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- a. They are records dealing with security and safety procedures that are exempt pursuant to Government Code Section 6254(f). (Northern California Police Practices Project v. Craig (1979) 90 Cal.App.3d 116, 121-122.);
- b. They are materials for which the City of San Rafael does not hold the copyright or have permission to publish.

Where exempt material can be reasonably segregated from nonexempt material in these records, the exempt material has been redacted and the nonexempt material is shown. Where it is not reasonably possible to segregate out the exempt material, the Department is withholding the entire document from disclosure.

**FILE DOCUMENT
FIREARMS
PHASE 2
94 / 95**

- 1) ONE HANDED SHOOTING COURSE
STRONG HAND
WEAK HAND
- 2) REVIEW DEPARTMENT G.O. ON THE USE OF FIREARMS
- 3) BASIC SHOTGUN COURSE, FBI COURSE #6
- 4) P.O.S.T. VIDEO TELECOURSE 11/10/94
VIOLENCE AGAINST CA PEACE OFFICERS

TRAINING OFFICER JOHN COEN

SAN RAFAEL POLICE DEPARTMENT

TRAINING UNIT

FINAL REPORT

DATE: 01/17/95
TO: P. ROBERT KROLAK, CHIEF OF POLICE
FROM: OFFICER JOHN COEN, TRAINING OFFICER
RE: PHASE 2, 94 / 95

COURSE CONTENT:

Phase 2 of the 94 / 95 training block consisted of both classroom lecture and practical application. The course covered reviewing the departments G.O.'s on the Use of Firearms. Then the officers covered a four hour block of training on One-Handed Shooting, and a four hour block of training on the Basic Shotgun Qualification Course. The day finished with the officers watching a two hour P.O.S.T. Video on "Violence Against Ca. Peace Officers".

METHOD OF INSTRUCTION:

Instruction was both lecture and practical application. The class size was limited to 10 Officers per class for Range Safety and Instructional purposes. The departments G.O. on the Use of Firearms was covered during the lecture, with a written quiz given at the end of the lecture. The Handgun and Shotgun Courses first covered a one hour lecture each on the topic at hand. The officers then spent three hours per topic practicing the various skills covered in the lecture.

INSTRUCTORS:

The class was taught by the S.R.P.D. Training Staff. The lead instructor for this phase of instruction was Officer Randy Huntoon. He was assisted by one additional instructor per class. Officer Huntoon organized the course content, along with the method of instruction.

QUALIFICATIONS:

S.R.P.D. Training Staff was responsible for all segments of this training block. All Instructors are both Certified and Qualified to teach this block of training.

INJURIES:

None reported.

EQUIPMENT:

Bullseye Range was used for the Handgun portion of this training. (One Handed Shooting Course) 4 Hours

San Quentin Range was used for the Basic Shotgun Qualification Course. 4 Hours

The P.O.S.T. video was shown at the C.P.O. 2 Hours

Handgun ammunition was purchased at the Bullseye Range. Shotgun ammunition was provided by S.R.P.D.. All targets, eye and ear protection, and associated equipment was provided by S.R.P.D.. The P.O.S.T. Video shown was from the S.R.P.D. film library.

**FILE DOCUMENT
FIREARMS
PHASE 1
94 / 95**

- 1) 832 PC BASIC FIREARMS QUALIFICATION COURSE


TRAINING OFFICER JOHN COEN

SAN RAFAEL POLICE DEPARTMENT

TRAINING BUREAU

FINAL REPORT

DATE: 12/12/94
TO: P. ROBERT KROLAK, CHIEF OF POLICE
FROM: JOHN COEN, TRAINING OFFICER
RITA RUIZ, TRAINING MANAGER
SUBJECT: PHASE 1, 94/95



COURSE CONTENT:

Phase One of the 94/95 schedule consisted of both classroom and practical application instruction. The class started with all of the officers shooting the 832 P.C. Basic Qualification Course. Then a one hour lecture on Searching was covered by Officer Coen. Officers Fay and Clary gave a 30 minute lecture on the Canine Unit, followed by a 30 minute demonstration by them and their dogs. A four hour block of practical application instruction was covered for S.D.A.T.'s yearly review. The class ended with a two hour P.O.S.T. video on Sexual Harassment.

METHOD OF INSTRUCTION:

The course was taught using lecture, practical application, and video. The class size was limited to ten officers per class for range safety and teacher/student ratio.

INSTRUCTORS:

S.D.A.T. and Firearms was taught by the S.R.P.D. Training Staff. Officer John Coen was the lead instructor for this phase of training, assisted by the Training Staff. Officers Fay and Clary, assisted by their trainer, taught the Canine section of training.

QUALIFICATIONS:

S.R.P.D. Training Staff was responsible for all segments of this training block.

INJURIES:

None

EQUIPMENT:

Firearms ammo and targets, along with the use of the range, was provided by Bullseye Range in San Rafael. S.R.F.D. allowed us to use Station #3 for our training site for the remainder of the day. This location proved to be very good for our needs. The training equipment was provided by S.R.P.D.

REMEDIAL TRAINING:

All of the Police personnel who attended training passed the Firearms and S.D.A.T. portion of the class. A make-up class will be held for all personnel who were unable to view the P.O.S.T. video on Sexual Harassment.

ATTENDANCE:

Attendance sheet attached.

Did not attend Firearms or SDAT training:

[REDACTED]

**SAN RAFAEL POLICE DEPARTMENT
TRAINING UNIT**

COURSE OUTLINE

94 / 95 PHASE 1 TRAINING

0800-	BULLSEYE RANGE COURSE OF FIRE, 832 PC BASIC HANDGUN COURSE COURSE FORMAT ATTACHED
0900-	DRIVE TO SRFD STATION # 3 ON JOSEPH COURT
0930-	LECTURE BASIC SEARCH TECHNIQUES. COURSE FORMAT ATTACHED
1030-	CANINE ORIENTATION AND INSTRUCTION INSTRUCTOR JOEL FAY COURSE FORMAT ATTACHED
1200-	LUNCH
1300-	SDAT REVIEW: STANCES FOOT MOVEMENT HANDCUFFING HOBBLE WRIST CONTROLS PAIN COMPLIANCE'S BATON
1700	P.O.S.T VIDEO, SEXUAL HARASSMENT HANDOUT MATERIAL PROVIDED
1900	END OF CLASS

**SAN RAFAEL POLICE DEPARTMENT
INTER-DEPARTMENT MEMO**

DATE: 10/24/94
TO: SGT. ROHRBACHER
FROM: OFFICER JOHN COEN
RE: PHASE 1

I SPOKE WITH THE OWNER OF THE BULLSEYE RANGE AND HE STATED THAT THE DATES SHOWN BELOW ARE FINE WITH HIM. I TOLD HIM THAT THE TRAINING TIME WOULD BE FROM 0800-0900. I TOLD MARK THAT WE WOULD ONLY NEED EIGHT DATES FOR THIS PHASE. THE FIREARMS PORTION OF THIS COURSE WILL BE THE 832 PC BASIC FIREARMS QUALIFICATION COURSE.

AVAILABLE DATES :

SUNDAY 11/13/94
MONDAY 11/14/94
TUESDAY 11/15/94
WEDNESDAY 11/16/94
THURSDAY 11/17/94
FRIDAY 11/18/94
SATURDAY 11/19/94
MONDAY 11/28/94

OPTIONAL DATES

TUESDAY 11/29/94
WEDNESDAY 11/30/94

THE SECOND PART OF THIS BLOCK OF TRAINING WILL BE HELD AT STATION #3 ON JOSEPH COURT. THE TIME WOULD BE FROM 0930-1730. AS SOON AS STAFF APPROVES THE DATES FOR THE EIGHT SESSIONS, I NEED TO SEND IT TO THE FIRE DEPARTMENT FOR FINAL APPROVAL.

**San Rafael Police Department
Inter-office Memorandum**

TO: SGT. J. ROHRBACHER
FROM: OFFICER J. COEN #270
DATE: 10/19/94
SUBJECT: PHASE 1 TRAINING

JOHN, ON WED., 10/19/94, I WAS ADVISED BY COMMANDER KOSTA THAT THE FIRE DEPARTMENT IS CLOSING STATION #3 ON JOSEPH COURT FOR A SHORT TIME. IT WILL BE CLOSED FROM 10/21-12/1/94. THEN IN DECEMBER, IT WILL ONLY BE STAFFED WITH A PARAMEDIC UNIT.

I CALLED CHIEF WOLFORD AND ASKED HIM IF HE WOULD ALLOW US TO USE THE STATION FOR SOME IN-HOUSE TRAINING. HE STATED THAT THERE WERE NO PLANS TO USE THE STATION WHILE IT WAS CLOSED, AND THAT IT WAS FINE WITH HIM FOR US TO USE IT. HE REQUESTED THAT WE GIVE HIM THE DATES FOR USE AND HE WOULD GET IT APPROVED WITH HIS BOSS.

SINCE WE HAVE NOTHING PLANNED YET FOR PHASE 1 IN NOVEMBER, I THINK THIS MIGHT BE AN EXCELLENT OPPORTUNITY TO USE THE STATION FOR TRAINING. WE COULD TEACH ALL TEN HOURS THEIR IF WE WANTED, USING THE LARGE BAY FOR STRETCHING AND BASIC WORK. ALL WATER AND ELECTRICITY IS GOING TO BE LEFT ON. WE COULD USE THE CAMERA TO RECORD ENTRIES AND THEN EVALUATE THEM WITH THE CLASS. WITH THE FURNITURE AND ALL, THE LOCATION COULD BE PERFECT FOR THAT BLOCK.

ANYWAY, I FEEL IT MAY BE AN EXCELLENT OPPORTUNITY FOR US TO TAKE ADVANTAGE OF, WITHOUT A LOT OF WORK HAVING TO GO INTO IT. I'LL SEE YOU MONDAY AND WE CAN DISCUSS IT FURTHER.

HOPE YOU HAD A GOOD WEEK!

**SAN RAFAEL POLICE DEPARTMENT
TRAINING BUREAU**

DATE: 10/27/94

TO: BATTALION CHIEF DON WOFORD

— 3303

FROM: OFFICER JOHN COEN
TRAINING BUREAU

RE: TEMPORARY USE OF STATION #3
JOSEPH COURT

Per our telephone conversation on 10/24/94, the dates listed below are the training dates that we would like to use Station #3 for training. The time would be from 0930-1900. The training would consist of Basic Review of Defensive Tactics, Building Search Techniques, Police Canine Unit Orientation, and a Video on Sexual Harassment. None of this block of training should result in any damage occurring to the station and or the furnishings inside. If you needed to have some work done at Station #3 during our training, we should be able to continue training without affecting your work schedule.

We appreciate your help and use of Station #3 on Joseph Court. Facilities are always the hardest to locate in our situation, in order to give our officers quality training. I will wait to hear from you for the Final Approval from your boss. If changes are needed on any of the dates, please call or page me. (485-3038 or pager # 257-9077)

TUESDAY	11/08/94
SUNDAY	11/13/94
MONDAY	11/14/94
WEDNESDAY	11/16/94
THURSDAY	11/17/94
FRIDAY	11/18/94
SATURDAY	11/19/94
MONDAY	11/28/94

THANK YOU !!!

TO: SAN RAFAEL FIRE DEPARTMENT
BATTALION CHIEF DON WOFORD

FROM: SAN RAFAEL POLICE DEPARTMENT
OFFICER JOHN COEN
TRAINING UNIT

RE: USE OF STATION #3, ON JOSEPH COURT,
FOR TRAINING.

TUESDAY 11/08/94 0930-1900

SUNDAY 11/13/94 0930-1900

MONDAY 11/14/94 0930-1900

WEDNESDAY 11/16/94 0930-1900

THURSDAY 11/17/94 0930-1900

FRIDAY 11/18/94 0930-1900

SATURDAY 11/19/94 0930-1900

MONDAY 11/28/94 0930-1900

FOR ANY QUESTIONS CONTACT:

OFFICER JOHN COEN- 3038 / or PAGER 257-9077

or


SGT. JOHN ROHRBACHER 3014

SAN RAFAEL POLICE DEPARTMENT

TRAINING UNIT

INTER-DEPARTMENT MEMORANDUM

DATE: 11/01/94

TO: P. ROBERT KROLAK, CHIEF 

FROM: OFFICER J. COEN
TRAINING OFFICER

SUBJECT: 94 / 95 PHASE 1 TRAINING

COURSE DESCRIPTION:

The 94 / 95 Phase 1 training block will consist of both Firearms and SDAT training. The firearms section of training will cover the quarterly 832 P.C. Basic Firearms Handgun Course. The SDAT section of this training block will cover Building Searches, Baton, Handcuffing, the Hobble, Wrist Controls, and Pain Compliances. Included in this training block will be a two hour P.O.S.T. video on Sexual Harassment. Also a one hour Orientation and Instruction on the SRPD Canine Unit.

ATTENDANCE:

Attendance is required by all of the SRPD Sworn and Reserve Officers. The two hour P.O.S.T. video on Sexual Harassment is a mandatory video for all SRPD personnel, sworn and civilian personnel. Scheduling for the non-sworn personnel will take place after the phase 1 training block is completed.

JUSTIFICATION:

This training block is part of the SRPD quarterly training for all in service personnel to help keep their officer safety skills current and proficient. The P.O.S.T. video being shown is mandated by P.O.S.T. to be seen by all SRPD personnel. This will complete the P.O.S.T. requirements for Sexual Harassment training at this time.

OBJECTIVE:

The objective of this training block is to provide to SRPD personnel a current and effective training session to update their Firearm and SDAT Quarterly training requirements. It also will provide some new teaching material on Sexual Harassment. The one hour block of training on the Canine Unit is to help the officer understand what is expected of him/her when a police dog is involved in the incident, and what its capabilities are.

LOGISTICS:

The Firearms section will be held at the Bullseye Range in San Rafael. The SDAT section of training will be held at the SRFD Station #3 on Joseph Court.

INSTRUCTION:

Instruction will be conducted by the SRPD Training Staff. It will include both verbal and physical instruction in the different areas. All necessary safety precautions will be used to help prevent any injuries from occurring.

PRACTICAL APPLICATION:

Students will be asked to demonstrate the various skills being taught after the instructor has demonstrated the techniques properly. The Firearms and SDAT blocks of training will consist of exercises that the officers may encounter in the course of their duties as police officers. The Firearms and SDAT training will be a hands on training block.

TESTING:

The Firearms section of training will be a pass / fail test, with a minimum score of 70% needed to pass the course. The SDAT section will be reviewed by the instructor and any necessary remedial training will be documented by the instructor.

SIGN-UPS:

Sign-ups are currently in the process of being completed. All Sworn and Reserve officers are required to participate in this training session.

San Rafael Police Department
Inter-office Memorandum

TO: BUREAU COMMANDERS
FROM: P. ROBERT KROLAK, CHIEF OF POLICE
DATE: 10/31/94
SUBJECT: PHASE 1 94/95 TRAINING



This memo is to inform you that the 94/95 Phase 1 Training schedule is now confirmed. The training will take place at the Bulleye Range and Station #3 on Joseph Court. The first class is scheduled for 11/08/94. The class will run from 0800-1900. This is a mandatory block of training for all sworn and reserve officers. This phase will consist of shooting the 832 PC Basic Qualifying Handgun Course, a two hour P.O.S.T. Film on Sexual Harassment, a one hour block on SRPD Canine Orientation, and a five hour block on Basic SDAT and Searching Techniques. If you have any questions or comments, please contact the Training Bureau.

For your information, Phase 2 of the 94/95 training year has been tentatively scheduled for December 94. This course will include Shotgun and Handgun training. The location and times are still in the process of being completed.

PHASE 1 TRAINING DATES ARE :

Tuesday	11/08/94
Sunday	11/13/94
Monday	11/14/94
Wednesday	11/16/94
Thursday	11/17/94
Friday	11/18/94
Saturday	11/19/94
Monday	11/28/94

Attention: Pennington
Kosta
Boyd
Cronin

San Rafael Police Department
Inter-office Memorandum

TO: ALL SHIFT SUPERVISORS
FROM: SGT. ROHRBACHER
TRAINING BUREAU
DATE: 10/31/94
SUBJECT: PHASE 1 TRAINING

[Handwritten signature]

This memo is to advise you that the 94/95 Phase 1 training block is now confirmed and scheduled for November. Except for a few officers in patrol, the Patrol Bureau has been already scheduled for their training days. The sign-up sheet for Special Operations is in the process of being sent around for sign-up now. This phase will start on November 8, 1994 and end November 28, 1994. The selected dates are shown below. The time will be from 0800-1900. Both Firearms and SDAT will be covered during this training phase. This is a mandatory block of training for all sworn and reserve officers. The uniform of the day will be your Utility Uniform. It is also necessary to bring all of your duty equipment, including your vest and hobble. (No Helmet)

From 0800-0900 will meet and shoot at the Bullseye Range. Then from there we will drive to Station #3 on Joseph Court for the remainder of the training. If you have any questions or problems that come up, please contact me or Sgt. Rohrbacher.

THE TRAINING DATES ARE:

Tuesday	11/08/94
Sunday	11/13/94
Monday	11/14/94
Wednesday	11/16/94
Thursday	11/17/94
Friday	11/18/94
Saturday	11/19/94
Monday	11/28/94

Our next training block, Phase 2, is tentatively scheduled for December 94. This course will include Shotgun and Handgun training.

Attention:



SAN RAFAEL POLICE DEPARTMENT

TRAINING UNIT

INTER-DEPARTMENTAL MEMORANDUM

DATE: November 1, 1994

TO: All Reserve Officers: Bob McEachern, Jack Martin, Stewart Ross,
Kevin MacDougald, John Volpe, Stewart Green

FROM: Rita Ruiz, Training Manager *RR*

SUBJECT: 94/95 Phase I - Firearms & SDAT Training Notification

This is to notify you that Phase I Firearms & SDAT Training will be held during November, 1994. We have included Saturday and Sunday classes to help accommodate various schedules.

The following dates are available for training:

Tuesday November 8 0800 - 1900 hrs	Sunday November 13 0800 - 1900 hrs	Monday November 14 0800 - 1900 hrs	Wednesday November 16 0800 - 1900 hrs
Thursday November 17 0800 - 1900 hrs	Friday November 18 0800 - 1900 hrs	Saturday November 19 0800 - 1900 hrs	Monday November 28 0800 - 1900 hrs

The tentative schedule is as follows:

0800 - 0900 hrs	Firearms Training at Bullseye Indoor Shooting Range 1281 Andersen Drive, San Rafael
0900 - 1900 hrs	SDAT Training & Video Training at Fire Station #3 30 Joseph Court, San Rafael

Please call me as soon as possible to schedule your training date. A reminder notice with information on what to bring and wear will be sent to you as confirmation. If you have any questions or scheduling problems, please contact me at (415) 485-3037, or Sgt. Rohrbacher at (415) 485-3014.

**San Rafael Police Department
Inter-office Memorandum**

DATE: 11/ 01/ 94
TO: ALL SRPD PERSONNEL
FROM: COMMANDER M. CRONIN *MSC by JR*
TRAINING BUREAU
SUBJECT: 94 / 95 PHASE 1 TRAINING SESSION

Starting 11/ 08/ 94 the 94/95 Phase 1 training schedule will begin. The training will be held from 0800-1900. All officers are to meet at the Bullseye Range at 0800 for Firearms training. From there the class will go to the S.R.F.D. Station #3 on Joseph Court for the remainder of the training day. Covered during this block of training is the following:

- 1) 832 P.C. Basic Qualifying Handgun Course.
- 2) Lecture on Basic Searching Techniques.
- 3) Canine Introduction and Orientation.
- 4) A two hour P.O.S.T. video on Sexual Harassment.
- 5) Basic review of Handcuffing, Baton, Wrist controls, Pain compliance, Stances and Foot movement.

If you are unable to participate in any or all of this training block for any medical reason, you must contact me prior to your training date. Please remember, the class will start promptly at 0800. Anyone arriving late, or not in proper uniform, will be asked to respond back to the department and contact their Bureau Commander. If he is not available, contact the shift supervisor.

Required Equipment for Training:


Utility Uniform
Ballistic Vest
Duty Belt with Handgun
Handcuffs
Hobble
Baton
Mouth guard

SAN RAFAEL POLICE DEPARTMENT

TRAINING UNIT

INTER-DEPARTMENT MEMORANDUM

DATE: 11/15/94

TO: P. ROBERT KROLAK, CHIEF OF POLICE 

FROM: OFFICER J. COEN
TRAINING OFFICER

SUBJECT: 94 / 95 PHASE 2 TRAINING

COURSE DESCRIPTION:

The 94 / 95 Phase 2 training block of instruction will consist of ten hours of Firearms training. The first four hour block of training will cover Handgun Training. The departments G.O. on the use of firearms will be covered during the lecture portion of the class. The class will then shoot two handgun courses. The next four hour block of training will cover the shotgun. The course will be held at the San Quentin Range. The shotgun course will cover the Basic Shotgun qualifying course. The last two hours of the class a P.O.S.T. training video will be shown. The course will run from 0800-1900.

ATTENDANCE:

Attendance is required by all SRPD Sworn and Reserve Officers.

JUSTIFICATION:

This training block is Phase 2 in the SRPD calendar training schedule for 94 / 95. It will cover both handgun and shotgun training necessary for all police and reserve officers. This training block will help the officer maintain a high proficiency in their shooting skills. It also continues to develop and enhance the officers judgment and physical execution of their firearm in incidents that may require the use of it.

OBJECTIVE:

The objective of this training block is to help the police officer maintain a high level of skill, judgment, and accuracy, for incidents which might involve the use of a firearm. The course will allow officers to practice different skills which they may use in the course of their job. It will also allow the instructors to answer any questions the officers may have, and provide instruction in areas the officers feel they may need improvement.

FILE
COPY

LOGISTICS:

This block of training will use three separate training locations. The Bullseye Range for handgun training, the San Quentin Range for shotgun training, and the CPO for video training. All ammunition and equipment will be provided by the police department.

INSTRUCTION:

The course will have two instructors assigned to teach. There will be one lead Instructor who will be assigned to teach every class and be responsible for the course content. The second instructor will be an assistant instructor, providing additional help in teaching the class. All instructors are certified P.O.S.T. Instructors in Firearms. The instruction will include both lecture and practical application drills to develop the officers proficiency and knowledge.

PRACTICAL APPLICATION:

After a lecture and demonstration has been shown to the officer, the officer will then be asked to practice and demonstrate the particular skill being taught. Each drill will be repeated a number of times, until the officer feels confident in executing the movement.

TESTING:

Testing will involve the officers ability to complete the required course in a satisfactory manor. Any need for remedial training will be documented. The officer will then be reset for a training date with an instructor.

SIGN-UPS:

Sign-ups will be completed by the officers supervisor for scheduling purposes.

**SAN RAFAEL POLICE DEPARTMENT
TRAINING BUREAU
PHASE 2**

COURSE OUTLINE

0800- BULLSEYE RANGE:

LECTURE /

WEAPONS AND LEATHER INSPECTION

S.R.P.D. SHOOTING POLICY

FUNDAMENTALS OF WEAK HAND SHOOTING & RELOADING

COURSE OF FIRE

0900- WEAK HAND SHOOTING COURSE

1145- LUNCH

1300- SAN QUENTIN RANGE: RANGE 1

LECTURE /

MECHANICS AND NOMENCLATURE OF THE REMINGTON SHOTGUN
COURSE OF FIRE

1400- BASIC SHOTGUN COURSE:

EACH OFFICER WILL COMPLETE THIS COURSE TWICE

1600- RANGE CLEAN-UP

1615- BREAK / DRIVE TO CPO

1645- CRIME PREVENTION OFFICE:

P.O.S.T. TRAINING FILM

1745- BREAK

1800- COMPLETE SECOND PART OF FILM

1900- END OF CLASS

DOC:94-012.JSC.11/27/94

PHASE 2
EQUIPMENT NEEDED FOR TRAINING

ALL INSTRUCTORS ARE TO MEET AT THE BULLSEYE RANGE NO LATER THEN 0745 ON THEIR TEACHING DAY!

LEAD INSTRUCTOR RESPONCIPLE FOR EQUIPMENT:
INSTRUCTOR RANDY HUNTOON

INSTRUCTOR EQUIPMENT:
UTILITY PANTS, INSTRUCTOR SHIRT
BALLISTIC VEST
EYE & EAR PROTECTION
DUTY BELT AND HANDGUN

RANGE EQUIPMENT:

- 1) TRAINING VAN
- 2) RANGE 1 GATE KEYES / PICK UP AT WEST GATE AT 1245
- 3) 20 CARDBOARD TARGETS PER CLASS
- 4) 40 PAPER TARGETS PER CLASS
- 5) RANGE TOOLS / RED AND GREY BOXES
- 6) RANGE SAFETY EQUIPMENT / EYE AND EAR PROTECTION
SOFT EAR
- 7) FIRST AID BAG
- 8) SEVEN SHOTGUNS
- 9) SHOTGUN AMMO / SLUG AND BUCK
- 10) SPRAY SOLVENT / RAGS
- 11) BALLISTIC VEST

CLASSROOM EQUIPMENT:

- 1) FIREARMS G.O.
- 2) SHOTGUN MANUEL
- 3) COURSE OF FIRE: WEAKHAND SHOOTING
SHOTGUN COURSE
- 4) TRAINING PACKAGE FOR EACH CLASS
- 5) INJURY FORMS
- 6) P.O.S.T. TRAINING VIDEO

COURSE SET-UP
WORK SHEET

FIREARMS / SDAT :

PHASE: 2 0700-1200
LEAD INSTRUCTOR: OFFICER HUNTOON
DATE ASSIGNED: 11/10/94
ASSIGNED RETURN DATE: 11/28/94
DATE OF RETURN: _____

COURSE TITLE: HAVEGUN COURSE
LOCATION: (NAME) BULLSEYE RANGE
(ADDRESS) 1281 ANDERSON DR
(PHONE NUMBER) (415) 453-7465
(CONTACT PERSON) MARK BARADAT

INST. Day H- 898- 9556 PAGER 455-2705
DATES: 1 12/1/94 THUR 5 12/11 SUN
2 12/7 WED 6 12/15 THUR
3 12/8 THUR 7 12/16 FRI
4 12/10 SAT 8 12/20 TUES
12/17

EQUIPMENT NEEDED:

- 1 EYE & EAR PROTECTION
- 2 MEDICAL KIT
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____
- 8 _____

COURSE SET-UP
WORK SHEET

FIREARMS / SDAT :

PHASE: 2 1300-1800
LEAD INSTRUCTOR: OFFICER HUNTOON
DATE ASSIGNED: 11/10/94
ASSIGNED RETURN DATE: 11/28/94
DATE OF RETURN: _____

COURSE TITLE: BASIC SHOTGUN
LOCATION: (NAME) SAN QUENTIN RANGE / RANGE 1
(ADDRESS) LARKSPUR
(PHONE NUMBER) _____
(CONTACT PERSON) SGT. ROBERT TROND 454-1460
EXT 5852

DATES: THUR 12/1/94 INSTRUCTORS DAY 5 12/11 SUN
2 12/7 WED 6 12/15 THUR
3 12/8 THUR 7 12/16 FRI
4 12/10 SAT 8 12/20 TUES

EQUIPMENT NEEDED:

- 1 GATE KEYS - WEST GATE
- 2 EYE & EAR PROTECTION
- 3 13 27 TARGETS 20 PER CLASS
- 4 CARD BOARD TARGETS 10 PER CLASS
- 5 REPAIR GEAR & TOOLS
- 6 MEDICAL KIT
- 7 _____
- 8 _____

SHOTGUN COURSE

CHECK LIST

~~for Marine Islands~~



- ☐ Safety Lecture & RSO Statement
- ☐ Equipment Check, Leather Inspection, Handcuffs Maintenance
- ☐ Quiz on G.O. 80-30
- ☐ Distribute POST ~~Materials~~
 - ☐ Student Work Book
 - ☐ ~~POST Guidelines~~
 - ☐ ~~11. Death for Infant~~
- ☐ ~~Video~~ **VIOLENCE AGAINST OFFICERS**
- ☐ ~~WFO (page 21 of work book)~~
- ☐ Shotgun Class Room Lecture; give FBI reference book to students
- ☐ Students demonstrate loading and unloading procedures w/ dummy rounds on range
- ☐ Live fire practice
 - 2 rifle slugs @ 50 yds - standing or kneeling
 - 2 .00 buck from 25 yds - standing (then make target analysis)
 - 2 .00 buck from 15 yds - standing from the hip
- ☐ Live fire Qualification Course; FBI #6
- ☐ Remediations
 - can be done with use of birdshot
 - heavy emphasis on practice and remediation
- ☐ Competition course (if time allows and remediations are complete)
- ☐ Clean up

11/27/94

MICK:

Listed below are the training dates for the 94 / 95 Phase 2 training block scheduled to start 12/01/94. Your meeting room is scheduled to be used on these dates from 1645-1900 for a P.O.S.T. Training film. If there is a conflict with something you have already scheduled, could you contact J.R. so we can locate another room for the film. Thanks, J.C.

THURSDAY 12/01/94

WEDNESDAY 12/07/94

THURSDAY 12/08/94

SUNDAY 12/11/94

THURSDAY 12/15/94

FRIDAY 12/16/94

SATURDAY 12/17/94

TUESDAY 12/20/94

SAN RAFAEL POLICE DEPARTMENT TRAINING UNIT

COURSE OUTLINE

DATE: 12/01/94
TO: P. ROBERT KROLAK, CHIEF OF POLICE
FROM: JOHN COEN, TRAINING OFFICER
RE: ONE HANDED HANDGUN SHOOTING TRAINING

COURSE:

A total of three hours divided between classroom instruction, dummy ammunition drills and range firing. This course will cover aspects of operating a handgun using one hand only.

JUSTIFICATION:

By definition a handgun is a firearm which can be operated by one hand only. For most purposes a handgun can be fired more accurately using two hands. In a life threatening situation an officer could lose the use of either hand through an injury to a shoulder, arm, elbow, wrist or hand. Our officers need to be trained in the use of the handgun in such a situation. This course was last held August of 1986, and February 1990.

OBJECTIVES:

Shooters will learn and demonstrate their ability to use proper techniques for operating their handguns using one hand only. This will include right hand only and left hand only. These activities include:

- 1) Presentation (draw)
- 2) Firing
- 3) Reloading
- 4) Reholstering
- 5) Dealing with problems:
 - a) Misfires.
 - b) Jams (revolvers)
 - c) Malfunctions

In addition, shooters will be encouraged to evaluate each situation, seeking the best course of action for the situation. Elements for discussion include:

- 1) The extent of injury. (Injury may be more serious than perceived)
- 2) The possibility that there may be additional injuries the shooter is not aware of.
- 3) The shooter's confidence in his/hers ability to fire effectively.
- 4) The availability of cover.
- 5) The level of threat presented by the opponent (s).

LOGISTICS:

This course will require two firearms instructors, a classroom and a pistol range. The following items of equipment will also be needed.

- 1) One B27 target for each participant.
- 2) Eye and ear protection.
- 3) 96 rounds of practice ammunition per shooter.
- 4) Inert practice rounds (Dummy Rounds) in all caliber's. There should be atleast 12 rounds for each person in the class.
- 5) All shooters are to wear their soft body armor. This is because the presence of the vest will effect the ability to reload one handed in some instances.

INSTRUCTION:

A) Introduction:

A discussion of the possibility that an officer could lose the use of either hand due to a sudden injury. The handguns authorized by the San Rafael Police Department can all be operated effectively using one hand only. Following the introductory discussion we will then move to the range.

B) Presentation (Draw):

The strong hand draw will be unchanged from the non-injured draw. Weak hand draw will be demonstrated. Here we will need to allow for some innovation due to the variety of holsters in use.

C) Firing:

1) A brief review of the basics; Grip, Sight Alignment, Position, and Trigger Control.

2) Dry firing using strong hand only and weak hand only. Semi-automatic shooters whose weapons have mechanical safeties will need to operate those safeties. We should practice this drill one time strong handed, and four times weak handed.

D) Reloading:

1) Revolver -strong hand only. Use the thumb to open the cylinder. Depress the ejector rod against any firm surface. One example could be to depress the ejector rod against the bottom of one's shoe. Insert weapon into holster or belt with stocks pointed to left and cylinder outside of belt or holster. Use speed loader to add rounds. Withdraw weapon and close cylinder. Resume firing.

2) Revolver-weak hand only. Use index finger to open cylinder latch. Depress ejector rod against any firm surface. Insert weapon into holster with cylinder outside of holster, or insert weapon into belt with cylinder outside of belt. Use speed loader to add rounds. Withdraw weapon and close cylinder. Resume firing.

3) Semi-Automatic / Strong hand only.

a) In-battery. De-cock or set safety. Drop magazine. Reholster. Change magazines. Draw and resume firing.

b) Out of battery. Drop magazine. Reholster. Insert new magazine. Draw weapon. Close slide.

4) Semi-automatic, weak hand only.

- a) In-battery. De-cock or set safety. Drop magazine. Reholster or insert weapon in belt. Exchange magazines. Draw and resume firing.
- b) Out of battery. Drop magazine. Close slide. Reholster or insert weapon in belt. Insert new magazine. Draw weapon and cycle slide engaging rear sight on any surface. Keep finger out of trigger guard when cycling slide.
- c) Out of battery (alternate method). Drop magazine. Reholster, or insert weapon under armpit., or between knees, or between feet, but not in belt. Insert new magazine. Draw and close slide.

E) **REHOLSTERING:**

The instructor will demonstrate reholstering using one hand only. Each officer will then practice reholstering. This includes snapping the holsters snap. The purposes of snapping the holster's strap is to prepare for the next time we do this drill. This practice will be done right handed only and left handed only. We will have to be real flexible in this area due to the wide variety of security holsters used.

F) **DEALING WITH PROBLEMS:**

1) **MISFIRES:** Revolver shooters will continue to fire their weapons. Semi-automatic shooters will cycle their weapons and continue firing. The methods for cycling a semi-automatic will be demonstrated by the instructors, then practiced by the shooters. The method consists of engaging the rear sight on any surface, and pushing the stocks of the gun forward. Another option is to treat misfires as a tap-rack-bang malfunction. We will mention treating Smith and Wesson and SIG failures as a tap only drill. This will be valid when the magazine is not fully seated and the magazine safety activates. The result will be free movement of the trigger with no sound. The limitation on this is that the shooter may not be capable of conscious thought during a life and death situation. Therefore we continue to teach tap-rack-bang.

2) **JAMS:** (Revolvers) If a revolver is fully jammed there is nothing the shooter can do in the field. If the revolver is just short of jamming it may be possible to fire the weapon by cocking the hammer and firing single action. This will be demonstrated by the instructor and practiced by the shooters. Should this occur on the street the effort required to cock the hammer will be substantially more than experienced in practice.

3) **MALFUNCTIONS:** (Semi-automatics)

a) **Stovepipes.** Catch the stovepipe case on the holster, gun belt, or any other object and strip it away from the gun. Then continue firing.

b) **Feedway Stoppage** (aka failure to feed, double feed) Holster the weapon (forwards or backwards), strip magazine from the gun. This may be difficult or impossible to do one handed. It may be necessary to use a belt buckle or other hard object to strip the magazine from the gun, depending on the severity of the stoppage. Cycle gun by engaging rear sight on the gun belt or holster, reholster, insert new magazine, cycle gun again by engaging rear sight on holster or gun belt.

c) **Tap-Rack-Bang:** Tap the magazine on any solid surface to seat it into the gun, cycle the weapon by engaging the rear sight on your holster or belt, then continue firing.

- G) EVALUATING EACH SITUATION:** Shooters should weigh whether they should continue firing or take cover and forfeit the field. Shooting while injured will not be the same as other shooting. Consider:

- 1) For these skills to be applicable in a life and death situation, it will be necessary to practice these skills beforehand. If you haven't practiced, don't expect to be able to do these techniques successfully when somebody is trying to kill you.
- 2) The extent of the injury. It may be more serious than perceived.
- 3) The possibility that there may be additional injuries the shooter is not aware of.
- 4) The shooter's confidence in his/her own ability to fire one handed effectively. This will be born out on the range during firing.
- 5) The availability of cover.
- 6) The level of threat presented by the opponent(s). Is the opponent still attacking or turning to leave the scene.

6) PRACTICAL APPLICATION:

We will move from the classroom into the range. Due to the wide variety of equipment used we will need to have two instructors on the line, and no more than five shooters at a time. We will stress the importance of getting out of the line of fire. Shooters will take cover behind a barricade for each reload. We will fire 48 rounds then we will exchange barricades so shooters will get to work with different sizes and shapes of cover.

We will begin by practicing the draw, reload and reholster using dummy rounds and the strong hand only. We will then change relays and the second relay will try it. Then we will practice the draw, reload and re-holster using dummy rounds and the weak hand only, for the first relay. Afterwards the second relay will do weak hand only. We will then practice the various malfunctions using dummy rounds. Shooters will be required to draw and fire six shots, reload, then fire six additional shots. During this time the weak hand may not touch the weapon nor the reloading equipment. This phase is strong hand only. Shooter will reholster after firing the 12 shots. Shooters will then repeat this using the weak hand only. This will be done at 5 and 7 yards. This will be repeated for a total of 48 shots for each hand. (96 shots overall)

- 7) TESTING:** The total number of rounds fired is 96. The passing score will be 67 hits for all shooters, or 70%. In addition the weapon must be handled in a safe manner as observed by the firearms instructor.

832 PC Shooting Course

Logistics:

36 rounds per person
B-27 Silhouette target

3 yards -(12 shots)

Shooter(s) must have 18 rounds only shooting 12 this phase, 6 in each magazine/speed-loader.

On command, shooter(s) must check chamber, load, and holster a loaded weapon.

On command, shooter(s) must shoot from the "hip position" 6 rounds, reload and shoot another 6 rounds with in 30 seconds.

The shooter(s) must then load with 6 and holster a loaded weapon.

7 yards - (12 shots)

On command, shooter(s) must fire from a natural point position, (not using the sights), and shoot 6 rounds, reload and shoot another 6 rounds with in 30 seconds.

The shooter(s) must then load with 6 and holster a loaded weapon.

15 yards - (12 shots)

On command, shooter(s) must fire from an aiming position, (using the sights), and shoot 6 rounds, reload and shoot another 6 rounds with in 45 seconds.

The shooter(s) must then holster an empty weapon.

SAN RAFAEL POLICE DEPARTMENT

TRAINING UNIT

INTER-DEPARTMENTAL MEMORANDUM

DATE: October 4, 1994
TO: P. Robert Krolak, Chief of Police
FROM: John Coen, Training Officer
SUBJECT: 94/95 Phase II - Firearms Basic Shotgun Course - FBI #6

I. Course

The Shotgun Course #6 will take approximately 1-1/4 hours of time. Included in this will be about 1/4 hour of classroom time with the rest of the session being held on the firing range.

The course will include a review of the operation of the Remington 870P shotgun, internal and external ballistics of buckshot and rifled slugs, and the firing of both buckshot and rifled slugs at varying distances.

II. Justification

The 12-gauge shotgun is a powerful and useful weapon for the urban police officer. All San Rafael police vehicles are equipped with the 12-gauge shotgun. Therefore, it is necessary for officers of the department to be proficient in the use of the weapon.

III. Objectives

The officers will demonstrate their ability to load, unload, make safe, and cycle the Remington 870P shotgun. The officers will demonstrate their ability to hit a man-sized target at distances ranging from 50 yards to 15 yards with 00 buckshot and rifled slugs.

IV. Logistics

3 department shotguns (w/bead sight)
2 rifled slugs - 10 rounds 00 buckshot per shooter
1 clean target per shooter
S.R.P.D. range equipment box
1 handout per shooter

V. Instruction - Classroom

- A. Review parts of Remington 870P shotgun
- B. Review inspection procedure of 870P shotgun
- C. Explain interior ballistics with its effect on sighting
 1. Handgun sights vs. shotgun sight
 2. Recoil factor
- D. Explain exterior ballistic
 1. Shot patterns of buckshot
- E. Demonstrate combat loading using dummy rounds
- F. Demonstrate the 3 firing positions
 1. Shoulder
 2. Under-arm assault
 3. Hip shooting position

***NOTE:** Reference material for the instructor is provided in a handout provided by the FBI. This handout is listed in our shooting program under Phase 2 1985 and is must reading. See attached.

VI. Practical Drill

See attached FBI Course #6

VII. Testing

Total 100 points. 1 point each for 00 buck and 5 points each for rifled slug. 70 points is passing.

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F.B.I. SHOTGUN COURSE #6

Materials: Shotgun

2 rounds rifled slug, 10 rounds 00 buckshot

Targets

Safe range

Protective gear - ear and eye protection

Phase I: 50 yards, 2 rounds rifled slug in 10 seconds

Load 2 rounds rifled slug in magazine and stand at port arms.

On command, kneel point weapon down range, fire 2 rounds in 10 seconds.

Phase II: 25 yards, 6 rounds 00 buckshot in 35 seconds

At 50 yards, load 4 rounds 00 buckshot into magazine and come to port arms. On command, run to 25-yard line, stop, rack one round into the chamber, reload the fifth round in the magazine, point weapon down range, fire the five rounds, load the sixth round into the open ejection port and fire it. Total time including running: 35 seconds.

Phase III: 15 yards, 4 rounds 00 buckshot in 10 seconds

At 25 yards, load 4 rounds into magazine and come to port arms. On command, run to 15-yard line, stop, point weapon down range, fire 4 rounds hip shooting. Total time including running: 10 seconds.

Scoring: Total of 100 or 130 points, depending upon 00 buckshot load used - either 9 or 12 pellet.

Phase I (5 points per hit in torso)

Phase II and III (1 point per hit in black area of silhouette)



TRAINING BULLETIN



HENRY W. INGWERSEN, CHIEF OF POLICE

SAN RAFAEL, CALIFORNIA

INSPECTION PROCEDURE FOR REMINGTON M870 SHOTGUN

1. Check chamber to make sure weapon is empty.
2. Open action. Start inspection at muzzle end of barrel.
 - A. Check front and rear sights for looseness, damage, etc.
 - B. Check muzzle end of barrel for nicks or damage.
 - C. Check bore of barrel for damage, obstruction and cleanliness.
3. Check magazine cap to assure it is tight.
4. Check fore-end wood to make sure it is tight to action bar. Loose fore-end wood will result in a bind when pumping action.
5. Check ejection port for any cracks at front and rear.
6. Check barrel guide and ejector spring to assure they are not broken.
7. Check extractor for binds and extractor spring to assure it is not broken. This can be accomplished by pulling on extractor with finger.
8. Check safety. Put safety on and supply pressure to trigger. Sear should not release.
9. Check action bar release. Pump action forward and hold pressure to rear by pulling the action bar back. While holding this pressure to rear, pull trigger. Trigger should not release action while pressure is being applied.
10. Check stock.
 - A. Make sure stock is tight to receiver.
 - B. Make sure butt plate is not broken.
 - C. Make sure heel and toe are not cracked.
11. Check weapon for overall cleanliness.
12. When weapon is to be stored, the action should be closed with trigger pulled and safety on.

Firing pin and spring should be checked for possible damage at each cleaning session.

Trigger assembly should be removed periodically for cleaning.

**SAN RAFAEL POLICE DEPARTMENT
INTER-OFFICE MEMORANDUM**

DATE: 11/15/94
TO: ALL BUREAU COMMANDERS
FROM: P. ROBERT KROLAK, CHIEF OF POLICE
SUBJECT: 94 / 95 PHASE 2 TRAINING



This memo is to inform you that the 94 / 95 Phase 2 training session is now confirmed. The training will take place from 0800-1900. The locations to be used are the Bullseye Range for Handgun training, the San Quentin Range for Shotgun training, and the Terra Linda CPO for a P.O.S.T. training video. This is a mandatory block of training for all sworn and reserve officers. If you have any questions, please contact the Training Bureau.

TRAINING DATES:	Thursday,	12/01/94
	Wednesday,	12/07/94
	Thursday,	12/08/94
	Sunday,	12/11/94
	Thursday,	12/15/94
	Friday,	12/16/94
	Saturday,	12/17/94
Tuesday,	12/20/94	

TRAINING SCHEDULE:	0800-	Handgun training, Bullseye Range
	1200-	Lunch
	1300-	Shotgun training, San Quentin Range
	1700-	CPO, P.O.S.T. video film
	1900-	End of class

ATTENTION: PENNINGTON
KOSTA
BOYD
CRONIN

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**SAN RAFAEL POLICE DEPARTMENT
INTER-OFFICE-MEMORANDUM**

DATE: 11/15/94
TO: ALL SHIFT SUPERVISORS
FROM: COMMANDER M. CRONIN
TRAINING BUREAU
SUBJECT: 94 / 95 PHASE 2 TRAINING SESSION

This memo is to advise you that the 94 / 95 Phase 2 training block is now scheduled and confirmed for December 1994. Sign-ups will be taking place the week of 11/14/94. The listed dates of training are shown below. This block of training will consist of ten hours of Firearms training. The class will be held from 0800-1900. This is a mandatory block of training for all sworn and reserve officers. The uniform of the day will be your Utility uniform with duty belt.

TRAINING DATES:	Thursday,	12/01/94
	Wednesday,	12/07/94
	Thursday,	12/08/94
	Sunday,	12/11/94
	Thursday,	12/15/94
	Friday,	12/16/94
	Saturday,	12/17/94
	Tuesday,	12/20/94

TRAINING SCHEDULE:	0800-	Handgun training, Bullseye Range
	1200-	Lunch
	1300-	Shotgun training, San Quentin Range
	1700-	CPO, P.O.S.T. video training film
	1900-	End of class

ATTENTION: 

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SAN RAFAEL POLICE DEPARTMENT

TRAINING UNIT

INTER-DEPARTMENTAL MEMORANDUM

DATE: November 16, 1994

TO: All Reserve Officers: Bob McEachern, Stewart Ross,
Kevin MacDougald, John Volpe, Stewart Green

FROM: Rita Ruiz, Training Manager

SUBJECT: 94/95 Phase II - Firearms Training Notification

This is to notify you that Phase II Firearms Training will be held during December, 1994. We have included Saturday and Sunday classes to help accommodate various schedules.

The following dates are available for training:

**Thursday
December 1
0800 - 1900 hrs**

**Wednesday
December 7
0800 - 1900 hrs**

**Thursday
December 8
0800 - 1900 hrs**

**Sunday
December 11
0800 - 1900 hrs**

**Thursday
December 15
0800 - 1900 hrs**

**Friday
December 16
0800 - 1900 hrs**

**Saturday
December 17
0800 - 1900 hrs**

**Tuesday
December 20
0800 - 1900 hrs**

The tentative schedule is as follows:

0800 - 1200 hrs	Firearms Training at Bullseye Indoor Shooting Range 1281 Andersen Drive, San Rafael
1300 - 1700 hrs	Shotgun Training at San Quentin Range 1
1700 - 1900 hrs	Video Training at Crime Prevention Office

Please call me as soon as possible to schedule your training date. A reminder notice with information on what to bring and wear will be sent to you as confirmation. If you have any questions or scheduling problems, please contact me at (415) 485-3037, or Sgt. Rohrbacher at (415) 485-3014.

12/ 8/94

**SAN RAFAEL POLICE DEPARTMENT
INTER-OFFICE MEMORANDUM**

DATE: 11/15/94
TO: ALL SRPD PERSONNEL
FROM: COMMANDER M. CRONIN *MJC by JD263*
SUBJECT: 94 / 95 PHASE 2 TRAINING SESSION

Starting on 12/01/94 the 94 / 95 Phase 2 training schedule will begin. The training will be held from 0800-1900. All officers are to meet at the Bullseye Range at 0800. The uniform of the day will be your Utility Uniform with duty belt. The necessary equipment for training is listed below. The time schedule for the day is listed below: This is a mandatory training block for all sworn and reserve officers.

0800- Handgun training, Bullseye Range
1200- Lunch
1300- Shotgun training, San Quentin Range
1700- CPO, P.O.S.T. video training film.
1900- End of class

If you are unable to participate in any or all of this training block for any medical reason, you must contact me prior to your training date. Please remember, the class will start promptly at 0800 at the Bullseye Range. Anyone arriving late, or without the proper uniform and equipment, will be asked to respond back to the department and contact their Bureau Commander. If he is not available, contact the shift supervisor. Remember, some of this training will be held outside, rain or shine, so please bring sufficient warm clothing and rain gear.

REQUIRED EQUIPMENT FOR TRAINING:

Utility Uniform
Ballistic Vest
Duty Belt and Handgun
Department Rain Gear

OPTIONAL EQUIPMENT:

TOWEL
UMBRELLA
WARM CLOTHING