

# SANTA CLARA COUNTY OFFICE OF THE SHERIFF

## Firearms Instructor Course 2270-21640- Rev. 01/24/2021

### Expanded Course Outline

**Objective:** This 40-hour course is designed to train experienced law enforcement personnel to be Firearms Instructors. The course will include firearms and range safety, the fundamentals of shooting, shooter analysis and corrective action, range preparation, tactical considerations and use of force policies and case law. Each attendee will be required to demonstrate the safe and proficient use of a semi-automatic handgun and pump shotgun, as well as demonstrate competent teaching techniques to receive a certification. Fulfills POST 1070 regulation and requirements. This course provides updated legislative content of Penal Code Section 835a.

**Course Hours:** 40

- I. **Student Firearms Proficiency Assessment and General Firearms Safety Review**
  - A. General Firearms Safety Review and Range Briefing
    1. Standard Range Safety Rules
    2. Safety Equipment
      - a. Ballistic vest
      - b. Hearing protection
      - c. Eye protection
    3. Methods to summons Emergency Medical Services to the shooting range
      - a. Cell phone
      - b. Land line (Designated emergency line and office phone)
      - c. Police radio
    4. Trauma kits
      - a. Locations
      - b. Contents necessary to treat gunshot wounds
      - c. Review the use of trauma equipment
    5. First aid kits
      - a. Locations
    6. Identify personnel with additional medical training/expertise
    7. Identify emergency transportation vehicle
  - B. Proficiency Courses of fire (Semi-automatic handgun and pump shotgun)
    1. Description of course
    2. Minimum score for pass/fail
- II. **Registration, Introduction to Course, Introduction to Staff, and Student history**
  - A. Completion of registration forms
    1. Collection of course fees, POST TRR form
  - B. Distribute course binder
    1. Discuss attendance, course overview, and daily schedule
  - C. Requirements to receive a certification
    1. Demonstrate safe weapon handling skills
    2. Demonstrate proficient use of a semi-automatic pistol and pump shotgun
    3. Demonstrate competent teaching techniques through instruction and course of fire
      - a. Each participant will give an oral presentation on a topic related to the course and lead the class in a course of fire teaching to this topic
      - b. Presentation must include a written safety plan, course outline, and diagram of course of fire.
  - D. Introduction of instructors

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1. Overview of Law enforcement work history
2. Overview of teaching experience
- E. Students introduction to class
  1. Work history; law enforcement and other
  2. Firearms experience
  3. Teaching experience
  4. What they want to get out of the course

**III. Range Safety**

- A. Responsibility of Firearms Instructors
- B. Range Safety Rules-4 Basic Firearms Safety Rules
  1. Review
  2. Posting locations
  3. Ensure the Range Safety Rules are included in your policies and procedures
- C. Range Safety Plan-Expanded Safety Rules
  1. Who may use the range and when
  2. Range instructions
  3. Injury reports
  4. Clearing Stations
  5. Live fire movement and muzzle awareness
  6. Rules governing use of a Cleaning Area
- D. Safety Briefing
  1. Required before each range session
  2. Review of required safety equipment
  3. How to summon Emergency Medical Services
  4. Trauma equipment to treat gunshot wounds
  5. Designate primary medial response
  6. Designate emergency transportation vehicle
- E. Protective Equipment
  1. Internal and External Contamination
  2. Ballistic armor
    - a. Rangemasters and participants
  3. Eye protection
  4. Ear protection
- F. Additional Considerations
  1. Trauma kits-major injury
  2. First aid kits-minor injury
  3. Range safety inspections
  4. Transportation and storage of weapons and munitions
- G. Ammunition Handling
  1. Ensure correct caliber for the firearm
  2. Ammunition is approved and supplied by department
  3. Avoid dropping- “drop fire”
  4. Misfires or “squib” rounds
- H. Use of trauma equipment
  1. What should be contained in a range trauma kit
  2. How to use
    - a. Combat Application Tourniquet (CAT)
    - b. Combat gauze (hemostatic blood clotting agent)
    - c. Compression bandage
  3. Where to get those supplies
    - a. Range Trauma Kit

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- IV. **Roles of a Firearms Instructor**
- A. Teacher
    - 1. Know your audience
    - 2. Teach towards your goals
    - 3. Test to ensure learning has taken place
  - B. Coach
    - 1. Motivate
    - 2. Reach unknown potential
  - C. Supervisor
    - 1. On the range you are a supervisor
    - 2. Document training and failures
    - 3. Complete appropriate documentation
    - 4. Take appropriate corrective action
    - 5. Follow policy and procedures
  - D. Subject Matter Expert
    - 1. Why are you an expert?
    - 2. Make recommendations
      - a. Policy and Procedure
      - b. Weapon purchases
      - c. Ammunition
    - 3. Represent the department in Shooting Review Boards
    - 4. Court room testimony
    - 5. Training advocate
  - E. Department armorer-weapons maintenance
    - 1. Frequency
    - 2. Record keeping
    - 3. Authorized armorer
    - 4. Trouble shooting mechanical issues
  - F. Range Preparation
    - 1. Environmental considerations
    - 2. Spacing
    - 3. Target selection
    - 4. Class size / number of individuals on the line
    - 5. Weapon systems
    - 6. Types of ammunition
    - 5. Range Safety
      - a. Walkthrough of courses of fire
      - b. Inspection of infrastructure
        - 1. Target frames
        - 2. Backstops
- V. **Instructor Development**
- A. Course Development
    - 1. Expanded Course Outline
    - 2. Hourly Distribution
    - 3. Instructor Resume
    - 4. Safety Plan
    - 5. Instructor Lesson Plan
  - B. Needs assessment
    - 1. Training
    - 2. Equipment

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- 3. Policies and Procedures
  - C. Fundamentals of Instruction
    - 1. Motivation
    - 2. Communication Skills
      - 3. Coach-pupil technique
  - D. Teaching a physical skill by the four-step method
    - 1. Preparation
    - 2. Presentation
    - 3. Application
    - 4. Evaluation
- VI. **Adult Learning Concepts**
- A. Know what motivates your student
    - 1. Career advancement
    - 2. Self enhancement
    - 3. Monetary gain
    - 4. Self-preservation
  - B. Use a variety of training techniques
    - 1. Facilitated discussion
      - a. Guide the students through the learning process
      - b. Ask open-ended questions
    - 2. Small groups
      - a. Break the class into groups of 5 or less
      - b. Designate a scribe or spokesperson
      - c. Report back findings to the class
    - 3. RIDEM
      - a. Relevance
      - b. Involvement
      - c. Discovery
      - d. Experience
      - e. Modeling
- VII. **Liability Issues**
- A. State and Federal Laws Pertaining to Firearms
    - 1. Deliberate indifference
    - 2. Vicarious liability
    - 3. Objective reasonableness
    - 4. Use of deadly force
    - 5. Case law dealing with law enforcement training
  - B. Department policy
    - 1. Use of Force Guidelines
    - 2. Firearms policy
    - 3. Officer involved shootings
      - a. Shooting review board
  - C. AB 392 and SB230/Use of Force Legal Issues
    - 1.Emphasis of de-escalation/tactical repositioning
    - 2.Emphasis on duty to intervene
    - 3.Policy considerations/changes
    - 4.Duty to warn
    - 5.At risk populations
  - D. PC 835a

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1. Legal requirements of 835a
2. When is a use of force justified?
3. Shall use other available resources and techniques when safe and feasible
4. Totality of the circumstances includes officer conduct leading up to the use of force
5. Definition of imminent
6. Definition of deadly force
7. Definition of feasible
8. Definition of necessary force

VIII. **Fundamentals of Shooting**

- A. Confirmation of the Dominant Eye
- B. Stance
  1. Shooting Platform
  2. Weaver, Isosceles or Modified stances
- C. Grip
  1. Strong hand grip
  2. Support hand grip
  3. Isometric tension
- D. Sight picture
  1. Point of aim- Properly aligned sights on the target
  2. Where the bullet will impact
- E. Sight alignment
  1. The relationship of the front sight to the rear sight.
  2. Depends on the sighting system
- F. Trigger control
  1. Definition
    - a. The smooth, continuous, straight back manipulation of the trigger
    - b. Sufficient to discharge the weapon without disturbing the sight picture.
- G. Follow through
  1. Maintaining the correct sight picture/alignment while the round is being discharged.
- H. Trigger reset
  1. Keeping the trigger pulled to the rear after the gun discharges
  2. Slowly release the trigger until reset
  3. Trigger finger should not lose contact with the trigger
- I. Shouldering of long guns

IX. **Semi-automatic Handguns**

- A. Cycle of operation
  1. Firing
  2. Unlocking
  3. Extracting
  4. Ejecting
  5. Cocking
  6. Feeding
  7. Chambering
  8. Locking
- B. Advantages
- C. Disadvantages
- D. Active and passive safeties
- E. Firearms maintenance
  1. Cleaning areas
  2. Recommended cleaning process

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- a. Brushes
- b. Solvents
- c. Lubricants
- F. 5 Step Weapon Presentation Process
  - 1. Drawing from the holster
- G. Loading procedure
  - 1. Administrative load
    - a. Conducted in a clearing barrel or on the firing line
    - b. Not utilized in the field
    - c. Should be discussed in policies and procedures
    - d. Steps to accomplish
  - 2. Combat reload
    - a. Conducted when the weapon runs out of ammunition
    - b. Steps to accomplish
  - 3. Tactical reload
    - Redacted
- H. Malfunctions
  - 1. Type 1
    - a. Tap, Rack, Reassess
  - 2. Type 2
    - a. Strip, Cycle, Reload, Reassess
- I. Flashlight Shooting
- J. Handgun Ballistics
  - 1. Redacted
  - 2. Full metal jacket
  - 3. Hollow point
- X. **Pump Action Shotgun**
  - A. Cycle of Operation
    - 1. Firing
    - 2. Unlocking
    - 3. Extracting
    - 4. Ejecting
    - 5. Cocking
    - 6. Feeding
    - 7. Chambering
    - 8. Locking
  - B. Sighting system
  - C. Advantages
  - D. Disadvantages
  - E. Firearms Maintenance
    - 1. Recommended cleaning process
    - 2. Cleaned by personnel or range staff?
  - F. Safety mechanisms
  - G. Use of the sling
    - 1. Combat and administrative carries
    - 2. Steps to utilize
  - H. Loading/Unloading procedure
    - 1. Field and range
      - a. Conducted on the firing line or in the field
      - c. Should be discussed in policies and procedures

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- d. Steps to accomplish
- 2. Unloading procedure
- 3. Combat reload
  - a. Conducted when the weapon runs out of ammunition, bolt remains open
  - b. Steps to accomplish
- 4. Redacted

- I. Transitions
  - 1. Immediate action
    - a. Shotgun runs empty or malfunctions
    - b. Steps to accomplish-Stay in the fight!
- J. Shotgun ballistics
  - 1. 00 buck shot
    - a. Spread pattern
    - b. Penetration
  - 2. Slugs
    - a. Penetration
    - b. Distance capabilities
- K. Tactical considerations
  - 1. Weapon length
  - 2. Threat distance
  - 3. Threat weapons
  - 4. Availability of a rifle

**XI. Tactical Considerations**

- A. Contact-cover
- B. Cover vs. Concealment
  - 1. Shooting from cover
- C. Shooting positions
- D. Movement
  - 1. Forward, backward, and laterally
- E. Communication with partners
  - 1. Language-Department Specific
    - a. Redacted
    - b. Moving
    - b. Emergency
  - 2. Prior to movement
  - 3. Affirmative response
- F. Multiple shots
  - 1. Failure drill
  - 2. Vertical stitching
- G. Multiple targets
  - 1. Spread fire principles
  - 2. Three-dimensional, multiple threat tactics
- H. Threats
  - 1. Type of calls
  - 2. Types of weapons

**XII. Assessing shooter problems and target analysis**

- A. Target analysis-incorrect shooter input
  - 1. Low left
  - 2. Low right

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3. High
  4. Low
  5. Laterally left
  6. Laterally right
  7. Off target
  8. No apparent group
- B. Reinforcement of Fundamentals
1. Sighting with dominant eye
  2. Sight alignment
  3. Sight picture
  4. Trigger manipulation
- C. Corrective action
1. Dry firing
  2. Dime drills
  3. Dummy loads/partner loads
  4. Instructor trigger manipulation
  5. Confirmation of dominant eye
  6. Practicing with smaller calibers (.22LR)
  7. Instructor demonstration
- XIII. **Student presentation and assessments**
- A. Review each group safety plans, course outlines, lesson plans, and diagrams of the course of fire
    1. Discuss all written material with each group
  - B. Course presentations by each group
    1. Class critique after each presentation
    2. Performance assessment by staff
- XIV. **Written final examination**
- A. Administer and correct exams
    1. Discuss missed questions
- XV. **Student Evaluations of instructors and course content**
- A. Complete POST and STC course evaluations
  - B. Complete Training Centers instructor evaluations
  - C. Distribute certificates of completion to students
  - D. Open discussion about course content and methods of delivery
    1. Use student feedback for future changes to course content

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**Section B – Regulations**

**Content requirements in reference to expanded course outline.**

**Firearms Instructor**

- (A) Coaching
- (B) Firearms Maintenance
- (C) Fundamentals of Shooting
- (D) Range Preparation
- (E) Tactical Considerations
- (F) Target Analysis
- (G) Use of Force Guidelines
- (H) Adult Learning Concepts
- (I) Legal Issues
- (J) Performance Evaluation Techniques
- (K) Safety Protocols
- (L) Written, Oral, and/or Demonstration Assessment (*in each topic area*)
  - Instructor Shooting Evaluation
  - Instructor Presentation and Course of Fire
  - Written Exam

**Location**

- IV., V., XII. C.
- VI. G., IX, E.
- VIII., IX., X.
- IV. F.
- X. K., XI.
- XII. A.
- VII. B.
- VI.
- VII. A.
- XIII.
- III.
- I.
- II. 3., XIII
- XIV.

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Hourly Distribution

**Subject:** Firearms Instructor Course  
**Hours:** 40, Monday through Friday, 0800-1700  
**Instructors:**

**Day One**

<b>Hour</b>	<b>Subject</b>
0800-0930	Safety Briefing / Student Firearms Proficiency Assessment
0930-1030	Registration / Course Overview / Requirements / Introductions
1030-1130	Range Safety / Safety Briefings
1130-1200	Roles of a Firearms Instructor
1200-1300	Lunch / Assignment of Presentation Topics
1300-1400	Fundamentals of Shooting
1400-1500	Semi-automatic Handguns
1500-1630	Range Drills / Weapons Presentation / Loading / Unloading
1630-1700	Firearms Cleaning and Maintenance

**Day Two**

<b>HOUR</b>	<b>SUBJECT</b>
0800-0830	Review / Training Day
0830-0930	Use of Trauma Equipment
0930-1030	Range Drills-Trigger Manipulation / Type 1 & Type 2 Malfunctions
1030-1100	Adult Learning Concepts
1100-1200	Liability Issues / Case Law
1200-1300	Lunch / Presentation Preparation
1300-1400	Department Policy-Use of Force, Training
1400-1500	Assessing Shooter Problems and Target Analysis
1500-1600	Coaching and Corrective Action
1600-1700	Range Drills-Assessing Shooter Problems / Corrective Action

**Day Three**

<b>HOUR</b>	<b>SUBJECT</b>
0800-0830	Review / Training Day
0830-0930	Pump Shotgun
0930-1015	Range Drills Shotgun-Loading / Unloading / Use of Sling
1015-1100	Range Drills-Position Shooting
1100-1200	Range Preparation / Equipment
1200-1300	Lunch / Presentation Preparation
1300-1400	Instructor Development-Course Development

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1400-1500	Tactical Considerations
1500-1630	Range Drills-Shooting From Cover / Communication / Movement
1630-1700	Range Documentation

**Day Four**

<b>HR</b>	<b>SUBJECT</b>
0800-0830	Review / Training Day
0830-0900	Review-Shooter Problems / Corrective Action
0900-1000	Range Drills-Assessing Shooter Problems / Corrective Action
1000-1045	Range Drills Shotgun-Reloads / Transitions
1045-1130	Range Drills-Flashlight Shooting
1130-1200	Roles of a Rangemaster-Supervision
1200-1300	Lunch-Presentation Preparation
1300-1430	Range Drills-Transitions / Movement / Multiple Targets
1430-1530	Range Drills-Support Hand Draw and Shooting
1530-1630	Qualification Courses
1630-1700	Ballistics

**Day Five**

<b>HR</b>	<b>SUBJECT</b>
0800-0830	Review / Training Day
0830-1200	Student Presentations- Classroom and Range
1200-1300	Lunch-Study Time
1300-1400	Final Examination
1400-1530	Final Shooting Assessment and Evaluation
1530-1630	Course/Instructor Evaluations / Distribute Certificates
1630-1700	Weapons Cleaning and Maintenance