

Certain documents or portions of documents related to this training may be exempt from disclosure under the California Public Records Act on one or more of the following grounds:

- a. They are records dealing with security and safety procedures that are exempt pursuant to Government Code Section 6254(f). (Northern California Police Practices Project v. Craig (1979) 90 Cal.App.3d 116, 121-122.);
- b. They are materials for which the City of San Rafael does not hold the copyright or have permission to publish.

Where exempt material can be reasonably segregated from nonexempt material in these records, the exempt material has been redacted and the nonexempt material is shown. Where it is not reasonably possible to segregate out the exempt material, the Department is withholding the entire document from disclosure.

**Short Barreled Rifle Lesson Plan**  
**POST Training / 16 hour Course**

**Presented by the**  
**San Rafael Police**  
**Department**

**INSTRUCTOR MANUAL**

make sure  
short-barrelled  
rifle was submitted  
by Stimach

## PART II

### FIREARMS

#### SECTION 2.1 FACILITY GUIDELINES

##### Guideline 2.1.1

General safety rules as well as procedures unique to each firearms training facility should be developed, reduced to writing and communicated to students prior to each training session.

COMMENT: Good firearms training facilities are in short supply. Few presenters have exclusive access to one facility. Generally, presenters must train at whichever facility they can obtain on a space-available basis. This fact may subsequently suggest the need to draft safety rules and procedures specific to each range, if substantive differences are noted.

Students who travel to POST certified firearms courses away from their local area are using unfamiliar facilities and should therefore be made aware of local rules and conditions. Rules of the Range should be clearly posted.

##### Guideline 2.1.2

Each firearms training facility should have an adequate bullet impact area to provide a reasonable margin of safety from all aimed, strayed and ricocheted shots.

##### Guideline 2.1.3

Each firearms training facility should have a reasonably contained perimeter designated by means of warning signs, fencing, or both, to prevent unauthorized entry.

COMMENT: It is important that all persons in the vicinity of a firearms training facility be aware of the activities which occur there. Signs should be posted conspicuously and far enough away from the shooting area to provide a wide margin of safety.

Guideline 2.1.8

Weather conditions should be considered with regard to the need to provide shaded areas, shelter or protective clothing.

Guideline 2.1.9

Indoor ranges should be adequately ventilated.

COMMENT: Student exposure to lead residue is of particular concern in the case of indoor or enclosed ranges. Range facilities should conform to all applicable CAL-OSHA standards.

Guideline 2.1.10

A first aid kit should be readily accessible at each range site.

COMMENT: Training facilities that have multiple ranges should equip each range with a first aid kit. Each first aid kit should include compresses and specific materials suitable for the control of bleeding and emergency treatment of gunshot wounds.

Guideline 2.1.11

Ranges equipped with reactive targets should be constructed in such a manner as to minimize the danger of ricochets.

COMMENT: Setting up reactive targets on a slight angle to the line of fire will cause ricocheting bullets to angle away from the shooter rather than back at the shooter. Shots must be deflected into a safe impact area.

Guideline 2.1.12

Props and sets used in tactical shooting courses should be constructed to minimize the danger created by ricochet.

SECTION 2.2 EQUIPMENT GUIDELINES

Guideline 2.2.1

Every student should be required to wear eye and ear protection while engaged in shooting or while in the immediate vicinity of

COMMENT: Clothing should cover areas that could be skinned, cut or burned in any of the positions the shooter is expected to assume. Tank tops, low-necked shirts and similar clothing should not be permitted. Shoes should completely cover the toes and be suitable for standing and running.

#### Guideline 2.2.7

**The Instructional Staff should be easily identifiable.**

COMMENT: The use of distinctive clothing, headgear, armbands, etc. by the instructional staff is suggested for this purpose.

### SECTION 2.3 INSTRUCTOR QUALIFICATIONS

#### Guideline 2.3.1

**Instructors/Rangemasters in certified firearms courses should have successfully completed a POST certified Firearms Instructor Course or its equivalent.**

COMMENT: Training equivalency will be determined jointly by the presenter and POST.

It is recognized that there are a number of excellent firearms instructor courses offered in other states, by Federal law enforcement agencies or by other sources. The intent of this guideline is to encourage an appropriate amount of instructor-level training.

As used in this guideline, the term "instructor" refers to the person or persons who are responsible for the delivery of instruction or presentation of course curricula.

#### Guideline 2.3.2

**Instructors/Rangemasters are encouraged to participate in periodic Firearms Instructor Update courses.**

COMMENT: Networking of firearms instructors should also be encouraged.

## SECTION 2.5 PRESENTATION GUIDELINES

### Guideline 2.5.1

General range safety rules should be reemphasized to students immediately prior to range training.

### Guideline 2.5.2

Procedures for handling weapon malfunctions, ammunition failures and other unusual occurrences should be reviewed immediately before live-fire training.

### Guideline 2.5.3

Students should be instructed to keep their fingers outside the firearm's trigger guard until a target is available for shooting and they decide to fire.

COMMENT: Keeping the trigger finger outside of the weapon's trigger guard will help prevent accidental or unintentional discharges. An exception to this requirement may be appropriate when the student is involved in an actual tactical shooting exercise.

### Guideline 2.5.4

Students should be given a general orientation to any tactical shooting course where live fire will be used prior to application phase of training.

COMMENT: An orientation on the overall expectations of a tactical shooting exercise will generally enhance safety and positively impact the training experience. This practice becomes critical in exercises involving multiple shooters where coordinated activity is essential.

Exposing a student to an "unknown" situation which deliberately taxes discretionary abilities and psychomotor skill may enhance a training experience significantly. The spirit of this guideline is to ensure safety by providing the student with a general expectation of what may occur, not to inhibit a valuable training experience.

# POST

## GENERAL PURPOSE RIFLE COURSE CURRICULUM

- COURSE TITLE:** **SHORT BARRELED RIFLE COURSE - 16 HOURS**  
Includes all shoulder-fired weapons that are not shotguns and are less than 16 inches in Barrel length
- COURSE GOAL:** To provide students with the information and hands-on experience needed to effectively use the Short Barreled Rifle.
- AUDIENCE:** San Rafael Police Department, SWAT team members who are Sworn Peace Officers, who are being introduced to a short barreled rifle and will qualify and carry it in the scope of their specific duty assignments.

### COURSE OBJECTIVES

Under the supervision of an instructor, and using a Short Barreled Rifle each student will:

- I. Demonstrate an understanding of the Four Rules of Safe Gun Handling
- II. Demonstrate an ability to field strip the weapon and to properly clean/maintain it.
- III. Be provided with and demonstrate agency policy regarding the use of firearms.
- IV. Demonstrate the ability to properly fire, load and unload, and clear malfunctions that occur in the firearm.
- V. Demonstrate the ability to apply the fundamental for rifle marksmanship to fire accurately from standing, kneeling, sitting and prone positions.
- VI. Demonstrate proficiency and achieve agency qualification.

# **SAN RAFAEL POLICE DEPARTMENT TRAINING UNIT**

## **SHORT BARRELED RIFLE COURSE**

### **EXPANDED COURSE OUTLINE**

#### **I. Laws & Agency Policy**

- A. P.C. 12020
  - 1. Possession of Within Scope of Employment
- B. San Rafael Police Department Discharge of a Firearm Policy
  - 1. G.O. 80-30

#### **II. Safety and Range Rules**

- A. The Four Basic Safety Rules include
  - 1. Treat all guns as if they are loaded
  - 2. Laser Rule
    - a. Never point the muzzle at anything you are not willing to destroy
  - 3. Master Grip
    - a. Keep your finger off the trigger until your sights are on the target.
  - 4. YOU are responsible for every round you shoot
    - a. Always be sure of your target and beyond

#### **III. Nomenclature, Specifications, Operation and Capabilities of the Olympic Arms PCR/M16M4 Rifle**

- A. Nomenclature & Operation
  - 1. Upper Receiver
    - a. Flash Suppressor
    - b. Barrel



**SAN RAFAEL POLICE DEPARTMENT  
TRAINING UNIT**

**SHORT BARRELED RIFLE COURSE**

- c. Front Sight assembly
  - d. Handguard and Slip Ring
  - e. Ejection Port
  - f. Ejection Port Cover
  - g. Charging Handle
  - h. Forward Assist Assembly
  - i. Trijicon II optical Sight 12.5 MOA
  - j. Rear Flip up Iron Sight
2. Lower Receiver-Provides firing control
- a. Trigger and Trigger Group
  - b. Pistol Grip
  - c. Selector Lever
  - d. Bolt Catch
  - e. Magazine Catch Button
  - f. Cartridge Magazine
  - g. Collapsible Stock- 3 position

**B. Specifications**

- 1. Type of Weapon
- 2. Barrel Length
- 3. Overall Length
- 4. Caliber
- 5. Magazine Capacity
- 6. Weight (empty)
- 7. Type of Sights
- 8. Approximate muzzle Velocity

**C. Capabilities**

- 1. Maximum Range
- 2. Maximum Effective Range
- 3. Penetration of Soft Body Armor
- 4. Full/Semi Auto

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<b>SHORT BARRELED RIFLE COURSE</b>
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**IV. Firearms Care, Disassembly, and Maintenance**

- A. Refer To Manufacturer's Operation Manual

**V. Basic Shooting Fundamentals**

- A. Stance/Position

- B. Grip/Stock Weld

- C. Sight Alignment (Iron)

1. Top of front sight post centered in the rear peep sight
2. 100 percent focus is on the top edge of the front sight post. The rear peep and target are blurred.

- C. Sight Alignment (Optical)

1. COB place triangle on point of impact
2. At 25+ yards use top tip of triangle to sight

- D. Sight Picture

Defined as the relationship of sight alignment to target

- E. Breath

1. Breath must be held at the moment the shot is made.
2. Breathing while firing will cause vertical stringing of shots
3. Holding breath too long will cause vision to blur and muscles to tremble, so shot needs to be made before this happens.

**SAN RAFAEL POLICE DEPARTMENT  
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**F. Trigger Control**

1. Emphasize that this is the single most important element.
2. Shooter must apply steadily increasing pressure on the trigger until the gun fires and to hold trigger to the rear so as not to disturb the sight alignment.

**G. Follow Through**

1. Maintaining all the elements throughout the shot.
2. After shot is fired and the bullet has time to exit the muzzle, then release trigger to sear reset the start sequence of trigger control again for next shot.

**VI. Malfunctions, Stoppages & Reloading**

A. In CQB confrontations— immediately transition to handgun

B. Fail to Fire – “Tap, Rack & Assess”

1. Seat magazine by hitting it with heel of hand
2. Pull bolt to rear and release
3. Obtain sight picture
4. Assess if follow-up shots are necessary

C. Stove Pipe – “Tilt, Rack & Assess”

1. Tilt rifle so ejection port faces ground
2. Pull bolt to rear and release
3. Obtain sight picture
4. Assess if follow-up shot is necessary

D. Feedway Stoppages

1. Lock bolt to the rear
2. Remove the magazine from weapon
  - a. discard magazine (optional)
3. Clear live rounds from the chamber and receiver
4. Insert a fresh loaded magazine
5. Chamber a round
6. Obtain a sight picture
7. Assess if follow-up shots are necessary

**SAN RAFAEL POLICE DEPARTMENT  
TRAINING UNIT**

<b>SHORT BARRELED RIFLE COURSE</b>
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**VII. Tactical Considerations**

- A. Based on agency Guidelines & Training
- B. Physical environment
- C. Be aware of Cover & Concealment
- D. Rifle calibers will penetrate soft body armor... (yours/theirs)
- E. The Rifle affords the opportunity to maintain safe distances to adversaries
- F. The Rifle affords an increased effective range over the service shotgun and handgun
- G. The Rifle affords more accuracy than a service shotgun with a rifled slug
- H. The Rifle is easier to load and re-load than a service shotgun
- I. The Rifle has a larger ammunition capacity than a service shotgun

**VIII. Shooting Decisions**

- A. Know your abilities and limitations, and those of your weapon
- B. Exercise fire discipline within agency guidelines and the parameters of applicable State and Federal laws

**IX. Basic Skills Development**

- A. Dry Firing Exercises
  - 1. Dry fire - standing, kneeling, sitting, prone (without tactical vest)
  - 2. Dry fire - standing, kneeling, sitting, prone (with tactical vest)
  - 3. Dry fire - tactical entry position (with tactical vest)

**X. Weapon Sighting & Range Practice (30 Rounds)**

- A. Sight weapon at CQB range

**SAN RAFAEL POLICE DEPARTMENT  
TRAINING UNIT**

<b>SHORT BARRELED RIFLE COURSE</b>
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**XI. Range Practice – Perimeter (60 Rounds)**

- 20 Rounds @ 50 Yards
- 20 Rounds @ 100 Yards
- 20 Rounds @ 200 Yards

**XII. Range Practice – Malfunctions & Stoppages (60 Rounds)**

- 20 Rounds @ 7 Yards - CQB Transition
- 20 Rounds @ 15 Yards - Tactical & Combat Reloading
- 20 Rounds @ 15 Yards - Fail to Fire – “Tap, Rack & Assess”

**XIII. Range Practice – Low Light (60 Rounds)**

- 20 Rounds @ 50 Yards (5 Standing, 5 Kneeling, 5 Sitting, 5 Prone)
- 20 Rounds @ 15 Yards – Tactical Entry Position
- 20 Rounds @ 7 Yards – CQB Transition

**XIV. Range Practice – Multiple Targets (60 Rounds)**

- 10 Rounds @ 5 Yards, 10 Yards, 15 Yards (Semi-Auto)
- 10 Rounds @ 5 Yards, 10 Yards, 15 Yards (Full-Auto)

**XV. Range Practice – Shoot/No-Shoot Targets (60 Rounds)**

- 10 Rounds @ 5 Yards, 10 Yards, 15 Yards (Semi-Auto)
- 10 Rounds @ 5 Yards, 10 Yards, 15 Yards (Full-Auto)

**XVI. Range Practice – Move & Shoot (60 Rounds)**

- 30 Rounds - advance from 15 Yards to 5 Yards
- 30 Rounds – lateral @ 7 Yards

**SAN RAFAEL POLICE DEPARTMENT  
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**XVII. Range Practice – Team Movement (60 Rounds)**

- 30 Rounds - advance from 15 Yards to 5 Yards
- 30 Rounds – lateral @ 7 Yards

**XVIII. Tactical Entry Scenarios (30 Rounds)**

- Building Search
- Search Warrant
- Barricaded Subject

**XIX. Tactical Entry Scenarios (30 Rounds)**

- Hostage Rescue
- Active-Shooter

(REVISED 2/85)

INDEX AS: DISCHARGE OF FIREARMS  
FIREARMS, DISCHARGE OF  
WEAPONS, DISCHARGE OF

FEBRUARY 15, 1985

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DISCHARGE OF FIREARMS

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PURPOSE

- 1. THE PURPOSE OF THIS ORDER IS TO GIVE OFFICERS DIRECTION AND TO STATE THE REPORTING PROCEDURES AND INVESTIGATIVE PROCEDURES GOVERNING THE DISCHARGE OF FIREARMS BY DEPARTMENTAL OFFICERS CONSISTENT WITH STATE STATUTORY AND CASE LAW.
- 2. IN ADDITION:
  - A. THE PROVISIONS STATED HEREIN ARE FOR INTERNAL USE AND GUIDANCE ONLY AND THAT THE VIOLATION OF ITS TERMS OR PROVISIONS IS SOLELY FOR THE BASIS OF ADMINISTRATIVE ACTION OR DISCIPLINE;
  - B. THE GENERAL ORDER IS NOT INTENDED TO ENLARGE THE EMPLOYEE'S CIVIL LIABILITY, OR THAT OF THE EMPLOYER;
  - C. THE GENERAL ORDER IS NOT INTENDED TO CREATE A SPECIAL STANDARD OF CARE, IN THAT IT CONSTITUTES AN EXCESS OF CAUTION; AND
  - D. THE GENERAL ORDER'S PRIMARY PURPOSE IS TO GUIDE AND CONTROL THE EXERCISE OF DISCRETION AT THE OPERATIONAL LEVEL, AND NOT TO ESTABLISH A STANDARD OF CONDUCT, ETCHED IN STONE.

POLICY

- 3. IT IS THE POLICY OF THIS DEPARTMENT TO TRAIN OFFICERS IN THE USE OF FIREARMS AND TO PROVIDE THEM WITH ADVISORY PROCEDURES GOVERNING THE DISCHARGE OF THEIR SERVICE FIREARMS. THE POLICY ALSO TAKES INTO CONSIDERATION THAT LIFE AND DEATH SITUATIONS WILL OCCUR IN A POLICING AGENCY AND THAT DECISIONS OFTEN MUST BE MADE IN A SPLIT SECOND AS TO WHETHER A PERSON'S OR AN OFFICER'S LIFE IS IN JEOPARDY. SUCH CONSIDERATION, THEREFORE, DICTATES THAT THE OFFICERS OF THIS DEPARTMENT SHOULD NOT BE PUT AT A DISADVANTAGE OR A CITIZEN'S LIFE SHOULD NOT BE FURTHER JEOPARDIZED, BY HAVING CONFUSING AND COMPLICATED PROCEDURES WHICH MAY CAUSE AN OFFICER TO HESITATE WHILE EVALUATING THE PROVISIONS OF THESE PROCEDURES. IT IS THE INTENT, THEREFORE, OF THIS POLICY, TO RESTRICT, AS MUCH AS POSSIBLE, THE USE OF DEADLY FORCE, TO THOSE SITUATIONS AND CIRCUMSTANCES AS ARE APPROPRIATE.

PROCEDURES

- 4. AN OFFICER SHOULD NOT DISCHARGE FIREARMS IN THE PERFORMANCE OF HIS POLICE DUTIES, EXCEPT UNDER THE FOLLOWING CIRCUMSTANCES:
  - A. DEFENSE OF SELF OR OTHERS.  
  
WHEN THE OFFICER HAS REASON TO BELIEVE THAT THE USE OF SUCH FORCE IS JUSTIFIED TO PREVENT DEATH OR SERIOUS BODILY INJURY TO HIMSELF OR OTHER PERSONS.
  - B. FLEEING FELONS.  
  
WHEN THE OFFICER HAS REASON TO BELIEVE THE PERSON SOUGHT TO BE ARRESTED HAS COMMITTED, OR IS CHARGED WITH A FELONY, OF THE VIOLENT VARIETY, I.E., A FORCIBLE AND ATROCIOUS ONE WHICH THREATENS DEATH OR SERIOUS BODILY HARM. HOWEVER, FIREARMS SHOULD NOT BE DISCHARGED IF THE OFFICER HAS REASON TO BELIEVE, BASED UPON THE ATTENDANT CIRCUMSTANCES, THAT THE DISCHARGE MAY ENDANGER THE LIVES OF PASSERSBY OR OTHER PERSONS NOT INVOLVED IN THE CRIME FROM WHICH FLIGHT IS BEING MADE OR ATTEMPTED.
  - C. AT AN APPROVED RANGE.
  - D. WHEN KILLING SERIOUSLY WOUNDED OR DANGEROUS ANIMALS WHERE OTHER DISPOSITION IS IMPRACTICAL.
- 5. FIREARMS SHOULD NOT BE DISCHARGED UNDER THE FOLLOWING CIRCUMSTANCES:
  - A. IN ANY MISDEMEANOR CASE.
  - B. FROM A MOVING VEHICLE OR AT A MOVING OR FLEEING VEHICLE EXCEPT AS FOLLOWS:
    - 1. WHEN NECESSARY IN THE DEFENSE OF AN OFFICER'S LIFE OR ANOTHER PERSON'S LIFE. HOWEVER, FIREARMS SHOULD NOT BE DISCHARGED IF THE OFFICER HAS REASON TO BELIEVE, BASED UPON THE ATTENDANT CIRCUMSTANCES, THAT THE DISCHARGE MAY ENDANGER THE LIVES OF PASSERSBY OR OTHER PERSONS NOT INVOLVED IN THE CRIME FROM WHICH FLIGHT IS BEING MADE OR ATTEMPTED.
    - 2. WHEN NECESSARY TO EFFECT THE CAPTURE OF, OR PREVENT THE ESCAPE OF A PERSON WHOM THE OFFICER HAS REASON TO BELIEVE HAS COMMITTED A FELONY AND ONLY IN THOSE AREAS AND UNDER THOSE CONDITIONS AS ENUMERATED IN -4. A. AND -4 B. HOWEVER, FIREARMS SHOULD NOT BE DISCHARGED IF THE OFFICER HAS REASON TO BELIEVE, BASED UPON THE ATTENDANT CIRCUMSTANCES, THAT THE DISCHARGE MAY ENDANGER THE LIVES OF PASSERSBY OR OTHER PERSONS NOT INVOLVED IN THE CRIME FROM WHICH FLIGHT IS BEING MADE OR ATTEMPTED.
  - C. AS A WARNING, EITHER INTO THE AIR OR INTO THE GROUND OR AT OR INTO A STRUCTURE, VEHICLE, TREE OR OTHER THING OF SUBSTANCE UNLESS THE OFFICER CAN ARTICULATE SPECIFIC FACTS WHICH WOULD SUBSTANTIATE THAT THE WARNING DISCHARGE WAS NECESSARY IN THE DEFENSE OF AN OFFICER'S LIFE OR ANOTHER PERSON'S LIFE AND THE TAKING OF THE SUSPECT'S LIFE WAS UNNECESSARY..

C. ONE OR MORE OF THE FOLLOWING CORRECTIVE ACTIONS MAY BE TAKEN BY THE CHIEF OF POLICE WHEN INDICATED, SUBJECT TO THE PROVISIONS OF THE CHARTER OF THE CITY OF SAN RAFAEL, THE RULES OF THE CIVIL SERVICE BOARD, AND WHEN NECESSARY, THE APPROVAL OF THE CITY MANAGER.

1. COUNSELING.
2. TRAINING.
3. ORAL REPRIMAND.
4. WRITTEN REPRIMAND.
5. VOLUNTARY SURRENDER OF TIME OFF IN LIEU OF OTHER ACTION.
6. VOLUNTARY SURRENDER OF ACCUMULATED OVERTIME IN LIEU OF OTHER ACTION.
7. SUSPENSION.
8. FINE.
9. DEMOTION.
10. DISMISSAL FROM THE SERVICE.

D. THE RIGHTS GUARANTEED IN THE PUBLIC SAFETY OFFICER'S PROCEDURAL BILL OF RIGHTS ACT AND THE "PRE-HEARING" RIGHTS OF SKELLY VS STATE PERSONNEL BOARD SHALL BE COMPLIED WITH AT ALL TIMES.

  
CHIEF OF POLICE

114 B/17



## BASIC RULES OF GUN HANDLING

- 1] TREAT ALL GUNS AS IF THEY ARE LOADED.
- 2] **LASER RULE:**  
NEVER LET THE MUZZLE OF YOUR GUN COVER ANYTHING YOU ARE NOT WILLING TO SHOOT OR DESTROY.
- 3] **MASTER GRIP:**  
KEEP YOUR FINGER OFF OF THE TRIGGER AND OUT OF THE TRIGGER GUARD UNTIL YOUR SIGHTS ARE ON THE TARGET.
- 4] BE SURE OF YOUR TARGET, ITS BACKSTOP, AND BEYOND.
- 5] **DURING A RELOAD:**  
ALWAYS MAINTAIN COVER, AND KEEP YOUR EYES DOWN RANGE. DO NOT RUSH THE RELOAD, SMOOTHNESS IS SPEED.
- 6] IF YOUR RIFLE FAILS DURING A GUN BATTLE, SLING YOUR RIFLE, AND IMMEDIATELY GO TO YOUR HANDGUN.
- 7] IF YOU ARE NOT SURE WHAT YOU ARE SHOOTING AT, DON'T SHOOT. YOU ARE ACCOUNTABLE FOR ALL ROUNDS THAT YOU FIRE FROM YOUR WEAPONS.

# **RANGE COMMANDS**

RIFLE and SHOTGUN

## **ON LINE:**

**WEAPON UNLOADED, EYES AND EARS ON.**

**RIFLE-** On sling, Magazine full.

**SHOTGUN-** 8 Rounds of 00 Buck

## **MAKE WEAPON "PATROL READY":**

**RIFLE-** Rifle and magazine inspection.

**SHOTGUN-** Shotgun inspection.

## **WEAPON INSPECTION:**

**RIFLE and SHOTGUN,** Inspect and return to the "Patrol Ready Position".

## **CHARGE YOUR WEAPON:**

**RIFLE-** Bolt forward, safety on.

**SHOTGUN-** Pump Action, safety on.

## **READY GUN:**

**RIFLE and SHOTGUN-** Place into the shoulder, barrel slightly depressed downrange, SAFETY OFF. You are able to see the suspects hands and have a clear view of the area. **EMPHASIZE LASER RULE AND MASTER GRIP.**

## **FIRE:**

Weapon is fired. When required number of rounds have been fired, weapon should come to the **Ready Gun Position.**

## **MAKE WEAPON SAFE:**

**RIFLE-** Safety on, magazine out, bolt locked back, sling the rifle.

**SHOTGUN-** Slide back, safety on.

**SAN RAFAEL POLICE DEPARTMENT  
SWAT TRAINING / SKAGGS ISLAND  
JAN 23, 2008**

- 0600 Arrive at PD / Team Meeting / Equipment Handout  
Load Vehicle's and Equipment.
- 0700 Leave for training site, Skaggs Island in Sonoma
- 0800 Arrive at Skaggs Island / Set-Up
- 0900 1<sup>st</sup> Scenario / Downed Officer Rescue from a parking lot.  
Smoke Demonstration / Ferret Demonstration
- 1030 2<sup>nd</sup> Scenario / Stairwell Assault / Both directions  
Flashbangs / Ballistic Shields
- 1200 LUNCH
- 1300 3<sup>RD</sup> Scenario / Room and Hallway Assault, one level  
Flashbangs
- 1430 4<sup>th</sup> Scenario / Room and Hallway Assault, multiple levels
- 1600 END OF TRAINING / CLEAN-UP AND RETURN TO PD
- 1700 PD / UNLOAD EQUIPMENT / END OF TRAINING DAY.

**SAN RAFAEL POLICE DEPARTMENT  
SWAT TRAINING / SKAGGS ISLAND  
JAN. 23, 2008**

**SCENARIO ONE**

**OFFICER DOWN RESCUE:**

Parking lot / Patrol car stopped in lot / Officer shot and wounded.  
Suspect located on the 2<sup>nd</sup> floor still actively shooting.

**TRAINING TOOLS-** the use of Smoke, Cover Fire, Ferrets,  
Flash Bangs, Ballistic Shields, Vehicles.

**SCENARIO TWO**

**STAIRWELL ASSAULT:**

Ground Floor to 3<sup>rd</sup> Floor Landing.  
3<sup>rd</sup> Floor Landing to Ground Floor.

**TRAINING TOOLS-** the use of Ballistic Shields, Cover Fire,  
Team Movement, Flash Bangs.

**SCENARIO THREE**

**HALLWAY and ROOM ASSAULT:**

Move down a hallway, searching and locating 1-2 suspects.

**TRAINING TOOLS-** the use of Ballistic Shields, Flash Bangs,  
Cover Fire, Communication, Team Movement,

**TRAINING TASKS-** One Assault Team, Searching, Move and Shoot.

**SCENARIO FOUR**

**HALLWAY AND ROOM ASSAULT:**

Move down a hallway, searching room to room, moving from  
one level to the next. 2-3 Active suspects.

**TRAINING TOOLS-** Same as Scenario 3

**TRAINING TASKS-** the use of Multiple Teams searching and engaging  
suspects on multiple levels.

01/21/08

Officer J. Coen / Training, Sniper



# San Rafael Police Department

1400 Fifth Ave.  
San Rafael, CA 94901

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## Memorandum

**Date:** 03/03/08

**To:** Dave Starnes, SWAT Commander

**From:** Sgt. Glenn McElderry, SWAT Team Leader

**RE:** February 2008 Monthly Training

On Thursday, February 28, 2008, the SRPD SWAT Team completed its February Training. The training day was as follows:

### *Training Day:*

PT Training for 2 hours in the morning.

Richmond Range:

Sighted in rifles both on EO TECH and iron sights

Point shoulder shooting with rifle both static and moving forward and back. In pairs, angled movement toward and across the range, multiple targets.

Handgun shooting – point shoulder drawing.

**Attended:** McElderry, Sweeney, Schraeder, Bellamy, R. Cogbill, Berringer, Diaz, Eberle, Leon, Cron

**Missed:** Melodia-training, Augustus-sick, E. Cogbill & Coen-Vacation

**SAN RAFAEL POLICE DEPARTMENT**  
**APRIL 2008 SWAT & HNT TRAINING OUTLINE**

*Training Unit  
File Copy*

6:00am-	Arrive @ PD, load SWAT gear for training day.
6:30am-	Pickleweed Center for PT, stretching & workout.
8:00am-	Travel Time to Richmond Range.
9:00am-	Richmond Rod and Gun Club Live Fire Exercises. Weapon Qualification.
11:00am-	Clean-up / Travel Time back to San Rafael
11:30am-	Lunch
12:30pm-	Marin Transit Bus / Location TBA Bus layout, Assault Training Prep & Scenarios
13:00pm-	Scenario 1 SWAT and HNT Exercise, See attached scenario Debrief
14:30pm-	Scenario 2 SWAT and HNT Exercise, See attached scenario. Debrief
16:00pm-	Clean-up / Return to PD

SWAT Sniper / Range Master John Coen #270

Date: 04/24/08

*All Team Members Participated*

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**Short Barreled Rifle Lesson Plan  
POST Training / 16 hour Course**

**Presented by the  
San Rafael Police  
Department**

*Make sure  
short-barrelled  
rifle was submitted  
by Stimach*

**INSTRUCTOR MANUAL**



## PART II

### FIREARMS

#### SECTION 2.1 FACILITY GUIDELINES

##### Guideline 2.1.1

General safety rules as well as procedures unique to each firearms training facility should be developed, reduced to writing and communicated to students prior to each training session.

COMMENT: Good firearms training facilities are in short supply. Few presenters have exclusive access to one facility. Generally, presenters must train at whichever facility they can obtain on a space-available basis. This fact may subsequently suggest the need to draft safety rules and procedures specific to each range, if substantive differences are noted.

Students who travel to POST certified firearms courses away from their local area are using unfamiliar facilities and should therefore be made aware of local rules and conditions. Rules of the Range should be clearly posted.

##### Guideline 2.1.2

Each firearms training facility should have an adequate bullet impact area to provide a reasonable margin of safety from all aimed, strayed and ricocheted shots.

##### Guideline 2.1.3

Each firearms training facility should have a reasonably contained perimeter designated by means of warning signs, fencing, or both, to prevent unauthorized entry.

COMMENT: It is important that all persons in the vicinity of a firearms training facility be aware of the activities which occur there. Signs should be posted conspicuously and far enough away from the shooting area to provide a wide margin of safety.

#### Guideline 2.1.8

Weather conditions should be considered with regard to the need to provide shaded areas, shelter or protective clothing.

#### Guideline 2.1.9

Indoor ranges should be adequately ventilated.

COMMENT: Student exposure to lead residue is of particular concern in the case of indoor or enclosed ranges. Range facilities should conform to all applicable CAL-OSHA standards.

#### Guideline 2.1.10

A first aid kit should be readily accessible at each range site.

COMMENT: Training facilities that have multiple ranges should equip each range with a first aid kit. Each first aid kit should include compresses and specific materials suitable for the control of bleeding and emergency treatment of gunshot wounds.

#### Guideline 2.1.11

Ranges equipped with reactive targets should be constructed in such a manner as to minimize the danger of ricochets.

COMMENT: Setting up reactive targets on a slight angle to the line of fire will cause ricocheting bullets to angle away from the shooter rather than back at the shooter. Shots must be deflected into a safe impact area.

#### Guideline 2.1.12

Props and sets used in tactical shooting courses should be constructed to minimize the danger created by ricochet.

### SECTION 2.2 EQUIPMENT GUIDELINES

#### Guideline 2.2.1

Every student should be required to wear eye and ear protection while engaged in shooting or while in the immediate vicinity of

COMMENT: Clothing should cover areas that could be skinned, cut or burned in any of the positions the shooter is expected to assume. Tank tops, low-necked shirts and similar clothing should not be permitted. Shoes should completely cover the toes and be suitable for standing and running.

#### Guideline 2.2.7

**The Instructional Staff should be easily identifiable.**

COMMENT: The use of distinctive clothing, headgear, armbands, etc. by the instructional staff is suggested for this purpose.

### SECTION 2.3 INSTRUCTOR QUALIFICATIONS

#### Guideline 2.3.1

**Instructors/Rangemasters in certified firearms courses should have successfully completed a POST certified Firearms Instructor Course or its equivalent.**

COMMENT: Training equivalency will be determined jointly by the presenter and POST.

It is recognized that there are a number of excellent firearms instructor courses offered in other states, by Federal law enforcement agencies or by other sources. The intent of this guideline is to encourage an appropriate amount of instructor-level training.

As used in this guideline, the term "instructor" refers to the person or persons who are responsible for the delivery of instruction or presentation of course curricula.

#### Guideline 2.3.2

**Instructors/Rangemasters are encouraged to participate in periodic Firearms Instructor Update courses.**

COMMENT: Networking of firearms instructors should also be encouraged.

## SECTION 2.5 PRESENTATION GUIDELINES

### Guideline 2.5.1

General range safety rules should be reemphasized to students immediately prior to range training.

### Guideline 2.5.2

Procedures for handling weapon malfunctions, ammunition failures and other unusual occurrences should be reviewed immediately before live-fire training.

### Guideline 2.5.3

Students should be instructed to keep their fingers outside the firearm's trigger guard until a target is available for shooting and they decide to fire.

COMMENT: Keeping the trigger finger outside of the weapon's trigger guard will help prevent accidental or unintentional discharges. An exception to this requirement may be appropriate when the student is involved in an actual tactical shooting exercise.

### Guideline 2.5.4

Students should be given a general orientation to any tactical shooting course where live fire will be used prior to application phase of training.

COMMENT: An orientation on the overall expectations of a tactical shooting exercise will generally enhance safety and positively impact the training experience. This practice becomes critical in exercises involving multiple shooters where coordinated activity is essential.

Exposing a student to an "unknown" situation which deliberately taxes discretionary abilities and psychomotor skill may enhance a training experience significantly. The spirit of this guideline is to ensure safety by providing the student with a general expectation of what may occur, not to inhibit a valuable training experience.

# POST

## GENERAL PURPOSE RIFLE COURSE CURRICULUM

- COURSE TITLE:** **SHORT BARRELED RIFLE COURSE - 16 HOURS**  
Includes all shoulder-fired weapons that are not shotguns and are less than 16 inches in Barrel length.
- COURSE GOAL:** To provide students with the information and hands-on experience needed to effectively use the Short Barreled Rifle.
- AUDIENCE:** San Rafael Police Department, SWAT team members who are Sworn Peace Officers, who are being introduced to a short barreled rifle and will qualify and carry it in the scope of their specific duty assignments.

### COURSE OBJECTIVES

Under the supervision of an instructor, and using a Short Barreled Rifle each student will:

- I. Demonstrate an understanding of the Four Rules of Safe Gun Handling
- II. Demonstrate an ability to field strip the weapon and to properly clean/maintain it.
- III. Be provided with and demonstrate agency policy regarding the use of firearms.
- IV. Demonstrate the ability to properly fire, load and unload, and clear malfunctions that occur in the firearm.
- V. Demonstrate the ability to apply the fundamental for rifle marksmanship to fire accurately from standing, kneeling, sitting and prone positions.
- VI. Demonstrate proficiency and achieve agency qualification.

# **SAN RAFAEL POLICE DEPARTMENT TRAINING UNIT**

## **SHORT BARRELED RIFLE COURSE**

### **EXPANDED COURSE OUTLINE**

#### **I. Laws & Agency Policy**

- A. P.C. 12020
  - 1. Possession of Within Scope of Employment
- B. San Rafael Police Department Discharge of a Firearm Policy
  - 1. G.O. 80-30

#### **II. Safety and Range Rules**

- A. The Four Basic Safety Rules include
  - 1. Treat all guns as if they are loaded
  - 2. Laser Rule
    - a. Never point the muzzle at anything you are not willing to destroy
  - 3. Master Grip
    - a. Keep your finger off the trigger until your sights are on the target.
  - 4. YOU are responsible for every round you shoot
    - a. Always be sure of your target and beyond

#### **III. Nomenclature, Specifications, Operation and Capabilities of the Olympic Arms PCR/M16M4 Rifle**

- A. Nomenclature & Operation
  - 1. Upper Receiver
    - a. Flash Suppressor
    - b. Barrel

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- c. Front Sight assembly
  - d. Handguard and Slip Ring
  - e. Ejection Port
  - f. Ejection Port Cover
  - g. Charging Handle
  - h. Forward Assist Assembly
  - i. Trijicon II optical Sight 12.5 MOA
  - j. Rear Flip up Iron Sight
2. Lower Receiver-Provides firing control
- a. Trigger and Trigger Group
  - b. Pistol Grip
  - c. Selector Lever
  - d. Bolt Catch
  - e. Magazine Catch Button
  - f. Cartridge Magazine
  - g. Collapsible Stock- 3 position

**B. Specifications**

- 1. Type of Weapon
- 2. Barrel Length
- 3. Overall Length
- 4. Caliber
- 5. Magazine Capacity
- 6. Weight (empty)
- 7. Type of Sights
- 8. Approximate muzzle Velocity

**C. Capabilities**

- 1. Maximum Range
- 2. Maximum Effective Range
- 3. Penetration of Soft Body Armor
- 4. Full/Semi Auto

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**IV. Firearms Care, Disassembly, and Maintenance**

- A. Refer To Manufacturer's Operation Manual

**V. Basic Shooting Fundamentals**

- A. Stance/Position

- B. Grip/Stock Weld

- C. Sight Alignment (Iron)

1. Top of front sight post centered in the rear peep sight
2. 100 percent focus is on the top edge of the front sight post. The rear peep and target are blurred.

- C. Sight Alignment (Optical)

1. COB place triangle on point of impact
2. At 25+ yards use top tip of triangle to sight

- D. Sight Picture

Defined as the relationship of sight alignment to target

- E. Breath

1. Breath must be held at the moment the shot is made.
2. Breathing while firing will cause vertical stringing of shots
3. Holding breath too long will cause vision to blur and muscles to tremble, so shot needs to be made before this happens.



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**F. Trigger Control**

1. Emphasize that this is the single most important element.
2. Shooter must apply steadily increasing pressure on the trigger until the gun fires and to hold trigger to the rear so as not to disturb the sight alignment.

**G. Follow Through**

1. Maintaining all the elements throughout the shot.
2. After shot is fired and the bullet has time to exit the muzzle, then release trigger to rear reset the start sequence of trigger control again for next shot.

**VI. Malfunctions, Stoppages & Reloading**

A. In CQB confrontations– immediately transition to handgun

B. Fail to Fire – “Tap, Rack & Assess”

1. Seat magazine by hitting it with heel of hand
2. Pull bolt to rear and release
3. Obtain sight picture
4. Assess if follow-up shots are necessary

C. Stove Pipe – “Tilt, Rack & Assess”

1. Tilt rifle so ejection port faces ground
2. Pull bolt to rear and release
3. Obtain sight picture
4. Assess if follow-up shot is necessary

D. Feedway Stoppages

1. Lock bolt to the rear
2. Remove the magazine from weapon
  - a. discard magazine (optional)
3. Clear live rounds from the chamber and receiver
4. Insert a fresh loaded magazine
5. Chamber a round
6. Obtain a sight picture
7. Assess if follow-up shots are necessary

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**VII. Tactical Considerations**

- A. Based on agency Guidelines & Training
- B. Physical environment
- C. Be aware of Cover & Concealment
- D. Rifle calibers will penetrate soft body armor... (yours/theirs)
- E. The Rifle affords the opportunity to maintain safe distances to adversaries
- F. The Rifle affords an increased effective range over the service shotgun and handgun
- G. The Rifle affords more accuracy than a service shotgun with a rifled slug
- H. The Rifle is easier to load and re-load than a service shotgun
- I. The Rifle has a larger ammunition capacity than a service shotgun

**VIII. Shooting Decisions**

- A. Know your abilities and limitations, and those of your weapon
- B. Exercise fire discipline within agency guidelines and the parameters of applicable State and Federal laws

**IX. Basic Skills Development**

- A. Dry Firing Exercises
  - 1. Dry fire - standing, kneeling, sitting, prone (without tactical vest)
  - 2. Dry fire - standing, kneeling, sitting, prone (with tactical vest)
  - 3. Dry fire - tactical entry position (with tactical vest)

**X. Weapon Sighting & Range Practice (30 Rounds)**

- A. Sight weapon at CQB range

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**XI. Range Practice – Perimeter (60 Rounds)**

- 20 Rounds @ 50 Yards
- 20 Rounds @ 100 Yards
- 20 Rounds @ 200 Yards

**XII. Range Practice – Malfunctions & Stoppages (60 Rounds)**

- 20 Rounds @ 7 Yards - CQB Transition
- 20 Rounds @ 15 Yards - Tactical & Combat Reloading
- 20 Rounds @ 15 Yards - Fail to Fire – “Tap, Rack & Assess”

**XIII. Range Practice – Low Light (60 Rounds)**

- 20 Rounds @ 50 Yards (5 Standing, 5 Kneeling, 5 Sitting, 5 Prone)
- 20 Rounds @ 15 Yards – Tactical Entry Position
- 20 Rounds @ 7 Yards – CQB Transition

**XIV. Range Practice – Multiple Targets (60 Rounds)**

- 10 Rounds @ 5 Yards, 10 Yards, 15 Yards (Semi-Auto)
- 10 Rounds @ 5 Yards, 10 Yards, 15 Yards (Full-Auto)

**XV. Range Practice – Shoot/No-Shoot Targets (60 Rounds)**

- 10 Rounds @ 5 Yards, 10 Yards, 15 Yards (Semi-Auto)
- 10 Rounds @ 5 Yards, 10 Yards, 15 Yards (Full-Auto)

**XVI. Range Practice – Move & Shoot (60 Rounds)**

- 30 Rounds - advance from 15 Yards to 5 Yards
- 30 Rounds – lateral @ 7 Yards

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**XVII. Range Practice – Team Movement (60 Rounds)**

- 30 Rounds - advance from 15 Yards to 5 Yards
- 30 Rounds – lateral @ 7 Yards

**XVIII. Tactical Entry Scenarios (30 Rounds)**

- Building Search
- Search Warrant
- Barricaded Subject

**XIX. Tactical Entry Scenarios (30 Rounds)**

- Hostage Rescue
- Active-Shooter

(REVISED 2/85)

FEBRUARY 15, 1985

INDEX AS: DISCHARGE OF FIREARMS  
FIREARMS, DISCHARGE OF  
WEAPONS, DISCHARGE OF

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DISCHARGE OF FIREARMS

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PURPOSE

- 1. THE PURPOSE OF THIS ORDER IS TO GIVE OFFICERS DIRECTION AND TO STATE THE REPORTING PROCEDURES AND INVESTIGATIVE PROCEDURES GOVERNING THE DISCHARGE OF FIREARMS BY DEPARTMENTAL OFFICERS CONSISTENT WITH STATE STATUTORY AND CASE LAW.
- 2. IN ADDITION:
  - A. THE PROVISIONS STATED HEREIN ARE FOR INTERNAL USE AND GUIDANCE ONLY AND THAT THE VIOLATION OF ITS TERMS OR PROVISIONS IS SOLELY FOR THE BASIS OF ADMINISTRATIVE ACTION OR DISCIPLINE;
  - B. THE GENERAL ORDER IS NOT INTENDED TO ENLARGE THE EMPLOYEE'S CIVIL LIABILITY, OR THAT OF THE EMPLOYER;
  - C. THE GENERAL ORDER IS NOT INTENDED TO CREATE A SPECIAL STANDARD OF CARE, IN THAT IT CONSTITUTES AN EXCESS OF CAUTION; AND
  - D. THE GENERAL ORDER'S PRIMARY PURPOSE IS TO GUIDE AND CONTROL THE EXERCISE OF DISCRETION AT THE OPERATIONAL LEVEL, AND NOT TO ESTABLISH A STANDARD OF CONDUCT, ETCHED IN STONE.

POLICY

- 3. IT IS THE POLICY OF THIS DEPARTMENT TO TRAIN OFFICERS IN THE USE OF FIREARMS AND TO PROVIDE THEM WITH ADVISORY PROCEDURES GOVERNING THE DISCHARGE OF THEIR SERVICE FIREARMS. THE POLICY ALSO TAKES INTO CONSIDERATION THAT LIFE AND DEATH SITUATIONS WILL OCCUR IN A POLICING AGENCY AND THAT DECISIONS OFTEN MUST BE MADE IN A SPLIT SECOND AS TO WHETHER A PERSON'S OR AN OFFICER'S LIFE IS IN JEOPARDY. SUCH CONSIDERATION, THEREFORE, DICTATES THAT THE OFFICERS OF THIS DEPARTMENT SHOULD NOT BE PUT AT A DISADVANTAGE OR A CITIZEN'S LIFE SHOULD NOT BE FURTHER JEOPARDIZED, BY HAVING CONFUSING AND COMPLICATED PROCEDURES WHICH MAY CAUSE AN OFFICER TO HESITATE WHILE EVALUATING THE PROVISIONS OF THESE PROCEDURES. IT IS THE INTENT, THEREFORE, OF THIS POLICY, TO RESTRICT, AS MUCH AS POSSIBLE, THE USE OF DEADLY FORCE, TO THOSE SITUATIONS AND CIRCUMSTANCES AS ARE APPROPRIATE.

PROCEDURES

- 4. AN OFFICER SHOULD NOT DISCHARGE FIREARMS IN THE PERFORMANCE OF HIS POLICE DUTIES, EXCEPT UNDER THE FOLLOWING CIRCUMSTANCES:
  - A. DEFENSE OF SELF OR OTHERS.  
WHEN THE OFFICER HAS REASON TO BELIEVE THAT THE USE OF SUCH FORCE IS JUSTIFIED TO PREVENT DEATH OR SERIOUS BODILY INJURY TO HIMSELF OR OTHER PERSONS.
  - B. FLEEING FELONS.  
WHEN THE OFFICER HAS REASON TO BELIEVE THE PERSON SOUGHT TO BE ARRESTED HAS COMMITTED, OR IS CHARGED WITH A FELONY, OF THE VIOLENT VARIETY, I.E., A FORCIBLE AND ATROCIOUS ONE WHICH THREATENS DEATH OR SERIOUS BODILY HARM. HOWEVER, FIREARMS SHOULD NOT BE DISCHARGED IF THE OFFICER HAS REASON TO BELIEVE, BASED UPON THE ATTENDANT CIRCUMSTANCES, THAT THE DISCHARGE MAY ENDANGER THE LIVES OF PASSERSBY OR OTHER PERSONS NOT INVOLVED IN THE CRIME FROM WHICH FLIGHT IS BEING MADE OR ATTEMPTED.
  - C. AT AN APPROVED RANGE.
  - D. WHEN KILLING SERIOUSLY WOUNDED OR DANGEROUS ANIMALS WHERE OTHER DISPOSITION IS IMPRACTICAL.
- 5. FIREARMS SHOULD NOT BE DISCHARGED UNDER THE FOLLOWING CIRCUMSTANCES:
  - A. IN ANY MISDEMEANOR CASE.
  - B. FROM A MOVING VEHICLE OR AT A MOVING OR FLEEING VEHICLE EXCEPT AS FOLLOWS:
    1. WHEN NECESSARY IN THE DEFENSE OF AN OFFICER'S LIFE OR ANOTHER PERSON'S LIFE. HOWEVER, FIREARMS SHOULD NOT BE DISCHARGED IF THE OFFICER HAS REASON TO BELIEVE, BASED UPON THE ATTENDANT CIRCUMSTANCES, THAT THE DISCHARGE MAY ENDANGER THE LIVES OF PASSERSBY OR OTHER PERSONS NOT INVOLVED IN THE CRIME FROM WHICH FLIGHT IS BEING MADE OR ATTEMPTED.
    2. WHEN NECESSARY TO EFFECT THE CAPTURE OF, OR PREVENT THE ESCAPE OF A PERSON WHOM THE OFFICER HAS REASON TO BELIEVE HAS COMMITTED A FELONY AND ONLY IN THOSE AREAS AND UNDER THOSE CONDITIONS AS ENUMERATED IN -4, A. AND -4 B. HOWEVER, FIREARMS SHOULD NOT BE DISCHARGED IF THE OFFICER HAS REASON TO BELIEVE, BASED UPON THE ATTENDANT CIRCUMSTANCES, THAT THE DISCHARGE MAY ENDANGER THE LIVES OF PASSERSBY OR OTHER PERSONS NOT INVOLVED IN THE CRIME FROM WHICH FLIGHT IS BEING MADE OR ATTEMPTED.
  - C. AS A WARNING, EITHER INTO THE AIR OR INTO THE GROUND OR AT OR INTO A STRUCTURE, VEHICLE, TREE OR OTHER THING OF SUBSTANCE UNLESS THE OFFICER CAN ARTICULATE SPECIFIC FACTS WHICH WOULD SUBSTANTIATE THAT THE WARNING DISCHARGE WAS NECESSARY IN THE DEFENSE OF AN OFFICER'S LIFE OR ANOTHER PERSON'S LIFE AND THE TAKING OF THE SUSPECT'S LIFE WAS UNNECESSARY.

C. ONE OR MORE OF THE FOLLOWING CORRECTIVE ACTIONS MAY BE TAKEN BY THE CHIEF OF POLICE WHEN INDICATED, SUBJECT TO THE PROVISIONS OF THE CHARTER OF THE CITY OF SAN RAFAEL, THE RULES OF THE CIVIL SERVICE BOARD, AND WHEN NECESSARY, THE APPROVAL OF THE CITY MANAGER.

1. COUNSELING.
2. TRAINING.
3. ORAL REPRIMAND.
4. WRITTEN REPRIMAND.
5. VOLUNTARY SURRENDER OF TIME OFF IN LIEU OF OTHER ACTION.
6. VOLUNTARY SURRENDER OF ACCUMULATED OVERTIME IN LIEU OF OTHER ACTION.
7. SUSPENSION.
8. FINE.
9. DEMOTION.
10. DISMISSAL FROM THE SERVICE.

D. THE RIGHTS GUARANTEED IN THE PUBLIC SAFETY OFFICER'S PROCEDURAL BILL OF RIGHTS ACT AND THE "PRE-HEARING" RIGHTS OF SKELLY VS STATE PERSONNEL BOARD SHALL BE COMPLIED WITH AT ALL TIMES.

  
CHIEF OF POLICE

114 B/17

## BASIC RULES OF GUN HANDLING

- 1] TREAT ALL GUNS AS IF THEY ARE LOADED.
- 2] **LASER RULE:**  
NEVER LET THE MUZZLE OF YOUR GUN COVER ANYTHING YOU ARE NOT WILLING TO SHOOT OR DESTROY.
- 3] **MASTER GRIP:**  
KEEP YOUR FINGER OFF OF THE TRIGGER AND OUT OF THE TRIGGER GUARD UNTIL YOUR SIGHTS ARE ON THE TARGET.
- 4] BE SURE OF YOUR TARGET, ITS BACKSTOP, AND BEYOND.
- 5] **DURING A RELOAD:**  
ALWAYS MAINTAIN COVER, AND KEEP YOUR EYES DOWN RANGE. DO NOT RUSH THE RELOAD, SMOOTHNESS IS SPEED.
- 6] IF YOUR RIFLE FAILS DURING A GUN BATTLE, SLING YOUR RIFLE, AND IMMEDIATELY GO TO YOUR HANDGUN.
- 7] IF YOU ARE NOT SURE WHAT YOU ARE SHOOTING AT, DON'T SHOOT. YOU ARE ACCOUNTABLE FOR ALL ROUNDS THAT YOU FIRE FROM YOUR WEAPONS.

# **RANGE COMMANDS**

RIFLE and SHOTGUN

## **ON LINE:**

**WEAPON UNLOADED, EYES AND EARS ON.**

**RIFLE-** On sling, Magazine full.

**SHOTGUN-** 8 Rounds of 00 Buck

## **MAKE WEAPON "PATROL READY":**

**RIFLE-** Rifle and magazine inspection.

**SHOTGUN-** Shotgun inspection.

## **WEAPON INSPECTION:**

**RIFLE and SHOTGUN,** Inspect and return to the "Patrol Ready Position".

## **CHARGE YOUR WEAPON:**

**RIFLE-** Bolt forward, safety on.

**SHOTGUN-** Pump Action, safety on.

## **READY GUN:**

**RIFLE and SHOTGUN-** Place into the shoulder, barrel slightly depressed downrange, SAFETY OFF. You are able to see the suspects hands and have a clear view of the area. **EMPHASIZE LASER RULE AND MASTER GRIP.**

## **FIRE:**

Weapon is fired. When required number of rounds have been fired, weapon should come to the **Ready Gun Position.**

## **MAKE WEAPON SAFE:**

**RIFLE-** Safety on, magazine out, bolt locked back, sling the rifle.

**SHOTGUN-** Slide back, safety on.