



**ARIZONA DEPARTMENT OF PUBLIC SAFETY  
4-HOUR ARMED SECURITY GUARD SHOTGUN TRAINING PROGRAM  
REFRESHER LESSON PLAN  
April 12, 2007**

**This lesson plan was developed by the DPS Security Guard Licensing Unit, AZ POST and other experienced personnel and is the required training program for the purpose of shotgun training for security guards. This 4-hour lesson plan will not be taught to students that have not completed the initial 16-hour basic firearms course and the 8-hour shotgun course for security guards. This is a refresher course of instruction for security officers required to carry a shotgun during the course of their duties. This course is not designed to teach security guard fundamentals or basic firearms safety. **Instructors and organizations teaching the 8-hour or 4-hour shotgun course must be approved by the Security Guard Licensing Unit prior to conducting training.****

**Any information taught which is not listed in this lesson plan will be taught after this course of instruction and will require additional hours of training time beyond the mandatory 4 hours.** For instance, if you wish to teach a one-hour block of instruction on tactical shooting techniques, your class will be 5 hours in length. Additionally, administrative time, such as driving to the range, completing fingerprint cards, etc., will not count as training time. The use of short videos or other audio/visual aids are authorized, provided they are related to the required topics. **All training must be conducted by an authorized instructor – Training may not be performed using videos alone.** Significant deviation from this or any other approved lesson plan is unacceptable and may result in the suspension of the instructor and organization. Gross deviations can result in criminal prosecution. Additionally, deviations can also result in your students having their applications rejected for unauthorized training. A 10 minute break taken after every 50 minutes of instruction is acceptable and does not require special scheduling or permission. **It is permissible to teach both the 8-hour shotgun class and the related portions of the 4-hour shotgun continuing training refresher class simultaneously.**

**IMPORTANT** – The five safety rules must be covered during the beginning of the class - the remaining sections may be taught in different order, based upon the needs of the instructor. Instructors teaching this material must have training and/or experience with all topics in this lesson plan.

Security guards carrying shotguns must be trained with these firearms. Completion of the appropriate NRA course (shotgun) by the individual security guard OR instruction conducted by a NRA firearms instructor certified in shotgun is acceptable. AZPOST firearms instructors may also teach these courses provided they have registered with the Licensing Unit. Initial shotgun training will be a minimum of 8 hours in duration and refresher classes will be 4 hours. **The DPS initial 16 hour armed security guard course will be taught PRIOR to shotgun training (at least once per armed security guard).**

**Proprietary armed security guards must also comply with firearms training requirements (ARS 32-2606.3(a)).**

**If using a shotgun other than those mentioned in this lesson plan, tailor your training accordingly. You may also tailor this lesson plan dependent on the skill level of your students.**



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**Introduction** (Suggested)

- Welcome
- Introductions (Instructors/Students)
- Armed Guard course and materials (general information, i.e., basic firearms-safety and armed guard course, taught to the lowest level of experience, includes legal issues, etc.)
- Schedule
- Facilities
- Breaks
- Cell phones, pagers, etc.
- Other

**Class Safety Briefing** (to be repeated as necessary throughout the class): The safety briefing below is a guide to assist the instructor with pertinent instructions and should be used as needed. Some instructions may not be applicable to the training and may be left out. Other instructions may be added at the instructor's discretion.

- No loaded firearms are permitted in any training area unless specifically required by the instructor
- Firearms shall be inspected by the instructor before qualification and remain unloaded until told otherwise
- Eye and ear protection will be worn while on the firing line
- Firearms used for training purposes other than qualification on a range shall be unloaded and inspected by the instructor teaching the class (If available, at least one student knowledgeable of firearms shall also inspect the firearm)
- Students are expressly prohibited from being under the influence to any extent of alcoholic beverages or drugs which may affect judgment or coordination while attending this class
- No "horseplay" while in class or on the range
- Students will follow all commands given by the instructor
- When on the range, all firearms will be benched or holstered, unless told otherwise by the instructor
- The five safety rules shall be strictly adhered to at all times
- At the command of "cease-fire", all shooters will immediately stop firing, keep their weapons pointed downrange and listen for further instructions from the instructor. Anyone may yell cease-fire if they observe an unsafe act



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- Violations of these rules may result your dismissal from the class
- Other (Appropriate clothing, drinks, snacks, first aid, etc.)

**Objectives:**

1. To recertify armed guards to carry shotguns after successfully completing a 4-hour course of instruction.
2. To display shooting proficiency by firing a minimum of fifteen (15) live rounds for qualification and achieving a score of at least 70 percent.

**SAFE HANDLING AND STORAGE**

**A. The Five Firearms Safety Rules** (*Stress the importance of knowing and following the safety rules*).

- All firearms are considered loaded (never assume anything – check it)
- Always point firearms in a safe direction (downrange, the ground, etc.), until on target and ready to fire
- Always keep your trigger finger straight along the frame until on target and ready to fire
- Always know your target and what's behind it (bystanders, traffic, etc.)
- Maintain control of your firearm (if not in possession, lock it up)

There is no such thing as an “accidental discharge” of a firearm, unless the weapon is defective. Weapons fire due to intent or carelessness.

**B. Weapon Manipulation**

*Stress the importance of being able to 1) recognize the different types of shotguns and their condition and 2) be able to operate the various functions of that weapon through familiarization.*



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**I. OPERATION OF THE REMINGTON 870 SHOTGUN (*as needed*)**

- A. If the action of the shotgun is closed, there are only two (2) ways to open it:
  - 1. Depress the action-release lever located in front of the trigger guard.
  - 2. Pull the trigger (if firing).
- B. When the action is released, it can be opened by pulling back on the fore-end stock.
- C. When the fore-end stock is pulled rearward, a series of actions take place inside the shotgun.
  - 1. If there is a round in the chamber, the extractor is hooked on the rim and the round will be pulled to the rear.
  - 2. The chambered round will then be ejected to the right, through the ejection port because the ejector will strike the left side of the rear of the case.
  - 3. The extractor acts as a pivot point and the nose of the round is thrown to the right.
  - 4. At the same time, if there is a round in the magazine, it will be released by the shell latches and pushed by the magazine spring from the magazine into the action. There it will rest on the carrier until the fore-end stock is pushed forward.
- D. When the fore-end stock is pushed forward, a series of actions take place inside the action of the shotgun.
  - 1. As the fore-end stock moves forward, the carrier is raised and the breach face (of the bolt) pushes the round forward into the chamber.
  - 2. The round moves forward and the rim moves up the breach face and the rim of the case slides under the extractor.
  - 3. The round moves into the chamber and the action locks as the round is fully chambered.

**II. CONDITIONS OF READINESS**

- A. Loaded.
  - 1. The shotgun is carried with the action closed and with a live round in the chamber. The magazine is full and the safety is on.
  - 2. This condition is applicable where imminent use of the shotgun is probable.
- B. Cruiser ready.



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1. The shotgun is carried with the action closed and on an empty chamber. The magazine is loaded and the safety is on.
  2. This condition is applicable where extended movement and or vehicle transport is involved.
- C. Unloaded.
1. The shotgun is carried with the action open. The magazine is empty and so is the chamber. The safety is on.
  2. This condition is intentional and administrative. Obviously, this is the safest condition for carry or transport.

**III. OPERATION OF THE SAFETY**

- A. The safety will remain on except in the following circumstances:
1. You are on target and intend to fire.
  2. You are clearing a malfunction with the intent to fire.
  3. You are completing a mandatory reload with the intent to fire.
  4. You have just lowered the shotgun off target and after firing to assess the threat. The term for this is "look and assess."
  5. You have just moved the shotgun, after firing, to challenge a second threat. The term for this is "look and assess."
    - a. During "look and assess" we do not re-engage the safety because that would mean giving up the firing grip.
    - b. The time needed to give up the firing grip and re-engage the safety is too long for a tactical situation that is not yet stable.
    - c. During "look and assess," the trigger finger is straight along the frame.
    - d. During A.2., 3., 4. and 5., the trigger finger is straight along the frame.
- B. When the safety is on.  
The trigger finger will be on the safety.
1. The most frequent range error is failure to disengage the safety.
  2. Keeping the trigger finger on the safety eliminates this error.
- C. The safety functionally prevents the trigger from moving. There is no mechanism to block the hammer or the firing pin.



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1. During severe impact, it may be possible for the sear to disengage, allowing the hammer to fall, striking the firing pin and consequently firing the round in the chamber, even with the safety on.
  2. The firing pin can move forward against the firing pin spring; it is not locked in position. If the shotgun muzzle strikes an object with enough force, the inertia can move the firing pin forward and make contact with the primer.
- D. Left-handed use of the safety.
1. The center finger of the primary hand reaches under the trigger guard and rests on the safety.
  2. This is not exactly comfortable for the shooter, but it keeps the safety on and it does work. It also leaves the gun operable when the support hand must leave the gun (to turn on a light, to open a door, etc.).
- E. Locations of the safety.
1. Remington, Smith and Wesson and Benelli:
    - a. To the rear of the trigger guard.
    - b. If it is to the right, it is engaged.
  2. Winchester:
    - a. To the front of the trigger guard.
    - b. If it is to the right, it is engaged.
  3. Mossberg:
    - a. On the top of the receiver (called a tang safety).
    - b. In the forward position, it is disengaged. In the rearward position, it is engaged.

**IV. LOADING (DISCUSS CRUISER READY VS. COMBAT READY)**

- A. The chamber:
1. The shotgun is unloaded. The action is open, the magazine is empty and the safety is on.
  2. Maintain a firing grip on the shotgun with the strong hand.
  3. Place the live round in the support hand with the rim touching the little finger and crimp touching the index finger (for a right-handed shooter). Store



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ammunition on the support side of the body.

4. Insert this round through the open ejection port with a flat hand and close the action briskly on a live round.
5. As much as possible, all manipulation of the shotgun will be done with the primary hand kept in a firing grip and the butt of the shotgun in the pocket of the primary shoulder. The support hand will do all manipulation of the fore-end and loading/ unloading of the shotgun.
  - a. Keep your head up and your eyes on the target.
  - b. Learn to manipulate the shotgun by feel.

**B. Loading the magazine.**

1. The shotgun action will be closed when loading the magazine.
2. Maintain a firing grip on the shotgun with the primary hand.
3. With the support hand, obtain a round.
4. Insert this round into the loading port (brass end to the butt of the shotgun) until it is flush with the base of the receiver, then push the round forward with the thumb.
5. Be certain it passes the shell latches and is secure in the magazine.
  - a. Shell latches hold the rounds in the magazine.
  - b. Failure to push the rounds past the latches will allow the magazine spring to push them into the action.

**V. UNLOADING**

- A. Point the shotgun in a safe direction. Place the safety on.
- B. Maintain the firing grip, and keep the trigger finger straight along the frame.
- C. Block the ejection port with the trigger finger of the primary hand; use the center finger of the primary hand to depress the action release. Pull the fore-end assembly rearward and the extracted round will strike your finger, but will remain in the action.
- D. Rotate the shotgun so the open ejection port is facing down and allow both the rounds to fall into the support hand.
  1. There are two (2) rounds in the action.
  2. One (1) from the chamber and one (1) from the magazine.



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- E. Depress the magazine shell latch and the next round in the magazine will be released from the magazine.
  - 1. Lift it out and store it on the support side of the body.
  - 2. Repeat until the magazine is empty.
- F. Mossberg 500 and 590 – maintain a firing grip on the shotgun and close the action, pushing the fore-end completely forward. Depress the shell latch; the next round in the magazine will fall into the support hand until the action is empty.
- G. Optional method: If you are unfamiliar with the weapon and cannot use the shell latch method, it is acceptable to manipulate the fore-end assembly, which will bring a round from the magazine into the action. The round will not be chambered, so safety is maintained and the round is not damaged by repeated chambering.
- H. Visually inspect the shotgun to verify it is empty; look inside both the magazine and the chamber.
- I. Physically inspect the shotgun to verify it is empty; insert your finger into both the magazine and the chamber.
- J. The action is open, the safety is on and the muzzle is up.

**VI. EMPTY-GUN RELOAD**

You have just fired the last round in the shotgun. It is now empty and you are faced with an ongoing threat.

- A. Make use of cover and concealment and consider transitioning to the handgun.
- B. Point the muzzle in a safe direction.
- C. Keep your finger straight along the frame.
- D. Obtain a live round with the support hand, the rim touching the little finger and crimp touching the index finger (for a right-handed shooter).
- E. Maintaining a firing grip on the shotgun, insert this round through the open ejection port with a flat hand and close the action briskly on a live round.
- F. With your support hand, briskly close the action.
- G. The shotgun is now capable of being fired (one (1) round available).
- H. Load the magazine to capacity.

**VII. TACTICAL RELOADING**

- A. You have just fired a number of rounds, but still have a round in the chamber. There



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is a lull in the action; you have attained cover, or both, giving you the opportunity to replace rounds in the magazine.

1. Make use of cover and concealment.
2. Point the muzzle in a safe direction.
3. Keep your finger straight along the frame.
4. Maintain a firing grip on the shotgun and the butt in the pocket of the shoulder and load additional rounds into the magazine with your support hand.

B. Selective loading: The shotgun is loaded with one (1) type of load and you wish to use a different type of load for the next shot.

1. Examples: Buck to slug or slug to buck or buck to gas (ferret).
2. Option 1: Open the action just enough to remove the chambered round, place the new round in the action and close.
3. Option 2: If you have less than a full magazine, insert the new round in the magazine and cycle the action. You will eject a good round from the chamber.
4. Option 3: If you have a full magazine, cycle the action, insert the new round in the magazine and cycle once more. If the gun was fully loaded, this costs you two (2) live rounds ejected.

## **VIII. MALFUNCTIONS**

A. The main cause for shotgun malfunction is the inability of the shooter to properly manipulate the weapon.

B. Causes.

1. The most common errors are caused by the shooter.
  - a. Failure to take off the safety.
  - b. Failure to stroke the action and chamber a round.
  - c. Short stroking the action.
2. Breakage of the shotgun.
3. Faulty ammunition.



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C. Tactical considerations:

1. Seek cover and concealment. Lessen your target area.
2. During any stoppage or malfunction, evaluate your situation and the possibility of transitioning to your handgun.
3. Do not misinterpret an empty shotgun for a malfunction.

D. Clearance drill.

1. Cycling the action completely can clear the majority of malfunctions. If that does not clear the problem, transition to your handgun immediately.
2. If the safety is engaged and the action is closed, you cannot cycle the action unless you depress the action release.
  - a. If you pull the trigger and nothing happens, and you cannot move the fore-end, your safety is on.
  - b. Do not mistake this for a weapon malfunction.
3. If you cycle the action and it will not close because an expended hull is caught in the ejection port, you can use the support hand to pull it out.

**IX. METHODS OF CARRY AND DEPLOYMENT (*as needed*)  
(USE OF THE SLING)**

A. The sling is to the shotgun, what the holster is to the handgun.

B. Muzzle down, support side.

1. This method is preferred by most as it:
  - a. Keeps the shotgun away from the handgun.
  - b. Places the muzzle away from the head.
  - c. Looks less offensive.
  - d. Is very fast to deploy.
2. The shotgun is slung over the support side shoulder with the sling to the front and the weapon to the rear.
3. From the ready position:
  - a. Point the muzzle down and place the support arm through the sling.



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- b. Place the sling on top of the shoulder.
  - 4. Deployment:
    - a. Place the support hand inside the sling onto the fore-end; pull up releasing the sling from the shoulder and rotate the muzzle towards the target.
    - b. This will allow the stock to cross the chest, obtain a firing grip and place the butt into the pocket.
- C. Muzzle up, primary side.
  - 1. The shotgun is slung over the primary shoulder with the sling to the front and the weapon to the rear.
  - 2. From the ready position:
    - a. Point the muzzle up, grab the sling with the support hand and place the primary arm through the sling onto the shoulder.
    - b. The muzzle is pointed up.
  - 3. Deployment:
    - a. Place the support hand underneath the raised primary arm to the fore-end.
    - b. Lift up the support hand to release the sling from the shoulder and rotate the muzzle towards the target as you obtain the firing grip.
    - c. Push the weapon forward to clear your clothing and pull the butt into the pocket.
- D. Scramble carry.
  - 1. Scramble carry is a method to accommodate moving or climbing in a circumstance when the shotgun is not likely to be needed immediately.
  - 2. From the ready position:
    - a. Point the muzzle down and place the support arm and head through the sling.
    - b. The weapon will rest on your back, muzzle down and the sling across the chest.
  - 3. Deployment:
    - a. Place the support hand inside the sling and grip the fore-end.



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- b. Lift up on the fore-end to release it from your head; the primary hand assists in pulling the sling over the head.
  - c. The muzzle comes down and the muzzle rotates toward the target.
  - d. This will allow the stock to cross the chest, obtain a firing grip and place the butt into the pocket.
- E. Three (3)-point sling.
- 1. The three (3)-point sling is designed to keep the weapon attached to the operator with the sling going under the support side arm and over the primary side shoulder.
  - 2. The three (3)-point sling is not the traditional style sling.
    - a. It attaches to the weapon at two (2) points: The side of the stock and front of the magazine.
    - b. It can be used in the two (2)- or three (3)-point mode.
  - 3. From the ready position:
    - a. Place the support arm and head through the body loop of the sling.
    - b. The shotgun will hang with the muzzle down and with the hands free when not in use.
  - 4. Deployment:
    - a. The sling is not a shooting aid; it is a carry device.
    - b. Place the hands on the gun at the fore-end and pistol grip.
    - c. Rotate the muzzle towards the target and pull the stock into the pocket.
- F. Port-arms.
- 1. Port-arms has a limited tactical application.
    - a. The weapon is held across the body with the primary hand maintaining the firing grip (trigger finger on the safety or straight along the frame or receiver).
    - b. The support hand is on the fore-end and the muzzle is elevated above the head.
  - 2. Port arms can be used while moving from point to point. It can also be used when the shotgun has no sling and there is no specific threat or threat area.



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**X. TRANSITION FROM SHOTGUN TO HANDGUN (*as needed*)**

The shotgun is out of service and we must continue to fight.

- A. Shotgun with a two (2)-point sling:
  - 1. The “no sling” techniques listed above may be used with the two (2)-point sling.
  - 2. If time allows, the support side muzzle-down sling technique should be used.
- B. Shotgun with a three (3)-point sling – the support hand pulls the fore-end forward and rotates the muzzle down.
- C. Shotgun with no sling at all.
  - 1. Muzzle up – no sling:
    - a. The support hand pulls the gun forward and rotates the muzzle up.
    - b. The support hand pulls the fore-end into the support side of the chest.
    - c. As the primary hand draws the handgun, you step forward with the primary foot or step rearward with the support foot.
  - 2. Muzzle down – no sling:
    - a. The support hand pulls the fore-end downward and to the support side (outside of the foot).
    - b. As the primary hand draws the handgun, you step forward with the primary foot or step rearward with the support foot.

**XI. METHODS OF DEPLOYMENT (*briefly review*)**

- A. Ready.
  - 1. This position is the same as with the handgun. No specific threat.
  - 2. The shotgun is held in a firing grip with the muzzle lowered approximately 30°.
  - 3. The butt of the shotgun is in the shoulder pocket.
  - 4. The trigger finger is on the safety.
- B. Contact ready.
  - 1. This position is the same as with the handgun. A specific threat.



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2. The muzzle is as close to the target as possible without denying vision of a danger point.
  3. The butt of the shotgun is in the pocket.
  4. The trigger finger is on the safety.
- C. High ready.
1. The shotgun is held in a firing grip with the muzzle elevated to eye level.
    - a. The operator looks just over the muzzle into the area being searched.
    - b. The muzzle moves with the head keeping the front sight between the eye and the area searched.
  2. The stock is parallel with the primary side forearm. The butt is very close to, or touching, the holstered handgun.
  3. Mounting the shotgun from this position means pushing the shotgun forward to clear the clothing as the butt rises. When the butt gets to the height of the pocket, pull into the pocket firmly.
  4. Now, based on the threat, you use contact ready or on target to fire.
  5. While at high ready, the trigger finger is on the safety.
- D. Muzzle depressed (tactical low ready).
1. The shotgun is held in a firing grip with the butt in the pocket.
  2. The muzzle is depressed toward the ground; pointed just outside the support foot.
  3. The position is used for clearing corners to avoid leading with the barrel.
  4. The trigger finger is on the safety.
- E. Port-arms.
1. The shotgun is held across the body with the primary hand maintaining the firing grip (trigger finger on the safety or straight along the frame or receiver). The support hand is on the fore-end and the muzzle is elevated above the head.
  2. In a tactical situation, you have probably moved to a new position and will now assume one (1) of the other deployment positions.



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**XII. INJURED TECHNIQUES**

- A. Consider transitioning to the handgun.
- B. Firing: Obtain a firing grip with the uninjured arm and pull the butt into the pocket and fire.
- C. Manipulation:
  - 1. Drop to a four (4)-point kneeling and place the butt between the legs, keeping the muzzle clear of the head.
  - 2. Use the uninjured arm to work the action.
- D. Reloading:
  - 1. Drop to a four (4)-point kneeling and place the butt between the legs, keeping the muzzle clear of the head.
  - 2. Use the uninjured hand to load the action and/or the magazine.

**XIII. POSITION SHOOTING (*reminder – as needed*)**

- A. Standing.
  - 1. Relaxed as possible.
  - 2. Place feet shoulder width apart with the support foot forward.
  - 3. The support leg is bent slightly.
  - 4. The body leans forward.
- B. Kneeling.
  - 1. Four (4)-point, two (2) knee:
    - a. Both knees are on the ground.
    - b. The upper body is in the same stance as standing.
    - c. This kneeling position is more flexible to cover as the upper body can be upright or can be lowered between the feet to conform to cover.
    - d. It also helps when leaning to the side of cover.
  - 2. Three (3)-point, one (1) knee:
    - a. The primary side knee is on the ground.
    - b. The upper body is in the same stance as standing.



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- c. It is the fastest to enter and exit.
- 3. Three (3)-point braced, one (1) knee braced:
  - a. The same as the one (1) knee except the support arm is supported.
  - b. The support arm makes contact with the support knee.
  - c. The elbow extends past the knee so the contact point is behind the elbow.
  - d. This allows the flat of the arm to rest against the knee.
  - e. This prevents the point of the elbow from rolling.
  - f. This position is the best for a precision shot.

**XIV. USE OF COVER**

Cover (generally speaking) should not be used as a shooting aid.

- A. Pressure against the barrel can affect the point of impact.
- B. When cover is used, the muzzle should not extend beyond the cover into an area you cannot see. Weapon retention and incoming fire are considerations.
- C. The support hand may touch the cover to steady the weapon if the previous considerations do not apply.



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**COURSE OF FIRE - SHOTGUN QUALIFICATION**

**Ammunition Requirements**

5 Target Loads (Skeet, Trap or Birdshot)

5 Buckshot

5 Slugs

**TQ-19 Target (or similar)**

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15 Yards	Combat Load	1 Target Load Standing
15 Yards	Combat Load	2 Target Loads Standing (2 <sup>nd</sup> shot fired without removing the gun from your shoulder)
15 Yards	Cruiser Safe*	2 Target Loads, Kneeling (requires manipulating the action before firing)

**CHANGE TARGET**

15 Yards	Combat Load	2 Slugs Kneeling
	Combat Load	2 Buckshot Standing

**CHANGE TARGET**

25 Yards	Combat Load	1 Slug Kneeling
	Combat Load	1 Buckshot Standing
50 Yards	Cruiser Safe*	1 Slug Standing, 1 Slug Kneeling
50 Yards	Cruiser Safe*	1 Buckshot Standing, 1 Buckshot Kneeling

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**\*Cruiser safer – the chamber is empty, the safety is on and the magazine tube is loaded.**



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4-HOUR ARMED SECURITY GUARD SHOTGUN TRAINING PROGRAM  
REFRESHER LESSON PLAN  
April 12, 2007**

**SHOTGUN RANGE DRILLS  
COACHING PRACTICALS**

Grip:

Stance:

Load:

Unload:

Empty gun reload:

Tactical load:

Trigger manipulation:

Tactical reloads:

Selective loading:

Use of the sling:

Malfunction clearances:

Transition to handgun:

Use of cover:

Injured officer: