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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.

PHASE 2

TACTICAL RIFLE AND PISTOL

**SAN RAFAEL POLICE DEPARTMENT
TRAINING STAFF
NOVEMBER 2004**

**SAN RAFAEL POLICE DEPARTMENT
PHASE 2 ANNOUNCEMENT MEMO**

TRAINING UNIT, 2004

**PHASE 2: TACTICAL RIFLE AND PISTOL/
DOMESTIC VIOLENCE UPDATE**

DATE: 10-24-04
TO: ALL SRPD OFFICERS
FROM: MARK M. PIOMBO/TRAINING MANAGER
RE: PHASE 2 TRAINING 2004

LOCATION: Richmond Rod and Gun Club

DATES: Instructors: 11-12
Team #1: 11-18
Team #2: 11-24
Team #3: 11-19
Team #4: 11-23
Traffic: 11-22
DPU/Traff. 11-29

TIME: 0700 hours to 1700 hours

UNIFORM: Class C uniform, SRPD ball cap
(No civilian clothing)

EQUIPMENT: Duty belt, handgun, magazines, flashlight, helmet,
tactical vest, personal body armor, rifle, gas mask, and helmet bag

SCHEDULE: Page #2

P.O.S.T. PSP TRAINING HOURLY DISTRIBUTION
RIFLE AND PISTOL QUALIFICATION

0700-0800 hrs	Registration/Inspection/Lecture	M. Piombo
0800-1200 hrs	Domestic Violence update	M. Piombo
1200-1245 hrs	Lunch	
1245-1330 hrs	CQB pistol drills	M. Piombo
1330-1430 hrs	Rifle qualification	M. Piombo
1430-1530 hrs	Transition/reload drills	M. Piombo
1530-1700 hrs	CQB rifle drills/Entry	M. Piombo
1700 hrs	Class ends	

Total Class Hours for rifle and pistol training: 4

P.O.S.T. PSP TRAINING HOURLY DISTRIBUTION
Domestic Violence For First Responder/Tactical Communication

8000-0815 hrs	Goals and objectives	Spaletta
0815-0845 hrs	Dynamics of Domestic Violence	Spaletta
0845-0945 hrs	Domestic violence report writing	Spaletta
0945-1015 hrs	Domestic violence arrest	Spaletta
1015-1045 hrs	Marin Abused Women Services	Spaletta
1045-1145 hrs	Class scenarios	Spaletta
1145-1200 hrs	Question and answers	Spaletta
Total Class Hours: 4		

SAN RAFAEL POLICE DEPARTMENT

TRAINING UNIT

PHASE 2 TRAINING 2004

INSTRUCTOR SCHEDULE

DAY	DATE	LEAD Instructor	2 nd Instructor	3 rd Instructor	TEAM
FRI	11-12-04	M. PIOMBO	INSTR. DAY	INSTR. DAY	N/A
THU	11-18-04	M. PIOMBO	A. PIOMBO 0700-1700	CRON 1200-1700	1
FRI	11-19-04	M. PIOMBO	MCELDERRY 0700-1700	A. PIOMBO 1200-1700	3
MON	11-22-04	CRON	COEN 0700-1700	CLARY 1200-1700	TRAFF
TUE	11-23-04	CRON	COEN 0700-1700		4
WED	11-24-04	M. PIOMBO	COEN	BYERS 1200-1700	2
MON	11-29-04	M. PIOMBO	RUDOLPH 1200-1700	MCELDERRY 1200-1700	DPU/ TRAFF

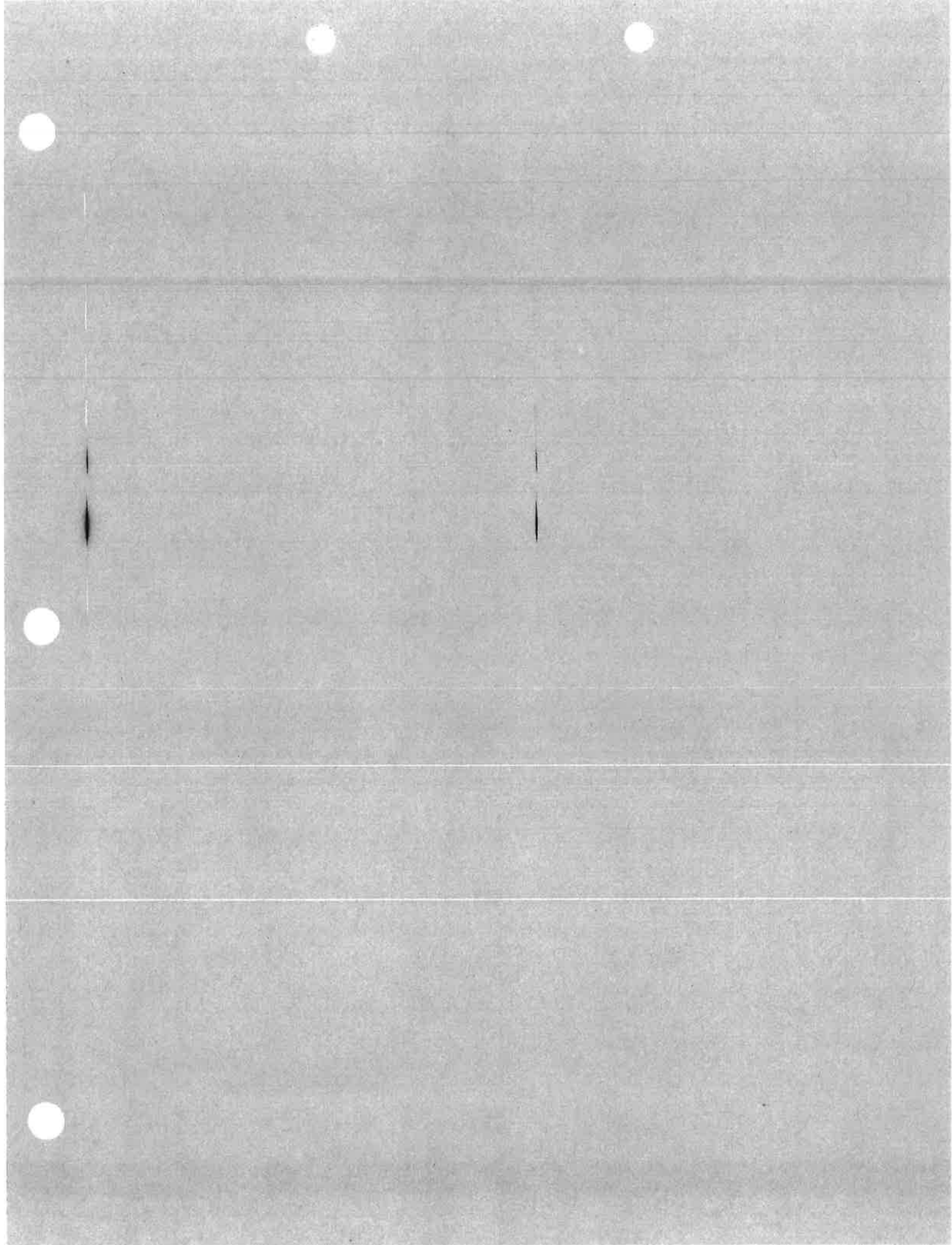
TIMES: 0700-1700

LOCATION: RICHMOND ROD AND GUN CLUB

PRIMARY INSTRUCTOR: M. PIOMBO



NOTE: Instructor/student ration is 1:4



PHASE 2 TACTICAL RIFLE AND PISTOL DOMESTIC VIOLENCE UPDATE

PHASE 2 EXPANDED COURSE OUTLINE

0700-0800: REGISTRATION/INSPECTION

Tactical Firearms category: c,h,i,j,b,c

- A. Administration
 - 1. Documentation
 - 2. Safety briefing
 - 3. Stretching and warm-up
- B. Lecture
 - 1. New duty ammunition for AR-15
 - a. 50 yard zero
 - b. Point of aim and point of impact at various distances
 - c. Practice ball ammunition and duty ammunition
 - 2. Policy: G.O. 80-30 shooting policy
 - a. Lecture on G.O. 80-30
 - b. Test on G.O. 80-30
 - c. Test on patrol rifle inspections procedure/unloading procedure

0800-1200: DOMESTIC VIOLENCE

(SEE SEPARATE CERTIFICATION REQUEST)

1200-1300: LUNCH

TACTICAL RIFLE AND PISTOL PSP

1300-1400: HANDGUN QUALIFICATION

Tactical Firearms category: d,b

- A. Handgun qualification
 - 1. 3 yards: From the three positions 12 shots one reload in thirty seconds
 - a. Stance, grip, combat stance, create distance and speed
 - 2. 7 yards: From the five positions 12 shots one reload in thirty seconds
 - a. Sights, combat stance, trigger control
 - 3. 20 yards: From the five positions 12 shots one reload in thirty seconds
 - a. Sights, combat stance, trigger control, breath control

1400-1500: RIFLE QUALIFICATION

Tactical Firearms category: d,b

PHASE 2 TACTICAL RIFLE AND PISTOL DOMESTIC VIOLENCE UPDATE

- A. Rifle qualification without tactical vest
 - 1. 50 yards 5 rounds
 - a. Prone
 - 2. 50 yards 5 rounds
 - a. Sitting (open or closed leg)
 - 3. 25 yards 5 rounds
 - a. Standing with a tactical reload
 - 4. 25 yards 5 rounds
 - a. Kneeling unsupported
 - 5. 25 yards 5 rounds
 - a. Kneeling supported
 - 6. 15 yards 3 rounds
 - a. Standing with a tactical reload
 - 7. 15 yards 3 rounds
 - a. Kneeling
 - 8. 15 yards 2 rounds
 - a. Shooting on the move
 - 9. 15 yards 3 rounds
 - a. tactical shuffle
 - 10. 10 yards 3 rounds
 - a. (2+1) drug/armor drill (2 body/1head)
 - 11. 10 yards 3 rounds
 - a. (2+1) drug/armor drill (2 body/1 head)
 - 12. 7 yards 2 rounds
 - a. Malfunction drill/transition and clear malfunction
 - 13. 7 yards 2 rounds
 - a. Malfunction drill/transition and clear malfunction
 - 14. 7 yards 3 rounds
 - a. (2+1) CQB grip to extended grip (2 body/1head)
 - 15. 7 yards 3 rounds
 - a. (2+1) CQB grip to extended grip (2 body/1head)
- B. Rifle qualification with tactical vest
 - 1. 50 yards 5 rounds
 - a. Prone
 - 2. 50 yards 5 rounds
 - a. Sitting (open or closed leg)
 - 3. 25 yards 5 rounds
 - a. Standing with a tactical reload
 - 4. 25 yards 5 rounds
 - a. Kneeling unsupported
 - 5. 25 yards 5 rounds
 - a. Kneeling supported
 - 6. 15 yards 3 rounds
 - a. Standing with a tactical reload
 - 7. 15 yards 3 rounds
 - a. Kneeling
 - 8. 15 yards 2 rounds
 - a. Shooting on the move
 - 9. 15 yards 3 rounds
 - a. tactical shuffle
 - 10. 10 yards 3 rounds
 - a. (2+1) drug/armor drill (2 body/1head)

PHASE 2 TACTICAL RIFLE AND PISTOL DOMESTIC VIOLENCE UPDATE

11. 10 yards 3 rounds
 - a. (2+1) drug/armor drill (2 body/1 head)
12. 7 yards 2 rounds
 - a. Malfunction drill/transition and clear malfunction
13. 7 yards 2 rounds
 - a. Malfunction drill/transition and clear malfunction
14. 7 yards 3 rounds
 - a. (2+1) CQB grip to extended grip (2 body/1head)
15. 7 yards 3 rounds
 - a. (2+1) CQB grip to extended grip (2 body/1head)

1500-1600: INDIVIDUAL OPERATOR RIFLE AND PISTOL SKILLS

Tactical Firearms category: f

- A. Loading and unloading
 1. Magazine in and cycle action to load
 2. Magazine out action locked back (visually and physically inspect)
- B. Failure to fire
 1. Transition to pistol
 2. Call for cover, kneel down, holster pistol, clear and load rifle, announce "ready" and come up
- C. Marksmanship skills
 1. Breathing, sights, grip, stance, trigger control, sear reset
- D. Turning movements
 1. Left 90 or 180 degrees
 2. Right 90 or 180 degrees
 3. Standing, high kneeling, low kneeling
- E. Tactical walk
 1. Slow: Deliberate
 2. Medium: Dynamic
 3. Fast: hostage rescue
 4. Inline/online with team members
- F. Stacked positions
 1. Movement in or out of a room
 2. Verbalization (movement into an inner connecting room)
 3. Laser rule and head up/eyes up
- G. In line/on line movement
 1. Fields of fire
 2. Stationary
 3. Moving
- H. CQB holds
 1. In close hold
 2. Left and right hand holds
- I. Weapon retention
 1. Close hold
 2. ASP baton style retention (use of barrel)

PHASE 2 TACTICAL RIFLE AND PISTOL DOMESTIC VIOLENCE UPDATE

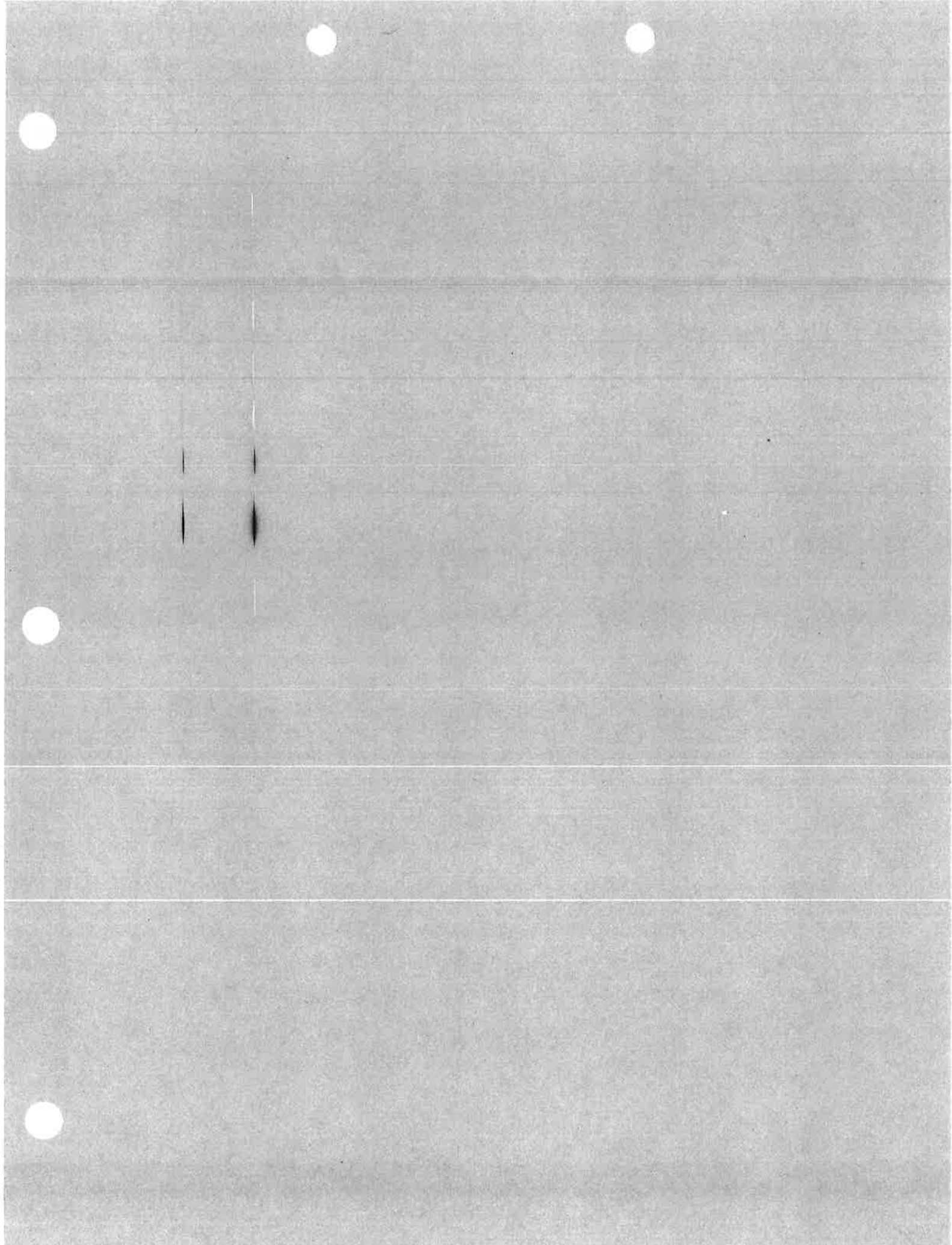
1600-1700: ENTRIES: COLD DRILLS AND LIVE FIRE

Tactical Firearms category: a,b,c,e,i

- A. Hallway
 - 1. Movement as a team with coverage front and back
 - 2. Left and right wings provide cover as rooms are passed
- B. T-intersections
 - 1. Left movement
 - 2. Right movement
- C. L-intersections
 - 1. Left movement
 - 2. Right movement
- D. Rooms
 - 1. Entry and positions of officers (fields of fire)
 - 2. Searching (inline/online)
- E. Interconnecting rooms
 - 1. Verbalization
 - 2. Entry
- F. Judgment and decision making
 - 1. Shoot and don't shoot entries
 - a. Suspect or victim
 - b. Back stop (angles of engagement)
 - c. Threat or surrendering suspect
 - 2. Shot placement on target (suspect)
 - a. Body armor drills (head or torso)
- G. Policy
 - 1. G.O. 80-30
 - a. Review
 - b. Test
 - 2. Moral justifications for use of force

1700

CLASS ENDS



COURSE ANNOUNCEMENT

State of California Department of Justice
COMMISSION ON PEACEMAKER STANDARDS AND TRAINING
1601 Alhambra Boulevard
Sacramento, California 95816-7083

A. COURSE CERTIFICATION NUMBER 3160-29900-		F. BASIC COURSE ONLY - LIST DATES OF DRIVER TRAINING	
B. CERTIFIED COURSE TITLE/SKILLS AND KNOWLEDGE MODULE TITLE Tactical Rifle and Pistol		G. TOTAL CERTIFIED HOURS 4	H. HOURS FOR THIS PRESENTATION 4
C. COURSE PRESENTER San Rafael Police Department		I. TOTAL NO. OF TRAINING DAYS 1	J. MAXIMUM ENROLLMENT 15
D. ADDRESS WHERE TRAINING WILL BE PRESENTED Richmond Rod and Gun Club		K. DATES (excluding weekends) CLASS WILL NOT BE HELD	
E. COURSE PRESENTATION DATES AND TIMES			
STARTING DATE 11-12-04		TIME 1300	ENDING DATE 11-29-04
		TIME 1700	

L. FOR PC 832 AND RESERVE MODULE A COURSES ONLY	
Does presentation include: 24-Hour PC 832 Firearms Course <input type="checkbox"/> YES <input type="checkbox"/> NO	
40-Hour PC 832 Arrest Course <input type="checkbox"/> YES <input type="checkbox"/> NO	
Arrest Course Test Date	
NAME OF PC 832 COORDINATOR OR ARREST TEST PROCTOR (print)	
PHONE ()	

M. TUITION \$	N. DRIVER TRAINING FEE \$
O. TRAVEL	
If the nearest off-site lodging is greater than five miles from the training site, complete the following:	
The nearest off-site lodging is _____ miles from the training location.	
If travel for course instruction is required off-site, complete the following:	
Transportation is finished to the other site by: <input type="checkbox"/> TRAINEE <input type="checkbox"/> OTHER (explain)	
How many miles is the other training site from site indicated in (D) above? (round trip)	
How many trips will be required?	

P. LODGING
If lodging is arranged by the course presenter, complete the following:
Is there a mandatory lodging requirement? <input type="checkbox"/> YES <input type="checkbox"/> NO
Lodging charge per trainee, per day is \$
Lodging is provided: <input type="checkbox"/> Monday-Friday only <input type="checkbox"/> Monday-Sunday (inclusive) <input type="checkbox"/> Other

Q. MEALS
If meals are arranged by the course presenter, complete the following:
Meal charge per trainee, per day is \$
Meal provided: <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner
Meals are provided: <input type="checkbox"/> Monday-Friday Only <input type="checkbox"/> Monday-Sunday (inclusive) <input type="checkbox"/> Other

R. COMMENTS Four hours of rifle and pistol tactics.		
S. SIGNATURE OF COORDINATOR OR AUTHORIZED DESIGNEE (Signatory attests that course curriculum is the same as that currently certified.)	T. DATE FORM COMPLETED 11-12-04	U. PHONE (415) 485-3038

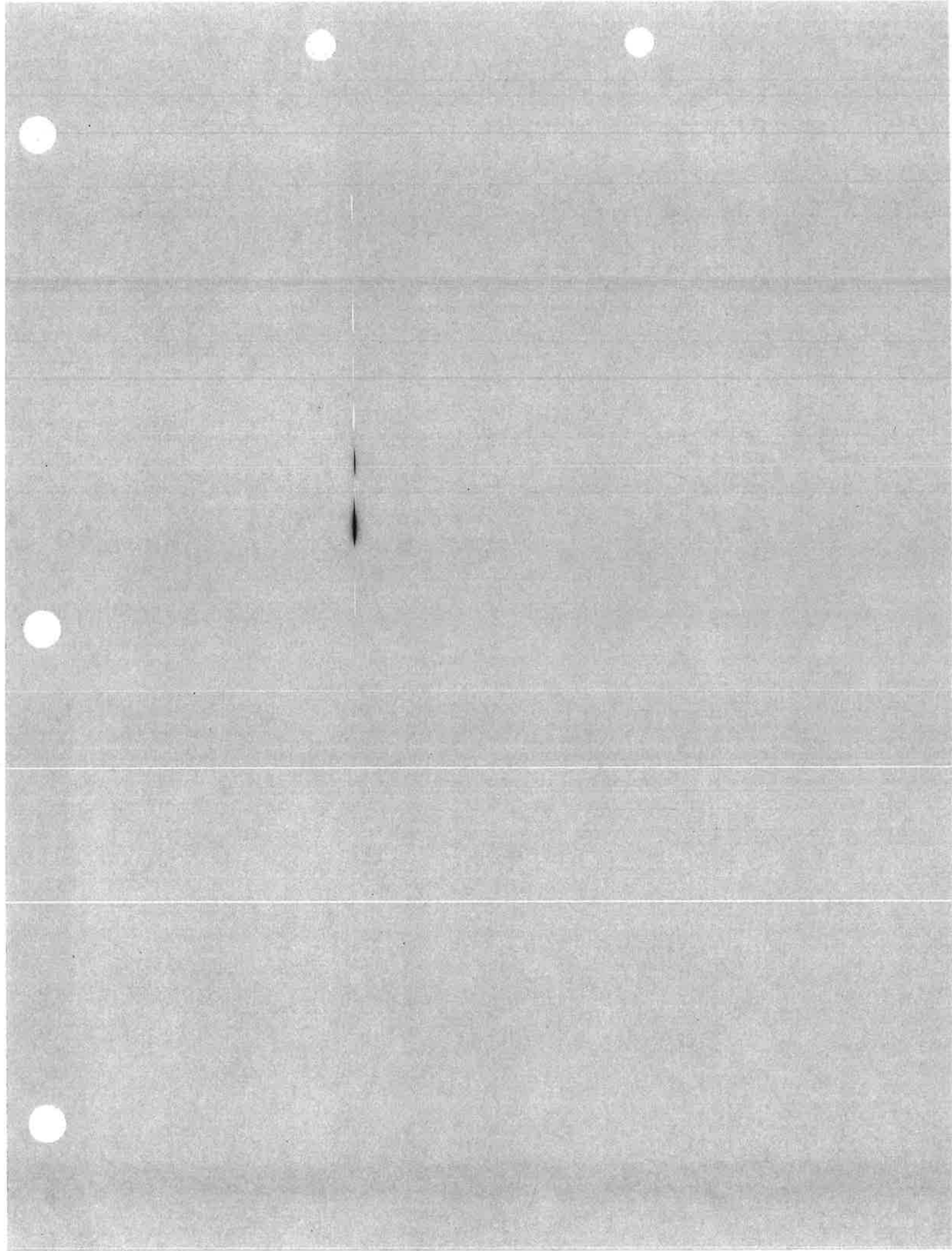
FOR POST USE ONLY		
APPROVING AUTHORITY	DATE APPROVED	COURSE CONTROL NUMBER
COMMENTS		

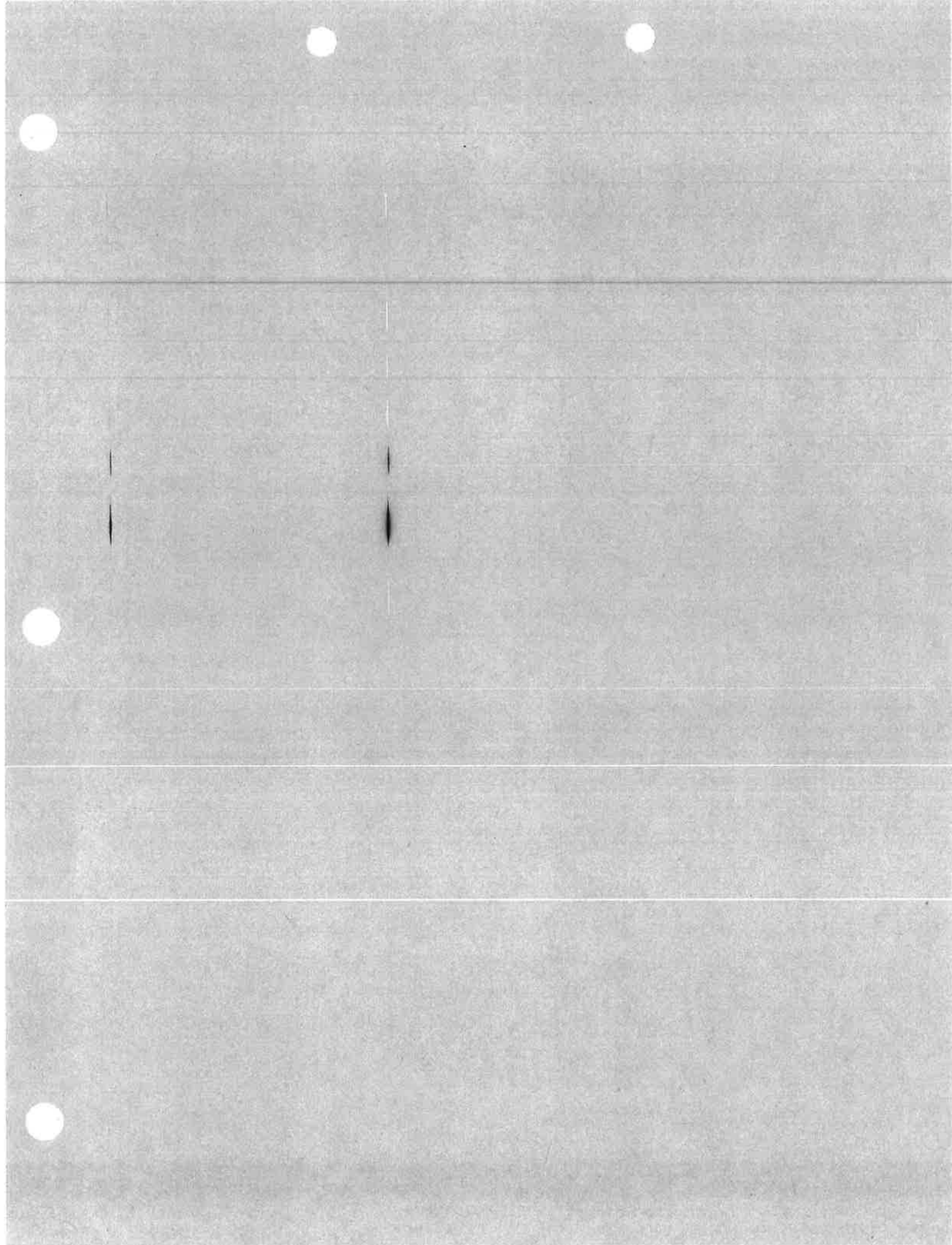
INSTRUCTIONS

1. This form must be attached to a Course Announcement, POST 2-110 (Rev. 9/94).
2. Tuition Courses (Plans I & III) must be submitted on a separate Course Announcement for each presentation.
3. Skills & Knowledge Module Training Courses must include either:
 - One single module topic repeated multiple times or,
 - A combination of module topics repeated more than once in the same month. For example, module topics Elderly Abuse, Sexual Harassment, and Domestic Violence presented together as one course, and repeated more than once in the same month.

[illegible]

THIS DOCUMENT MUST BE ATTACHED TO A COURSE ANNOUNCEMENT (POST FORM 2-110)





**San Rafael Police Department
Training Unit
Phase 2 Training 2004**

“Tactical Rifle and Pistol”

SAFETY POLICY

It shall be the policy of the San Rafael Training Unit to conduct all training in such a manner as to promote an attitude of safety among instructors and students alike. Concern for safety is contagious and can only result in a reduction of risk.

The efforts of all personnel involved in training shall be directed toward ensuring a safe atmosphere within which maximum training benefit can be realized.

I. STAFF / ADMINISTRATIVE RESPONSIBILITIES

- A. The training staff shall provide advance notice to prospective trainees and their agencies regarding anticipated physical demands and / or physical performance expectations. The training staff shall maintain a staff-to-student ratio of 1:5.
- B. Instructors shall be provided with a copy of the specific safety guidelines pertaining to their course of instruction prior to the commencement of their class.
- C. The training staff shall ensure that emergency communications such as phones and radios are accessible at all training sites. These communication devices shall be readily accessible to both staff and students at all times.
- D. All members of the instructional staff shall be trained in first aid and CPR. A first aid kit shall be readily accessible to both staff and students at all times.
- E. Student emergency notification information shall be maintained for the duration of the course.
- F. When planning a training event the training staff shall identify which medical facilities and emergency services are available or subject to call in the event of emergency or student injury (San Rafael Police Dispatch 415-485-3098, EMS 911).

II. INSTRUCTIONAL STAFF-TO-STUDENT RATIOS

- A. Instructional staffs to student ratios for each psychomotor skill area have been established. Factors considered in establishing these ratios included, but were not limited to:
- the intensity or pace of the training experience
 - student familiarity with the material
 - characteristics of the training site
 - injury potential
 - active versus passive participation*
- B. For the purposes of establishing an instructional staff to student ratio, the following personnel titles and descriptions are viewed by the San Rafael Police Department Training Staff as exerting functional supervision over students in training:
- Primary Instructor
 - Assistant Instructor (s)
 - Training Staff Member (s)
 - Training Manager
- C. The specific ratios are identified in this safety policy as 1:3
- D. Reassessment of the staff-to-student ratio will be initiated when curriculum changes are proposed or when course structure is otherwise modified.
- Terms used as defined in the document POST Guidelines for Student Safety in Certified Courses

III. INSTRUCTOR RESPONSIBILITIES

- A. The primary instructor shall be responsible for conducting safety inspections of students and facilities used for training.
- B. Instructors should be aware of environmental factors such as weather or air quality and adjust the instruction as necessary.

- C. The primary instructor or designee shall verbally review specific safety rules with students prior the conducting any training.
- D. Specific safety rules shall be incorporated into lesson plans. Copies of safety rules shall be distributed to students as part of the course handouts.
- E. Instructors shall adhere to the expanded course outline as approved by the Training Staff, Certified Presenter and as submitted to POST.
- F. Instructors shall advise students of their responsibility to report and/ or stop unsafe actions during training.
- G. Instructors shall display an attitude of safety and professional demcanor at all items.

IV. STUDENT RESPONSIBILITIES

- A. Students shall immediately notify a member of the Instructor Staff of any known pre-existing medical condition which is likely to be aggravated by, or effect performance during training.
- B. Students shall be required to provide evidence of medical or physical fitness for training if the instructor questions their ability to perform safely.
- C. Students shall immediately notify a member of the training staff of any injury sustained during training.
- D. Students are responsible for adhering to all safety requirements of individual courses.

V. RESPONSE TO INJURIES

- A. In the event of an injury, the following actions shall be taken as necessary:
 - 1. Render first aid.
 - 2. Obtain appropriate medical assistance. In all cases where a student loses consciousness an evaluation shall be sought from a competent medical authority before the student is allowed to return to training.
 - 3. Notify Training Manager and on-duty watch commander.

4. Initiate other appropriate notifications appropriate notifications or actions as required (Richmond Fire Department #510-307-8031, San Rafael Police Dispatch 415-485-3098, EMS 911).
5. Investigate and submit a written report to the training manager.
6. Students who sustain an injury, which requires treatment by a physician, must obtain a medical release from the treating physician before they will be allowed to resume training.

VI. COURSE-SPECIFIC SAFETY RULES

- A. Specific safety rules and procedures for individual subject areas are attached. Specific rules vary due to differences in subject matter, tasks to be performed and particular training environment or site.
- B. Reference has been made to the following resource in developing this policy:

POST Guidelines for Student Safety in Certified Courses
California Commission on Peace Officer Standards and Training, 1990

**San Rafael Police Department
Training Unit
Phase 2 Training 2004**

“Tactical Rifle and Pistol”

COURSE-SPECIFIC SAFETY RULES

It shall be the policy of the San Rafael Training Unit to conduct all training in such a manner as to promote an attitude of safety among instructors and students alike. Concern for safety is contagious and can only result in a reduction of risk.

The efforts of all personnel involved in training shall be directed toward ensuring a safe atmosphere within which maximum training benefit can be realized.

I. TRAINING FACILITY

- A. The Training Staff shall provide a facility that is suitable for teaching defensive tactics. The goal is to provide a training facility that minimizes the chance of injury. The Training Staff will consider the following conditions when choosing a training facility.
 - 1. The size of the facility shall be adequate enough for the number of students.
 - 2. The workout area should be clear of objects that an officer could trip on.
 - 3. The workout area should have a free flow of air
- B. The primary instructor will conduct a pre-training inspection of the facility.
- C. The range shall be cleared of obstructions.
- D. All steel targets not being used shall be removed from the range or set aside.

II. EQUIPMENT

- A. Equipment used on range and during scenario training should be inspected regularly.
- B. Proper equipment should be supplied.
 - 1. Ballistic vests

2. Gas mask
 3. AR-15 rifles
 4. Ear protection
 5. Eye protection
 6. Class C uniform and personal body armor
 7. Duty belt
 8. Water shall be supplied to students
- C. Instruction shall be conducted in the classroom, on the range and in a building
1. Students shall wear a class C uniforms with boots, ballistic vest and duty belt with duty firearm and ammunition on their person while on the range.
 2. Students shall not have any ammunition on their person while in the classroom or in the training scenario building.

III. PRESENTATION GUIDELINES

- A. Instructors should maintain an appropriate level of discipline over students at all times. This will allow the instructor to maintain a safe training atmosphere conducive to learning.
- B. Instructors should be aware of physical fatigue factors, which affect the ability of the student to perform safely.
- C. Instructors should be aware of the temperature.
- D. Instructors should also monitor consumption of water.

IV. PHYSICAL PREPERATION AND CONCLUSION

- A. A systematic physical warm-up procedure should be initiated prior to commencement of any training involving physical activity.

1. When stretching, specific attentions should be given to the joint groups, wrist, hands, neck, legs, lower back and shoulders.
- B. A systematic procedure for cooling-down should be initiated at the conclusion of any physically demanding class.
1. Specific attentions should be given to the joint groups, wrist, hands, neck, legs, lower back and shoulders.

Jgm #236
May 1 3/10/05

**SAN RAFAEL POLICE DEPARTMENT
TRAINING UNIT FINAL REPORT
PHASE 2**

MEMORANDUM

DATE: 02-24-05

TO: JOHN ROHRBACHER, CHIEF OF POLICE
THOMAS BOYD, CAPTAIN
JEFF FRANZINI, CAPTAIN

FROM: OFFICER MARK M. PIOMBO
TRAINING MANAGER / INSTRUCTOR

RE: FINAL REPORT
PHASE 2

①263 3/27/05
w/ COMMENT on
PAGE 3
AND on ATTENDANCE Log

Attached are the course outline, safety policies, instructor schedule, training record sheets, attendance record, and POST certification request. There were a total of eight sessions presented. The first session was on 11-12-04 and the last session was completed on 01-07-05.

Our training day started with the officers attending an interpersonal communications class that was also designed to be a domestic violence update. This class was able to satisfy two POST requirements. This class satisfied the domestic violence, two-year mandatory update and it satisfied the Interpersonal Communications PSP.

We offered the domestic violence class to all law enforcement agencies in Marin County. We trained over 250 officers. During this four-hour class, there were guest speakers from the District Attorney's Office and MAWS. Each student was issued a workbook that included legal information and report writing recommendations.

The second part of the class was held on the range qualifying with the rifle and pistol. On the range, each officer was required to qualify with the rifle and pistol while wearing their uniform and personal body armor. They were also required to shoot both qualifications while wearing their tactical helmet and vest. Officers also worked on their individual operator skills, such as moving and shooting, the immediate reaction drill, scanning, CQB drills and entry drills. Officers also took the G.O. 80-30 firearms exam.

Not all officers that participated in this phase were able to complete the training. [REDACTED]

[REDACTED]

Officers were required to shoot a rifle qualification course from various positions such as, standing, kneeling, seated and prone. The officers were wearing the ballistic helmet, tactical vest and personal body armor.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

P.O.S.T. CERTIFICATION

1) Tactical Rifle and Pistol: Firearms PSP

2) Domestic Violence Update: Mandatory two-year update and Communications PSP

SAFETY ISSUES:

None

REMEDIAL TRAINING:

There was no remedial training needed outside of the regular training day.

EQUIPMENT CHECK:

All required equipment was brought to training.

DID NOT ATTEND FIREARMS:

[REDACTED]

DID NOT ATTEND DV UPDATE:

* [REDACTED]

MISSED TWO FIREARMS QUALIFICATIONS

* [REDACTED]

CONCLUSION:

[REDACTED]

On average, each individual officer's effort and performance in this phase of training was very good. Basic qualifications were excellent. The feedback that I received from each class was very positive, for both the domestic violence class and the range training classes.

I submitted this phase of training to P.O.S.T. for perishable skills credit in the area of Tactical Firearms, Interpersonal Communications and Domestic Violence Update. The training was certified by P.O.S.T. The next phase training will be a combination of firearms and defensive tactics training.

