

# Firearms Training Manual

## INSTRUCTOR'S GUIDE



Prepared by

**THE FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES**

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**Florida Department of Agriculture and Consumer Services**

**Adam H. Putnam, Commissioner**

# **Introduction to the Firearms Training Manual INSTRUCTOR'S GUIDE**

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## **ABOUT THE FIREARMS TRAINING MANUAL (FTM)**

Chapter 493, Florida Statutes, requires an applicant for a Class “G” Statewide Firearm License to satisfy minimum training criteria for firearms established by rule of the department, which includes but is not limited to, 28 hours of range and classroom training taught and administered by a Class “K” instructor. Once licensed, each Class “G” licensee must also submit proof annually that he or she has received a minimum of 4 hours of firearms requalification training taught by a Class “K” instructor during each year of the license period. Additionally, a Class “G” licensee whose job duties require him or her to carry a firearm of a type and caliber different from or in addition to the firearm upon which he or she is qualified, must take a 4-hour training class specific to that firearm’s type and caliber. This Firearms Training Manual (FTM) establishes the minimum training criteria for each course.

The FTM consists of two separate but related parts: the Student Handbook and Study Guide, FDACS P-02079, eff. 09/16 (Student Handbook), and the Instructor’s Guide, FDACS P- 02078, eff. 06/16. The Student Handbook includes the essential material that each student is expected to learn: laws and rules governing firearms ownership and possession, legal aspects of liability and use of deadly force, and mechanical operation and safe handling of a firearm. The Instructor’s Guide is an educational tool that will guide the instructor in conducting each course, by identifying the specific educational objectives of each lesson and providing a list of exercises and activities that will help ensure those objectives are met. Both the Student Handbook and the Instructor’s Guide also include specific details concerning the course of fire that each student must successfully complete.

While the FTM includes lesson material on various legal aspects of firearms ownership, possession, and use (including liability and use of deadly force), the firearms training material in both the Student Handbook and Instructor’s Guide are derived from the Florida Basic Recruit Training Program’s High Liability Course used by the Florida Department of Law Enforcement (FDLE) and approved by FDLE’s Criminal Justice Standards and Training Commission (CJSTC) for use in administering firearms training to basic recruits beginning their entry into the ranks of law enforcement. Insofar as this training is the accepted standard used to prepare recruits for careers in law enforcement, it is the division's position that this training represents the benchmark of excellence with respect to firearms training. Therefore, it is appropriate that this training be used to prepare security officers, private investigators, interns, and agency managers to carry firearms while performing regulated duties.

The FTM does not address every aspect of carrying a firearm by a licensed security officer or private investigator. Students should take additional time familiarizing themselves with all of the equipment they will use while performing licensed activity - including holsters and magazine or speed loader pouches, etc. – and to ensure that such equipment is compatible with their firearm. Each student should, if possible, use the holster and reloading equipment he/she will be using during regulated activities when performing the course of fire exercises contained in the training program. Students should be encouraged to spend time at a firing range to familiarize themselves with new equipment operation and security features when they are issued or purchase new or different holsters or reloading equipment.

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## **28-HOUR INITIAL QUALIFICATION COURSE**

### **SUMMARY AND OVERVIEW**

#### **Course Description**

In order to obtain a Class "G" Statewide Firearm License, each applicant must successfully complete the 28-hour initial qualification course. This course provides students with the basic knowledge and proficiency skills needed to safely handle and shoot a handgun (revolver or semiautomatic pistol). Along with extensive educational material on firearms safety and the mechanical operation of firearms, this course also includes material on various legal aspects of firearms ownership, possession, and use. At the conclusion of the classroom portion of the 28-hour course, an examination will be administered to test the student's mastery of content. Finally, students will be required to demonstrate proficiency in shooting a handgun by passing the course of fire outlined in this training manual.

#### **Course Expectations**

Upon the completion of this course, the student should be able to demonstrate the following skills and techniques:

- ❖ Identify the legal authority allowing security officers and private investigators to carry a firearm
- ❖ Identify the limitations of a security officer's ability to carry a firearm and use deadly force
- ❖ Identify crimes that may serve as a justification for the use of deadly force
- ❖ Identify the types of liability that may result from the improper use of a firearm
- ❖ Safe weapon handling
- ❖ Identification of weapons parts and ammunition
- ❖ Weapons cleaning and maintenance
- ❖ Handgun drawing and holstering
- ❖ Weapon loading and unloading
- ❖ Basic shooting principles
- ❖ Proficiency with a firearm by shooting a qualifying score with a handgun (revolver or semi-automatic pistol)
- ❖ Proficiency for weapon handling
- ❖ Proper intervention for weapon malfunctions

#### **Course Requirements**

Each student is responsible for reading and reviewing all course-related material. Instructors should address general rules of firearms safety with their students, who are expected to strictly abide by these safety rules throughout the entirety of the course. Students are required to attend classroom lectures that include the topics listed below. Upon completion of the classroom portion, instructors shall administer a written examination that covers all course content. Students must achieve a minimum score of 70% in order to pass the written exam. Instructors and students are then expected

to meet at a firing range facility to perform practical exercises using the type and caliber of handgun with which the student intends to qualify. Students are required to show a minimum proficiency of 70% on the basic firearms course of fire. **The QUALIFICATION COURSE FOR INITIAL LICENSURE shall consist of three cycles of 48 rounds each for a total of 144 rounds to be fired** (1 practice round and 2 qualification rounds). Instructors shall record the student’s highest score out of the two qualification rounds on each student’s Certificate of Firearms Proficiency for Statewide Firearm License.

**Required Text and Materials**

- ❖ Firearms Training Manual–Student Handbook and Study Guide
- ❖ Ammunition
- ❖ Eye and Ear Protection
- ❖ Firing Range
- ❖ Flashlight
- ❖ Handguns (revolver and/or semiautomatic pistol)
- ❖ Belts, Holsters, Speedloaders and Speedloader pouches, Magazines and Magazine pouches
- ❖ Targets
- ❖ Weapon Cleaning Equipment

**Course Hours**

- ❖ 28 total hours with no more than 8 hours devoted to range training

**Hours**

Legal Aspects of the Use of Firearms .....	7
Security Officer and Private Investigator Licensure .....	1
Definitions and Legal Concepts.....	3
Use of Force .....	3
Firearms Familiarization, Mechanical Operation, and Marksmanship .....	10
Qualification Course Overview .....	1
Review and Discussion.....	2
Written Examination.....	1
Practical Exercises .....	3
Walk-thru and Dry Firing of Course .....	1
Practice and Qualification Rounds (Live Fire) .....	2
Scoring of Targets and Course Completion .....	1
<b>TOTAL.....</b>	<b>28 Hours</b>

**Course Training Schedule**

The table below is designed to identify the lessons within each section and unit that must be covered during classroom instruction of the 28-Hour Initial Qualification Course. A listing of sections, units, and lessons, can be found in the Table of Contents, pages ii – iii, of this Manual.

<b>Section 1: Legal</b>	All Lessons
<b>Section 2: Firearms Training</b>	
Unit 1: Firearms Safety	Lesson 1
Unit 2: Firearms Familiarization	Lessons 1 & 2
Unit 3: Ammunition Use	Lesson 1
Unit 4: Fundamentals of Marksmanship	Lesson 1
Unit 5: Drawing and Holstering a Gun	Lesson 1
Unit 6: Loading and Unloading	Lessons 1 & 2
Unit 7: Use of Cover	Lesson 1
Unit 8: Weapons Malfunctions	Lessons 1 & 2
Unit 9: Weapon Cleaning	Lessons 1 & 2
Unit 10: Survival Shooting	<b>Optional</b>

Firearms Training  
Required Material

This bookmark, found throughout the manual, denotes required lessons for inclusion in the 28-hour certification course for Class “G” licensure.

**4-HOUR ANNUAL HANDGUN REQUALIFICATION**  
**OR TRANSITION COURSE**  
**SUMMARY AND OVERVIEW**

**Course Description**

In order to remain eligible to continue to carry a Class “G” license, during each 12-month period of the two-year term of a Class “G” license, including the first 12-month period after the license was initially issued to the license holder, a Class “G” licensee must successfully complete 4 hours of range and classroom training taught by a Class “K” firearms instructor.

Additionally, a Class “G” licensee whose job duties require him or her to carry a firearm of a type and caliber different from or in addition to the firearm upon which he or she is qualified, must take a 4-hour training class specific to that firearm type and caliber. This 4-hour course may be taken to satisfy a Class “G” licensee’s 4-hour annual requalification training or as a transition course to a different type or caliber of handgun.

**Note:** In addition to completing the annual requalification training required to remain eligible for a Class “G” license, a licensee who has also qualified to carry other types and calibers of approved firearms must complete annual requalifying training for each type and caliber of firearm he or she carries while performing regulated activities.

**Course Expectations**

Upon the completion of this course, students should be able to demonstrate the following skills and techniques:

- ❖ Identify updates in law applicable to Class “G” licensure
- ❖ Re-familiarize with use of force parameters
- ❖ Re-familiarize with use of cover and the difference between cover and concealment
- ❖ Safe weapon handling
- ❖ Identification of weapons parts and ammunition
- ❖ Weapon cleaning and maintenance
- ❖ Handgun drawing and holstering
- ❖ Weapon loading and unloading
- ❖ Basic shooting principles
- ❖ Proficiency with a firearm by shooting a qualifying score with a handgun (revolver or semi-automatic pistol)
- ❖ Proficiency for weapon handling
- ❖ Proper intervention for weapon malfunctions



**Course Requirements**

Each student is responsible for reading and reviewing all course-related material. Instructors should address general rules of firearms safety with their students, who are expected to strictly abide by these safety rules throughout the entirety of the course. Students are required to attend classroom lectures that include the topics listed below. Upon completion of the classroom portion instructors shall administer a written examination that covers all of the course content. Students must achieve a minimum score of 70% in order to pass the written exam.

Instructors and students are then expected to meet at a firing range facility to perform practical exercises using the type and caliber of handgun with which the student intends to qualify. Students are required to show a minimum proficiency of 70% on the basic firearms course of fire. Students will fire for qualification using the Department approved course as found in Appendix A (Handgun). Instructors should plan to have students fire three strings of 48 rounds (1 practice round and 2 qualification rounds) for a total of 144 rounds. A student qualifying on any of the rounds of fire will not be required to shoot additional strings of fire, and will be allowed to use that qualifying score for certification. A student not qualifying at the end of 3 strings of fire will fail and such failure will be noted by the instructor on the Certificate of Firearms Proficiency. Instructors will complete scoring of targets, recording of scores, and issuance of Certificates of Firearms Proficiency, at the completion of the course.

**Required Text and Materials**

- ❖ Firearms Training Manual–Student Handbook and Study Guide
- ❖ Ammunition
- ❖ Eye and Ear Protection
- ❖ Firing Range
- ❖ Flashlight
- ❖ Handguns (revolver and/or semiautomatic pistol)
- ❖ Belts, Holsters, Speedloaders and Speedloader pouches, Magazines and Magazine pouches
- ❖ Targets
- ❖ Weapon Cleaning Equipment

**Course Hours**

	<b><u>Hours</u></b>
Legal Aspects of the Use of Firearms .....	(1)
Firearms Familiarization, Mechanical Operation, and Marksmanship .....	(1)
Written Examination .....	(.5)
Practical Exercise, Walk-Through/Dry Fire of Qualification Course .....	(.5)
Requalification (Live Fire) .....	(1)
<b>TOTAL.....</b>	<b>4 Hours</b>

**Course Training Schedule**

The table below is designed to identify the lessons within each section and unit required to be covered during classroom instruction of the 4-Hour Annual Handgun Requalification or Transition Course. A listing of sections, units, and lessons can be found in the Table of Contents, pages ii – iii, of this Manual.

<b>Section 1: Legal</b>	All Lessons
<b>Section 2: Firearms Training</b>	
Unit 1: Firearms Safety	Lesson 1
Unit 2: Firearms Familiarization	Lessons 1 & 2
Unit 3: Ammunition Use	Lesson 1
Unit 4: Fundamentals of Marksmanship	Lesson 1
Unit 5: Drawing and Holstering a Gun	Lesson 1
Unit 6: Loading and Unloading	Lessons 1 & 2
Unit 7: Use of Cover	Lesson 1
Unit 8: Weapons Malfunctions	Lessons 1 & 2
Unit 9: Weapon Cleaning	Lessons 1 & 2
Unit 10: Survival Shooting	<b>Optional</b>

## **4-HOUR (RE)QUALIFICATION SHOTGUN COURSE**

### **SUMMARY AND OVERVIEW**

#### **Course Description**

A Class "G" licensee whose job duties require him or her to carry a shotgun, must successfully complete this 4-hour qualification course on an annual basis. The 28-hour initial firearms course is a pre-requisite to taking the shotgun (re)qualification course. Further, a licensee must continue to qualify annually with his or her primary handgun in order to use a shotgun during the course of regulated activities.

#### **Course Expectations**

Upon the completion of this course, the student should be able to demonstrate the following skills and techniques:

- ❖ Safe shotgun handling
- ❖ Identification of shotgun parts and ammunition
- ❖ Shotgun cleaning and maintenance
- ❖ Shotgun loading and unloading
- ❖ Basic shotgun shooting principles
- ❖ Proficiency with a shotgun by shooting a qualifying score while exhibiting proper shotgun handling
- ❖ Proper intervention for shotgun malfunctions

#### **Course Requirements**

Each student is responsible for reading and reviewing all course-related material. Instructors should address general rules of firearms safety with their students, who are expected to strictly abide by these safety rules throughout the entirety of the course. Students are required to attend classroom lectures that include the topics listed below. Upon completion of the classroom portion instructors shall administer a written examination that covers all of the course content. Students must achieve a minimum score of 70% in order to pass the written exam.

Instructors and students are then expected to meet at a firing range facility to perform practical exercises. Students are required to show a minimum proficiency of 70% on the basic firearms course of fire. Students will fire for qualification using the Department approved course as found in Appendix A (Shotgun). For initial qualification, instructors will plan to have students fire three strings of 8 rounds (1 practice round and 2 qualification rounds) for a total of 24 rounds. For requalification, a student qualifying on any of the rounds of fire will not be required to shoot additional strings, and will be allowed to use that qualifying score for certification. A student not qualifying at the end of 3 strings of fire will fail and such failure will be noted by the instructor on the Certificate of Firearms Proficiency. Instructors will complete scoring of targets, recording of scores, and issuance of Certificates of Firearms Proficiency, at the completion of the course.

**Required Text and Materials**

- ❖ Firearms Training Manual–Student Handbook and Study Guide
- ❖ Ammunition
- ❖ Eye and Ear Protection
- ❖ Firing Range
- ❖ Flashlight
- ❖ Shotgun
- ❖ Targets
- ❖ Weapon Cleaning Equipment

**Course Hours**

	<b><u>Hours</u></b>
Firearms Familiarization, Mechanical Operation, & Marksmanship .....	(2.5)
Written Examination .....	(.5)
Practical Exercise, Walk-thru/Dry Fire of Qualification Course.....	(.5)
(Re)qualification (Live Fire).....	(.5)
<b>TOTAL.....</b>	<b>4 Hours</b>

**Course Training Schedule**

The table below is designed to identify the lessons within each section and unit, required to be covered during classroom instruction of the 4-Hour (Re)qualification Shotgun Course. A listing of sections, units, and lessons can be found in the Table of Contents, pages ii – iii, of this Manual.

<b>Section 1: Legal</b>	All Lessons
<b>Section 2: Firearms Training</b>	
Unit 1: Firearms Safety	Lesson 1
Unit 2: Firearms Familiarization	Lesson 3
Unit 3: Ammunition Use	Lesson 1
Unit 4: Fundamentals of Marksmanship	Lesson 3
Unit 5: Drawing and Holstering a Gun	N/A
Unit 6: Loading and Unloading	Lesson 3
Unit 7: Use of Cover	Lesson 1
Unit 8: Weapons Malfunctions	Lesson 3
Unit 9: Weapon Cleaning	Lesson 3
Unit 10: Survival Shooting	<b>Optional</b>

## **4-HOUR (RE)QUALIFICATION RIFLE COURSE**

### **SUMMARY AND OVERVIEW**

#### **Course Description**

A Class "G" licensee whose job duties require him or her to carry a rifle, must successfully complete this 4-hour qualification course on an annual basis. The 28-hour initial firearms course is a pre-requisite to taking the rifle (re)qualification course. Further, a licensee must continue to qualify annually with his or her primary handgun in order to use a rifle during the course of regulated activities.

#### **Course Expectations**

Upon the completion of this course, the student should be able to demonstrate the following skills and techniques:

- ❖ Safe rifle handling
- ❖ Identification of rifle parts and ammunition
- ❖ Rifle cleaning and maintenance
- ❖ Rifle loading and unloading
- ❖ Basic rifle shooting principles
- ❖ Proficiency with a rifle by shooting a qualifying score while exhibiting proper rifle handling
- ❖ Proper intervention for rifle malfunctions

#### **Course Requirements**

Each student is responsible for reading and reviewing all course-related material. You as the instructor will discuss the general rules of firearms safety, and students will be expected to strictly abide by those rules throughout the entirety of this course. Students will be required to attend classroom lectures that include the topics listed below. Upon completion of the classroom portion students must complete a written examination that covers all of the course content, and pass the exam with a minimum score of 70%.

Instructors and students are then expected to meet at a firing range facility to perform practical exercises. Students are required to show a minimum proficiency of 70% on the basic firearms course of fire. Students will fire for qualification using the Department approved course as found in Appendix A (Rifle). For initial qualification, instructors will plan to have students fire three strings of 30 rounds (1 practice round and 2 qualification rounds) for a total of 90 rounds. For requalification, a student qualifying on any of the rounds of fire will not be required to shoot additional strings, and will be allowed to use that qualifying score for certification. A student not qualifying at the end of 3 strings of fire will fail and such failure will be noted by the instructor on the Certificate of Firearms Proficiency. Instructors will complete scoring of targets, recording of scores, and issuance of Certificates of Firearms Proficiency, at the completion of the course.

**Required Text and Materials**

- ❖ Firearms Training Manual–Student Handbook and Study Guide
- ❖ Ammunition
- ❖ Eye and Ear Protection
- ❖ Firing Range
- ❖ Flashlight
- ❖ Rifle
- ❖ Targets
- ❖ Weapon Cleaning Equipment

**Course Hours**

	<b><u>Hours</u></b>
Rifle Familiarization, Mechanical Operation, & Marksmanship .....	(2.5)
Written Examination .....	(.5)
Practical Exercise, Walk-Through/Dry Fire of Qualification Course .....	(.5)
(Re)qualification (Live Fire).....	(.5)
<b>TOTAL.....</b>	<b>4 Hours</b>

**Course Training Schedule**

The table below is designed to identify the lessons within each section and unit, required to be covered during classroom instruction of the 4-Hour (Re)qualification Rifle Course. A listing of sections, units, and lessons can be found in the Table of Contents, pages ii – iii, of this Manual.

<b>Section 1: Legal</b>	All Lessons
<b>Section 2: Firearms Training</b>	
Unit 1: Firearms Safety	Lesson 1
Unit 2: Firearms Familiarization	Lesson 4
Unit 3: Ammunition Use	Lesson 1
Unit 4: Fundamentals of Marksmanship	Lesson 4
Unit 5: Drawing and Holstering a Gun	N/A
Unit 6: Loading and Unloading	Lesson 4
Unit 7: Use of Cover	Lesson 1
Unit 8: Weapons Malfunctions	Lessons 4
Unit 9: Weapon Cleaning	Lessons 4
Unit 10: Survival Shooting	<b>Optional</b>



## INSTRUCTOR REQUIREMENTS

### Record-Keeping Requirements for Firearms Instructors

The following records shall be maintained by each Class "K" firearms instructor:

- ❖ A schedule that includes the date, location, and instructor's name and license number for each class session.
- ❖ A log for each class session containing the printed name and signature of each student.
- ❖ The instructor's yellow page from the Certificate of Firearms Proficiency for Statewide Firearm License issued to each Class "G" student that took the instructor's course, including the yellow page from any duplicate certificate issued to a student.
- ❖ Originals of all student tests, containing the student's test score, the student's printed name, the date the test was taken, and the student's signature. Instructors are not required to keep student targets as part of their record keeping requirements.
- ❖ Student records shall be maintained in a separate file by class, and shall not be commingled with student records from other classes. Within each such class file, each student's records shall be maintained separately within the file.
- ❖ Records shall be maintained for a minimum period of two years at the place of business of the Class "K" instructor or at the address listed on the Class "K" instructor's license. Per 493.6121(2), F.S., each instructor is required to produce student records for inspection by employees of the Division of Licensing upon request.

Instructors can meet division record-keeping requirements by maintaining their original paper records, or by scanning such records into an electronic format.

### Breaks and Lunches

Each hour of teaching the Class "G" firearms curriculum shall consist of 50 minutes of instruction and/or practical exercises and one 10-minute break. Breaks for lunch or dinner should not be included as part of the total hours of instruction. **The practice of combining breaks is prohibited.**

### Instructor-to-Student Ratio

The Division of Licensing advises each instructor to adhere to the expressed instructor-to-student ratio that has been established at the range where the training is being administered.

# SECTION 1

## LEGAL

**UNIT 1: LEGAL ISSUES**Firearms Training  
Required Material**LESSON 1 | Security Officer and Private Investigator Licensure**

**LESSON GOAL:** At the end of this lesson, the student should comprehend and be able to explain the statutory and legal authority giving security officers and private investigators the ability to carry firearms.

**Text/Materials/Instructional Aids**

- ❖ Firearms Training Manual – Student Handbook and Study Guide
- ❖ Chapters 493, Florida Statutes
- ❖ Chapter 5N, Florida Administrative Code

**Required Classroom Activity**

- ❖ Discuss the specific provisions of law set forth in the Student Handbook. Identify specific provisions of law and rule governing possession of firearms by licensed security officers and private investigators.

**INSTRUCTIONAL OBJECTIVES****At the completion of this lesson, the student should be able to:**

- ❖ Identify the specific sections of law and rule that govern the use of firearms.
- ❖ Identify the limitations of a private investigator or security officer's ability to carry a firearm.
- ❖ Identify the rules governing the licensing and carrying of a firearm by private investigators and security officers.
- ❖ Identify that a licensee must carry his/her individual license while on duty.
- ❖ Identify that any firearm carried by a "G" licensee must be encased and in view at all times with the limited exception found in section 493.6305(3) Fla. Stat.
- ❖ Identify the types of firearms and ammunition allowed by law to be carried by a "G" licensee.
- ❖ Identify that a "G" licensee may not carry more than two firearms on his/her person.
- ❖ Identify that a "G" licensee may only carry a firearm of the specific type and caliber for which he or she is qualified pursuant to this training.

- ❖ Identify the reporting requirements for any firearm discharge.
- ❖ Identify that it is a 3<sup>rd</sup> degree felony to knowingly possess, issue, cause to be issued, sell, submit, or offer a fraudulent training certificate.
- ❖ Identify that the Department of Agriculture has the authority to investigate violations of Chapter 493, Florida Statutes.
- ❖ Identify that rule 5N-1.113 F.A.C. established the progressive disciplinary guidelines for firearm related violations.
- ❖ Identify when a “G” licensed security officer can carry a firearm while away from his/her assigned security post. Rule 5N-1.130 F.A.C.
- ❖ Identify when requalification training is required to be completed.
- ❖ Identify that a “G” licensee must have express written permission from his/her employer to carry a firearm while traveling to or from the armed security post.

## UNIT 1: LEGAL ISSUES

Firearms Training  
Required Material

### LESSON 2 | Definitions and Legal Concepts

**LESSON GOAL:** At the end of this lesson, the student should comprehend and be able to explain the basic legal terminology and definitions associated with criminal and civil liability as these relate to licensed security officers and private investigators, know the elements of certain crimes and be able to identify these crimes from a fact based scenario.

#### Text/Materials/Instructional Aids

- ❖ Chapters 775, 782, 784, 787, 810 and 812, Florida Statutes
- ❖ Case Studies Material: *Instructor's Guide includes answers to Case Studies. Students will find correct responses to case studies in Appendix C of their manual.*

#### Required Activity

- ❖ Discuss the specific provisions of law set forth in the Student Handbook.

#### INSTRUCTIONAL OBJECTIVES

##### At the completion of this lesson, the student should be able to:

- ❖ Identify differences between criminal and civil liability.
- ❖ Identify differences between misdemeanor and felony offenses.
- ❖ Identify elements of negligence.
- ❖ Identify elements of “assault” & “battery.”
- ❖ Define liability.
- ❖ Define and explain the elements of negligence.
- ❖ Identify the standard of care.
- ❖ Define the term “forcible felony.”
- ❖ Identify that merely because a licensee possesses a valid “G” license, security officers and private investigators are NOT immune from prosecution for criminal conduct.
- ❖ Identify that if a licensee improperly uses deadly force he/she may be held civilly liable in what is known as a wrongful death suit.

## UNIT 1: LEGAL ISSUES

Firearms Training  
Required Material

### LESSON 3 | Use of Force

**LESSON GOAL:** At the end of this lesson, the student should be able to understand and explain when the use of physical force, to include deadly force, is legally justified, and the statutory authority that provides a legal basis for a licensed security officer or private investigator to use such force. The use of deadly force is a complex issue with many legal, social, and public safety concerns.

#### Text/Materials/Instructional Aids

- ❖ Chapters 776 and 782, Florida Statutes
- ❖ Case Studies Material: *Instructor's Guide includes answers to Case Studies. Students will find correct responses to case studies in Appendix C of their manual.*

#### Required Activity

- ❖ Identify the elements of Florida Statutes as related to the use of force by security officers or private investigators.
- ❖ Apply the legal authority for a security officer or private investigator in using force.
- ❖ Read and discuss the various case studies presented in the Student Manual.

### INSTRUCTIONAL OBJECTIVES

**At the completion of this lesson, the student should be able to:**

- ❖ Define deadly force.
- ❖ Identify the statutory authority for the use of deadly force.
- ❖ Identify that licensed security officers and private investigators have the same authority to use deadly force as any private citizen.
- ❖ Identify the term “reasonably believes” as this relates to use of deadly force.
- ❖ Identify “irrational belief” as this relates to deadly force.
- ❖ Identify what constitutes a “forcible felony.”
- ❖ Define a warning shot.
- ❖ Identify that the same justification to use deadly force is required to firing a warning shot.
- ❖ Identify main tenets of deadly force law.

## CASE STUDIES

### Discussion of Case Examples

This section describes a series of situations in which licensees must make a decision whether to use a firearm or other means of defense. The case studies contained in this training manual are based on actual real life scenarios; in some of the cases, the narratives have been altered to the extent possible to create a fact pattern relevant to the industry. These case studies are included to encourage a dialogue between student and instructor as to some issues involved in the use of deadly force. The ultimate determination as to whether any particular use of deadly force was appropriate is based on many factors that are unique to each situation. Students should be advised that it is possible that similar conduct, found to be justified by one jury or court may be found to be unjustified by a different set of jurors or a different court. Self-defense cases are very fact-specific; each case where the use of force was found to be justified may be distinguished from any other very similar case based on a few details.

Instructors are encouraged to use as many examples as time will allow, encouraging class discussion. These situations are a true test and evaluation of the student's knowledge of the previously covered moral and legal lecture.

#### Case Study #1

You are an armed security officer working the parking lot area at a sporting event. Two groups of rival fans get involved in a verbal argument. This verbal argument escalates when two of the rival fans get into a physical shoving match. The crowd seems to be egging on these two unarmed individuals. The larger of the combatants appears to be getting the better of the other, and you can see the larger man's hands up around the neck area of the smaller man, who appears to be in some distress and unable to breathe as a result of the incident. You push the larger man away from the man in distress and become aware that the larger man appears intoxicated as he is wildly throwing uncoordinated punches in your direction. The crowd has kept its distance and the man that was in distress is no longer in the zone of danger from the larger man. Is deadly force justified?

**Answer:** Any use of deadly force at this point would have to be based on the officer's fear of death or great bodily harm from the larger man. It is possible that a forcible felony occurred when the larger man's hands were in the neck area of the smaller man who appeared to be in distress, but once that attack was over and the man was removed from the zone of imminent danger, any right to use deadly force based on that purported forcible felony is extinguished. It is not likely that a court would find that the use of deadly force against the unarmed intoxicated man was justified. See *Mederos v. State*, 102 So.3d 7 (Fla. 1st DCA 2012). In this case the appellate court agreed with the lower court's determination that Mederos was not entitled to the dismissal of criminal charges for aggravated assault based on immunity under "stand your ground."

**Case Study #2**

You are working as an armed body guard for a male client at a restaurant; the client is with several female colleagues. You escort the client outside where your client smokes a cigarette. Upon your return to the table, two men are speaking with the female colleagues. Your client asks the men to leave and a heated verbal exchange ensues. Later in the evening, you notice one of the two men looking toward you and your client with a “mean and cold look on his face.” Your client decides that it is time to leave the restaurant, but prior to leaving you escort him to the bathroom. On returning from the restroom to settle the bill, you see the two men from earlier outside the restaurant banging aggressively on the restaurant's window and pointing towards you and your client. You wait approximately ten minutes, and after it appears that the two men have left, you escort your client out of the restaurant. While out in the parking lot, your client stands by his car smoking. One of the two men from earlier in the evening runs up to your client and strikes him in the face with a clenched fist. You can see large amounts of blood coming from your client's face. The man throws his hands up in the air as if he is a prizefighter, approaches you but stops. Then you notice the other man from earlier running towards you. As he nears you, he reaches under his baggy shirt. Is deadly force justified?

**Answer:** If you reasonably feel that the man running towards you is reaching for a weapon and you are in fear of death or great bodily harm then you may be justified in using deadly force. This scenario is based on *Mobley v. State*, 132 So.3d 1160 (Fla. 3d DCA 2014). In *Mobley*, a divided three-judge appellate panel overturned the circuit court's denial of immunity under “stand your ground” and found that *Mobley*, a private citizen who lawfully possessed the firearm used, was entitled to “stand your ground” immunity. The dissenting justice outlines many other factors in regard to the incident that could have turned the case against *Mobley*.

**Case Study #3**

You are an armed security officer at an apartment complex. A man approaches one of the units and begins banging on the door and yelling for the resident in a very loud and aggressive tone of voice. You are aware that the resident of that apartment is not home and you ask the man to leave the premises. The man turns toward you and makes several verbal threats towards you to include getting his gang member friends to shoot the place up and to burn down the apartment complex. You again instruct the man to leave and he turns as if to leave, only to suddenly run up to you and strike you on the face with a closed fist. Your knees buckle and blood comes down the side of your face. The man takes up position a few feet from you and pulls his shirt open and places his arms behind his back. The man tells you he has a “Glock” and is going to “cap” you as he comes toward you. Is deadly force justified?

**Answer:** If you reasonably feel that the man coming towards you is reaching for a weapon and you are in fear of death or great bodily harm then you may be justified in using deadly force. This scenario is based on *Jenkins v. State*, 942 So.2d 910 (Fla. 2d DCA 2006). *Jenkins* was a roofer on his way to work when he was confronted by an angry and threatening man banging on the door of his neighbor and wife's residence. *Jenkins*, a convicted felon, possessed on his belt a six-inch sheath knife. Numerous uninterested witnesses laid out the facts as to what happened. *Jenkins* who was convicted at trial of the lesser offense of manslaughter without a weapon was sentenced to twenty-five years in prison. The appellate court threw out his conviction based on an earlier version of section 776.012, Florida Statutes.



**Case Study #4**

You are an armed security officer working at a large department store when you are notified by radio that a man armed with a knife just robbed the jewelry counter and headed out the east exit. You exit the north side of the store and see a man matching the description of the suspect run to a waiting car and head in your direction. You wave at the car and feel as though the driver may hit you. You draw your weapon and as the car comes closer, you dive out of the way. Is deadly force justified?

**Answer:** Once the car has passed, the officer is no longer in reasonable fear of death or great bodily harm; there is no justification for the use of deadly force. This scenario is based on *Montanez v. State*, 24 So.3d 799 (Fla. 2d DCA 2010). In this case, Montanez shot through the side window of a passing car. Montanez claimed the victim was driving towards him. The trial court noted that when a car is being driven there is a "zone of uncertainty" as to where the car will or can go. Here the court found that Montanez had discharged his firearm after the zone of uncertainty had passed, and along with it any reasonable threat of death or great bodily harm. Montanez received a 35-year sentence for 3<sup>rd</sup> degree murder; he is scheduled for release in February 2047.

**Case Study #5**

This case study is based on the criminal prosecution of a security officer who shot into a moving vehicle injuring the driver. The security officer witnessed the driver run into a man with her vehicle. The security officer attempted to detain the driver, and when the driver got back into her car and attempted to leave, the following, as reported by eye witnesses, occurred.

Witness #1 reported: he observed the security officer in the parking lot of the community center attempt to detain all persons in the initial altercation. He said that he heard the victim of the initial altercation tell the driver that she could leave as the security officer was not a law enforcement officer. He then saw the driver get into her car and attempt to drive around the security officer. He then saw the security officer hanging onto the window of the vehicle as it was moving, and that the security officer asked the driver to stop the vehicle, a request to which the driver refused. Finally, he saw the security officer let go of the window, draw his firearm, and shoot five rounds into the front driver's side of the vehicle.

Witness #2 reported: she saw the security officer, driver, and a man in the parking lot of the community center. She observed the man tell the driver that the security officer was not a law enforcement officer and could leave. The driver got back into her vehicle, but the security officer got in front of the vehicle and ordered the driver to stop. The driver then drove around the security officer, and the security officer grabbed onto the driver's side window, ordering the driver to stop, an order she did not comply. Finally, she saw the security officer fire 4-5 shots into the driver's side window as the car left the area.

Witness #3 reported: she observed the security officer with the driver and the man. The security officer told the driver they could not leave until the police arrived. The driver got into her car and the security officer stood in front of the vehicle. The driver then drove around the security officer. She observed the security officer on the side of the vehicle and then fired 4 shots into the vehicle.

Witness #4 reported: she observed the security officer attempt to detain the driver at the community center. The driver entered her vehicle and attempted to leave. The security officer removed his firearm and was standing in front of the vehicle. Then she saw the driver swerve around the security officer, at which point the security officer fired shots at the driver's side front and rear side of the vehicle.

**Case Study #5 continued**

**Answer:** In this case, the use of deadly force was not found to be justified. The security officer testified at trial that he fired his weapon to protect himself after being run over by the vehicle's front tires. The jury convicted the security officer on one count of aggravated battery with a deadly weapon and one count of shooting or throwing a missile into a building or vehicle. The security officer is currently serving a prison sentence of 25 years and 15 years, respectively for these crimes. His case is currently under appeal.

**Case Study #6**

This case study involves a security officer discharging his firearm at a vehicle in a public transit station. The security officer had instructed a motorist who had parked his vehicle in a no-parking area to leave the area and park elsewhere. Video evidence showed the security officer positioned himself a few feet behind the vehicle. The security officer claimed that there was ample room for the driver to pull forward. The driver placed the vehicle in reverse and slowly backed into the security officer, making contact with the security officer. The security officer drew his firearm, and as the vehicle was driving away, fired several rounds into the rear tire of the vehicle.

**Answer:** The use of deadly force was not justified in this case. The security officer was arrested and charged with battery and shooting onto an occupied vehicle. The security officer had adjudication withheld on the crime of discharging a firearm in public.

**Case Study #7**

You are a security officer working at a convenience store. You witness a patron get into an argument with the cashier over the return of some money. The patron starts picking items up off the counter and throwing them at the cashier. Then cashier responds by picking up items from the counter and throwing them back at the patron. You tell the patron to leave and the patron exits the store. On his way out of the store the patron states: "I'm going to go to my car and get my gun and blow your heads off, I'm going to kill all of you." You are positioned at the door of the store with the door to the store open where you can observe the patron in the parking lot. As the patron reaches his car you see the patron lift his untucked shirt and reach toward his waistband. Is the use of deadly force warranted?

**Answer:** No, deadly force is likely not appropriate based on these facts. This scenario is based on *Odeh v. State*, 82 So.3d 915 (Fla. 4th DCA 2011). Here Odeh, a clerk at a convenience store was convicted of attempted 1<sup>st</sup> degree murder and sentenced to eight years in prison. The patron who was paralyzed did not possess a gun as he claimed, and the court found that Odeh was not justified in using deadly force based on the facts of the case.

## SECTION 2

The following course information has been adopted from Chapter 3 of the Criminal Justice Standards & Training Commission's (CJSTC), Florida Basic Recruit Training Program: High Liability, Volume 2. The Florida Department of Agriculture and Consumer Services, Division of Licensing, has modified the information solely to identify its applicability to the Class "G" trainee and licensee and does not claim the rights to any of the information within Section Two of this manual.

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## UNIT 1: FIREARMS SAFETY

Firearms Training  
Required Material

### LESSON 1 | FIREARMS SAFETY PROCEDURES

**LESSON GOAL:** At the end of this lesson, the student should be able to comprehend and demonstrate the firearms safety procedures that must be followed when handling or using firearms.

#### Text/Materials/Instructional Aids

- ❖ Firearms Training Manual – Student Handbook and Study Guide

#### Required Activity

- ❖ Assist students in identifying their shooting and support hand.
- ❖ Demonstrate how to point a firearm in a safe direction.
- ❖ Discuss the importance of firearms safety. The General Rules of Firearms Safety – that appear on the following page, may guide you in the topics to discuss.
- ❖ Follow the safety guidelines and requirements of your training school or firing range
- ❖ Remind students to always refer to the owner's manual for safety recommendations.
- ❖ Review statutes relating to the safe storage of firearms with an emphasis on s. 790.174 Florida Statutes.

### INSTRUCTIONAL OBJECTIVES

#### At the completion of this lesson, the student should be able to:

- ❖ Identify the shooting hand.
- ❖ Identify the support hand.
- ❖ Identify the common cause of most firearm accidents.
- ❖ Identify the general rules of safety that should be applied to all firearms.
- ❖ Identify what safety rules to follow on the range.
- ❖ Identify the requirements in the Florida Statutes for storing a firearm.

## General Rules of Firearms Safety

1. Keep the muzzle pointed in a safe direction, where an unintentional discharge will not cause harm.
2. Treat every firearm as if it were loaded.
3. Immediately upon picking up a firearm, check to see if it is loaded.
4. Never give a firearm to anyone unless the cylinder or action is open.
5. Never point a firearm at anyone unless compatible with departmental deadly force policy and ch. 776, F.S.
6. Never leave a loaded weapon unattended.
7. Always keep firearms out of the reach of children and untrained adults.
8. Exercise extreme care in storing a firearm as defined in ch. 790, F.S.
9. Only an approved armorer should make repairs, adjustments, and modifications.
10. Notify the instructor before class if you are taking any medication.
11. No person under the influence of alcohol and/or drugs shall handle any firearm.
12. Safety glasses and hearing protection must be worn on or near the firing line.
13. No talking on the firing line.
14. No food or tobacco products are allowed on the firing line.
15. Never anticipate a command while on the firing line.
16. Never pick up a dropped firearm, ammunition, or reloading devices unless the command is given.
17. Never go in front of the firing line unless the line has been declared safe and the command has been given.
18. Never draw the firearm from or return it to the holster with your finger on the trigger.
19. Never leave the line until the line officer has inspected your firearm and a command has been given.
20. Before shooting, be sure of your target, backstop, and beyond.
21. If a weapon misfires, keep it pointed in a safe direction and notify the range officer by raising your non-shooting hand.

## Required Activity

The table below identifies topics you as the instructor are responsible for covering as part of the initial 28 hour training course. You should utilize these topics to aid you in your classroom instruction.

<b>HANDGUN</b>
<p><b>REVOLVER:</b></p> <ul style="list-style-type: none"><li>❖ Review and evaluate student knowledge of weapon nomenclature.</li><li>❖ Demonstrate and have students perform the following essential skills in the classroom using dry fire. You will be evaluating the student in performing the skills once again on the range during live fire.<ul style="list-style-type: none"><li>• safe weapon handling</li><li>• fundamentals of marksmanship</li><li>• shooting stances</li><li>• drawing and holstering</li><li>• demonstrate high ready and low ready positions</li><li>• shooting positions</li><li>• loading and re-loading</li><li>• clearing malfunctions (using dummy rounds)</li><li>• using a flashlight with handgun</li></ul></li><li>❖ Demonstrate and have students perform weapon cleaning and maintenance.</li></ul>
<p><b>SEMIAUTOMATIC:</b></p> <ul style="list-style-type: none"><li>❖ Review and evaluate student knowledge of weapon nomenclature.</li><li>❖ Demonstrate and have students perform the following essential skills in the classroom using dry fire. You will be evaluating the student in performing the skills once again on the range during live fire.<ul style="list-style-type: none"><li>• safe weapon handling</li><li>• fundamentals of marksmanship</li><li>• shooting stances</li><li>• drawing and holstering</li><li>• demonstrate high ready and low ready positions</li><li>• shooting positions</li><li>• loading and re-loading</li><li>• clearing malfunctions (using dummy rounds)</li><li>• using a flashlight with handgun</li></ul></li><li>❖ Demonstrate and have students perform weapon cleaning and maintenance.</li></ul>

The table below identifies topics you as the instructor are responsible for covering as part of the 4-hour (re)qualification course. You should utilize these topics to aid you in your classroom instruction.

**SHOTGUN:**

- ❖ Review and evaluate student knowledge of weapon nomenclature.
- ❖ Demonstrate and have students perform the following essential skills in the classroom using dry fire. You will be evaluating the student in performing the skills once again on the range during live fire.
  - safe weapon handling
  - fundamentals of marksmanship
  - shooting stances
  - shooting positions
  - loading and re-loading
  - clearing malfunctions (using dummy rounds)
- ❖ Demonstrate and have students perform weapon cleaning and maintenance.

**SEMI-AUTOMATIC RIFLE/CARBINE:**

- ❖ Review and evaluate student knowledge of weapon nomenclature.
- ❖ Demonstrate and have students perform the following essential skills in the classroom using dry fire. You will be evaluating the student in performing the skills once again on the range during live fire.
  - safe weapon handling
  - fundamentals of marksmanship
  - shooting stances
  - shooting positions
  - loading and re-loading
  - clearing malfunctions (using dummy rounds)
- ❖ Demonstrate and have students perform weapon cleaning and maintenance.

Firearms Training Required  
Material

## **UNIT 2: FIREARMS FAMILIARIZATION**

### **LESSON 1 | REVOLVER**

**LESSON GOAL:** At the end of this lesson, the student will know the revolver parts with correct nomenclature, how the parts function, and the steps to safely handle a revolver.

#### **Text/Materials/Instructional Aids**

- ❖ Firearms Training Manual – Student Handbook and Study Guide

#### **INSTRUCTIONAL OBJECTIVES**

**At the completion of this lesson, the student should be able to:**

- ❖ Identify revolver parts with the correct nomenclature.
- ❖ Describe the function of revolver parts.
- ❖ Identify the steps to follow to safely handle a revolver.



Firearms Training Required  
Material

## UNIT 2: FIREARMS FAMILIARIZATION

### LESSON 2 | SEMIAUTOMATIC PISTOL

**LESSON GOAL:** At the end of this lesson, the student will know the semiautomatic pistol parts with correct nomenclature, how the parts function, and the steps to safely handle a semiautomatic pistol.

#### Text/Materials/Instructional Aids

- ❖ Firearms Training Manual – Student Handbook and Study Guide

#### Section Vocabulary

*double action only*  
*double/single*  
*single action*

#### INSTRUCTIONAL OBJECTIVES

**At the completion of this lesson, the student should be able to:**

- ❖ Identify semiautomatic pistol parts with correct nomenclature.
- ❖ Describe the function of semiautomatic pistol parts.
- ❖ Identify the steps to safely handle a semiautomatic pistol.

## **UNIT 2: FIREARMS FAMILIARIZATION**

### **LESSON 3 | SHOTGUN**

**LESSON GOAL:** At the end of this lesson, the student will know the shotgun parts with correct nomenclature, how the parts function, and the steps to safely handle a shotgun.

#### **Text/Materials/Instructional Aids**

- ❖ Firearms Training Manual – Student Handbook and Study Guide

#### **INSTRUCTIONAL OBJECTIVES**

**At the completion of this lesson, the student should be able to:**

- ❖ Identify shotgun parts with correct nomenclature.
- ❖ Describe the function of shotgun parts.
- ❖ Identify the steps to safely handle the shotgun.

## **UNIT 2: FIREARMS FAMILIARIZATION**

### **LESSON 4 | SEMIAUTOMATIC RIFLE/CARBINE**

**LESSON GOAL:** At the end of this lesson, the student will know the semiautomatic rifle/carbine parts with correct nomenclature, how the parts function, and the steps to safely handle a semiautomatic rifle/carbine.

#### **Text/Materials/Instructional Aids**

- ❖ Firearms Training Manual – Student Handbook and Study Guide

#### **INSTRUCTIONAL OBJECTIVES**

**At the completion of this lesson, the student should be able to:**

- ❖ Identify semiautomatic rifle/carbine parts with correct nomenclature.
- ❖ Describe the function of semiautomatic rifle/carbine parts.
- ❖ Identify the steps to safely handle the semiautomatic rifle/carbine.

Firearms Training Required  
Material

## UNIT 3: AMMUNITION USE

### LESSON 1 | AMMUNITION IDENTIFICATION AND MAINTENANCE

**LESSON GOAL:** At the end of this lesson, the student should be able to identify different types and calibers/gauges of ammunition and know how to inspect ammunition for defects and how to store ammunition properly.

#### Text/Materials/Instructional Aids

- ❖ Firearms Training Manual – Student Handbook and Study Guide

Section Vocabulary		
<i>birdshot</i>	<i>duty life</i>	<i>rim</i>
<i>bullet</i>	<i>gauge</i>	<i>round</i>
<i>caliber</i>	<i>headstamp</i>	<i>shelf life</i>
<i>case</i>	<i>powder</i>	<i>shot</i>
<i>crimp</i>	<i>primer</i>	<i>wad</i>
<i>double-aught buckshot (00 buckshot)</i>	<i>rifled slug</i>	

#### INSTRUCTIONAL OBJECTIVES

**At the completion of this lesson, the student should be able to:**

- ❖ Identify ammunition parts and nomenclature.
- ❖ Identify ammunition by appearance and caliber.
- ❖ Identify shotgun ammunition by appearance and gauge.
- ❖ Identify any abnormalities or defects on ammunition.
- ❖ Identify proper storage procedures for ammunition.
- ❖ Differentiate between duty life and shelf life.
- ❖ Properly store and handle ammunition.

### **Required Activity**

- ❖ Demonstrate how to store and handle ammunition safely.
- ❖ Describe the ammunition parts, and define the nomenclature.
- ❖ Demonstrate how to identify ammunition by appearance, caliber, and gauge.
- ❖ Discuss the difference between duty life and shelf life, and describe abnormalities/defects that might occur.
- ❖ Have students identify the caliber of the ammunition for the weapon they are using.
- ❖ Have students explain the difference between shelf life and duty life.
- ❖ Have students examine ammunition and check for abnormalities and defects.

### **Suggested Activity**

Bring in examples of damaged/imperfect ammunition to aid students in identification.

### **Helpful Notes**

Caution: Students should be reminded that reloads are allowed to be used on the range, but are not permitted for duty use.

## UNIT 4: FUNDAMENTALS OF MARKSMANSHIP

Firearms Training Required  
Material

### LESSON 1 | HANDGUN

**LESSON GOAL:** At the end of this lesson, the student will understand the fundamentals of marksmanship and the general principles of using a flashlight when shooting a handgun.

#### Text/Materials/Instructional Aids

- ❖ Firearms Training Manual – Student Handbook and Study Guide

Section Vocabulary	
<i>barricade position</i>	<i>sight alignment</i>
<i>breath control</i>	<i>sight picture</i>
<i>follow-through</i>	<i>stance</i>
<i>point shooting</i>	<i>trigger control</i>
<i>respiratory pause</i>	

#### INSTRUCTIONAL OBJECTIVES

**At the completion of this lesson, the student should be able to:**

- ❖ Acquire a proper grip with a handgun.
- ❖ Obtain sight alignment with a handgun.
- ❖ Obtain sight picture with a handgun.
- ❖ Pull/squeeze the trigger until the handgun discharges (trigger control).
- ❖ Release pressure on the trigger until the trigger reengages (trigger reset).
- ❖ Follow through after the cartridge is fired.
- ❖ Assume an appropriate shooting position with the handgun from behind cover.
- ❖ Identify shooting stances to use when shooting a handgun.
- ❖ Shoot a handgun while using a flashlight.
- ❖ Identify techniques for shooting a handgun while using a flashlight.

## UNIT 4: FUNDAMENTALS OF MARKSMANSHIP

### LESSON 2 | SHOTGUN

**LESSON GOAL:** At the end of this lesson, the student will understand the fundamentals of marksmanship when shooting a shotgun.

#### Text/Materials/Instructional Aids

- ❖ Firearms Training Manual – Student Handbook and Study Guide

#### INSTRUCTIONAL OBJECTIVES

**At the completion of this lesson, the student should be able to:**

- ❖ Identify shooting stances to use when shooting a shotgun.
- ❖ Assume an appropriate shooting stance with the shotgun from behind cover.
- ❖ Obtain sight alignment using a shotgun.
- ❖ Obtain sight picture with a shotgun.
- ❖ Pull/squeeze the trigger until the shotgun discharges (trigger control).
- ❖ Release pressure on the trigger until the trigger reengages (trigger reset).
- ❖ Follow through after the shell is fired.

## UNIT 4: FUNDAMENTALS OF MARKSMANSHIP

### LESSON 3 | SEMIAUTOMATIC RIFLE/CARBINE

**LESSON GOAL:** At the end of this lesson, the student will understand the fundamentals of marksmanship when shooting a semiautomatic rifle/carbine.

#### Text/Materials/Instructional Aids

- ❖ Firearms Training Manual – Student Handbook and Study Guide

#### INSTRUCTIONAL OBJECTIVES

**At the completion of this lesson, the student should be able to:**

- ❖ Acquire the proper grip with the semiautomatic rifle/carbine.
- ❖ Identify shooting stances to use when shooting a semiautomatic rifle/carbine.
- ❖ Assume an appropriate shooting stance with the semiautomatic rifle/carbine from behind cover.
- ❖ Shoulder the semiautomatic rifle/carbine.
- ❖ Obtain the cheek weld with the semiautomatic rifle/carbine.
- ❖ Obtain sight alignment with the semiautomatic rifle/carbine.
- ❖ Obtain sight picture with the semiautomatic rifle/carbine.
- ❖ Control the trigger until the semiautomatic rifle/carbine discharges.
- ❖ Release pressure on the trigger until the trigger resets.
- ❖ Follow through after the cartridge is fired.



Firearms Training Required  
Material**UNIT 5: DRAWING AND HOLSTERING A HANDGUN****LESSON 1 | DRAWING AND HOLSTERING A HANDGUN**

**LESSON GOAL:** At the end of this lesson, the student will understand drawing and holstering a handgun.

**Text/Materials/Instructional Aids**

- ❖ Firearms Training Manual – Student Handbook and Study Guide

**Section Vocabulary***handgun***INSTRUCTIONAL OBJECTIVES**

**At the completion of this lesson, the student should be able to:**

- ❖ Disengage the holster retention device(s) for a holstered handgun.
- ❖ Draw the handgun upward from a holster with the retention devices unfastened.
- ❖ Acquire a proper grip on a holstered handgun.
- ❖ Secure the handgun in the holster using retention device(s).
- ❖ Use the thumb of the shooting hand on the rear of the slide to prevent cocking the semiautomatic pistol.

## UNIT 6: LOADING AND UNLOADING

Firearms Training Required  
Material

### LESSON 1 | REVOLVER

**LESSON GOAL:** At the end of this lesson, the student will understand the steps to load and unload a revolver.

#### Text/Materials/Instructional Aids

- ❖ Firearms Training Manual – Student Handbook and Study Guide

#### INSTRUCTIONAL OBJECTIVES

**At the completion of this lesson, the student should be able to:**

- ❖ Insert ammunition into a speed loader for a revolver.
- ❖ Point the muzzle of the revolver in a safe direction.
- ❖ Disengage the revolver's cylinder release latch.
- ❖ Push/press the revolver's cylinder out of frame alignment.
- ❖ Insert ammunition into the revolver's cylinder by hand.
- ❖ Insert the ammunition into the revolver's cylinder using a speed loader.
- ❖ Extract the spent revolver cartridge casings.
- ❖ Inspect the cylinder chambers to ensure that all spent cartridge casings have been extracted.

## **UNIT 6: LOADING AND UNLOADING**

Firearms Training Required  
Material

### **LESSON 2 | SEMIAUTOMATIC PISTOL**

**LESSON GOAL:** At the end of this lesson, the student will understand the steps to load and unload a semiautomatic pistol.

#### **Text/Materials/Instructional Aids**

- ❖ Firearms Training Manual – Student Handbook and Study Guide

#### **INSTRUCTIONAL OBJECTIVES**

**At the completion of this lesson, the student should be able to:**

- ❖ Load the magazine for the semiautomatic pistol.
- ❖ Point the muzzle of the semiautomatic pistol in a safe direction.
- ❖ Insert a loaded magazine into the magazine well of the semiautomatic pistol.
- ❖ Chamber a cartridge with the semiautomatic pistol.
- ❖ Remove the magazine from the semiautomatic pistol
- ❖ Eject the cartridge from the chamber of the semiautomatic pistol.

## UNIT 6: LOADING AND UNLOADING

### LESSON 3 | SHOTGUN

**LESSON GOAL:** At the end of this lesson, the student will understand the steps to load and unload a shotgun.

#### Text/Materials/Instructional Aids

- ❖ Firearms Training Manual – Student Handbook and Study Guide

#### INSTRUCTIONAL OBJECTIVES

**At the completion of this lesson, the student should be able to:**

- ❖ Hold the shotgun by the stock when loading.
- ❖ Engage/move the safety.
- ❖ When loading the shotgun, point the barrel in a safe direction.
- ❖ Move the fore-end/slide forward, away from the receiver.
- ❖ Insert shotgun shells into the magazine tube.
- ❖ Chamber a shell when shells are inserted into the magazine tube of the shotgun.
- ❖ Hold the loaded shotgun by the grip.
- ❖ Engage the action/slide release of the loaded shotgun.
- ❖ Remove any chambered shell through the ejection port of the shotgun.
- ❖ Remove the shell(s) from the magazine tube of the shotgun.
- ❖ Inspect the chamber and magazine tube of the unloaded shotgun to ensure that no shell remains.

## **UNIT 6: LOADING AND UNLOADING**

### **LESSON 4 | SEMIAUTOMATIC RIFLE/CARBINE**

**LESSON GOAL:** At the end of this lesson, the student will understand the steps to load and unload a semiautomatic rifle/carbine.

#### **Text/Materials/Instructional Aids**

- ❖ Firearms Training Manual – Student Handbook and Study Guide

#### **INSTRUCTIONAL OBJECTIVES**

**At the completion of this lesson, the student should be able to:**

- ❖ Insert a loaded magazine into the magazine well of the semiautomatic rifle/carbine.
- ❖ Chamber a cartridge in the semiautomatic rifle/carbine.
- ❖ Remove the magazine from the semiautomatic rifle/carbine.
- ❖ Extract the cartridge from the chamber from a semiautomatic rifle/carbine with the magazine removed.
- ❖ Lock the action in the “open” position on an unloaded semiautomatic rifle/carbine.
- ❖ Inspect the unloaded semiautomatic rifle/carbine for any cartridges with the action locked in the “open” position.

Firearms Training Required  
Material

## UNIT 7: USE OF COVER

### LESSON 1 | USE OF COVER

**LESSON GOAL:** At the end of this lesson, the student should be able to identify and know the difference between cover and concealment and be able to apply proper firearms techniques when using cover.

#### Text/Materials/Instructional Aids

- ❖ Firearms Training Manual – Student Handbook and Study Guide

#### Section Vocabulary

*concealment*

*cover*

#### INSTRUCTIONAL OBJECTIVES

**At the completion of this lesson, the student should be able to:**

- ❖ Define cover.
- ❖ Define concealment.
- ❖ Identify tactical considerations in the use of cover and concealment.
- ❖ Identify factors to consider before moving.
- ❖ Use cover properly when given a threat.
- ❖ Identify appropriate shooting stances from behind cover.

## UNIT 8: WEAPONS MALFUNCTIONS

Firearms Training Required  
Material

### LESSON 1 | REVOLVER MALFUNCTIONS

**LESSON GOAL:** At the end of this lesson, the student will understand malfunctions that may occur when using a revolver and how to correct them.

#### Text/Materials/Instructional Aids

- ❖ Firearms Training Manual – Student Handbook and Study Guide

#### Section Vocabulary

*frozen cylinder*

*malfunction*

*squib load*

#### INSTRUCTIONAL OBJECTIVES

**At the completion of this lesson, the student should be able to:**

- ❖ Keep the barrel of a weapon with a malfunction pointed in a safe direction.
- ❖ Remove your finger from the trigger of a weapon with a malfunction.
- ❖ Identify revolver malfunctions.
- ❖ Identify a squib load in a revolver.
- ❖ Correct the revolver malfunction using the proper technique.

**UNIT 8: WEAPONS MALFUNCTIONS**Firearms Training Required  
Material**LESSON 2 | SEMIAUTOMATIC PISTOL MALFUNCTIONS**

**LESSON GOAL:** At the end of this lesson, the student will understand malfunctions that may occur when using a semiautomatic pistol and how to correct them.

**Text/Materials/Instructional Aids**

- ❖ Firearms Training Manual – Student Handbook and Study Guide

**Section Vocabulary**

*double feed (handgun)*  
*failure to eject (stovepipe)*  
*failure to extract*  
*failure to feed*  
*failure to fire*

**INSTRUCTIONAL OBJECTIVES**

**At the completion of this lesson, the student should be able to:**

- ❖ Identify the types of semiautomatic pistol malfunctions that may occur.
- ❖ Identify a squib load in a semiautomatic pistol.
- ❖ Correct the semiautomatic pistol malfunction using the proper technique(s).



## UNIT 8: WEAPONS MALFUNCTIONS

### LESSON 3 | SHOTGUN MALFUNCTIONS

**LESSON GOAL:** At the end of this lesson, the student will understand malfunctions that may occur when using a shotgun and how to correct them.

#### Text/Materials/Instructional Aids

- ❖ Firearms Training Manual – Student Handbook and Study Guide

#### Section Vocabulary

*double feed (shotgun)*

*stacked feed*

#### INSTRUCTIONAL OBJECTIVES

**At the completion of this lesson, the student should be able to:**

- ❖ Identify the shotgun malfunction.
- ❖ Correct the shotgun malfunction using the proper technique(s).

## **UNIT 8: WEAPONS MALFUNCTIONS**

### **LESSON 4 | SEMIAUTOMATIC RIFLE/CARBINE MALFUNCTIONS**

**LESSON GOAL:** At the end of this lesson, the student will understand malfunctions that can occur when using a semiautomatic rifle/carbine and how to correct them.

#### **Text/Materials/Instructional Aids**

- ❖ Firearms Training Manual – Student Handbook and Study Guide

#### **INSTRUCTIONAL OBJECTIVES**

**At the completion of this lesson, the student should be able to:**

- ❖ Identify the semiautomatic rifle/carbine malfunctions.
- ❖ Identify a squib load in a semiautomatic rifle/carbine.
- ❖ Transition to a secondary means of defense when a squib load occurs.
- ❖ Correct the malfunction of the semiautomatic rifle/carbine using the proper technique(s).

## UNIT 9: WEAPONS CLEANING

Firearms Training  
Required Material

### LESSON 1 | REVOLVER CLEANING

**LESSON GOAL:** At the end of this lesson, the student will understand the steps to cleaning and lubricating a revolver, and the necessary supplies and tools.

#### Text/Materials/Instructional Aids

- ❖ Firearms Training Manual – Student Handbook and Study Guide

#### INSTRUCTIONAL OBJECTIVES

**At the completion of this lesson, the student should be able to:**

- ❖ Identify the proper supplies/tools to use when cleaning the revolver.
- ❖ Clean the revolver, removing all lead, powder, debris, and dirt.
- ❖ Lightly lubricate the revolver.
- ❖ Reassemble the cleaned revolver dependent upon the make and model of the weapon.
- ❖ Function check the cleaned revolver.
- ❖ Return the revolver to safe storage and/or securely re-holster the weapon.
- ❖ Appropriately dispose of all debris and contaminated/used cleaning supplies.
- ❖ Wash your hands after cleaning a revolver.

## UNIT 9: WEAPONS CLEANING

Firearms Training  
Required Material

### LESSON 2| SEMIAUTOMATIC PISTOL CLEANING

**LESSON GOAL:** At the end of this lesson, the student will understand the steps to cleaning and lubricating a semiautomatic pistol, and the necessary supplies and tools.

#### Text/Materials/Instructional Aids

- ❖ Firearms Training Manual – Student Handbook and Study Guide

#### INSTRUCTIONAL OBJECTIVES

**At the completion of this lesson, the student should be able to:**

- ❖ Field strip the semiautomatic pistol based on make and model of weapon.
- ❖ Identify the proper supplies/tools to use when cleaning the semiautomatic pistol.
- ❖ Clean the semiautomatic pistol, removing all lead, powder, debris, and dirt.
- ❖ Lubricate the semiautomatic pistol using lubricant and cloth/ patches.
- ❖ Reassemble the cleaned semiautomatic pistol.
- ❖ Function check the clean, reassembled semiautomatic pistol.
- ❖ Return the cleaned semiautomatic pistol to safe storage and/or securely re-holster the weapon.
- ❖ Appropriately dispose of all debris and contaminated/used cleaning supplies.
- ❖ Wash your hands after cleaning a semiautomatic pistol.

## UNIT 9: WEAPONS CLEANING

### LESSON 3 | SHOTGUN CLEANING

**LESSON GOAL:** At the end of this lesson, the student will understand the steps to cleaning and lubricating a shotgun, and the necessary supplies and tools.

#### Text/Materials/Instructional Aids

- ❖ Firearms Training Manual – Student Handbook and Study Guide

#### INSTRUCTIONAL OBJECTIVES

**At the completion of this lesson, the student should be able to:**

- ❖ Field strip the shotgun based on make and model.
- ❖ Identify the proper supplies/tools to use when cleaning the shotgun.
- ❖ Clean the shotgun, removing all lead, powder, debris, and dirt.
- ❖ Lubricate the shotgun.
- ❖ Properly reassemble the shotgun.
- ❖ Function check the cleaned, reassembled shotgun.
- ❖ Return the cleaned shotgun to safe storage and/or securely re-case the weapon.
- ❖ Appropriately dispose of all debris and contaminated/used cleaning supplies.
- ❖ Wash your hands after cleaning a shotgun.

## UNIT 9: WEAPONS CLEANING

### LESSON 4| SEMIAUTOMATIC RIFLE/CARBINE CLEANING

**LESSON GOAL:** At the end of this lesson, the student will understand the steps to cleaning and lubricating a semiautomatic rifle/carbine, and the necessary supplies and tools.

#### Text/Materials/Instructional Aids

- ❖ Firearms Training Manual – Student Handbook and Study Guide

#### INSTRUCTIONAL OBJECTIVES

**At the completion of this lesson, the student should be able to:**

- ❖ Field strip the semiautomatic rifle/carbine based on make and model of weapon.
- ❖ Identify the proper supplies/tools to use when cleaning the semiautomatic rifle/carbine.
- ❖ Clean the semiautomatic rifle/carbine, removing all lead, powder, debris, and dirt.
- ❖ Lubricate the semiautomatic rifle/carbine using lubricant and cloth/patches.
- ❖ Reassemble the cleaned semiautomatic rifle/carbine dependent upon the make and model of weapon.
- ❖ Function check the clean, reassembled semiautomatic rifle/carbine.
- ❖ Return the cleaned semiautomatic rifle/carbine to safe storage and/or securely re-case the weapon.
- ❖ Appropriately dispose of all debris and contaminated/used cleaning supplies.
- ❖ Wash your hands after cleaning a semiautomatic rifle/carbine.

## UNIT 10: SURVIVAL SHOOTING

### LESSON 1 | HANDGUN

**LESSON GOAL:** At the end of this lesson, the student will be able to demonstrate drawing with the support hand, loading/reloading, and firing with one hand only.

#### Text/Materials/Instructional Aids

- ❖ Firearms Training Manual – Student Handbook and Study Guide

#### Required Activity

- ❖ Demonstrate and have students practice drawing with their support hand only.
- ❖ Demonstrate and have students practice loading and unloading the revolver and semiautomatic pistol. When students load/unload the handguns using only one hand, only dummy ammunition should be used.
- ❖ Instruct students on drawing a weapon.
- ❖ Have students draw with their shooting hand and safely transfer to the support hand before conducting support hand only live fire exercise(s).

#### Suggested Activity

Time permitting, this activity also could be conducted kneeling or from behind cover.

#### INSTRUCTIONAL OBJECTIVES

**At the completion of this lesson, the student should be able to:**

- ❖ Disengage the holster retention device(s) with the support hand.
- ❖ Unload the handgun using one hand.
- ❖ Load a handgun using one hand.

## **UNIT 10: SURVIVAL SHOOTING**

### **LESSON 2 | DISCRETIONARY SHOOTING**

**LESSON GOAL:** At the end of this lesson, the student will be able to demonstrate the ability to identify and differentiate between threats, scan the environment, use proper movement/techniques to locate and move to a position of cover, and engage the proper threat(s).

#### **Text/Materials/Instructional Aids**

- ❖ Firearms Training Manual – Student Handbook and Study Guide

#### **INSTRUCTIONAL OBJECTIVES**

**At the completion of this lesson, the student should be able to:**

- ❖ Scan surroundings for possible threats.
- ❖ Identify various methods of moving to cover and/or concealment.



## **APPENDICES**

**APPENDIX A: Courses of Fire****QUALIFICATION  
COURSE OF FIRE****HANDGUN QUALIFICATION**

**LESSON GOAL:** In this lesson, students will fire the approved course of fire specified in this manual to reflect acquisition of minimum training criteria.

**NOTICE:** *In the event that qualification or requalification concludes before the prescribed hour(s), the instructor is to use this time for furtherance of practical exercises and/or ACTUAL cleaning of firearms.*

**Text/Materials/Instructional Aids**

- ❖ Firearms Training Manual – Student Handbook and Study Guide
- ❖ Instructor Material: Handgun Qualification Course of Fire

**Performance Objective**

After completion of classroom training and live fire exercises, shoot qualifying score on the qualification course of fire.

**Required Activities**

- ❖ Lead students through the Handgun Qualification Course
- ❖ A student shall fire the stages on the approved course of fire in sequential order beginning with Stage 1 until all stages are complete.

**Description of Course of Fire**

- ❖ The QUALIFICATION COURSE FOR INITIAL LICENSURE shall consist of three cycles of 48 rounds each for a total of 144 rounds to be fired (one practice round and two qualification rounds).
- ❖ The REQUALIFICATION COURSE FOR RENEWAL LICENSURE shall consist of three cycles of 48 rounds each for a total of 144 rounds to be fired. However, requalification can be concluded upon the student's firing a passing score upon any one of the three cycles.
- ❖ A passing score is a minimum of 70% or 168 out of a possible 240 points. Targets will be scored as follows:
  - 5 points for any hit on, inside, or touching the 8 ring;
  - 4 points for any hit on or touching the 7 ring;
  - 3 points for any hit outside of the scoring rings but still on or touching the silhouette.

**HANDGUN QUALIFICATION AND REQUALIFICATION  
COURSE OF FIRE**

**Entire Qualification/Requalification is completed with two B-34 targets or B-29 reduced targets**

<p align="center"><b>Stage 1: Two-Handed High Point From Holster - 3 yd</b></p>	<p align="center"><b>Stage 2: High Point From High-Ready - 3 yd</b></p>
<ul style="list-style-type: none"> <li>• 1 round on <b>R/TGT</b> 1 round on <b>L/TGT</b> in 4 seconds</li> <li>• 1 round on <b>L/TGT</b> 1 round on <b>R/TGT</b> in 4 seconds</li> <li>• 1 round on <b>L/TGT</b> 1 round on <b>R/TGT</b> in 4 seconds</li> </ul> <p align="center">MANDATORY RELOAD</p> <p align="center"><b>TOTAL: 6 ROUNDS</b></p>	<ul style="list-style-type: none"> <li>• 3 rounds on <b>R/TGT</b> in 3 seconds (Two-Handed)</li> <li>• 3 rounds on <b>L/TGT</b> in 3 seconds (Two-Handed)</li> </ul> <p align="center">MANDATORY RELOAD</p> <ul style="list-style-type: none"> <li>• 3 rounds on <b>L/TGT</b> using <b><u>strong hand ONLY</u></b> in 20 seconds</li> <li>• 3 rounds on <b>R/TGT</b> using <b><u>support hand ONLY</u></b> in 20 seconds</li> </ul> <p align="center"><b>TOTAL: 12 ROUNDS</b></p>
<p align="center"><b>Stage 3: Two-Handed High Point From Holster - 7 yd</b></p>	<p align="center"><b>Stage 4: Two-Handed High Point From Holster - 7 yd</b></p>
<ul style="list-style-type: none"> <li>• 3 rounds on <b>R/TGT</b> in 5 seconds</li> </ul> <p align="center">MANDATORY RELOAD</p> <ul style="list-style-type: none"> <li>• 3 rounds on <b>L/TGT</b> in 5 seconds</li> </ul> <p align="center"><b>TOTAL: 6 ROUNDS</b></p>	<ul style="list-style-type: none"> <li>• 1 round on <b>R/TGT</b>, 1 round on <b>L/TGT</b> in 7 seconds</li> <li>• 1 round on <b>L/TGT</b>, 1 round on <b>R/TGT</b> in 7 seconds</li> <li>• 1 round on <b>R/TGT</b>, 1 round on <b>L/TGT</b> in 7 seconds</li> </ul> <p align="center"><b>TOTAL: 6 ROUNDS</b></p>
<p align="center"><b>Stage 5: Two-Handed High Point From Holster - 15 yd</b></p>	<p align="center"><b>Stage 6: Two-Handed High Point From Holster - 15 yd</b></p>
<ul style="list-style-type: none"> <li>• 6 rounds on <b>R/TGT</b> in 40 seconds</li> </ul> <p align="center">MANDATORY RELOAD</p> <ul style="list-style-type: none"> <li>• 6 rounds on <b>L/TGT</b> in 40 seconds</li> </ul> <p align="center"><b>TOTAL: 12 ROUNDS</b></p>	<ul style="list-style-type: none"> <li>• 2 rounds on <b>L/TGT</b> in 10 seconds</li> <li>• 2 rounds on <b>R/TGT</b> in 10 seconds</li> <li>• 2 rounds on <b>L/TGT</b> in 10 seconds</li> </ul> <p align="center"><b>TOTAL: 6 ROUNDS</b></p>

## **Stage I**

**Objective:** To develop techniques of the quick draw, weapon alignment, multiple target engagements, and close quarters target engagement.

3 yard line, 6 rounds, 4 seconds per string

### **Procedure:**

1. Firearm loaded, securely holstered.
2. On command, draw and assume two-handed high point position and fire one (1) round on right side target and one round on left side target in 4 seconds.
3. Continue to cover down on target.
4. On command, return firearm to holster.
5. On command, repeat two more times (alternating which target is to be shot first) for a total of six (6) rounds. On final string, reload and continue to cover target.

#### **POINT OF CLARIFICATION: For the mandatory reload in the handgun qualification course (both initial and requalification)**

During the firing of all handgun qualification courses, mandatory reloads will be accomplished by performing a standard "two-hand" reload. There are to be no "one-hand" reload procedures used during live fire events. Those procedures, as provided in Unit 10 (Survival Shooting) of the Firearms Training Manual are for informational purposes only.

6. On command make weapon safe and securely holster.

## **Stage II**

**Objective:** To continue development of quick weapon alignment, as well as support hand only technique.

3 yard line, 12 rounds, 3 seconds for 1<sup>st</sup> & 2<sup>nd</sup> string, 20 seconds for 3<sup>rd</sup> & 4<sup>th</sup>

### **Procedure:**

1. Firearm loaded, in high-ready position.
2. On command, bring firearm to high point position and fire three (3) rounds on right side target in 3 seconds. Continue to cover down on target.
3. On command, return firearm to high-ready position.
4. On command, bring firearm to high point position and fire three (3) rounds on left side target in 3 seconds.

#### **POINT OF CLARIFICATION: For the mandatory reload in the handgun qualification course (both initial and requalification)**

During the firing of all handgun qualification courses, mandatory reloads will be accomplished by performing a standard "two-hand" reload. There are to be no "one-hand" reload procedures used

during live fire events. Those procedures, as provided in Unit 10 (Survival Shooting) of the Firearms Training Manual are for informational purposes only.

5. On command, return firearm to high-ready. Hold firearm strong hand only, on command bring to high point and fire three (3) rounds on left target in 20 seconds.
6. On command move firearm to support hand.
7. On command bring firearm to one-handed high point and fire three (3) rounds using support hand only in 20 seconds. Reload, continue to cover target.
8. On command make weapon safe and securely holster.

### **Stage III**

**Objective:** To develop the technique of drawing the handgun from the holster with maximum safety, speed, and accuracy.

7 yard line, 6 rounds, 5 seconds per string

#### **Procedure:**

1. On command, load and securely holster firearm.
2. On command, draw and assume two-handed high point position, fire three (3) rounds on right side target in 5 seconds.
3. Continue to cover target.
4. On command, complete mandatory reload.

#### **POINT OF CLARIFICATION: For the mandatory reload in the handgun qualification course (both initial and requalification)**

During the firing of all handgun qualification courses, mandatory reloads will be accomplished by performing a standard "two-hand" reload. There are to be no "one-hand" reload procedures used during live fire events. Those procedures, as provided in Unit 10 (Survival Shooting) of the Firearms Training Manual are for informational purposes only.

5. On command, draw and assume two-handed high point position, fire three (3) rounds on left side target in 5 seconds. Reload, continue to cover target.
6. On command make weapon safe and securely holster.

**Stage IV**

**Objective:** To develop techniques of quick and accurate weapon alignment.

7 yard line, 6 rounds, 7 seconds per string.

**Procedure:**

1. Firearm loaded, securely holstered.
2. On command, bring firearm to two-handed high point position, fire one (1) round on right side target and one (1) round on left side target in 7 seconds. Continue to cover down on target.
3. On command, return firearm to holster. Repeat for a total of six (6) rounds (alternating which target is shot first). On final string, reload and continue to cover target.
4. On command make weapon safe and securely holster.

**Stage V**

**Objective:** To develop technique necessary to reload and sustain fire.

15 yard line, 12 rounds, 45 seconds

**Procedure:**

1. Firearm loaded, securely in holster.
2. On command, bring firearm to two-handed high point position, fire six (6) rounds on right side target, reload, fire six (6) rounds on left side target in 40 seconds. Reload, continue to cover target.

**POINT OF CLARIFICATION: For the mandatory reload in the handgun qualification course (both initial and requalification)**

During the firing of all handgun qualification courses, mandatory reloads will be accomplished by performing a standard "two-hand" reload. There are to be no "one-hand" reload procedures used during live fire events. Those procedures, as provided in Unit 10 (Survival Shooting) of the Firearms Training Manual are for informational purposes only.

3. On command make weapon safe and securely holster.

## **Stage VI**

**Objective:** To develop the technique of quick and accurate weapon alignment at distance.

15 yard line, 6 rounds, 10 seconds per string

### **Procedure:**

1. Firearm loaded, securely in holster.
2. On command, bring firearm to two-handed high point position, fire two (2) rounds on left side target in 10 seconds. Continue to cover down on target.
3. On command, return firearm to holster.
4. On command, bring firearm to two-handed high point position, fire two (2) rounds on right side target in 10 seconds. Continue to cover down on target.
5. On command, return firearm to holster.
6. On command, bring firearm to two-handed high point position, fire two (2) rounds on left side target in 10 seconds. - (B Stage completed with an empty firearm.)

After students complete the 48-round course of fire, safety-check their weapons to make sure they are unloaded. Students should then holster unloaded weapons.

## **SCORE TARGETS**

On all courses of fire, any diameter hit inside the scoring area or any partial diameter hit that breaks the line of the approved scoring area will add to a student's score. Ancillary paper tears should not be counted when scoring.

- ❖ Only certified firearms instructors will score targets.
- ❖ Any hit on or touching the silhouette adds to the student's score.
- ❖ To successfully demonstrate handgun proficiency, a student must score, at minimum, 168 out of a possible 240 points (70%), using the scoring method detailed in the Description of Course of Fire.
- ❖ A student who does not comply with the requirements cannot qualify. Reasons for disqualification may include improperly drawing the weapon or firing too many rounds at either target. When a student completes this course, he or she should have fired 69 rounds on the right target, and 75 rounds on the left target

If the ammunition or weapon malfunctions, the instructor determines if the student may fire an alibi round. If so, the student must fire that alibi round under conditions prevailing in that stage of fire.

## QUALIFICATION COURSE OF FIRE

### Shotgun Qualification

**LESSON GOAL:** In this lesson, students will fire the approved course of fire specified in this manual to reflect acquisition of minimum training criteria.

**NOTICE:** *In the event that qualification or requalification concludes before the prescribed hour(s), the instructor is to use this time for furtherance of practical exercises and/or ACTUAL cleaning of firearms.*

### Text/Materials/Instructional Aids

- ❖ Firearms Instructor's Training Manual – Student Handbook and Study Guide
- ❖ Instructor Material: Shotgun Qualification Course of Fire

### Performance Objective

After completing the firearms classroom training and live fire exercises, shoot a qualifying score on the state shotgun qualification course of fire.

### Required Activities

- ❖ Lead students through the Shotgun Qualification Course.
- ❖ A student shall fire the stages on the approved course of fire in sequential order beginning with Stage 1 until all stages are complete.

### Description of Course of Fire

- ❖ For proper scoring of this qualifications/requalification exercise, student must shoot #00 buck containing 9 pellets.
- ❖ The QUALIFICATION COURSE will be shot three (3) complete cycles with eight (8) rounds being fired per cycle for a total of 24 rounds (one practice cycle and two qualification cycles).
- ❖ The REQUALIFICATION COURSE can be shot a maximum of 3 times for a total of 24 rounds. However, requalification can be concluded as soon as a passing score is achieved.



<b>COURSE OF FIRE FOR CLASS "G" SHOTGUN QUALIFICATION AND REQUALIFICATION</b>	
<b>Entire Qualification/Requalification is completed with two (2) B-34 Targets <u>ONLY</u></b>	
<b>Stage 1: Standing Ready 15yd</b>	<b>Stage 2: Shoulder Position From Cover 15yd</b>
<ul style="list-style-type: none"> <li>• 1 round on <b>R/TGT</b> 5 seconds</li> <li>• 1 round on <b>L/TGT</b> 3 seconds</li> <li>• 1 round on <b>R/TGT</b>, 1 round on <b>L/TGT</b> 5 seconds</li> </ul> <p style="text-align: center;"><b>TOTAL: 4 ROUNDS</b></p>	<ul style="list-style-type: none"> <li>• 1 round on <b>R/TGT</b> 7 seconds</li> <li>• 1 round on <b>L/TGT</b> 4 seconds</li> <li>• 1 round on <b>R/TGT</b>, 1 round on <b>L/TGT</b> in 7 seconds</li> </ul> <p style="text-align: center;"><b>TOTAL: 4 ROUNDS</b></p>

**Stage I**

**Objective:** To develop techniques to be used in going from standing READY position to the SHOULDER position, with proper target alignment consistent with maximum safety and proficiency at medium range.

15 yard line, (4) rounds, 3 strings, varying times

**Procedure:** Shotgun magazine loaded with (4) rounds, slide action forward, safety on.

❖ String 1

1. On command, from the STANDING READY position, depress the action bar release, chamber (1) round, assume the SHOULDER position.
2. Move safety to "OFF", fire (1) round on right target in 5 seconds, eject spent shell and chamber live round. Continue to cover target.
3. Upon command, return to STANDING READY position.

❖ String 2

1. On command, assume SHOULDER position, fire (1) round on left target in 3 seconds, eject spent shell and chamber live round. Continue to cover target.
2. Upon command, return to STANDING READY POSITION.

❖ String 3

1. On command, assume SHOULDER position, fire (1) round on right target and (1) round on left target for total of (2) rounds in 5 seconds.
2. Upon command, safety check shotgun.

## Stage II

**Objective:** To develop techniques to be used in going from the standing READY position to the SHOULDER position, with proper target alignment consistent with maximum safety with the use of cover at medium range.

15 Yard line, (4) rounds, 3 strings, varying times

**Procedure:** Shotgun magazine loaded with (4) rounds, slide action forward, safety on.

❖ String 1

1. On command, from the STANDING READY position, move to cover, depress the action bar release, chamber (1) round, assume the SHOULDER position.
2. Move safety to "OFF", fire (1) round on right target in 7 seconds, eject spent shell and chamber live round. Continue to cover target.
3. Upon command, return to STANDING READY position.

❖ String 2

1. On command, move to cover, assume SHOULDER position, fire (1) round on left target in 4 seconds, eject spent shell and chamber live round. Continue to cover target.
2. Upon command, return to STANDING READY position.

❖ String 3

1. On command, move to cover, assume SHOULDER position, fire (1) round on right target and (1) round on left target for total of (2) rounds in 7 seconds.
2. Upon command, safety check shotgun.

## SCORE TARGETS

Total of (8) rounds:

- ❖ Any hit on the approved target (B-34 color optional) shall be scored when shooting buckshot.
- ❖ Only licensed Class "K" Firearms Instructors shall score targets.
- ❖ Students must attain a minimum of 70% (50 hits of 72) of the total hits using buckshot.

The (re)qualification course shall consist of 3 cycles of 8 rounds each for a total of 24 rounds to be fired. However, (re)qualification can be concluded upon the student's firing a passing score upon any one of the three cycles

## Qualification Course of Fire

### Semiautomatic Rifle/Carbine (Re)qualification

**LESSON GOAL:** In this lesson, students will fire the approved course of fire specified in this manual to reflect acquisition of minimum training criteria.

**NOTICE:** *In the event that qualification or requalification concludes before the prescribed hour(s), the instructor is to use this time for furtherance of practical exercises and/or ACTUAL cleaning of firearms.*

#### Performance Objectives

After completing the firearms classroom training and live fire exercises, shoot a qualifying score on the state semiautomatic rifle/carbine qualification course of fire.

#### Text/Materials/Instructional Aids

- ❖ Firearms Training Manual – Student Handbook and Study Guide
- ❖ Instructor Material: Rifle/Carbine Qualification Course of Fire

#### Instructor Note

- ❖ Some shooters have a tendency to allow the barrel of the rifle to be pointed at their feet when removing and inserting the magazine. Ensure that safety standards are maintained.
- ❖ The instructor shall ensure that all students know what is expected of them on the firing line and can function in a safe manner. If there is any doubt, or if any shooter demonstrates they cannot or will not function within the safety behavioral standards, they shall be removed from the range. Written documentation surrounding the event will then be prepared and maintained by the instructor.

#### Required Activities

- ❖ Lead students through the handgun Qualification Course
- ❖ A student shall fire the stages on the approved course of fire in sequential order beginning with Stage 1 until all stages are complete.

#### Description of Course of Fire

Before beginning the course and with all shooters from the 25-yard line:

1. Fill two magazines with 15 rounds of ammunition.
2. Upon command, with your empty rifles/carbines in safe mode, insert a magazine, load a round into the chamber, and take a low-ready position.

**PATROL RIFLE QUALIFICATION AND REQUALIFICATION COURSE**

The QUALIFICATION COURSE will be shot 3 times for a total of 90 rounds to be fired (one practice round and two qualification rounds).

The REQUALIFICATION COURSE can be shot a maximum of 3 times for a total of 90 rounds. **However, requalification can be concluded as soon as a passing score is achieved.**

<b>COURSE OF FIRE FOR CLASS "G" PATROL RIFLE QUALIFICATION AND REQUALIFICATION</b>	
Entire Qualification/Requalification is to be completed with two (2) B-29 reduced targets. <u>Distances shown are reduced distances to be shot with the B-29 target only.</u>	
<b>Stage 1: Shoulder Ready 75 feet</b>	<b>Stage 2: Shoulder Ready From Cover 50 ft</b>
<ul style="list-style-type: none"> <li>• 3 rounds kneeling on <b>L/TGT</b> in 20 seconds</li> <li>• 3 rounds prone on <b>R/TGT</b> in 20 seconds</li> </ul> <p style="text-align: center;"><b>TOTAL: 6 ROUNDS</b></p>	<ul style="list-style-type: none"> <li>• 3 rounds on <b>R/TGT</b> in 10 seconds</li> <li>• 3 rounds on <b>L/TGT</b> in 10 seconds</li> </ul> <p style="text-align: center;"><b>TOTAL: 6 ROUNDS</b></p>
<b>Stage: 3 Shoulder Ready 30 ft</b>	<b>Stage: 4 Shoulder Ready 14 ft</b>
<ul style="list-style-type: none"> <li>• 3 rounds standing on <b>L/TGT</b></li> <li>• 3 rounds kneeling on <b>R/TGT</b> in 15 seconds</li> </ul> <p style="text-align: center;"><b>TOTAL: 6 ROUNDS</b></p>	<ul style="list-style-type: none"> <li>• 6 rounds on <b>R/TGT</b>, Reload</li> <li>• 6 rounds on <b>L/TGT</b> in 20 seconds</li> </ul> <p style="text-align: center;"><b>TOTAL: 12 ROUNDS</b></p>

A passing score is a minimum of 70% or 105 out of a possible 150 points. Targets will be scored as follows:

- ❖ 5 points for any hit on, inside, or touching the 8 ring;
- ❖ 4 points for any hit on or touching the 7 ring;
- ❖ 3 points for any hit outside of the scoring rings but still on or touching the silhouette.

### Stage I

**Objective:** To develop the 7 fundamentals of marksmanship

75 ft line, 6 rounds, 20 seconds per string

**Procedure:**

1. Firearm loaded, in the low ready position with safety engaged.
2. On command, assume kneeling position with rifle shouldered. Fire three (3) rounds on left side target in 20 seconds. Continue to cover down on target.
3. On command, fire three (3) rounds on right side target in 20 seconds, reload and continue to cover target.
4. On command make weapon safe and secure.

### Stage II

**Objective:** To continue development of the fundamentals of marksmanship

50 ft line, 6 rounds, 10 seconds per string

**Procedure:**

1. Firearm loaded, in the low ready position with safety engaged.
2. On command, bring firearm to shoulder ready position and fire three (3) rounds on right side target in 10 seconds. Continue to cover down on target.
3. On command, return firearm to shoulder ready position and fire three (3) rounds on left side target in 10 seconds. Reload and continue to cover target.
4. On command make weapon safe and secure.

### Stage III

**Objective:** To develop the technique of quick target acquisition and sight alignment and to gain experience transitioning from a standing to a kneeling position

30 ft line, 6 rounds, 15 seconds

**Procedure:**

1. Firearm loaded, in the low ready position with safety engaged.
2. On command, bring firearm to shoulder ready position and fire three (3) rounds on left side target, enter kneeling position, fire three (3) rounds on right side target in 15 seconds.
3. On command, reload and continue to cover target.
4. On command make weapon safe and secure.

## **Stage IV**

**Objective:** To develop techniques of quick and accurate weapon alignment as well as gaining experience with speed reloads

14 ft line, 12 rounds, 20 seconds

### **Procedure:**

1. Firearm loaded, in the low ready position with safety engaged.
2. On command, bring firearm to shoulder ready position and fire six (6) rounds on right side target, speed reload, fire six (6) rounds on left side target in 20 seconds.
3. On command, show empty and put firearm on safe.

## **SCORE TARGETS**

On all courses of fire, any diameter hit inside the scoring area or any partial diameter hit that breaks the line of the approved scoring area will add to a student's score. Ancillary paper tears should not be counted when scoring.

- ❖ Only certified firearms instructors will score targets.
- ❖ Any hit inside or touching the exterior scoring line of the approved target adds to a student's score.
- ❖ The projectile must touch the exterior scoring line. Do not count ancillary paper tears.
- ❖ The approved targets include the Q-RD or Q-TCRD2 reduced targets or the B-29 (reduced police silhouette).
- ❖ Students must hit the scoring area at least 21 times out of 30 fired rounds.
- ❖ The (re)qualification course shall consist of 3 cycles of 30 rounds each for a total of 90 rounds to be fired. However, (re)qualification can be concluded upon the student's firing a passing score upon any one of the three cycles.

**APPENDIX B: SHOOTING TARGETS**

The approved targets for this course are the B-34 and the reduced size B-29 targets. The following is an example of the B-34/B-29 target:

Distances provided in the qualification sections of this manual (**unless otherwise noted**) represent that of which the B-34 targets will be shot. Reduced ranges are to use the B-29 target at the following distances:

B-29 Reduced Target Distances						
Firearm	Stage 1	Stage 2	Stage 3	Stage 4	Stage 5	Stage 6
<b>Handgun</b>	2 yards (6 feet)	2 yards (6 feet)	4 yards 2 feet (14 feet)	4 yards 2 feet (14 feet)	10 yards (30 feet)	10 yards (30 feet)
<b>Rifle</b>	25 yards (75 feet)	16 yards 2 feet (50 feet)	10 yards (30 feet)	4 yards 2 feet (14 feet)		







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