clean-up	Staff

**Tuesday**

**December 14 Camp SLO Classroom/Live Fire Ranges**

0800-0830	Program Administration/Range Setup	
0800-0900	AR-15 Zeroing Procedures	Staff
0900-1200	Practical Courses	Staff
1200-1300	<i>Lunch</i>	
1300-1630	Practical Courses	Staff
1630-1700	Range Clean-up	Staff

**Wednesday**

**December 15 Camp SLO Classroom/Live Fire Ranges**

0800-0830	Program Administration/Range Setup	
0830-1200	Student Presentations	Staff
1200-1300	<i>Lunch</i>	
1300-1800	Student Presentations	Staff
1800-1900	<i>Dinner at Range</i>	
1900-2000	Student Presentations	Staff



**FIREARMS INSTRUCTOR TRAINING GROUP 18-II – AGENDA**  
**December 12-17, 2010**

<b>Thursday</b>		Staff
<b><u>December 16</u></b>	<b>Camp SLO Classroom/Live Fire Ranges</b>	Staff
0800-0830	Program Administration/Range Setup	
0830-1200	Student Presentations	Staff
1200-1300	<i>Lunch</i>	
1300-1800	Student Presentations	Staff
1800-1900	<i>Dinner</i>	
1900-2000	Weapons Cleaning	Staff
<b>Friday</b>		
<b><u>December 17</u></b>	<b>Camp SLO Classroom/Live Fire Ranges</b>	
0800-0830	Check-out of Camp SLO	
0830-1030	Student Group Presentations	Staff
1030-1130	Records Management/Final Evaluations/Clean-up	Staff
1130-1200	Program Summary	Cardinet/Falat
1200-1300	<i>Lunch and Adjourn</i>	

## FIREARMS INSTRUCTOR TRAINING

<u>PROGRAM OUTLINE</u>	<u>Hours</u>
<u>Orientation and Registration</u> .....	1
MPC Registration and Program Administration .....	
Program Overview and Orientation.....	
<u>Weapons Familiarization</u> .....	35
Firearms and Range Safety/Weapons Familiarization .....	
Training Rationale.....	
Moral and Legal Responsibility .....	
Equipment and Ballistics.....	
Care and Cleaning and Inspection Techniques of Service Authorized Weapons .....	
Long Gun Familiarization .....	
Use of Chemical Agents .....	
<u>Instruction Training</u> .....	28
Instructor Responsibilities, Preparation and Organization .....	
Instructional Techniques and Target Analysis .....	
Fundamentals .....	
Practical Teaching Application - Presentations: Classroom and Range .....	
<u>Range Practice/Qualification</u> .....	40
Handgun .....	
Shotgun .....	
Patrol Rifle .....	
Chemical Agents.....	
Simunition .....	
<u>Testing and Summary</u> .....	4
<b>Total Hours</b>	<b>108</b>

## **FIREARMS INSTRUCTOR TRAINING**

### **ORIENTATION AND REGISTRATION**

Purpose: The participant will 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 presented with an overview of the Firearms Instructor Training Program and training rationale.
2. Receive an explanation of registration and the requirements for satisfactory completion of the program.
3. Be formally registered through Monterey Peninsula College.
4. Adhere to all Training Center guidelines throughout the program.

### **WEAPONS FAMILIARIZATION**

Purpose: Each participant will gain and demonstrate knowledge regarding all aspects of Department issued and approved weapons, nomenclature, parts, safe handling procedures, and ammunition characteristics including loading, unloading, deploying and firing the S&W M&P Pistol, the Remington 870 Shotgun, the AR-15 Rifle and chemical agents.

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

1. Become knowledgeable in following and instructing safety procedures concerning loading, unloading, inspection techniques, firing and trouble shooting of Department weapons under range conditions.
2. Demonstrate an advanced knowledge and skill of all Department issued firearms.
3. Become knowledgeable about the parts and nomenclature of Department issued and approved weapons, leather gear, and ammunition and their proper care.
4. Identify the provisions of departmental policy regarding utilization of chemical the agent, OC, including purpose for and responsibility for medical aid and treatment.

## **RANGE PRACTICE**

Purpose: To ensure that the student is proficient with the weapons, procedures, shooting methods and techniques necessary to train other peace officers in proper firearms usage.

Performance Objectives: By the close of the first session (FIT Group 18-I) the participant will

1. Practice in combat shooting including close combat point, point shoulder, standing, kneeling and barricade shooting; strong and weak hand shooting; and night firing with and without flashlights.
2. Practice safe loading/unloading of handguns and shotguns and firing at single and multiple targets.
3. Practice Programmed Learning System Defensive Tactics that pertain to use of duty weapon including advantage position (balanced stance), footwork, suspect control, and weapon retention.
4. Demonstrate familiarity with various techniques of shooting.

## **INSTRUCTION TRAINING**

Purpose: To prepare the Firearms Instructor to effectively instruct and coach peace officers in the proper handling and use of weapons. In addition, to prepare the instructor to run a firing range in a safe and careful manner.

Performance Objectives: By the close of the second session (FIT Group 18-II) the participant will

1. Understand the moral and legal effects and responsibilities of firearms use and the role of the Firearms Instructor.
2. Review basic practice target analysis to enable the instructor to identify, define, and work with shooter's problems.
3. Learn practical instructional techniques for working with officers and presenting a balanced firearms training program within the Department operations.
4. Give clearly understood firearms instruction to other members of the class concerning techniques covered in the program.

5. Gain the required knowledge to design and implement firearms training using non-lethal marking cartridge training ammunition, including required personnel, various ammunition, protective equipment and firearms conversion kits.

## FIREARMS INSTRUCTOR TRAINING

Successful completion of the Firearms Instructor Training Session One is determined by final evaluation of the participant in all areas of instruction. Objectives include a minimum shooting score of ninety percent (90%) on course qualifications for the handgun, shotgun, and rifle as well as the demonstration of proper firearms program techniques, methods, and presentation skills. Completion of the program is achieved by meeting or exceeding the following standards in all of the Performance Standards listed below by the final day of the first session of the three week program.

NAME \_\_\_\_\_

Performance Standards: Training objectives will be demonstrated by the participant:

	Below Standard	Meets Standard	Exceeds Standard
<p>1. Firearms Instructor Training selection criteria requires minimum shooting score of ninety percent (90%) on DPR qualification courses for the pistol, shotgun and rifle at least two times during the program.</p> <p>Rifle Scores      _____    _____    _____    _____</p> <p>Pistol Scores      _____    _____    _____    _____</p> <p>Shotgun Scores    _____    _____    _____    _____</p>	_____	_____	_____
<p>2. Demonstrating knowledge of firearms instruction material by passing the Firearms Safety written exam with a minimum score of 90%.</p> <p>Firearms Safety Exam Score      _____ %</p>	_____	_____	_____

Performance Standards: (continued)

	Below Standard	Meets Standard	Exceeds Standard
3. Demonstrating to the satisfaction of the Staff Instructors the ability to properly handle all Department issued firearms and chemical agents using correct loading/unloading procedures and proper deployment and/or firing positions.			
Rifle	_____	_____	_____
Pistol	_____	_____	_____
Shotgun	_____	_____	_____
Chemical Agents	_____	_____	_____
4. Inspecting and cleaning a service weapon and demonstrating to the satisfaction of a Department armorer the ability to trouble shoot all Department issued weapons.			
Rifle	_____	_____	_____
Pistol	_____	_____	_____
Shotgun	_____	_____	_____
5. Demonstrating to the satisfaction of Staff Instructors the capability on a daytime combat range exercise which includes running/jogging a prescribed distance, approaching a simulated combat situation and firing on single and multiple targets from various difficult positions.			
Rifle	_____	_____	_____
Pistol	_____	_____	_____
Shotgun	_____	_____	_____
Chemical Agents	_____	_____	_____

Performance Standards: (continued)

	Below Standard	Meets Standard	Exceeds Standard
6. Demonstrating satisfactory capability to instruct other State Park Peace Officers in the proper use of firearms by developing and presenting assigned blocks of instruction using the Firearms Instructor Handbook and instruction provided. Each presentation will be scored on the pre-designed evaluation instrument.			
6a. Classroom presentation (minimum 90)	_____	_____	_____
$\frac{\quad /50}{\quad} \quad \frac{\quad /50}{\quad} \quad \frac{\quad /100}{\text{Total}}$			
6b. Impromptu presentation (classroom) (minimum 9)	_____	_____	_____
$\frac{\quad /50}{\quad} \quad \frac{\quad /50}{\quad} \quad \frac{\quad /100}{\text{Total}}$			
7. Adhering to safety procedures in the classroom and on the range by handling firearms safely, and following range rules and instructions, to the satisfaction of the DPR Instructor Trainers.	_____	_____	_____
8. Loading and unloading handguns in a proper and safe manner as demonstrated in the program and to the satisfaction of the DPR Instructor Trainers.	_____	_____	_____
9. Demonstrating to the satisfaction of DPR Instructor Trainers proper execution of the four basic fundamentals of handgun marksmanship including: grip, position, sight alignment and trigger control.	_____	_____	_____



Performance Standards: (continued)

	Below Standard	Meets Standard	Exceeds Standard
10. Demonstrating, to the satisfaction of DPR Instructor Trainers, the ability to properly demonstrate combat shooting positions including:	_____	_____	_____
___ Two-handed point shooting			
___ Position and barricade shooting			
___ Close combat shooting			
___ Night shooting			
___ Point Shoulder shooting			
11. Actively participating in classroom and range discussion and activities to the satisfaction of the DPR Instructor Trainers.	_____	_____	_____
12. Adhering to all Mott Training Center ground rules with minimum direct supervision and to the satisfaction of the program coordinator.	_____	_____	_____
Certification achieved by meeting or exceeding all performance standards.		PASS	FAIL

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

