



**NORTHGLENN POLICE DEPARTMENT
COUNCIL MEMORANDUM #2016-15**

DATE: November 14, 2016

TO: Honorable Mayor Joyce Downing and City Council Members

FROM: James A. Hayes, AICP, City Manager 
James S. May, Jr., Chief of Police 

SUBJECT: CR-125 - Acceptance of Peace Officer Standards and Training (POST) Grant

RECOMMENDATION:

Staff recommends the approval of a grant from Peace Officer Standards and Training (POST) for a Simunition Supervisor Training and Safety Course being held December 12-14, 2016.

BACKGROUND:

From Peace Officer Standards and Training (P.O.S.T.), the Police Department was awarded \$1,785 for a three-day Simunition Supervisor Training and Safety Course being held December 12-14, 2016.

BUDGET/TIME IMPLICATIONS:

Funds to initially cover the expenses are in the 2016 Police Department Training budget. These grant funds will allow three officers to attend a three-day course designed to provide students with hands-on experience with Simunition training technology and weapons. This course will also provide in-depth hands-on instruction on scenario-based training program development and training methodology and give practical experience on how to best utilize Simunition training products in a highly effective, realistic and safe training program.

STAFF REFERENCE:

If Council Members have any comments or questions, they may contact Chief James S. May, Jr., at 303/450-8967, jmay@northglenn.org.

msn

SPONSORED BY: MAYOR DOWNING

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-125
Series of 2016

Series of 2016

A RESOLUTION ACCEPTING A GRANT AWARD FROM THE COLORADO PEACE OFFICER STANDARDS AND TRAINING (POST)

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

Section 1. The City Council of the City of Northglenn hereby accepts a grant award from the Colorado Peace Officer Standards and Training (POST) in the amount of \$1,785 for the grant application submitted by the Northglenn Police Department for Simunition Supervisor Training.

DATED, at Northglenn, Colorado, this _____ day of _____, 2016.

JOYCE DOWNING
Mayor

ATTEST:

JOHANNA SMALL, CMC
City Clerk

APPROVED AS TO FORM:

COREY Y. HOFFMANN
City Attorney

CYNTHIA H. COFFMAN
Attorney General
DAVID C. BLAKE
Chief Deputy Attorney General
MELANIE J. SNYDER
Chief of Staff
FREDERICK R. YARGER
Solicitor General



STATE OF COLORADO
DEPARTMENT OF LAW

RALPH L. CARR
COLORADO JUDICIAL CENTER
1300 Broadway, 9th Floor
Denver, Colorado 80203
Phone (720) 508-6000
Peace Officer Standards
and Training

October 17, 2016

TO: Northglenn Police Department,

Congratulations! The office of Peace Officer Standards and Training (POST) has approved an award of \$1,785.00 for your law enforcement training program. Our offer of this award is subject to your agreement to:

1. Use the grant funds only as specified in the approved grant application proposal;
2. Maintain your records to show and account for the uses of grant funds;
3. Allow POST access to records to verify grant expenditures and activities;
4. Comply with reasonable requests for information about program activities; *and*
5. Meet terms and conditions specified in the Purchase Order attached to this letter.

If your organization agrees to these terms, please print a single-sided copy of the attached Purchase Order and Exhibit A (five pages) and have an authorized representative sign and return it to POST. The Purchase Order requires original signature, therefore, the Purchase Order must be returned via postal mail.

Mail the Purchase Order (with original signature) to:

Robert Baker-Training Service Division Manager
Ralph Carr Judicial Center
Peace Officer Standards and Training
1300 Broadway Street, 9th Floor
Denver, CO 80203

You may not incur any charges, pay for or order any items that have been approved in this award prior to the full execution of the attached Purchase Order. Once the Purchase Order has been signed by the State a copy will be returned to you electronically for your records along with instructions for how to receive your funds. Again, you may not incur costs prior to the date the State Controller Delegate signs the Purchase Order.

If you have any questions please contact Becky Calomino at becky.calomino@coag.gov or 720-508-6737. We appreciate being able to assist you with your efforts to provide quality law enforcement training.

Sincerely,

Cory A. Amend
POST Director


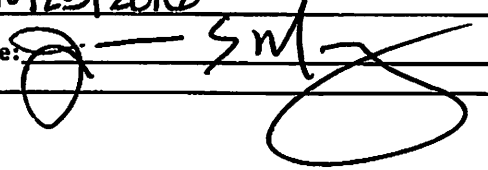
COLORADO DEPARTMENT OF LAW		IMPORTANT		PURCHASE ORDER	
PEACE OFFICER STANDARDS AND TRAINING (POST)					
RALPH L. CARR COLORADO JUDICIAL CENTER 1300 BROADWAY, 9th FLOOR DENVER, CO 80203		The PO # and LINE # must appear on all invoices, packing slips, cartons and correspondence.			DEPARTMENT OF LAW PEACE OFFICER STANDARDS and TRAINING
Vendor Name:	Northglenn Police Department		PO #:	GAE LAAA 20170000000000000068	
Vendor Contact:	Nicolle Romero		Start Date:	7/1/2016	End Date: 6/30/2017
Phone:	303-450-8879		State Award #:	None	
E-Mail:	nromero@northglenn.org		ALPHA, ORG or FUND:	4500 PINS	
Ship To:			Invoice To:		
Name and Address:	Northglenn Police Department		postgrants@coag.gov		
	1701 Community Center Drive				
	Northglenn, CO 80233				
Instructions to Vendor					
Any questions regarding this PO should be directed to Robert.Baker@coag.gov or 720-508-6719		1. If for any reason delivery of this order is delayed beyond the delivery/installation date shown, please notify the agency contact named at the top left. (Right of cancellation is reserved in instances in which timely delivery is not made.)			
		2. All chemicals, equipment and materials must conform to the standards required by OSHA.			
Special Instructions:					
1. Order of precedence: 1) Purchase Order Terms & Conditions; 2) Exhibit A Statement of Work (SOW)/Applicable Laws (Exhibit A).					
2. Purchase Order Terms and Conditions: https://www.colorado.gov/osc/purchase-order-terms-conditions					
3. Description:					
<ul style="list-style-type: none"> This Purchase Order is to provide funds to Vendor to secure training and/or training equipment for the training of certified peace officers in the State of Colorado. See Exhibit A Statement of Work . Payment will be made upon satisfactory delivery of goods and/or completion of training or services and receipt of a correct vendor invoice and documentation of training attendance. Vendor invoices must be received no later than sixty (60) calendar days from the delivery of goods and/or the completion of services and/or training. It is the responsibility of the Vendor to ensure that invoices are received at the "Invoice To" location above within the time frame specified. ALL INVOICES FOR PAYMENT MUST BE SUBMITTED NO LATER THAN CLOSE OF BUSINESS JUNE 30th, 2017. THIS PURCHASE ORDER IS NOT EFFECTIVE UNTIL SIGNED BY A STATE PURCHASING DELEGATE. <u>UNDER NO CIRCUMSTANCES</u> SHALL THE GOODS AND/OR SERVICES BE ORDERED OR PERFORMED PRIOR TO THE PO EFFECTIVE DATE, NOR EXCEED THE DOCUMENT TOTAL WITHOUT PRIOR WRITTEN AUTHORIZATION FROM THE DEPARTMENT OF LAW. 					
				DOCUMENT TOTAL = \$1,785.00	
Authorized Signatory Name and Title			THIS PO IS ISSUED IN ACCORDANCE WITH STATE AND FEDERAL REGULATIONS FOR THE STATE OF COLORADO		
Printed Name: <u>Jim S. May</u>			Name: Leslie Williams		
Title: <u>Chief of Police</u>			Title: State Purchasing Delegate		
Date: <u>10/25/2016</u>			Date:		
Signature: 			State Controller Delegate Signature: _____		

EXHIBIT A

STATEMENT OF WORK

1. **Parties:** This Purchase Order (hereinafter called "PO") in entered into by **Northglenn Police Department** (hereinafter called "Vendor"), and the **STATE OF COLORADO acting by and through the Department of Law, on behalf of the office of Peace Officer Standards and Training (POST)** (hereinafter called "State, or DOL-POST").

2. **General Description:**
 - a) **Authority.** Authority to enter into this Purchase Order exists in C.R.S.24-31-310 and funds have been budgeted, appropriated and otherwise made available pursuant to C.R.S. 42-3-304 (24) and a sufficient unencumbered balance thereof remains available for payment. Required approvals, clearance and coordination have been accomplished from and with appropriate agencies.
 - b) **Purpose.** The purpose of this Purchase Order is to engage the services of the vendor to assist the Department of Law, on behalf of the Peace Officer Standards and Training (POST) office, with its statutory responsibility of providing law enforcement training and safety courses to certified Colorado peace officers.

3. **Program Year/Effective Date.** The program year (starting and ending date) is July 1st thru June 30th. All grant agreements will begin on their effective date (signature date of the State Controller Delegate) and terminate on June 30th. DOL-POST shall not be liable to reimburse the vendor for any performance, hereunder, including, but not limited to costs or expenses incurred, or be bound by any provision hereof prior to the Effective Date or after the termination date set forth in the main body of this Purchase Order.

4. **Project Description and Budget.** The maximum amount payable under this Purchase Order to the vendor by the State is **\$1,785.00** for the following approved project activities:

Project Activity	Approved Budget
Scholarships (Simm Instructor)	\$1,785.00
TOTAL	\$1,785.00

5. **Equipment.** Equipment is defined as non-expendable personal property with an acquisition cost of \$5,000 or more per unit and a useful life of more than one year. The vendor is required to document its procurement procedures and maintain this documentation in the grant records. Receipts or invoices with order and delivery dates are required for all equipment items. Vendors are allowed to follow the procurement requirements of the state or unit of local government as long as the requirements meet or exceed the state requirements listed below. Procurement procedures are required and must be maintained in the records of the grantee.

6. **Inventory Procedures.** If the vendor is purchasing equipment as a part of this Award the vendor must have an effective system of property management and controls to safeguard against loss, damage, or theft of equipment.

Adequate maintenance procedures must be developed to keep the property in good condition. The vendor is required to maintain a POST inventory form for equipment purchased, in whole or in part, with grant funds which contain the following information:

- Description of item
- Serial number and property inventory number
- Date of purchase and delivery
- Check or voucher number
- Cost documentation, invoices, receipts
- Equipment location
- Present use
- Condition
- Disposition information

- 7. Reporting.** Equipment purchased with state grant funds must be reported on annually. A POST equipment reporting form must be submitted to DOL-POST Grant Manager for each equipment item within fifteen days (15 days) of the end of the grant period (July 15th annually). This form provides the necessary disposition and retention information. Equipment records must be maintained for seven (7) years from the date the first annual report is submitted to DOL-POST. If any litigation, claim, or audit is started before the expiration of the seven (7) year period, the records shall be retained beyond the seven-year period, until all litigation, claims, or audit findings involving records have been resolved.
- 8. Disposition of Equipment.** Disposition includes the sale or trade-in of equipment as well as the disposal of equipment and the end of its useful life. Disposition of equipment requires DOL-POST approval prior to the disposition. At the end of the grant award period, title to all equipment may vest in the vendor agency if the vendor certifies in writing that it will use the property for the same purpose areas under which the grant was made.
- 9. Procurement Procedures.** Purchases of equipment and services shall be in a manner providing maximum open and free competition. Procurement shall be made by one of the following methods:
 - **Small purchase procedures** are those relatively simple and informal procurement methods for securing services, and supplies, that does not exceed \$25,000 in the aggregate. If small purchase procedures are used for procurement under the grant, written quotes must be obtained and documented from at least three (3) qualified sources. These procedures are generally used for the acquisition of relatively small standardized items such as computers.
 - **Competitive negotiation** (request for proposal or other competitive process) is one method that can be used to procure goods or services that cost more than \$25,000. A request for proposal (RFP) is publicized, negotiations are conducted with more than one of the sources submitting offers, and either a fixed-price cost-reimbursable type contract is awarded, as appropriate. The following requirements apply to competitive negotiations:
 - RFP's must be publicized and identify all evaluation factors and their relative importance. Any response to publicized RFP's shall be honored to the maximum extent possible.

- Proposals must be solicited from at least three (3) qualified sources.
- Vendors must have a method for conducting technical evaluations of the proposals received and for selecting vendors.
- Awards must be made to the responsible firm (individual) who proposal is most advantageous to the program, with price and other factors considered.
- **Competitive sealed bids** (formal advertising) can also be used for procurement over \$25,000. Bids are publicly solicited and a firm, fixed-price contract (lump sum or unit price) is awarded to the responsible bidder, whose bid, conforming to all material terms and conditions of the invitation for bids, is the lowest price. Procurement by sealed bids under a grant will be accomplished through the use of state purchasing procedures or an equivalent local established procurement procedure.
- **Non-competitive negotiation** (sole-source justification) is procurement through the solicitation of a proposal from only one source or after solicitation of a number of sources when competition is determined inadequate. Prior approval by DOL-POST is required for all non-competitive procurement.

10. Payments. Payments shall be made in accordance with the provisions set forth in the Purchase Order and applicable State Controller Fiscal Rules and DOL-POST disbursement procedures. Payments to Vendor are limited to the unpaid obligated balance of the Purchase Order.

Vendor shall submit a request for reimbursement within sixty (60) calendar days from the delivery of goods and/or the completion of services and/or training and no later than June 30, 2017. Payment requests must be submitted with cost documentation (receipts, invoices, canceled checks) and proof of attendance (if attending training). Lodging (hotel) receipts must be dated and itemized.

11. Grant Record Retention. All grant records must be retained for seven (7) years after the end of the state fiscal year that includes the end date of the grant. For example, if the grant ended June 30, 2017 the state fiscal year would be July 1, 2016 to June 30, 2017. The files could be destroyed after 6/30/2024. Grant records include all financial records, supporting documents, statistical records, and all other records pertinent to the grant. Source documents include copies of the grant award, any required reports, accounting transactions, the general ledger, personnel and payroll records (if applicable to the award) and any related documents and records.

12. Applicable Laws. At all times during the performance of this Purchase Order, Vendor shall comply with all applicable State laws and their implementing regulations, currently in existence and as hereafter amended, including without limitation those set forth in this Exhibit. Laws, regulations, and authoritative guidance incorporated into this Purchase Order include, without limitation:

- Department of Law, Peace Officer Standards and Training Continuing Education Grant Guidelines, available on the POST website.
- State of Colorado, State Controller Fiscal Rules, available on the Colorado.gov website.
- 24 CFR Part 85, Administrative requirements for grants and cooperative agreements to State and local governments and federally recognized Indian tribal governments.

- 2 CFR Part 225, Cost Principles for State, Local and Indian Tribal Governments (OMB Circular A-87).
- OMB Circular A-133, Audits of State and Local Governments and Non-Profit Organizations.
- Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, 44 CFR 13.
- C.R.S. 24-31-310 Resources for the Training of Peace Officers.
- C.R.S. 24-31-303 (I) Duties, Powers of the POST Board.
- C.R.S.24-31-315 Annual In-Service Training Requirements.
-

13. Compliance: The Vendor agrees to be responsible for ensuring compliance with this Purchase Order Award Terms and Conditions and ensure that any equipment or ammunition purchased as a part of this Award will be used for training purposes only.



Peace Officer Standards and Training

In-Service Continuing Ed Grant Application

Updated: 1/2016

Submit Completed Applications to: postgrants@coag.gov

Total Funds Requested \$ 1,785.00

Applicant Information

Agency Name: Northglenn Police Department Federal ID #: 84-0592083
 Chief Executive Name: James S. May Jr.
 Agency Mailing Address: 11701 Community Center Drive, Northglenn, CO 80233
 Phone #: (303) 450 - 8967
 Physical Address (if different): _____
 Contact Person For This Grant: Nicolle Romero Contact Phone #: (303) 450 - 8879
 Contact Email: nromero@northglenn.org

Type of Grant Funds Requested (select ALL that apply)

- Equipment On-line subscription Training Fee (hosting a class) Backfill
 Scholarship (to include: tuition, hotel, per diem, airfare, gas, rental car)

****Prioritize your requests, with 1 being the highest priority****

Training Equipment Request: (attach detailed quote)

Priority #: _____

Product Name: _____
 Model #: _____ Quantity: _____ Individual Item Cost: \$ _____
 Total Cost: \$ 0.00

Priority #: _____

Product Name: _____
 Model #: _____ Quantity: _____ Individual Item Cost: \$ _____
 Total Cost: \$ 0.00

Priority #: _____

Product Name: _____
 Model #: _____ Quantity: _____ Individual Item Cost: \$ _____
 Total Cost: \$ 0.00

Priority #: _____

Product Name: _____
 Model #: _____ Quantity: _____ Individual Item Cost: \$ _____
 Total Cost: \$ 0.00

Priority #: _____

Product Name: _____
 Model #: _____ Quantity: _____ Individual Item Cost: \$ _____
 Total Cost: \$ 0.00

Total Cost of ALL Equipment: \$ 0.00

Training Request: (hosting a class-attach vendor quote)

Priority #: _____

Course Title: Simunition Scenario Instructor and Safety Class POST Course #: _____
 Instructor Name(s): _____
 Course Date(s) and Location: _____
 Total Number of Hours: _____

Total Cost: \$ _____

Online Training Subscription Request: (attach detailed quote)

Priority #: _____

Provider : _____

Individual Officer Fee: \$ _____ Number of Certified Officers Employed by Agency: _____

Subscription Period (start and end): _____

Total Yearly Subscription Fee: \$ _____ 0.00

Priority #: _____

Provider : _____

Individual Officer Fee: \$ _____ Number of Certified Officers Employed by Agency: _____

Subscription Period (start and end): _____

Total Yearly Subscription Fee: \$ _____ 0.00

Total Cost of ALL Online Subscriptions: \$ _____ 0.00

Scholarship Funds Request: (attach training announcement)

Priority #: 1

Class Title: Simunition Scenario Instructor and Safety Class

Class Date(s): 12/12/2016 - 12/14/2016 Class Location (City & State): Flatrock Regional Training Center

Tuition Fee per Officer: \$ 595.00 Number of Officers Attending Class: 3 Total Tuition Cost: \$ 1,785.00

Hotel Name: NA # of Rooms: 0 Cost Per Night: \$ 0.00 # of Nights: 0

Total Hotel Cost: \$ 0.00 Airfare Total: \$ _____ Rental Car Total: \$ _____

Per Diem Rate \$: _____ # of Officers: _____ # of Days: _____ Per Diem Total: \$ 0.00

Total Number of Miles: _____ Rate per Mile(not to exceed \$.49): \$ _____ Total Mileage: \$ 0.00

Total Funds Requested for this Class (All officers combined): \$ 1,785.00

Priority #: _____

Class Title: _____

Class Date(s): _____ Class Location (City & State): _____

Tuition Fee per Officer: \$ _____ Number of Officers Attending Class: _____ Total Tuition Cost: \$ _____ 0.00

Hotel Name: _____ # of Rooms: _____ Cost Per Night: \$ _____ # of Nights: _____

Total Hotel Cost: \$ _____ 0.00 Airfare Total: \$ _____ Rental Car Total: \$ _____

Per Diem Rate \$: _____ # of Officers: _____ # of Days: _____ Per Diem Total: \$ _____ 0.00

Total Number of Miles: _____ Rate per Mile(not to exceed \$.49): \$ _____ Total Mileage: \$ _____ 0.00

Total Funds Requested for this Class (All officers combined): \$ _____ 0.00

Priority #: _____

Class Title: _____

Class Date(s): _____ Class Location (City & State): _____

Tuition Fee per Officer: \$ _____ Number of Officers Attending Class: _____ Total Tuition Cost: \$ _____ 0.00

Hotel Name: _____ # of Rooms: _____ Cost Per Night: \$ _____ # of Nights: _____

Total Hotel Cost: \$ _____ 0.00 Airfare Total: \$ _____ Rental Car Total: \$ _____

Per Diem Rate \$: _____ # of Officers: _____ # of Days: _____ Per Diem Total: \$ _____ 0.00

Total Number of Miles: _____ Rate per Mile(not to exceed \$.49): \$ _____ Total Mileage: \$ _____ 0.00

Total Funds Requested for this Class (All officers combined): \$ _____ 0.00

Priority #: _____

Class Title: _____

Class Date(s): _____ Class Location (City & State): _____

Tuition Fee per Officer: \$ _____ Number of Officers Attending Class: _____ Total Tuition Cost: \$ _____ 0.00

Hotel Name: _____ # of Rooms: _____ Cost Per Night: \$ _____ # of Nights: _____

Total Hotel Cost: \$ 0.00 Airfare Total: \$ _____ Rental Car Total: \$ _____

Per Diem Rate \$: _____ # of Officers: _____ # of Days: _____ Per Diem Total: \$ _____ 0.00

Total Number of Miles: _____ Rate per Mile(not to exceed \$.49): \$ _____ Total Mileage: \$ _____ 0.00

Total Funds Requested for this Class (All officers combined): \$ _____ 0.00

Total Cost of ALL Scholarship(s): \$ _____ 1,785.00

Backfill Request:

(used for officer attending training or for officer filling in for another officer at training)

Priority #: _____

Name of Officer(s) at Training: _____

Date(s) of Training: _____ Total Backfill Hours: _____ Per Hour Cost: \$ _____

Total Backfill Cost: \$ 0.00

Priority #: _____

Name of Officer(s) at Training: _____

Date(s) of Training: _____ Total Backfill Hours: _____ Per Hour Cost: \$ _____

Total Backfill Cost: \$ 0.00

Total Cost of ALL Backfill: \$ 0.00

A Detailed Explanation Why In-Service Training Funds Are Being Requested:

The Northglenn Police Department would like to participate in co-hosting an upcoming SIMS Training Class to be held December 12th-14th, 2016. We would like to send 6 of our officers to become trained certified SIMS instructors and are requesting funds through a POST grant to cover the registration cost for (3) three of our officers. This SIMS lead Train the Trainer class will certify instructors to prepare and supervise realistic training using the sims training round. Graduates of this course will be able to return to their respective departments to conduct training that will prepare their officers for actual encounters they may face.

If requesting a class for an individual(s); POST needs a statement below from the Chief Executive that the training will be used to fulfill the officer's in-service training hour's requirement. Please include the officer(s) name in the statement that will be going to the training.

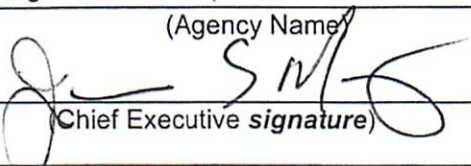
(Chief Executive *signature*)

(Date)

I certify that the training equipment described in this application and purchased with POST grant funds will be used for law enforcement training purposes. This equipment will be maintained and under the control of

Northglenn Police Department _____

(Agency Name)


(Chief Executive *signature*)


(Date)

****** All required documents must be submitted at the same time to be considered for approval. Incomplete applications will not be reviewed. Application must be scanned and emailed to POST with the signature of the Chief Executive in the above box(s).**

Questions? Please contact:
Robert Baker (In-Service Training Manager)
Email: robert.a.baker@coag.gov
(720) 508-6719

POST USE ONLY

Approved By: _____ Date: _____

Total Amount Approved: _____ Notification Sent to Grantee: _____ Date: _____ Via: _____

GENERAL DYNAMICS
Ordnance and Tactical Systems

07 October 2016

To: Nikki Romero
Northglenn Police Department
11701 Community Center Drive
Northglenn, Colorado 80233

Thank you for your interest in hosting a *SIMUNITION® Supervisor Training and Safety Course*. As discussed on the phone, the week proposed for hosting a class at your facilities is **12-14 December 2016**. Below are some details and the requirements needed to host a class.

This three-day (20 hour) course-of-instruction is designed to provide students substantial hands-on experience with SIMUNITION® FX® training ammunition technology, weapons, conversion kits, and the SIMUNITION® line of protective equipment. Additionally this course will provide in-depth hands-on instruction on scenario-based training program development and training methodology and will give critical practical experience to students on how to best utilize SIMUNITION® training products in a highly effective, realistic, extremely safe training program.

There are certain benefits and responsibilities afforded to the confirmed hosting agency/unit. Class maximum is twenty-four students, and as you may recall, if we get 11 registered students, three weeks prior to the class, the host is to be given **one** free slot for the course. If we get twenty paid students, three weeks prior to the class, the host is given **two** free slots. We ask that you provide certain logistical support to the perspective students such as providing local hotel information and site maps. Additionally, the hosting agency/unit is requested to assist with the assignment of course facilities; interested parties who contact the hosting agency for the training should be put in contact with SIMUNITION® headquarters in Avon, Connecticut, for registration. **ALL registrations and payments are done through the Avon office (800-465-8255) or our web site: www.simunition.com** .

The course requires classroom space sufficient for up to twenty-four students, armory facilities, teaching aids such as a TV/VCR & a Power Point projector & screen, changing facilities, **TWO suitable sites for scenarios**, and certain range facilities.

In the *SIMUNITION® Supervisor Training and Safety Course*, the goal is to train as close as possible to reality. Students should bring to the course all of the duty operational equipment which he or she would normally wear; this should include a **duty-belt, belt holster** or other personal tactical equipment including **tac-lights, hand-cuffs/keys, shooting glasses** (required for the first day at the range), **personal groin protection (Mandatory)**, **weather related clothing** and appropriate footwear. Face Mask, Throat protection, Inert OC and training impact weapons are provided. The first day will be spent in the classroom in casual, comfortable attire. The second and third days will be spent conducting Scenario-based training. It is during this time that the students will need his or her personal operational clothing and equipment.

**SERVICE WEAPONS AND AMMUNITION ARE NEITHER NECESSARY
NOR PERMITTED AT ANY
TRAINING SITE AT ANY TIME DURING THE COURSE!**

SIMUNITION® will provide pistol conversion kits as well as M-16's/M-4's, MP-5's, shotguns and their associated equipment. SIMUNITION® will also provide basic protective equipment, all training ammunition as well as training aids such as training impact weapons and training OC.

The course costs \$595.00/person and class commences at 0800 each day with graduation targeted at 1400 on the final day.

WE WILL NEED TO MEET THE HOSTING ENTITY THE MONDAY PRIOR TO CLASS DATE, TO SET THE CLASSROOM UP FOR TUESDAY. THIS MEANS THAT WE NEED THE CLASSROOM (MONDAY-THURSDAY), INCLUDING SECURING OUR GEAR CRATES IN THE CLASSROOM OVER NITE.

If you would like to further discuss any additional items related to hosting a *SIMUNITION® Supervisor Training and Safety Course*, please feel free to contact me directly at 727-254-3268 mobile or 860-404-0162 Avon, CT based training coordinator Deborah Bloch.

Respectfully,

William Sandman III

William Sandman
Manager of USA & International Training
General Dynamics Ordnance and Tactical Systems
SIMUNITION® US Operations



Northglenn Police Department

at

**Flatrock Regional Training Center
23600 E. 128th Avenue
Commerce City, CO 80022**

IS PROUD TO HOST THE

SIMUNITION® SCENARIO INSTRUCTOR AND SAFETY CLASS

December 12-14, 2016

Does your organization have anyone factory certified? In today's world of liability, problems are everywhere. You have to validate all aspects of your training coverage. Because of recent court cases, agencies are required to train their personnel as close to reality as possible. Nothing comes as close as training against a real person that has the ability to replicate an actual lethal force encounter, just like we may encounter any day on the street.

The class is designed to provide training to instructors who will run training in your perspective department. The class covers all aspects of reality-based training and provides product information, program development, scenario design and implementation, instructor development and procedures to run training safely. Officers/Agents/Operators are injured enough on the street, they should not be injured in training.

Officers/Agents/Operators can obtain additional information and register for the class on the web: www.simunition.com. Class size is limited so early registration is recommended. Officers/Agents/Operators will receive a confirmation letter along with an equipment list. All classes start at 8 a.m. local time.

SIMUNITION® will provide pistol conversion kits as well as M-16's/M-4's, shotguns and their associated equipment. SIMUNITION® will also provide basic protective equipment, all training ammunition as well as training aids such as training impact weapons and inert chemical agents. If you choose to bring your own converted weapon(s) please see your instructor before the course starts.

**AT NO TIME ARE ANY LETHAL WEAPONS OR AMMUNITION NEEDED
NOR ALLOWED DURING ANY OF THE TRAINING EVENTS**

For further information regarding the course please feel free to contact Simunition® at 800-465-8255.

Host Agency information may be obtained from:

Erika Kleen at 720-523-7515 or email EKleen@adcogov.org

COURSE TITLE: Simunition® Scenario Instructor and Safety Certification Course

LENGTH AND METHOD OF PRESENTATION:

<u>CLASSROOM</u>	<u>PRACTICAL</u>	<u>TOTAL TIME</u>
12.5 hrs	11.5hrs	24hrs

COURSE DISCRIPTION:

This curriculum was designed to assist Law Enforcement, Government Agency, and Military personnel with the design and implementation of firearms training using the non-lethal FX® marking cartridge and Securi-Blank training ammunition. The course is designed to inform personnel about the SIMUNITION® Operations of General Dynamics – Ordnance and Tactical Systems, the various training ammunition, conversion kits, and personal protective equipment needed to conduct training **safely** and **efficiently**. Attending personnel will be tasked with the development and implementation of a variety of training exercises (scenarios) using the FX® marking cartridge and Securi-Blank training cartridge.

The student will learn via hands on experience, program development, department liability issues, training safety issues, scenario development, logistical support, planning, design, documentation and the proper execution of Scenarios written by the student.

TERMINAL OBJECTIVE:

Given accurate information and logistical support the student will actively participate in the execution of self written scenario's as either a TSO (Training Safety Officer) or OIC (Officer in Charge) to the satisfactory level of the SIMUNITION® staff. The student will also take part as an officer, role-player & camera operator when not running a scenario. They will also need to pass a written test that will cover Technical Information as well as Scenario Development and Safe Implementation of scenarios.

PRESENTATION BY:

The U.S. Training Division of General Dynamics – Ordnance and Tactical Systems - SIMUNITION® Operations. The cadre is comprised of past Federal law enforcement agents, past and active law enforcement tactical officers and past special-forces military operators. This course and its revisions have been continuously presented to approximately 7000 military and law enforcement instructors in the U.S. since 1998. The course has been POST certified in numerous states.

“FORCE ON FORCE, THE SERIOUS WAY TO TRAIN”

I. SIMUNITION® Training Ammunition

FEATURES AND BENEFITS
TRAINING APPLICATIONS
GUIDELINES FOR SAFETY AND USE
COMMON QUESTIONS AND ANSWERS

1. FX® Marking Cartridges, Non-lethal Training Ammunition
2. Securi-Blank Non-lethal Training Ammunition
3. CQT® Reduced Energy Lethal Training Ammunition
4. SHORT STOP® Short-range Lethal Training Ammunition

II. Scenario Development/ Training Modality Overview

INSTRUCTOR DEVELOPMENT – AGENCY LIABILITY ISSUES – COURT CASES

III. Scenario Components

Personnel

TSO – Training Safety Officer
OIC – Officer in Charge (of Training)
ROLE PLAYERS
STUDENTS
ADDITIONAL STAFF
VIP'S

IV. Writing of Scenarios

SCENARIO DEVELOPMENT
ISOLATION DRILLS

Training Objectives

PRIMARY TRAINING OBJECTIVE (PTO)
STUDENT TRAINING OBJECTIVES(S) (STO('s))

Scenario Information Cards

Instructor Information Cards

OIC (Officer in Charge of training evolution)

TSO (Training Safety Officer)

Role-player Information Cards

Student Information Card

V. Weapon Conversion Kits

FEATURES AND BENEFITS
TRAINING APPLICATIONS
GUIDELINES FOR SAFETY AND USE
COMMON QUESTIONS AND ANSWERS

1. Pistols

SIG SAUER
GLOCK
SMITH & WESSON
BARETTA
COLT
BROWNING
WALTHER
HECKLER & KOCH
REVOLVERS

2. Long Guns

HECKLER & KOCH: Semi and Selective Fire Weapons Family
COLT: Semi and Selective Fire Weapons Family
SIG: Semi and Selective Fire Weapons Family
SHOTGUN: Manually operated weapons

VI. Protective Equipment

GENERAL DESCRIPTION
SAFETY GUIDELINES
CARE AND MAINTENANCE
COMMON QUESTIONS AND ANSWERS

VII. Training Locations

PERMANENT - Improvised
SAFETY ZONES

VIII. Equipment

SAFETY EQUIPMENT
TRAINING AIDS/ADMINISTRATIVE ITEMS
VIDEO CAMERAS

IX. Briefs

SAFETY BRIEF
EVOLUTION BRIEF
DE-BRIEF / AFTER ACTION REPORT

X. Time/Resource Management

PLANING TRAINING EVENTS

XI. Running Scenarios & Isolation Drills

SCENARIO EXECUTION
FLOW CHARTS
CHECKLISTS
PERSONAL SAFETY INSPECTIONS
SAFETY DEMONSTRATIONS
ISOLATION DRILLS
DOCUMENTATION OF TRAINING

XII. Evaluations and Factory Certification

WRITTEN TEST
GRADUATION - CERTIFICATES

GENERAL DYNAMICS

Ordnance and Tactical Systems

Thank you for your interest in attending a **SIMUNITION® Scenario Instructor and Safety Certification Course**. To register for a class, simply complete the registration form below and return it with your course tuition to:

General Dynamics OTS - SIMUNITION® Operations
P.O. Box 576
Avon, CT 06001-0576

Or you may fax your registration to (860) 404-0169. You will receive confirmation of course enrollment within two weeks of receipt.

COST:

Law Enforcement	\$595.00 each
Military	\$495.00 each
Re-certification	\$295.00 each

Payment for the course is required in full at least two weeks prior to the course convening date. A processing fee of \$100.00 will be assessed for registrations cancelled up to seven (7) days prior to course convening date.

Checks should be payable to: SIMUNITION®.

All classes start at 8:00 AM. For further information call 800-465-8255.

SIMUNITION® Scenario Instructor and Safety Certification Course Registration Form

Name: Brandon Hipp

Unit/Agency: Training Division / Northglenn Police Department

Address: 11701 Community Center Drive

City: Northglenn State: CO Zip Code: 80233

Phone Number: 303-450-8960 Fax: 303-450-8896

E-mail: bhipp@northglenn.org

Course Dates/Location: December 12-14, 2016 / Flatrock Regional Training Center

Method of Payment: Visa

Additional Information: Flatrock Regional Training Center; 23600 E. 128th Avenue

Commerce City, CO 80022

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SIMUNITION® Scenario Instructor and Safety Certification Course Registration Form

Name: Scott McNeilly

Unit/Agency: Community Relations/Training Division / Northglenn Police Department

Address: 11701 Community Center Drive

City: Northglenn State: CO Zip Code: 80233

Phone Number: 303-450-8430 Fax: 303-450-8896

E-mail: smcneilly@northglenn.org

Course Dates/Location: December 12-14, 2016 / Flatrock Regional Training Center

Method of Payment: Visa

Additional Information: Flatrock Regional Training Center; 23600 E. 128th Avenue

Commerce City, CO 80022

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SIMUNITION® Scenario Instructor and Safety Certification Course Registration Form

Name: Nick Wilson

Unit/Agency: Investigations / Northglenn Police Department

Address: 11701 Community Center Drive

City: Northglenn State: CO Zip Code: 80233

Phone Number: 303-450-8892 Fax: 303-450-8896

E-mail: nwilson@northglenn.org

Course Dates/Location: December 12-14, 2016 / Flatrock Regional Training Center

Method of Payment: Visa

Additional Information: Flatrock Regional Training Center; 23600 E. 128th Avenue

Commerce City, CO 80022

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