



ARIZONA DEPARTMENT OF PUBLIC SAFETY

LICENSING UNIT
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"Courteous Vigilance"

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Firearms Instructors:

This firearms course supersedes any prior shotgun course for security guards.

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 8-hour lesson plan will not be taught to students that have not completed the initial 16-hour basic firearms course for security guards. This is a specialized 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 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 8 hours. For instance, if you wish to teach a one-hour block of instruction on tactical shooting techniques, your class will be 9 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. Shotgun training will be a minimum of 8 hours in duration. **The DPS initial 16 hour armed security guard course will be taught PRIOR to shotgun training (at least once per armed security guard). If the guard already has an armed security guard registration, then they will complete the 8 hour refresher class prior to taking the shotgun course.**

I. INTRODUCTION

A. Introductions

Go over drills and schedule for the day

B. Performance Objectives : At the completion of this course, using notes and the instructor as a reference, students will be able to:

- 1.** Articulate the four cardinal safety rules of firearms handling
- 2.** Identify the department policy on the use of department firearm
- 3.** Demonstrate loading the shotgun to “cruiser ready”
- 4.** Demonstrate proper handling, care and maintenance of a department firearm
- 5.** Demonstrate essential and practical shooting techniques
- 6.** Demonstrate proficiency by passing a standard department qualification

Transition: When finished with performance objectives move on to safety rules

II. SAFETY RULES

A. Four cardinal rules of firearms safety

PO #1

- 1.** Treat every weapon as if it were loaded
- 2.** Never point a weapon at anything you are not willing to kill or destroy
- 3.** Keep your finger off of the trigger and along side of the weapon until you are on target and have decided to fire
- 4.** Know your target and what is beyond it

Issue weapons after the safety briefing, all weapons shall be issued with action open and no ammunition.

B. Grounding a safe weapon

Show location of serial and kapo number

- 1.** Action open and ejection port facing up
- 2.** All ammunition removed from weapon

Transition: When finished with safety rules move on to criteria for use

III. CRITERIA FOR USE OF DEPARTMENT SHOTGUN

- A. Department policy
 - 1. Use in accordance with general orders on use of force
 - 2. Title 13 Arizona law, justification for use of deadly force
 - 3. Shotgun will be carried with safety on, action closed on an empty chamber, and four rounds of buckshot in magazine
 - 4. Transition to slug at approximately 15 yards or more

- B. Advantages and disadvantages
 - 1. Advantages involved with use of weapon
 - a. One ounce slug for greater penetration and accuracy
 - b. Twelve .32 caliber pellets
 - c. Extended range and firepower
 - 3. Disadvantages
 - a. Felt recoil of weapon
 - b. Length of weapon and handling in confined spaces

Transition: We've discussed the criteria for use of the shotgun, so now let's move on to weapon nomenclature

IV. WEAPON NOMENCLATURE

- A. Exterior nomenclature
 - 1. Barrel
 - 2. Front sight
 - 3. Rear sight
 - 4. Magazine cap
 - 5. Magazine extension
 - 6. Magazine tube
 - 7. Fore end
 - 8. Action bars
 - 9. Receiver assembly / frame
 - 10. Trigger and trigger guard
 - 11. Action bar release
 - 12. Safety switch
 - 13. Butt stock
 - 14. Sling and sling swivel points
 - 15. Recoil pad
 - 16. Side saddle

PO #2,#3;

Slug may be needed for a specific target.

Do not remove cap, armorer only

- B. Interior nomenclature**
 - 1. Bolt and bolt slide
 - 2. Extractor claw
 - 3. Ejector spring
 - 4. Shell catch
 - 5. Carrier / with flex-tab
 - 6. Follower

Shell catch is located on right side action bar

Transition: Now that we have covered nomenclature, let's go to cleaning and maintenance

V. INSPECTION AND MAINTENANCE OF WEAPON

PO#4

- A. Inspection points on weapon**
 - 1. Check extractor claw for damage
 - 2. Ensure both front and rear sights are present and secured
 - 3. Check ejector spring for damage or breakage
 - 4. Check that all screws are tight and no movement in stock

- B. Maintenance of weapon**
 - 1. Wipe with an oily cloth on a regular basis and when exposed to rain or moisture
 - 2. Apply oil to action bars – Do not use WD-40, use good oil which does not leave a residue when subjected to heat or cold.

- C. Cleaning of weapon**
 - 1. Barrel is cleaned from muzzle end with wire brush and a patch or a bore snake
 - 2. Do not disassemble weapon to service.

Verify overall alignment of shotgun

Transition: We have finished with maintenance, so now let's move forward to mounting

VI. MOUNTING OF WEAPON SYSTEM

- A. Shoulder pocket**
 - 1. Show students how to find the "pocket" by raising strong side arm 90 degrees to reveal pocket
 - 2. Show proper fit between stock and pocket

- B. Master grip**
 - 1. Demonstrate the proper grip on weapon and how to hold firmly in the pocket
 - 2. Show placement of thumb on side of weapon or over the top – over the top can cause thumb to strike nose.
 - 3. Demonstrate proper placement of support hand to avoid pinching between frame and fore-end

Transition: Now that we've talked about how to hold the shotgun, let's talk about the natural point of aim and surprise break

VII. NATURAL POINT OF AIM AND SURPRISE BREAK

- A. Natural point of aim is the alignment of weapon and body stance**
 - 1. Explain how to find natural point of aim by pointing in at a target, then relaxing and closing eyes, when shooter opens eyes weapon should be still on target (if natural point of aim was achieved)
 - 2. If natural point of aim was not achieved have students repeat drill until a natural point of aim is achieved
 - 3. Explain how muscles, breathing, and heart beat affect the shot
 - 4. Figure "8" technique to combat the body's natural movements
- B. Surprise break is defined as applying gradual rearward pressure on the trigger while weapon is pointed in on target until the sear releases and the round is fired with no anticipation from the shooter**
 - 1. Describe the trigger press as a slow but deliberate building of rearward pressure on trigger, not a pull or slap
 - 2. Show/ demonstrate to students proper trigger finger placement (theory of less trigger finger less movement)
 - 3. Explain theory of holding trigger to rear, and resetting slowly while maintaining contact with the trigger to avoid "slap"

Transition: Now let's talk about sling positions

VIII. SLING POSITIONS

- A. Types of slings**
 - 1. Single point sling, attached at rear of weapon
 - 2. Rifle sling, attached at fore end and butt of weapon

3. Three point sling, attached like rifle sling however worn around head and neck
- B. African carry sling position**
1. Muzzle down, support side of body
 2. Preferred method of carry, does not interfere with side arm
 3. Demonstration: weapon pointed down range, shooter supports weapon with primary side master grip, releases support hand and with support hand grabs rear sling swivel, shooter then guides weapon over support shoulder. To present weapon shooter grabs fore end with support hand and presents out toward target
- C. American carry sling position**
1. Muzzle up, primary side of body
 2. Alternate method of carry, may interfere with handgun
 3. Demonstration: With weapon pointed down range, shooter supports the weapon with support hand. Shooter breaks the master grip and with primary hand reaches over the support hand (figure 4) and grabs the front sling swivel with the support hand. The weapon is then guided over the primary shoulder. To present weapon shooter grabs the fore end with support hand and presents weapon out toward target.

Transition: Now that we have covered sling positions lets discuss firing positions

IX. FIRING POSITIONS

- A. Demonstrate prone position**
1. Move to a single kneel or double kneel, weapon downrange
 2. With support hand lower body to ground keeping weapon level and pointed down range
 3. Elbows as far as possible under body to create stable weapon platform, creating good bone support
 4. Recover: use support arm to push body up to kneeling, search and scan
 5. Move to standing , search and scan area

- B. Demonstrate double knee / speed kneel**
 - 1. Lower body down to both knees in a controlled fashion to avoid knee injury while weapon is pointed at threat/ threat area
 - 2. Toes up vs. ankles flat on ground, butt resting on top of heels to give best stability
 - 3. Bone support, support arm triceps and elbow resting against ribcage
 - 4. Flexibility of position, shooting from behind or around cover or concealment
 - 5. Recover, scan from position
 - 6. Raise support side leg, scan from position
 - 7. Rock forward and stand transitioning weight, when standing scan from position

- C. Demonstrate single knee unsupported**
 - 1. Lower body to strong side knee in a controlled fashion, support side knee out at 45 degree angle
 - 2. Upper body straight, bring weapon to eye not eye to weapon
 - 3. Support side foot flat on ground, primary foot tucked under strong side of body
 - 4. Flexibility of position, shooting from behind or around cover or concealment
 - 5. Recover, scan from position
 - 6. Rock forward and stand transitioning weight, when standing

- D. Demonstrate single knee supported**
 - 1. Lower body to strong side knee in a controlled fashion, support side knee out at 45 degree angle
 - 2. Place triceps (flat portion) past elbow, over support side knee avoiding contact with ball of elbow to ball of knee. Or outside of support elbow on the inside of support knee, with push/ pull tension stabilizing weapon
 - 3. Support side foot flat on ground, primary foot tucked under strong side of body
 - 4. Inflexibility of position, shooting from behind or around cover or concealment
 - 5. Recover, scan from position
 - 6. Rock forward and stand transitioning weight, when standing scan from position

Transition: Now let's discuss loading and unloading the shotgun

X. METHODS OF LOADING AND UNLOADING WEAPON

A. Loading the shotgun

1. Magazine reload / tactical reload

- a. With action closed on an empty chamber rounds are loaded one at a time by pressing up on the carrier and pushing the round into the magazine until the round is held in place by the shell catch

All ammunition should be loaded from the sidesaddle on weapon using the support hand

2. Empty gun reload

- a. With action open and no rounds in the magazine a round is placed into the ejection port and the fore end is “racked” closed

Right handers from underneath weapon

B. Unloading the shotgun

1. With the weapon pointed in a safe direction press the action bar release and slowly pull the fore end to the rear to eject the round from the chamber. As the round is ejected pull it completely to the rear causing the round from the magazine to move onto the carrier. Roll the weapon to the side and let the round fall out into your hand
2. Once the action is open the carrier is pushed up and the remaining rounds are removed by depressing the shell catch

Safety is “on” when unloading and loading

Loading and unloading is demonstrated to class

Transition: When finished with unloading move to fifty yard line for live fire

XI. COURSE OF FIRE

A. Sighting in the shotgun

1. From the 25 yard line fire a three shot group prone using rifled slugs and adjust sights accordingly
2. Once sights are adjusted, fire a two shot group prone from the 25 yard line then adjust sights accordingly
 - a. Repeat above drill from the 50 yard line using the kneeling position

PO#5

Use TQ19 style target

Advise students to aim at same point at all times and not “chase” their zero

- B. Manipulation of Weapon (Five rounds birdshot per drill)**
 - 1. Firing and loading the weapon from cruiser ready**
 - a. Load weapon to cruiser ready
 - b. Safely unload weapon
 - c. Load weapon back to cruiser ready
 - d. Fire five rounds using “select a slug” method
 - 2. Empty gun reload**
 - a. Action open and no ammunition in weapon
 - b. Index one round from side saddle with support hand and place into ejection port
 - c. Rack slide forward and fire, repeat five times
 - 3. Tactical reload**
 - a. Action open and no ammunition in weapon
 - b. Index one round from side saddle with support hand and place in magazine, load weapon
 - c. Index one round and place into magazine
 - d. Fire one round on steel target, rack weapon
 - e. Index one round and place in magazine (repeat)
 - 4. Repeat drill 1,2 or 3, Instructors choice**
- C. Transition to hand gun (10 yard line)**
 - 1. Muzzle up**
 - a. Primary hand releases weapon
 - b. Support hand holds weapon and guides it to support side shoulder, curling wrist, bringing weapon tight against body for control
 - c. Primary hand draws pistol, then assess
 - 2. Muzzle down**
 - a. Primary hand releases weapon
 - b. Support hand holds weapon and guides it to support side hip, bringing weapon tight against body for control
 - c. Primary hand draws pistol, then assess
 - 3. African carry**
 - a. Shooter supports weapon with primary side master grip, releases support hand and, with support hand, grabs rear sling swivel. The shooter then slings weapon over support shoulder
 - b. Shooter then draws pistol using a two handed pistol grip, then assess

Transitions should be used when the officer finds there is no time, distance or cover. A transition drill is an “immediate action”

- D. Dry fire practice (10 yard line)
 - 1. Practice each transition 3-5 times
 - 2. When line shows proficiency, move to live fire
- E. Transition to hand gun (live fire practice)
 - 1. On line load shotgun to cruiser ready and chamber one round
 - 2. Fire one shotgun round on steel target, transition to muzzle up, fire three handgun rounds on steel target, then assess
 - 3. Fire one shotgun round on steel target, transition to muzzle down, fire three handgun rounds on steel target, then assess
 - 4. Fire one shotgun round on steel target, transition to African carry, fire two handgun rounds on steel target, then assess
 - 5. Fire one shotgun round on steel target, transition of choice, fire two handgun rounds on target, then assess (repeat step 5 one time)
- F. Qualification course of fire

PO#6

XII. CONCLUSION

- A. Review Performance Objectives
 - 1. Identify the department policy on the use of department firearm
 - 2. Demonstrate loading the shotgun to “cruiser ready”
 - 3. Demonstrate proper handling, care and maintenance of a department firearm
 - 4. Demonstrate essential and practical shooting techniques
 - 5. Demonstrate proficiency by passing a standard department qualification
 - 6. Articulate the four cardinal rules of firearms handling
- B. Questions ?

SHOTGUN QUALIFICATION

**5 ROUNDS RIFLED SLUG
10 ROUNDS 00 BUCKSHOT
MUST HIT 4/5 RIFLED SLUG, 8/10 00 BUCKSHOT**

50 YARD LINE: TQ-19 PAPER TARGETS.

START STANDING, PATROL READY (SAFETY ON, ACTION CLOSED ON EMPTY CHAMBER, MAGAZINE TUBE LOADED 5 ROUNDS 00 BUCKSHOT, SIDE SADDLE LOADED 5 ROUNDS RIFLED SLUG, 1 ROUND 00 BUCKSHOT)

30 SECONDS, 2 ROUNDS RIFLED SLUG ON TQ-19. SHOOTERS CHOICE OF POSITION. (STANDING, KNEELING, SQUATTING, OR PRONE)

25 YARD LINE: STEEL AND TQ-19 PAPER TARGETS.

START STANDING, PATROL READY, WITH 3 ROUNDS RIFLED SLUG AND 1 ROUND 00 BUCKSHOT IN SIDE SADDLE.

15 SECONDS, 2 ROUNDS 00 BUCKSHOT ON STEEL AT 15 YARDS, 1 ROUND RIFLED SLUG ON TQ-19 AT 25 YARDS. SHOOTERS CHOICE OF POSITION.

REPEAT DRILL 3 TIMES.

METHOD #1:

CYCLE ACTION, FIRE 1 00 BUCKSHOT, CYCLE ACTION, LOAD 1 RIFLED SLUG INTO MAGAZINE TUBE, FIRE 1 00 BUCKSHOT, CYCLE ACTION, FIRE 1 RIFLED SLUG.

METHOD #2:

LOAD 1 RIFLED SLUG, CYCLE ACTION, FIRE RIFLED SLUG, CYCLE ACTION, FIRE 1 00 BUCKSHOT, CYCLE ACTION, FIRE 1 00 BUCKSHOT.

15 YARD LINE: STEEL TARGETS.

START STANDING, SAFETY ON, ACTION CLOSED ON EMPTY CHAMBER, 2 ROUNDS 00 BUCKSHOT IN MAGAZINE TUBE, 2 ROUNDS 00 BUCKSHOT IN SIDE SADDLE.

15 SECONDS, 2 ROUNDS 00 BUCKSHOT FROM MAGAZINE TUBE, SPEED LOAD NEXT 2 ROUNDS 00 BUCKSHOT FROM SIDE SADDLE. STANDING POSITION ONLY.