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SHERIFF

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TRAINING BULLETIN

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HOW TO CANCEL FIREARMS TRAINING SESSIONS

The Kern County Sheriff's Firearms Training Unit is tasked with providing weapons training to all sworn Sheriff's staff and to the Kern County Regional Training Center cadets. Throughout the year, range instructors teach a variety of weapons courses, including quarterly range training and qualifications. The range calendar fills up quickly. For the range to operate efficiently, it is important for all staff to show up for scheduled range appointments.

It is understood that some firearms training sessions must be canceled. If staff cannot attend their range appointment, following is the process to cancel firearms training sessions:

1. A cancellation request must be received by the range prior to the start of the appointment time. Cancellation requests received after the start of the appointment time will be considered a "no show".
2. Supervisors wanting to reschedule an employee will e-mail range@kernsheriff.org, and a TopGunRMS manager will go into the system and cancel the employee from the scheduled relay. After the person is canceled, an e-mail will be sent to the supervisor informing them that the staff member is now eligible to be rescheduled. The supervisor will then reschedule their employee for a new date and time.
3. If staff must cancel a range appointment with less than 72 hours (3-days) advanced notice, they must also contact the Training Unit by using one of the following methods, and leave their name, CAD ID number, date and time of relay, and reason they are unable to attend:
 - E-mail range@kernsheriff.org
 - Leave a voicemail message on the Training Unit's absentee telephone system (661) 868-1699

Staff who do not cancel their scheduled range sessions properly are marked as a "no show" and their command staff is notified.

Staff must be previously scheduled by a supervisor for a relay in the TopGunRMS program in order to receive credit for a successful qualification or training. No walk-ins are accepted, except to practice.

Practice sessions cannot be scheduled in the TopGunRMS program. An employee, who wishes to practice their shooting skills prior to their scheduled date, may show up to the Range before the start of any scheduled firearms quarterly relay and ask the range staff for a place to practice. The Firearms Training Unit is dedicated to assisting staff with being successful with their firearms skills training, and range staff will make every effort to provide staff with an area in which to practice as quickly as one becomes available. *Please Note: If staff requests a practice relay and are successfully shooting, they may not switch the practice to an actual qualification or training relay. Practice relays are for practice only.*

If there are any questions or concerns regarding this bulletin, please contact Range Staff at range@kernsheriff.org or call the Range Sergeant at (661) 872-5813.