

**Firearm Safety  
SAMPLE LESSON PLAN**

**COURSE TITLE:** Firearm Safety

**LESSON TITLE:** Sample Lesson Plan

**PREPARED BY:** Sgt. Laura Beck, Maryland State Police

**DATE:** September 10, 2013

**TIME FRAME**

**Hours:** 4  
**Day/Time:** Any

**PARAMETERS**

**Audience:** Varied, new handgun owners  
**Number:** 20  
**Space:** Varies, depending on class size,  
**Range:** 1 instructor per 5 students

**PERFORMANCE OBJECTIVES**

Have a working knowledge of:

1. Maryland firearms laws;
2. firearm home safety ;
3. handgun mechanisms and operation; and
4. use of a firearm.

**ASSESSMENT TECHNIQUE**

1. Discussion
2. Discussion
3. Discussion
4. Firing at least one shot at range

**INSTRUCTOR MATERIALS**

\_\_\_\_\_ Overheads

\_\_\_\_\_ Videotapes:

\_\_\_\_\_ Slides

\_\_\_\_\_ Posters

X  Reference Documents:

**EQUIPMENT/SUPPLIED NEEDED**

\_\_\_\_\_ Flipchart & Stands

\_\_\_\_\_ Videotape Player

\_\_\_\_\_ Flipchart Markers

\_\_\_\_\_ Videocamera

\_\_\_\_\_ Masking Tape

\_\_\_\_\_ Televisions

\_\_\_\_\_ Slide Projector  
(Carousel)

\_\_\_\_\_ Videoshow

\*\* X Overhead Projector

\*\* X Computers

\*\* X Projector Screen

\*\* X Speakers

\_\_\_\_\_ Extension Cords/Powerstrips

**\*\* Needed if PowerPoint is developed from Lesson Plan and used as a teaching aid.**

**STUDENT HANDOUTS**

# Needed

Title

20	Maryland Gun Laws
20	Application and Affidavit to Purchase a Regulated Firearm (77R)
20	Home Safety Checklist
20	Introduction to Firearm Safety
20	Firearms Terminology
20	Pistol Weapon Cleaning
20	Revolver Care and Cleaning
20	Semi-auto Pistol Loading procedures
20	Revolver Loading Procedures

20  
20

Range Safety  
Marksmanship Fundamentals

**METHODS/TECHNIQUES**

Lecture and hands on practical instruction with student's firearm.

**REFERENCES**

Maryland General Assembly (mgaleg.Maryland.gov )  
National Rifle Association Basic Pistol Shooting Course  
COMAR 12.02.04.03 This is requirement for 1/5 student instructor ratio for shooting  
COMAR 29.03.01.01 thru .10 ( Regulated Firearms)  
COMAR 29.03.01.26 thru .34 (Regulated Firearms)  
COMAR 29.03.02.01 thru .14 (Handgun Permits)  
**Md. CRIMINAL LAW ARTICLE Ann. § 4-104 (2013)**  
**Md. CRIMINAL LAW ARTICLE Ann. § 4-203**  
**Md. PUBLIC SAFETY ARTICLE Ann. 5-117.1 (2013)**  
**Md. PUBLIC SAFETY ARTICLE Ann. § 5-118 (2013)**  
**Md. PUBLIC SAFETY ARTICLE Ann. § 5-123**  
**Md. PUBLIC SAFETY ARTICLE Ann. § 5-128**  
**Md. PUBLIC SAFETY ARTICLE Ann. § 5-133 (2013)**  
**Md, PUBLIC SAFETY ARTICLE 5-133.1 (2013)**  
**Md. PUBLIC SAFETY ARTICLE Ann. § 5-136**  
**Md. PUBLIC SAFETY ARTICLE Ann. § 5-303**  
**Md. PUBLIC SAFETY ARTICLE Ann. § 5-306**

The instructor should be familiar with the material in these reference documents to effectively teach this module.

**GENERAL COMMENTS.**

*This lesson plan is intended for use by experienced instructors who have extensive teaching experience and are proficient with all aspects of firearms use and laws in Maryland. **The instructor must be a Qualified Handgun Instructor as defined in Public Safety Article 5-101.***

*This course will be taught to people with no experience dealing with firearms.*

*Extreme care must be used to ensure participant and instructor safety.*

*Students need to be told before starting the course and upon entering the classroom that no loaded firearms or ammunition will be brought into the classroom. Unloaded weapons will be kept in the student's vehicle until needed in the lesson. The instructor will check all students upon arrival to assure compliance with this regulation.*

*When firearms are brought into the classroom, the instructor will check and recheck every weapon to ensure it is not loaded and no ammunition is in the classroom.*

*Students will also be told prior to the class and at the start of the lesson that any time the student handles a weapon, the muzzle will be pointed in a safe direction.*

## LESSON PLAN

### TITLE: Firearm Safety Sample Lesson Plan

PRESENTATION GUIDE	TRAINER NOTES
<p><b>I. ANTICIPATORY SET</b> Welcome to all participants. Background of instructor and overview of course. The class will last 4 hours. 5 minute breaks will be given every hour.</p> <p><b>PERFORMANCE OBJECTIVES</b> To have a working knowledge of Maryland firearms laws, firearm home safety, handgun mechanisms and operations and use of a firearm.</p>	<p>Time 5 minutes</p>
<p><b>II. INSTRUCTIONAL INPUT (CONTENT)</b></p> <p><b><u>Maryland Firearms Laws</u></b></p> <p>A. A person shall have a permit issued under this subtitle before the person carries, wears, or transports a handgun. Exceptions spelled out in another section.</p> <p>B. In general, the Secretary shall issue a permit within a reasonable time to a person who the Secretary finds:</p>	<p>Time</p> <p><b>55 minutes</b> <u>Md. PUBLIC SAFETY Code Ann. § 5-303</u></p> <p><u>Md. PUBLIC SAFETY Code Ann. § 5-306</u></p>

1. is an adult;
2. has not been convicted of a felony or of a misdemeanor for which a sentence of imprisonment for more than 1 year has been imposed; or
3. if convicted of a crime described, has been pardoned or has been granted relief under 18 U.S.C. § 925(c);
4. has not been convicted of a crime involving the possession, use, or distribution of a controlled dangerous substance;
5. is not presently an alcoholic, addict, or habitual user of a controlled dangerous substance unless the habitual use of the controlled dangerous substance is under legitimate medical direction; and
6. based on an investigation:
  - a) has not exhibited a propensity for violence or instability that may reasonably render the person's possession of a handgun a danger to the person or to another; and
  - b) has good and substantial reason to wear, carry, or transport a handgun, such as a finding that the permit is necessary as a reasonable precaution against apprehended danger.
  - c) Applicant under age of 30 years. -- An applicant under the age of 30 years is qualified only if the Secretary finds that the applicant has not been:
    - (1) committed to a detention, training, or correctional institution for juveniles for longer than 1 year after an adjudication of delinquency by a juvenile court; or
    - (2) adjudicated delinquent by a juvenile court for an act that would be a crime of violence if committed by an adult; an act that would be a felony in this State if committed by an adult; or an act that would be a misdemeanor in this State that carries a statutory penalty of more than 2 years if committed by an adult.
7. Has not received probation before judgment for a crime of violence; and in a case in which a person received probation before judgment in a domestically related crime as defined in § 6-233 of the Criminal Procedure Article.
  - a) "convicted of a disqualifying crime" does not include a case in which a person received a probation before judgment:
  - b) for assault in the second degree; or
  - c) that was expunged under title 10, subtitle 1 of the criminal procedure article.
8. Prior to completing an application and for each permit renewal, the applicants must complete an approved firearm safety course :

**Handout of exact laws printed from the Maryland General Assemble Internet Page**

**Senate Bill 281**

**Discuss requirements with the class**

- a) For an initial application a minimum of 16 hours of instruction by a certified handgun instructor; or
  - b) For a renewal, 8 hours of instruction by a certified handgun instructor.
  - c) The course will include state firearm law, home firearm safety, handgun mechanisms and operation, and a firearms qualification component.
- C. A person may not store or leave a loaded firearm in a location where the person knew or should have known that an unsupervised child (would gain access to the firearm).
- 1. A child is anyone under the age of 16.
  - 2. Firearm means a handgun, rifle, shotgun, short-barreled rifle, or short-barreled shotgun as those terms are defined in § 4-201 of this title, or any other firearm.
  - 3. Firearm" does not include an antique firearm as defined in § 4-201 of this title.
  - 4. This does not apply if:
    - a) the child's access to a firearm is supervised by an individual at least 18 years old;
    - b) the child's access to a firearm was obtained as a result of an unlawful entry;
    - c) the firearm is in the possession or control of a law enforcement officer while the officer is engaged in official duties; or
    - d) the child has a certificate of firearm and hunter safety issued under § 10-301.1 of the Natural Resources Article.
  - 5. A person who violates this section is guilty of a misdemeanor and on conviction is subject to a fine not exceeding \$1,000.
- D. With exceptions, a person may not wear, carry, or transport a handgun, whether concealed or open, on or about the person while:
- 1. In a vehicle traveling on a road or parking lot generally used by the public, highway, waterway, or airway of the State;
  - 2. while on public school property in the State; or
  - 3. with the deliberate purpose of injuring or killing another person.
  - 4. This section does not prohibit the wearing, carrying, or transporting of a handgun by a person who is authorized at the time and under the circumstances to wear, carry, or transport the handgun as part of the person's official equipment
  - 5. You can transport a handgun as limited by this law including:
    - a) If transporting to or from a licensed dealer for purchase or sale or to a repair shop;
    - b) If going to or coming from an organized military activity, a target shoot, formal or informal target practice, sport

**Md. CRIMINAL LAW Code Ann. § 4-104**

**Discussion on what this means to students**

**Further detail will be given on how to store in home safety**

**Md. CRIMINAL LAW Code Ann. § 4-203**

**Discussion the exceptions**

shooting event, hunting, a Department of Natural Resources-sponsored firearms and hunter safety class, trapping, or a dog obedience training class or show, while the person is engaged in, on the way to, or returning from that activity if each handgun is unloaded and carried in an enclosed case or an enclosed holster;

- c) Taking the firearm to and from your business if authorized to carry it; and
  - d) When moving a firearm if you are a bone fide gun collector if it is unloaded and carried in a case or enclosed holster.
6. A person who violates this section is guilty of a misdemeanor and on conviction is subject to the penalties provided by law.
- E. A person must submit a firearm application in accordance with this subtitle before the person purchases, rents, or transfers a regulated firearm. The applicant will answer a series of questions which must be answered truthfully or:
- 1. It is a crime which may be punished by imprisonment for a period of not more than 3 years, or a fine of not more than \$5,000, or both.
  - 2. The applicant will initial each question after a yes or no answer is given.
  - 3. A licensee may not sell, rent, or transfer a regulated firearm until after 7 days following the time a firearm application is executed by the firearm applicant, in triplicate, and the original is forwarded by the prospective seller or transferor to the Secretary.
  - 4. A licensee shall complete the sale, rental, or transfer of a regulated firearm within 90 days after the firearm application was stamped by the Secretary as not being disapproved.
- F. One purchase limit. -- A person may not purchase more than one regulated firearm in a 30-day period. Exceptions include but are not limited to:
- 1. For law enforcement officers or other persons using a firearm for official purposes;
  - 2. Antique firearms;
  - 3. the exchange or replacement of a regulated firearm by a seller for a regulated firearm purchased from the seller by the same person seeking the exchange or replacement; within 30 days immediately before the exchange or ;
  - 4. If a regulated firearm is stolen or irretrievably lost and who considers it essential that the regulated firearm be replaced immediately if it is reported to the police and a report is made.
  - 5. Designated collectors.
- G. The State may place restrictions on possession of regulated firearms and the State may preempt the right of any local jurisdiction to regulate the possession of a regulated firearm. A person may not possess a regulated firearm if the person:

**Give handout to show all of the exceptions**

**Md. PUBLIC SAFETY Code Ann. § 5-118 (2013)**

**Show students a copy of the Application and Affidavit to Purchase a Regulated Firearm (77R)**

**Go over the law and penalties for not answering Truthfully**

**Md. PUBLIC SAFETY Code Ann. § 5-128**

**Discuss other exceptions here**



1. Answers yes to any question on the Application to purchase a regulated firearm.
  2. Is under age of 21 years old with exceptions including :
    - a. the temporary transfer or possession of a regulated firearm if the person is:
      - (1) under the supervision of another who is at least 21 years old and who is not prohibited by State or federal law from possessing a firearm;
      - (2) acting with the permission of the parent or legal guardian of the transferee or person in possession;
      - (3) the transfer by inheritance of title, and not of possession, of a regulated firearm.
  3. There are also exemptions if a person is prohibited from possessing a firearm by a civil protective order requiring the surrender of the firearm if:
    - a. The regulated firearm is unloaded;
    - b. The respondent notified police he was transporting the firearm as required by the court order;
    - c. The respondent goes directly to the law enforcement agency to surrender the firearm.
- H. A dealer or other person may not sell, rent, or transfer a regulated firearm to a purchaser, lessee, or transferee who the dealer or other person knows or has reasonable cause to believe:
1. That the person will sell, rent, or transfer:
    - a. The firearm to a person prohibited by law as outlined by questions on 77R;
    - b. a firearm other than a regulated firearm to a minor;
    - c. another deadly weapon to a minor.
  2. A person who violates this subsection is guilty of a misdemeanor and on conviction is subject to imprisonment not exceeding 1 year or a fine not exceeding \$ 1,000 or both.
- I. A person may not knowingly or willfully participate in a straw purchase of a regulated firearm.
1. This section does not apply to a person who purchases a regulated firearm as a gift if:
    - a. the regulated firearm is a gift to a resident of the State; and
    - b. both the purchaser and recipient of the gift comply with the requirements of this subtitle that relate to the possession, sale, rental, receipt, transfer, or purchase of a regulated firearm;
    - c. if the gift is in the form of a gift certificate, only the recipient of the gift need comply with the requirements of this subtitle that relate to the possession, sale, rental, receipt, transfer, or purchase of a regulated firearm.

Md. PUBLIC SAFETY Code Ann. § 5-133

**Give handout and discuss all restrictions, limited list here.  
Refer to 77R for the specific questions**

Md. PUBLIC SAFETY Code Ann. § 5-133

**Discuss questions on 77R**

Md. PUBLIC SAFETY Code Ann. § 5-136

4. If the regulated firearm is a gift to the purchaser's spouse, parent, grandparent, grandchild, sibling, or child, the recipient shall:
  - a. complete an application to purchase or transfer a regulated firearm; and
  - b. forward the application to the Secretary within 5 days after receipt of the regulated firearm.
  - c. The Secretary shall waive the \$ 10 application fee required under § 5-118(a)(2) of this subtitle for a gift purchased in accordance with this subsection

**MD, Public Safety Code 5-133.1 (2013)**

J. A person may not possess ammunition if the person is prohibited from possessing a regulated firearm under § 5-133 (b) or (c) of this subtitle.

- a. In this section, "ammunition" means a cartridge, shell, or any other device containing explosive or incendiary material designed and intended for use in a firearm.
- b. A person who violates this section is guilty of a misdemeanor and on conviction is subject to imprisonment not exceeding 1 year or a fine not exceeding \$1,000 or both.

**\*\* 5 MINUTE BREAK \*\***

**Firearm Home Safety**

A. Storing firearms in the home:

1. Always store your weapon unloaded and in a secure location. Consider a locked closet, drawer or similar storage facility. A small and relatively inexpensive combination lock or key lock safe is ideal for storing firearms and ammunition.
2. Store weapons and ammunition separately.
3. Do not store firearms along with other valuable items such as jewelry or silver. These are prime targets for the thief.
4. Never store firearms in the glove compartment or trunk of your automobile.
5. Regardless of the storage method selected, always store firearms and ammunition in a location that is not subject to moisture or temperature extremes.
6. Never store firearms under the pillow or near the bed
7. Always store firearms in the same safe location.
8. Have a routine when entering your home of securing the weapon and ammunition immediately upon arrival.

**30 minutes**

**Talk about where each student would keep their firearm**

B. Making a gun "safe" for storage:

1. Commercially manufactured "trigger locks" may be used to prevent the trigger from functioning. Remember that you should always keep the key in your possession.
2. A revolver may be effectively rendered safe by placing a padlock through the top strap so that the cylinder cannot be closed.

**Handouts about home safety can be distributed**

3. We must be willing to accept the obligation of firearms safety at all times – at the range, on the street, and at home. It is essential that each and every one of us exercise skill and good judgment when it comes to firearms.
4. The mere existence of laws, rules and regulations will not prevent accidents. It is only the diligent application of those rules, coupled with an ample measure of common sense that will enhance our ability to handle firearms safely.
5. Be aware that children may think the weapon is a toy gun due to the fact that many modern semi-automatic pistols are made with polymer components.

**\*\*5 Minute Break \*\***

### **Handgun Mechanisms and Operations**

**55 Minutes**

- A. Overview of proper operation and safe handling of handgun
  1. The single most important behavior that a shooter can take away from firearms training is the **safety check. The safety check is defined as positive confirmation that a weapon is safe and empty.**
  2. The safety check must be performed on any weapon that is being handled for any reason other than immediate firing. The following protocols must be adhered to when performing a safety check:
    - a. The finger never touches the trigger.
    - b. The muzzle of the weapon is pointed in a safe direction at all times during the safety check.
    - c. The action of the weapon must be open.
    - d. The chamber and magazine well of the weapon are empty.
    - e. The chamber and magazine well are checked twice to ensure that they are empty.
  3. It is the mark of the safety conscious professional to perform a safety check whenever there is any doubt as to the condition of a weapon.
- B. General safety rules
  1. Treat ALL guns as if they are loaded.
  2. Point the muzzle in a safe direction.
  3. Keep your finger outside the trigger guard until you are on target and have decided to fire.
  4. When moving with a weapon in hand, make sure that the trigger finger is off the trigger and outside of the trigger guard.
  5. Be sure of your target and what is around and beyond it.
  6. The pistol is not an impact tool; avoid striking anyone or anything with it.

**Instructor can use an UNLOADED firearm to demonstrate the techniques and ideas in this section. The instructor must check the weapon twice and have a student or another instructor check the weapon as well.**

7. Do not engage in "Quick Draw" contests.
8. Do not play "show and tell".
9. Do not hand a loaded firearm to or receive a loaded firearm from anyone.
10. Always store firearms unloaded in a secure place. Use a locked closet, locked drawer, locked gun cabinet or gun vault.
11. Disable firearms during storage. Partially disassemble by:
  - a. remove cylinders from revolvers
  - b. remove slides from pistols
  - c. remove bolts from rifles
  - d. remove barrels from shotguns
  - e. Place a padlock through the frame of a revolver.
  - f. Place trigger lock through the trigger guard
12. Store ammunition separately from firearms in a locked container.

C. Revolver Specifics

1. A revolver is a pistol that has a rotating cylinder containing a number of firing chambers. The action of the trigger or hammer will line up a chamber with the barrel and firing pin. There are four major parts of a revolver:
  - a. The frame and barrel;
  - b. The cylinder;
  - c. The yoke; and
  - d. The grips.
2. The benefit of a revolver is that it can be faster with less cycle time, the open design allows you to see the condition of the weapon and it depends purely on mechanical means to operate.
3. The possible drawbacks of a revolver are that it has a limited capacity, it takes a long time to reload and it has a protruding cylinder.

D. Semi-automatic Specifics

1. A semi-automatic pistol is a firearm that, each time the trigger is pulled, it fires a single cartridge, automatically extracts and ejects the empty case, and inserts a new cartridge into the chamber. The three major parts of a semi-automatic weapon are:
  - a. The frame;
  - b. The barrel; and
  - c. The action.

**Photos could be helpful here to show the mechanisms of both types of firearms.**

**Use Firearms Terminology handout to define the parts.**

- E. Cleaning and maintenance –safety for Semi-automatic pistols
1. Must be conducted in an area free from distractions.
  2. Assure there is no live ammunition is in the area.
  3. Eye protection must be worn.
  4. Volatile solvents must only be used with proper ventilation.
  5. No eating, drinking, or smoking in the cleaning area.
  6. Thorough hand washing when finished.
  7. Perform safety check to assure the weapon is empty and safe.

F. Cleaning

1. Field Strip the weapon only as far as allowed by manufacturer's manual.
2. Follow manufacturer's recommendations for cleaning procedure.
3. Clean the barrel from the breech end toward the muzzle end whenever possible to avoid damage to the barrel crown.
4. Pass a patch wetted with solvent down the bore and let it soak in.
5. Scrub the bore with a proper size cleaning brush, passing all the way through and all the way back.
6. Twist the bore brush inside the chamber area only to loosen up any fouling.
7. Use a clean patch to clean the bore of residue from the bore brush.
8. Pass a patch wetted with oil down the barrel.
9. Pass another clean patch down the barrel to remove excess oil.
10. Use soft weapons (tooth) brush to brush dirt and fouling from areas other than the interior of the barrel.
11. Lightly oil all exterior areas of the weapon.
12. Wipe off excess oil with a clean rag.
13. Disassemble one magazine at a time. Take note of proper positioning of springs, follower, locking plate, and floor plate.
14. Brush interior and exterior with the soft weapons brush.
15. Lightly oil the parts, and then wipe off excess oil with a rag.
16. Reassemble the magazine in proper order. Use one of the remaining magazines as a guide if necessary.
17. Magazines should only need to be stripped and cleaned on a yearly basis, or more often if subjected to harsh environments or dirt.

G. Lubrication

**Instructor can demonstrate how to disassemble and clean a firearm. Explain the tools that can be used but stress that each firearm is different and the owner should get a full cleaning briefing when purchasing the firearm.**

**Handout Pistol Weapon Cleaning**

<ol style="list-style-type: none"> <li>1. Follow manufacturer's recommendations.</li> <li>2. Clean and lubricate the weapon monthly and after each firing.</li> </ol> <p>H. Reassembly</p> <ol style="list-style-type: none"> <li>1. Follow manufacturer's manual.</li> </ol> <p>I. Function Checks</p> <ol style="list-style-type: none"> <li>1. Check for trigger and hammer travel.</li> <li>2. Check disconnecter function.</li> <li>3. Check firing pin block function.</li> <li>4. Check any manual safety function.</li> <li>5. Check other passive safeties for engagement.</li> <li>6. Engage slide stop manually, then pull back on slide and assure that it disengages.</li> <li>7. Check each magazine for proper operation of slide stop on empty magazine.</li> <li>8. Check each magazine to assure it falls free when magazine catch is pushed.</li> </ol> <p>J. Always assume a firearm is loaded until it is checked and rechecked prior to any cleaning or maintenance.</p> <p>K. Any maintenance should be done by a certified armorer.</p> <p>L. Cleaning should be done after the gun is shot or it is exposed to inclement weather.</p> <p>M. Cleaning should be done according to the firearm specifications and in an area dedicated to cleaning the firearm.</p> <p>N. <b>Never</b> leave the firearm unattended when cleaning it.</p> <p>O. Routine Cleaning of a revolver</p> <ol style="list-style-type: none"> <li>1. The key during cleaning will be to hold the revolver down flat against work surface, with the muzzle pointing off to the side, away from the body. Concentrate first on the interior surfaces. To loosen dirt, powder deposits and other debris left there from firing the revolver.</li> <li>2. Unload revolver and place ammunition in a separate place.</li> <li>3. Fold patch in half. Insert corner into slot in rod's slotted-end-attachment. Pull halfway through.</li> <li>4. Dip patch in solvent so it is well saturated, but not dripping wet; carefully extract patch to avoid splattering.</li> <li>5. Insert rod into barrel and move it back and forth several times to get bore wet.</li> <li>6. Push rod through so patch fully exits forcing cone, but DO NOT crash against firing pin access hole.</li> <li>7. Repeat in each cylinder hole. Change patches often so dirt isn't moved from one surface to another.</li> </ol>	<p style="text-align: center;"><b>Handout Cleaning of a Revolver</b></p>
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8. Move clockwise around cylinder. Scrub each area until solvent soaked patch comes out clean.
  9. Remove rod tip. Screw on bore brush (a wire brush for stubborn deposits, nylon for normal cleaning).
  10. Work brush back and forth in barrel until all sediment is loose. Fully clear barrel ends to avoid binding.
  11. Repeat process in each cylinder hole. Brushing will push out residue the solvent has dissolved.
  12. Give special attention to spots where lead, powder and other deposits are difficult to loosen with a patch.
  13. Dampen toothbrush with solvent and:
    - a. brush front,
    - b. back of cylinder,
    - c. behind ejector star,
    - d. on nose of hammer,
    - e. around firing pin hole and hammer groove,
    - f. underneath top strap and above forcing core,
    - g. around end of barrel.
  14. With a wooden wedged dowel, clean hard-to-reach areas, top strap corners and above forcing cone.
  15. Hold thumb or patch against recoil plate to reflect light into barrel for final inspection.
  16. Use dry patches to wipe moisture and dirt from all other surfaces scrubbed.
  17. Clean outside of barrel, cylinder and other exterior surfaces with solvent and patches.
  18. For lubrication, **use oil only**. Grease can cause the action to lock up.
  19. Only 3 moving parts need oil:
    - a) ONE drop around base of hammer. Then work action so it gets inside.
    - b) ONE drop on ejector rod in front of cylinder. Then plunge rod up and down to spread oil.
    - c) ONE drop on crane hinge.
  20. With one drop of oil on clean patch, apply thin coat as rust preventer inside barrel and cylinder chambers.
  21. Check that screws on side plate and grip panels are tightly secured.
  22. Wipe revolver dry with silicone-treated cloth.
- P. Loading, unloading procedures – semi-automatic pistol
1. Loading, unloading the magazine
    - a) Filling the magazine with a loading tool
      - (1) Hold the magazine upright in weak hand, toe of the magazine facing the strong

hand, and slip the loading tool over the top of the magazine.

- (2) Push the loading tool down depressing the follower and hold.
- (3) Hold the cartridge in the strong hand between the thumb, index and middle fingers, with the bullet facing the strong hand. Insert the cartridge into the opening of the loading tool base first.
- (4) Lift up on the loading tool and push down again.
- (5) Repeat this procedure until the magazine is full.

b) Filling the magazine without a loading tool

- (1) Hold the magazine in an upright position in the weak hand and the toe of the facing the strong hand.
- (2) Hold the cartridge in the strong hand between the thumb, index, and middle fingers, with the bullet facing the strong hand. Press the cartridge down against the follower and under the magazine lips.
- (3) Repeat the process until the magazine is full.

2. Unloading the magazine

- a) Hold the magazine in an upright position in the weak hand and the toe of the magazine facing the strong hand.
- b) Use the thumb of the strong hand and push the base of the cartridge at the top of the magazine toward the toe until the round is released from the magazine.
- c) Repeat the process until the magazine is empty.
- d) Do not let the cartridge fall on a hard surface as this could distort the base and cause a malfunction.

Q. Semi-Automatic Weapon Loading

1. Routine/Administrative loading. This loading procedure is used in a non-combat, non-stress situation such as preparing for to begin a course of fire on the range. This load can be performed from either a slide forward position or from a slide locked back position.

a) Loading from a slide locked back position

- (1) Face in a safe direction.

**Handout Loading and unloading of a pistol**



- (2) Clear the weapon by first removing the magazine.
- (3) Rack the slide several times to ensure that a round in the chamber is ejected and the weapon is empty. The slide can be racked by grasping the grasping grooves at the rear of the slide with the weak hand V-area created by the thumb and index finger, pulling the slide to the rear, and then releasing the slide so that it snaps forward.
- (4) The slide can also be racked by cupping the weak hand over the top of the slide, with heel of the hand on one side of the grasping grooves and the fingers grasping the opposite grooves. The slide is then pulled to the rear, released, and allowed to snap forward. Do not ride the slide.
- (5) Lock the side to the rear by pulling it back as described above and engaging the slide stop/slide catch lever with the thumb of the shooting hand. Inspect the weapon to ensure that the chamber and magazine well are empty. LOOK, LOOK AWAY; LOOK AGAIN. (CHECK TWICE)
- (6) Insert a loaded magazine into the magazine well of the pistol and release the slide, chambering a round. The slide can be released by pulling back on the slide and then allowing the slide to snap forward or by pressing down ward on the slide stop/slide catch lever releasing the slide forward.
- (7) Decock if applicable.
- (8) Manipulate the safety if applicable according to range policy.
- (9) Holster the weapon keeping pressure on the rear of the slide with the thumb, finger off of the trigger and outside of the trigger guard.
- (10) Sweep the holster from front to rear with the shooting hand to make sure that no clothing has been snagged in the weapon or the holster.

b) Loading from a slide forward position

- (1) Face in a safe direction.
- (2) Clear the weapon by first removing the magazine.
- (3) Rack the slide several times to ensure that there is no round in the chamber and leave the slide forward, weapon in battery.

- (4) Insert a loaded magazine into the magazine well of the pistol and rack the slide, chambering a round.
- (5) Decock if applicable.
- (6) Manipulate the safety if applicable according to agency policy.
- (7) Holster the weapon keeping pressure on the rear of the slide with the thumb, finger off of the trigger and outside of the trigger guard.
- (8) Sweep the holster from front to rear with the shooting hand to make sure that no clothing has been snagged in the weapon or the holster.

c) Topping off the magazine

- (1) After loading and holstering your weapon you may wish to add a round to the magazine to bring it back to full capacity since you have now chambered the round which had been on top.
- (2) Without removing the weapon from the holster reach back and press the weapon's magazine catch/release and remove the magazine.
- (3) Place one round into the magazine.
- (4) Reach back and place the magazine into the magazine well of the pistol and make sure that it is fully seated by tapping the floor plate with the heel of the strong hand. To double check, tug on the floorplate with the thumb and index finger of the strong hand.
- (5) Sweep the weapon from front to rear to make sure that no clothing has been snagged between the magazine and magazine well.

R. Semi-Automatic Weapon Unloading

1. Unloading a loaded pistol

- a) Remove the magazine from the pistol either by reaching back, pressing the magazine catch/release and removing it or by withdrawing the pistol, pointing it in a safe direction, and then pressing the magazine catch/release and removing the magazine.
- b) Rack the slide several times to eject the chambered round. Do not try to catch the round as doing so may cause the weapon to point in an unsafe direction.
- c) Lock the slide to the rear.

- d) Holding the pistol in front of you and pointed in a safe direction, look down into the magazine well and into the open chamber area to make sure that both are empty. LOOK, LOOK AWAY; LOOK AGAIN (CHECK TWICE).
- e) At this point the slide can be released or left locked back and the weapon can be stored in a safe condition.

S. Clearing a pistol that has been fired to empty on the range

1. Keep the weapon pointed down range in a safe direction.
2. Press the magazine catch/release and drop the magazine.
3. Rack the slide several times and lock the slide to the rear.
4. Holding the pistol in front of you and pointed in a safe direction, inspect the chamber and magazine well to ensure that the weapon is empty and CHECK TWICE.
5. Maintain your position and follow the tower instructions

T. Semi-automatic Weapon Reloading - Tactics require that students be proficient in the performance of various reloading procedures. The circumstances and conditions under which the reloading occurs will determine the type of reload to be performed.

1. Empty Weapon Reload Procedure

- a) The weapon has been fired until empty and the slide is in a locked back position on an empty magazine.
- b) Take the finger off of the trigger.
- c) Keep the weapon pointed in a safe direction or down range while removing a fresh magazine. Grasp the fresh magazine with the weak hand with the index finger placed along the front (toe side) of the magazine.
- d) With the fresh magazine ready to be inserted, press the magazine catch/release and drop the empty magazine to the ground. Do not attempt to grab and save the empty magazine.
- e) Insert the fresh magazine.
- f) Release the slide to chamber a round either by pulling rearward on the slide and releasing it or by pressing down on the slide stop/catch lever.
- g) Continue firing or covering as necessary.

U. Loaded Chamber Reload Procedure

1. The weapon is not empty but you need to reload quickly. One example would be a shooter firing a course of fire on the range, and has counted the rounds. He/she knows that the magazine is partially empty with a round in the chamber. The weapon is still "hot". An individual might

want to reload back to full capacity.

2. Take the finger off of the trigger.
3. Keep the weapon pointed down range while removing a fresh magazine from the magazine pouch. Grasp the fresh magazine with the weak hand with the index finger placed along the front (toe side) of the magazine.
4. With the fresh magazine ready to be inserted press the magazine catch/release and drop the empty magazine to the ground. Do not attempt to grab and save the magazine at this time.
5. Insert the fresh magazine.
6. Continue firing or covering as necessary.

V. Revolver loading procedures

1. Weapon loading

a) Revolver loading devices

- (1) Loading/speed strips. These strips secure the rounds at the base of the cartridge and are either carried in the pocket or in a drop box/pouch.
- (2) Speedloaders: Gravity fed where the shooter turns a knob at the rear of the cylinder to release the rounds such as the HKS models. Spring assisted where the shooter pushes a knob at the rear of the cylinder to release the rounds such as the Safariland competition models.
- (3) Drop box/pouch. Rectangular shaped pouch, which is unsnapped and allows the rounds to drop into the shooter's hand.
- (4) Belt loops that hold individual rounds.

W. Loading the revolver (All techniques are for right AND left handed shooters.)

1. Keep the finger off of the trigger during loading.
2. Keep the muzzle pointed in a safe direction during loading.
3. The weapon is held in front of the shooter at waist level with the muzzle pointed at a downward angle.
4. Supporting the weapon with the left hand, push the thumb piece forward toward the barrel with the right thumb.
5. Push the cylinder open (right to left) using the middle and ring fingers of the left hand. The cylinder is secured with these fingers by wrapping them around the cylinder.
6. Place the left hand little finger behind the hammer spur or above the hammer and place the thumb on top of the extractor rod.
7. If loading with individual rounds, with the right hand load a cartridge into the charge hole at the 12 o'clock position then rotate the cylinder with the weak hand thumb until an empty charge hole is again at the 12 o'clock position. Repeat this step until the weapon is fully loaded. If using a

**Handout Loading and unloading of a revolver**

speedloader, fit the cartridges into the charge holes and then release the rounds into the cylinder.

8. If loading with individual rounds when you are not going to fully load the weapon it is essential that the shooter know which way that the cylinder rotates. For example, if you are partially loading a Smith and Wesson revolver, all of which rotate counter-clockwise, the charge hole at the 12 o'clock position would remain empty with the first live round in the 1 o'clock position. This way the weapon will fire on the first pull of the trigger rather than clicking on an empty charge hole. Note: Colt revolvers rotate in a clockwise direction.
9. Close the cylinder with the left hand and establish the proper grip with the strong hand.
10. The weapon is now ready to holster.

X. Revolver Unloading (All techniques are for right AND left hand shooters)

1. Keep the finger off of the trigger during unloading.
2. Keep the muzzle pointed in a safe direction during unloading.
3. The weapon is held in front of the shooter at waist level.
4. Supporting the weapon with the left-hand push the barrel with the right thumb.
5. Push the cylinder open (right to left) using the middle and ring fingers of the left hand. The cylinder is secured with these fingers by wrapping them around the cylinder.
6. Place the left hand little finger behind the hammer spur or above the hammer and place the thumb on top of the extractor rod.
7. Point the muzzle of the weapon straight up as the left thumb presses the extractor rod, extracting and ejecting the cartridge cases.
8. Check to ensure that all charge holes are empty. LOOK, LOOK AWAY; LOOK AGAIN (CHECK TWICE).

### Operation and Handling

- A. Student brings firearm into classroom after checking outside that there is no live ammo and no loaded guns, instructor checks twice and if safety officer is on hand, he checks as well.
- B. Range safety
  1. Range safety is the responsibility of everyone. If anyone observes any unsafe condition or act, give the command to cease-fire.
  2. No shooter will be permitted on the range if there is knowledge or reason to believe he/she has consumed alcoholic beverages or taken any other type of drug or medication that might impair his/her ability to handle a weapon safely.
  3. Follow all commands from range instructors as they are given; **DO NOT ANTICIPATE ANY COMMANDS.** Ask questions if a command is not understood.

**\*\* 5 Minute Break \*\***

**1 hour**

**Handout Range Safety**

**Discussion about what you can and cannot do on the range.**

4. No weapons will be left unattended on the range. All weapons will be holstered or in a "safe" condition when not in use.
5. Loading and unloading will only be done on the firing line under direction of the instructor or in a designated loading/unloading area.
6. Dry firing will be allowed only under the supervision of a firearm instructor.
7. Keep the muzzle of the weapon pointed in a safe direction at all times. In the case of an uncorrectable malfunction, keep the weapon pointed down range until assisted by an instructor.
8. Ear and eye protection will be worn at all times while firing is taking place or when within 25 yards of those firing. Over the ear (muff type) protection is required and may be used with earplugs. Side shields are required for eye protection.
9. Keep finger off of the trigger and outside of the trigger guard until the weapon is on target.
10. Do not leave the firing line at any time during the firing until given the command by an instructor.
11. Do not bend over; attempt to recover speed loaders, magazines, etc., until the line is declared safe.
12. Discontinue firing if a weak or unusual report is felt or heard. Keep the muzzle down range and obtain assistance from an instructor.
13. At the completion of a course, all weapons will be cleared, checked twice by the shooter, and only holstered or grounded after a final inspection by an instructor.
14. Talking is prohibited on the firing line except when conversing with instructors.
15. Personnel not actually firing will not interfere with shooters or instructors.
16. No live ammunition is allowed in or around the cleaning area.

C. Range

1. Describe briefly fundamentals of shooting:
  - a) Aiming;
  - b) Breath control;
  - c) Hold control;
  - d) Trigger control; and
  - e) Following through.
2. Talk about several shooting stances but demonstrate two handed shooting position:
  - a) Stand facing target with the shoulders and feet square to the target with the body weight distributed evenly on both feet;
  - b) Extend both arms fully toward the target with the pistol held in a proper two hand grip;
  - c) Raise the pistol to eye level; and
  - d) Lean forward slightly on the balls of the feet so that the body can absorb recoil. Avoid leaning backward.
3. Proceed to the range and have student dry fire weapon

**Proceed to range area with proper 1/5 instructor to student ratio or only take five students at a time outside. Dry fire several times to ensure proper stance.**

<p>several times while pointing firearm in a safe direction, focusing on the fundamentals of shooting.</p> <p>4. Fire one round downrange at berm area. Instructor may require additional rounds.</p>	<p><b>Safely load weapons, have proper eye and ear protection and commence firing one time downrange. Make sure each weapon has only one live round in it.</b></p>
<p><b>III. EVALUATION/CLOSURE</b></p> <p>A. Question and answer period with class; additional resources or contacts can be distributed at this point.</p> <p>B. Students are award certificates from the instructor advising they have successfully completed the class \</p> <p>C. Any specific questions about the law or its interpretation may be referred to the State police.</p>	<p><b>Time</b> <b>15 minutes</b></p> <p><b>Certificates Awarded</b></p>

## Handgun Qualification License

### Operation and Handling Demonstration.

Orientation component that demonstrates the person's safe operation and handling of a firearm, to include a "live fire" component in which the applicant safely shoots the weapon and hits the target. An applicant may not be required to fire in excess of 15 yards during qualifications.

## Security Professionals Practical Police Shooting Course- Carry Permit

Total Rounds: 50 Required equipment: Pistol / Revolver  
Scoring: B-27 target 50 rounds of ammunition, holster,  
X,10,9,8 Ring = 5 PTS 2 magazines if semi-automatic pistol.  
7 Ring = 4 PTS  
Rest of silhouette = 3 PTS Total Possible Score: 250  
Minimum Passing: 175= 70%, 200=80%

**Pistols: Fill 2 magazines – 5 rounds each**

**3 Yard – 5 Rds –Point Shoulder - One Hand Strong**

Command – Routine Load 5 rounds and Holster  
Command – When targets face – Draw and fire 2 rds. in 4 secs., cover, scan and holster.  
Command – When targets face – Draw and fire 3 rds. in 6 secs.  
Command – Perform a dry re-load, cover, scan and holster.

**3 Yard – 5 Rds –Point Shoulder - One Hand Strong**

Command – When targets face – Draw and fire 2 rds. in 4 secs., cover, scan and holster.  
Command – When targets face – Draw and fire 3 rds. in 6 secs.  
Command – Clear, inspect, and holster an empty weapon.

**Pistols: Fill 1 magazines – 5 rounds**

**3 Yard – 5 Rds –Point Shoulder - One Hand Weak**

Command – Routine Load 5 rounds  
Command – Transfer weapon to one handed weak hand and cover target area  
Command – When targets face – Fire 2 rds. in 4 secs., continue to cover the target area  
Command – When targets face – Fire 3 rds. in 6 secs.  
Command – Transfer the weapon back to the strong hand  
Command – Clear, inspect, and holster an empty weapon

**Pistols: Fill 2 magazines – 5 rounds each**

**5 Yard – 5 Rds – Point Shoulder – Two Handed Strong**

Command – Routine Load 5 rounds and Holster



Command – When targets face – Draw and fire 2 rds. in 4 secs., continue to cover the target area

Command – When targets face – Fire 3 rds. in 4 secs.

Command – Perform a dry re-load

Command - Transfer the weapon, take up a two handed weak hand grip, and cover the target area

#### **5 Yard – 5 Rds – Point Shoulder – Two Handed Weak**

Command – When targets face – Fire 2 rds. in 4 secs., continue to cover the target area

Command – When targets face – Fire 3 rds. in 4 secs.

Command – Transfer the weapon back to the strong hand

Command – Clear, inspect, and holster an empty weapon.

### **SECONDARY WEAPON DAY COURSE (SWDC) INSTRUCTOR CALL SHEET (CON'T)**

#### **Pistols: Fill 2 magazines – 5 rounds each**

#### **7 Yard – 5 Rds – Point Shoulder - Two Handed Strong**

Command – Routine Load 5 rounds and holster.

Command – When targets face – Draw and fire 2 rounds in 4 secs., continue to cover the target area

Command – When targets face – Fire 3 rounds in 4 secs.

Command – Perform a dry re-load

Command - Transfer the weapon, take up a two handed weak hand grip, and cover the target area

#### **7 Yard – 5 Rds – Point Shoulder - Two Handed Weak**

Command – When targets face – Fire 2 rounds in 4 secs., continue to cover the target area

Command – When targets face – Fire 3 rounds in 4 secs.

Command – Transfer the weapon back to the strong hand

Command – Clear, inspect, and holster an empty weapon.

#### **Pistols: Fill 2 magazines – 5 rounds each**

#### **15 Yard – 10 Rds – Barricade – Kneeling, Standing – Two Handed Strong**

Command – Routine Load 5 rounds and holster.

Command – Assume a strong side start position.

Command – When targets face – Seek cover Kneeling SH barricade, draw, cover target area

Command – When targets face – Fire 2 rds. in 6 secs., continue to cover the target area

Command – When targets face – Fire 3 rds. in 6 secs.

Command – While still kneeling, perform a dry re-load and Holster before standing up

Command – Assume a strong side start position.

Command – When targets face – Seek cover standing SH barricade, draw, cover target area

Command – When targets face – Fire 2 rds. in 6 secs., continue to cover the target area

Command – When targets face – Fire 3 rds. in 6 secs.

Command – Clear, inspect and holster an empty weapon

**Pistols: Fill 1 magazine – 5 rounds**

**25 Yard – 5 Rds – Standing Barricade – Two Handed Strong**

Command – Routine Load 5 rounds and holster.

Command – Assume a strong side start position.

Command – When targets face – Seek cover Standing SH barricade, draw, cover target area

Command – When Targets face – Fire 2 rds. in 8 secs., continue to cover the target area

Command – When targets face – Fire 3 rds. in 8 secs.

Command – **CLEAR, INSPECT, PRESENT WEAPON FOR INSPECTION OF ARMS and**

**HOLSTER an EMPTY WEAPON.**

**Basic Shooting Course For All Other Applicants- Carry Permit**



**BASIC PRACTICAL HANDGUN COURSE (BPHC)**

**Total Rounds – Twenty-Five (25)**

**Minimum passing score = 70%**

**18 rounds of 25 rounds = 72%**

**Total possible score= 125 pts**

**Minimum passing score= 90 pts**

**SCORING** Any round inside or touching the black silhouette is 5 points. Any round in the white or unaccounted for is 0 points

**TARGET B-27**

All magazines will be filled with 5 rounds regardless of capacity

**3 YARD LINE – 5 ROUNDS – TWO HANDED – POINT SHOULDER**

**ROUTINE LOAD 5 rounds and assume the LOW READY POSITION.**

**On Command** – raise your weapon, fire 1 round in 3 seconds, cover, SCAN, finger off the trigger and back to low ready.

**On Command** – raise your weapon, fire 1 round in 3 seconds, cover, SCAN, finger off the trigger and back to low ready.

**On Command** – raise your weapon, fire 1 round in 3 seconds, cover, SCAN, finger off the trigger and back to low ready.

**On Command** – raise your weapon, fire 1 round in 3 seconds, cover, SCAN,

finger off the trigger and back to low ready.

On Command – raise your weapon, fire 1 round in 3 seconds, cover, SCAN, finger off the trigger and go to a DEPRESSED PISTOL position.

Your weapon should be empty with the slides locked to the rear and or cylinders open. Have an instructor check your weapon. If you need to move to the next shooting position, you may do so after you have been checked by an instructor. If you are just moving the target, you may do so at this time. You may fill any magazines with 5 rounds as needed from the next shooting position.

**5 YARD LINE – 10 ROUNDS – TWO HANDED – POINT SHOULDER**  
**ROUTINE LOAD 5 rounds and assume the LOW READY POSITION.**

On Command – raise your weapon, fire 2 rounds in 5 seconds, cover, SCAN, finger off the trigger and back to low ready.

On Command – raise your weapon, fire 2 rounds in 5 seconds, cover, SCAN, finger off the trigger and back to low ready.

On Command – raise your weapon, fire 1 round in 3 seconds, perform a DRY RELOAD, cover, SCAN, finger off the trigger and go back to low ready.

On Command – raise your weapon, fire 2 rounds in 5 seconds, cover, SCAN, finger off the trigger and back to low ready.

On Command – raise your weapon, fire 2 rounds in 5 seconds, cover, SCAN, finger off the trigger and back to low ready.

On Command – raise your weapon, fire 1 round in 3 seconds, cover, SCAN, finger off the trigger and go to a DEPRESSED PISTOL position.

Your weapon should be empty with the slides locked to the rear and or cylinders open. Have an instructor check your weapon. If you need to move to the next shooting position, you may do so after you have been checked by an instructor. If you are just moving the target, you may do so at this time. You may fill any magazines with 5 rounds as needed from the next shooting position.

**7 YARD LINE – 5 ROUNDS – TWO HANDED – POINT SHOULDER**  
**ROUTINE LOAD 5 rounds and assume the LOW READY POSITION.**

On Command – raise your weapon, fire 2 rounds in 5 seconds, cover, SCAN, finger off the trigger and back to low ready.

On Command – raise your weapon, fire 2 rounds in 5 seconds, cover, SCAN, finger off the trigger and back to low ready.

On Command – raise your weapon, fire 1 round in 3 seconds, cover, SCAN, finger off the trigger and go to a DEPRESSED PISTOL position.

Your weapon should be empty with the slides locked to the rear and or cylinders open. Have an instructor check your weapon. If you need to move to the next

shooting position, you may do so after you have been checked by an instructor. If you are just moving the target, you may do so at this time. You may fill any magazines with 5 rounds as needed from the next shooting position.

**15 YARD LINE – 5 ROUNDS – TWO HANDED – POINT SHOULDER  
ROUTINE LOAD 5 rounds and assume the LOW READY POSITION.**

**On Command** – raise your weapon, fire 1 round in 6 seconds, cover, SCAN, finger off the trigger and back to low ready.

**On Command** – raise your weapon, fire 1 round in 6 seconds, cover, SCAN, finger off the trigger and back to low ready.

**On Command** – raise your weapon, fire 1 round in 6 seconds, cover, SCAN, finger off the trigger and back to low ready.

**On Command** – raise your weapon, fire 1 round in 6 seconds, cover, SCAN, finger off the trigger and back to low ready.

**On Command** – raise your weapon, fire 1 round in 6 seconds.

**On Command** – CLEAR, INSPECT, PRESENT WEAPON FOR INSPECTION OF ARMS and PROPERLY SECURE THE EMPTY WEAPON AS INSTRUCTED BY A CERTIFIED HANDGUN INSTRUCTOR.