



**Department of Arkansas State Police  
Concealed Handgun Carry License (CHCL)  
Firearms Safety Training Instruction Course  
Minimum requirements for NEW APPLICANTS**

**Minimum instruction time for class is five (5) hours excluding range live fire, fingerprinting, and instructions/completion of the application.**

OTHER COURSES OF INSTRUCTION MAY NOT BE SUBSTITUTED FOR THESE MINIMUM REQUIREMENTS. OTHER MATERIAL(S) MAY BE USED IN ADDITION TO THESE MINIMUM REQUIREMENTS.

**OUTLINE**

**PART I. ADMINISTRATIVE MATTERS**

- (a) Introduction of instructors.
- (b) Explanation of license reciprocity in other states and no requirement to obtain a license to carry concealed in Arkansas.
- (c) Explanation of criteria for Pass/Fail of course.
- (d) Review requirements in State and Federal law.
- (e) Ensure ASP Application is completed correctly.
- (f) Applicant completes fingerprint, when necessary.

**PART II. AVOID VICTIMIZATION**

- (a) Minimization of possibility of criminal attack.
- (b) Mental readiness.

**PART III. LAWS REGARDING USE OF HANDGUN**

- (a) Use of deadly and non-deadly force in self-defense and defense of others.
- (b) Discussion of Arkansas statutory and case law and civil liability.
- (c) Principles of criminal liability – Culpability.
- (d) Principles of criminal liability – Justification as a defense to criminal charges.
- (e) Assault and Battery.
- (f) Weapons – Possession and use generally.
- (g) Arkansas Concealed Handgun Carry Licensing law.
- (h) Arkansas Concealed Handgun Carry Licensing Rules.
- (i) Review of relevant court cases.
- (j) Arkansas Rules of Criminal Procedure.

**PART IV. ENCOUNTERS WITH LAW ENFORCEMENT**

**PART V. INSPECTION OF THE HANDGUN**

- (a) Barrel.
- (b) Interior surfaces.
- (c) Ejector on revolvers or slide on semi-automatics.
- (d) Check the hammer.
- (e) Check the trigger operation.
- (f) Check overall cleanliness and sound conditions.

#### **PART VI. TYPES OF HANDGUNS**

- (a) Revolver.
- (b) Semi-automatic Pistol.

#### **PART VII. AMMUNITION**

- (a) Four (4) basic parts to the bullet/cartridge components.
- (b) Various types and caliber of bullets.
- (c) Matching your ammunition to your handgun.
- (d) Reloads.
- (e) Firing - Actions the bullet takes when fired.

#### **PART VIII. CLEANING AND STORAGE OF HANDGUN**

- (a) Cleaning.
- (b) Storage.

#### **PART IX. CARRYING CONCEALED**

- (a) Definition of "Concealed".
- (b) Various carry methods.

#### **PART X. CLASSROOM**

- (a) Procedures and rules.
- (b) Familiarization practice.
- (c) Handgun safety rules.
- (d) Firearms range safety rules.
- (e) Elements of proper handgun firing.
- (f) B.R.A.S.S.
- (g) Corrections to be made.

#### **PART XI. PRE-QUALIFICATION INSTRUCTION**

#### **PART XII. HANDGUN SAFETY RULES**

#### **PART XIII. FIREARMS RANGE SAFETY RULES**

#### **PART XIV. SHOOTING THE WEAPON**

- (a) Stance.
- (b) Grip.
- (c) Sight Picture. For a perfect sight picture:
- (d) Sight Alignment.
- (e) Trigger Control.
- (f) Breathing.
- (g) Beginning shooting methods.

- (h)** “DRY” FIRING.
- (i)** Warning shots.

## **PART I. ADMINISTRATIVE MATTERS**

- (a)** Introduction of instructors, their qualification(s), which section(s) of the course they will teach, and what learning goals they hope to help enrollees to achieve.
- (b)** Explain statute section 5-73-329 – (a) The purpose of this subchapter is solely to establish concealed carry licensing for the purpose of providing licensees reciprocity in other states that require a license to carry a concealed handgun in order to carry a concealed handgun. (b) This subchapter does not require a person to obtain a license to carry a concealed handgun in order to carry a concealed handgun in this state.
- (c)** Explanation of criteria for Pass/Fail of course.
- (d)** Review requirements in State and Federal law which would prohibit a person from holding an Arkansas concealed carry handgun license or from possessing or purchasing a handgun.
- (e)** Ensure ASP Application is completed correctly. Applicant will bring a copy of the application that he or she has submitted on-line or a copy of a blank application may be provided by the instructor. The applicant will sign any required paperwork, if paper process is used.
- (f)** Ensure applicant understands the process to submit electronic fingerprints, when necessary.

## **PART II. AVOID VICTIMIZATION**

\*\*\*ALWAYS EVALUATE THE INDIVIDUAL CIRCUMSTANCES OF EACH ENCOUNTER\*\*\*

- (a)** Minimization of possibility of criminal attack
  - Have a good home security plan, including window and door locks, wide angle viewers on solid doors and lighting. Install motion-detection exterior lighting.
  - Never hide an extra key under a mat or anywhere else outside your home.
  - Keep shrubbery pruned to limit hiding places for intruders.
  - Never open your door to a stranger. Offer to make a phone call for help in the event of an emergency. Keep door shut and locked. Never tell a stranger you are at home alone or with only children etc.
  - Look in the eyes of the people that you meet on the street. Making eye contact communicates that you are not afraid of the person and they would fear that you would remember what he/she looks like in the event of an attack.
  - Alternatives to submission to a mugger are: shout commands to leave you alone, go away, etc., while backing away and maneuvering to get behind an object that will obstruct his/her advances. This also gives you time to assess the situation and begin to react as necessary.
- (b)** Mental readiness
  - (1) In Public:
    - Are there other people in the area as you walk to your car in the mall or

other parking lot?

-Are there things out of place in your neighborhood, things missing that should be there, or things now present that have not been there before?

-When you make eye contact with a person that you do not know, do they look away quickly for no reason?

-Are they nervous, keep looking around and fidgeting?

-Does the other person have a place in clothing that he or she could hide a weapon?

-What would you do specifically if someone drew a gun on you right then?

-Where would you run or retreat to, if necessary? What would you use for cover, if shooting were necessary?

(2) In your home:

-Are the doors, windows, etc. as you left them?

-Are there things out of place in your home, things missing that should be there, or things now present that have not been there before?

-Where are your handguns located in your home or on your person? Can you get to them in an emergency? Must they be cocked/charged before you are able to shoot?

-What can/should you do if you surprise an intruder in your home? What can/should you do if they run from the home?

(3) In your vehicle:

-Do you always lock your vehicle doors? Does it matter if you are traveling in your own neighborhood or somewhere else?

-What would/could you do if someone tried to take your vehicle from you by force? What if your family or children were also in the vehicle?

-Where are your handguns located? Can you get to them in an emergency? Must they be cocked/charged before you are able to shoot?

-Attempted carjacking at a major metropolitan intersection: What if the perpetrator only has a knife? What if he/she has a handgun?

-What if you have infants/kids in the back seat?

-Is it worth giving up your vehicle?

-Do they want to kidnap you? Statistics show that once the kidnapper has gotten the victim away from the initial kidnapping scene, the odds of death of the victim increase. It is suggested that you make "your stand" at the point he/she tries to take you.

(4) Somewhere in between:

You pull in your driveway and find two (2) men walking out your back door with your TV. What do/can/should you do?

### **PART III. LAWS REGARDING USE OF HANDGUN**

**(a)** Use of deadly and non-deadly force in self-defense and defense of others.

**(b)** (1) Discussion of Arkansas statutory and case law and civil liability - Discussion of Arkansas Code sections (laws made by the legislature) and case law (laws interpreted by the courts). The most up to date version of the Arkansas Code should be used.

To access the Arkansas Code use:

<http://www.lexisnexis.com/hottopics/arcodex/Default.asp>

(2) The interpretation of these laws will change at any time due to new case law or changes in the Arkansas Code that are made during a legislative session. The licensee is responsible for keeping up-to-date on law changes.

(3) In addition to criminal charges, the licensee may also be liable in civil court for damages if he or she injures a person by using a deadly weapon or through the improper use of deadly force. Civil liability may occur regardless of whether the licensee is acquitted or convicted of any criminal charges.

#### Arkansas Code Annotated

##### **(c) Principles of criminal liability – Culpability**

§5-2-201. Definitions – act, conduct and omission

§5-2-202. Culpable mental states - Purposely, Knowingly, Recklessly, and Negligently

##### **(d) Principles of criminal liability – Justification as a defense to criminal charges**

§5-2-601. Definitions

§5-2-604. Choice of evils

§5-2-605. Use of physical force generally

§5-2-606. Use of physical force in defense of a person

§5-2-607. Use of deadly physical force in defense of a person

§5-2-608. Use of physical force in defense of premises

§5-2-609. Use of physical force in defense of property

§5-2-611. Use of physical force by private person aiding law enforcement officers

§5-2-612. Use of physical force in resisting arrest

§5-2-614. Use of reckless or negligent force

§5-2-620. Use of force to defend persons and property within Home

§5-2-621. Attempting to Protect Persons During Commission of a Felony

##### **(e) Assault and Battery**

§5-13-201. Battery in the first degree

§5-13-202. Battery in the second degree

§5-13-203. Battery in the third degree

§5-13-204. Aggravated assault

§5-13-205. Assault in the first degree

§5-13-206. Assault in the second degree

§5-13-207. Assault in the third degree

§5-13-211. Aggravated assault upon a law enforcement officer or an employee of a correctional facility

§5-13-213. Aggravated assault against first responder

##### **(f) Weapons – Possession and use generally**

§5-73-101. Definitions

§5-73-103. Possession of firearms by certain persons

§5-73-119(b). Handguns – Possession on school property

§5-73-120. Carrying a weapon

§5-73-122. Carrying loaded firearm in publicly owned buildings or facilities

§5-73-129(a). Furnishing a handgun to a felon

§5-73-132. Sale, rental, or transfer of firearm to person prohibited from possessing firearms

**(g)** Arkansas Concealed Handgun Carry Licensing law

§5-73-301. Definitions

§5-73-302. Authority to issue license

§5-73-303. Civil penalty

§5-73-304. Exemptions

§5-73-305. Criminal penalty

§5-73-306. Prohibited places

§5-73-307. List of license holders

§5-73-308. License – Issuance or denial

§5-73-309. License – Requirements

§5-73-310. Application form

§5-73-311. Application procedure

§5-73-312. Revocation

§5-73-313. Expiration and renewal

§5-73-314. Lost or destroyed permit – Change of address

§5-73-315. Possession of license – Identification of licensee

§5-73-316. Fees

§5-73-317. Rules and regulations

§5-73-318. Instructor review of applications

§5-73-319. Transfer of a license to Arkansas

§5-73-320. License for certain members of the Arkansas National Guard/reserve component/active duty military personnel

§5-73-321. Recognition of other states' permits

§5-73-322. Concealed handguns in a university, college, or community college building.

§5-73-323. Parole board exemptions.

§5-73-324. Firearm rights shall not be infringed.

§5-73-325. Firearm-sensitive areas — Security plan approval.

§5-73-326. [Repealed.]

§5-73-327. Voluntary Mental Health Treatment

§5-73-328. Board Of Corrections Exemption

§5-73-329. Purpose and construction of Subchapter

**(h)** Arkansas Concealed Handgun Carry Licensing Rules. The licensee is responsible for keeping up-to-date on CHCL rule changes. The most up-to date version of the CHCL rules may be obtained through the Arkansas State Police website under the Concealed Handgun Carry Licensing Section at:

<https://www.dps.arkansas.gov/law-enforcement/arkansas-state-police/services-programs/concealed-handgun-carry-licensing/>

**(i)** Review of relevant court cases concerning the above listed sections which have been heard by the Arkansas courts (preferably the Arkansas Supreme Court or Arkansas Court of Appeals) Cases can be drawn from the Arkansas courts website at <https://www.arcourts.gov/> and search *opinions*

**(j)** Arkansas Rules of Criminal Procedure

Rule 3.1 Stopping and detention of person: time limit

Rule 3.2 Advice as to reason for detention

Rule 3.3 Use of force

Rule 3.4 Search for weapons

Rule 3.5 Stop of witness to crime

<https://rules.arcourts.gov/w/ark/rules-of-criminal-procedure#!fragment//BQCwhgziBcwMYgK4DsDWszIQewE4BUBTADwBdoByCgSgBpltTCIBFRQ3AT0otokLC4EbDtyp8BQkAGU8pAELcASgFEAMioBqAQQByAYRW1SYAEbRS2ONWpA>

#### **PART IV. ENCOUNTERS WITH LAW ENFORCEMENT**

If you are involved in any incident involving a firearm, you should call the appropriate law enforcement authorities as soon as possible.

Cooperation with law enforcement officers as they perform their official duties is always encouraged. Other states vary as to whether the officer has to ask, or you are required to volunteer, that you have a concealed handgun carry license and if you are armed at that time. Check the law of the state that you intend to visit.

When approached by a law enforcement officer, if you **are carrying concealed** at that time and the officer asks you for identification, you must also provide the officer with your concealed handgun carry license.

When approached by a law enforcement officer, if you **are not carrying concealed** at that time and the officer asks you for identification, you are not required to provide the officer with your concealed handgun carry license.

#### **PART V. INSPECTION OF THE HANDGUN**

Inspect the handgun each time you are going to carry it. Here is a list of things you need to inspect:

- (a)** Barrel - With the handgun unloaded and open, look inside the barrel for dirt or obstructions.
- (b)** Interior surfaces for dirt or rust - check.
- (c)** Ejector on revolvers or slide on semi-automatics – Check on ease of movement and check for binding.
- (d)** Check the hammer - Move the hammer back to the cocked position. Check the hammer well for dirt, rust, or other obstructions. Clean with a toothpick, if needed.
- (e)** Check the trigger operation.
- (f)** Check overall cleanliness and sound conditions.

#### **PART VI. TYPES OF HANDGUNS**

A “handgun” is any firearm, other than a fully automatic firearm, with a barrel length of less than twelve inches (12”) that is designed, made, or adapted to be fired with one (1) hand.

**(a)** Revolver - The revolver can be fired with the hammer in the forward position or with the hammer in the cocked position. Ammunition is held in a revolving cylinder for this type of handgun.

- (1) Revolver parts

- (A) Frame including the hammer, hammer spur, and cylinder release.
- (B) Cylinder
- (C) Barrel
- (D) Grip

(2) Revolver operations

(A) Single action - In single action, the hammer is moved to the cocked position with the thumb until it clicks into place. Single action is more accurate; therefore, it is sometimes used on the firing range. It is also more dangerous, because only slight pressure on the trigger is required to fire the gun. If the shooter is bumped or jarred, the gun may discharge.

(i) Loading - Grasp the grip firmly and lay the handgun over into the other hand. Release the cylinder latch and swing the cylinder out between the thumb and two (2) fingers. Using the right hand, place rounds in the chamber. All this time, the handgun is kept pointed toward the ground. When the cylinder is full, grasp the grip with the right hand and gently close the cylinder. Listen carefully for the snap of the catch to indicate it is latched. Rotate the cylinder until it clicks and locks into place. Do not sling or slam the cylinder shut, as this damages the lock and can allow the cylinder to misalign with the barrel and cause severe injury or death. **REMEMBER, ALWAYS KEEP THE HANDGUN POINTED TOWARD THE GROUND WHILE LOADING!!!**

(ii) Uncocking

(iii) Unloading - using the same hand positions as when loading, open the cylinder. Rotate your hand so the barrel is pointed upward. With your thumb, press the ejector rod and all six (6) rounds should fall out at the same time. Always look to see that all chambers are empty; then lay the handgun on the bench with the cylinder still open. Practice will make this process easier.

(B) Double Action - Double action may be much safer in stress situations because it requires intentional action to fire the gun. It is called "double action" because, as the trigger is squeezed, the hammer moves back until it is tripped and then moves forward rapidly. The movement of the hammer backward and forward by means of the trigger is called double action.

(i) Loading - This method is for right-handed people. For left-handed individuals, reverse hands and your little finger will be on top of the barrel instead of on top of the hammer.

1. When loading your weapon, you should grasp the grip firmly and place the revolver on the opposite hand.

2. Release the cylinder thumb latch, so the cylinder comes out between thumb and two (2) forefingers. The little finger should be on top of the hammer.

3. Using your right hand, place rounds in the chamber's rotating cylinder with your thumb and middle finger. **KEEP THE GUN POINTED AT THE GROUND WHILE LOADING.**

4. Load six (6) rounds into the cylinder.

5. While holding the grip with your right hand, close the cylinder gently and rotate the cylinder until it clicks and locks into position.



6. Replace the gun in the holster.

(ii) Uncocking

(iii) Unloading - Hands should be in the same position as when you were loading.

1. Open the cylinder, rotate your hand so that the barrel is pointed upwards.

2. With the thumb of your holding hand, depress the ejector rod, so all six (6) rounds can drop out at the same time.

3. Cup your remaining hand below the cylinder and catch the rounds as they fall.

4. For safety, check all chambers to make sure they are empty and count the rounds in your hand.

5. Remember that during the loading and unloading procedure, two (2) fingers are placed between the frame and cylinder. There is no way that a gun could accidentally fire using this position.

**REMEMBER TO KEEP THE BARREL POINTED AT THE GROUND WHEN LOADING AND POINTED TOWARDS THE SKY WHEN UNLOADING!!!**

(3) Mechanical Safeties

(A) Transfer Bar

(B) Hammer Blocks

**(b)** Semi-automatic Pistol - A semi-automatic pistol when fired, automatically extracts, and ejects the empty case and chambers a new cartridge with each pull of the trigger.

(1) Parts

Frame including the trigger and hammer, and the safety.

The Slide

Barrel

Grip

(2) Loading - Hold the handgun in your firing grip, with the index finger along the outside of the trigger guard, pointed upward. Insert a magazine that can be loaded with one (1) round or full capacity. Grasp the slide with your left hand and pull it fully to the rear and release. After the slide closes, apply the safety with your left hand (if applicable).

(3) Uncocking

(4) Unloading- Using the same hand position as when loading, press the magazine release and remove the magazine. If the slide is forward or closed, with the left hand pull it to the open position and lock. Check to see that the barrel is clear. Bench the handgun. If holstering or transporting, release the slide lock and close the slide. Pointing downward, lower the hammer and holster or case the handgun.

## **PART VII. AMMUNITION**

**(a)** Four (4) basic parts to the bullet/cartridge components

(1) Case—The casing that holds all the other parts, usually made of brass.

(2) Bullet—The projectile, usually made of lead. May be in several shapes and have metal jackets.

(3) Powder—The explosive agent used to propel the bullet.

(4) Primer—Small mechanically-fired charge used to ignite the powder.

**(b) Various types and caliber of bullets**

(1) Wad Cutter - Penetration level is low and has a flat end for making round holes in targets during practice. Usually reloads and is not recommended for carrying.

(2) Ball—Depending on the caliber, the penetration level is high through soft materials. It has a round end and often will not do major damage to tissue. It will pass through one (1) or more persons if it does not strike a large bone first. This bullet is not recommended because of its poor knock-down power and high penetration level. These characteristics make it possible to strike someone beyond the intended target.

(3) Hollow point—The penetration level is high in most calibers and it has good knock-down power due to expansion of the bullet at impact. It is not as likely to injure persons beyond the intended target.

(4) Armor piercing—Ultra-high penetration, but low knock-down power. It has hardened steel and a sharp point. It is good for killing car engines. It is not recommended to carry these rounds due to the ultra-high penetration level. These bullets are capable of passing through numerous persons and well beyond the intended target.

**(c) Matching your ammunition to your handgun**

**(d) Reloads**

**(e) Firing - Actions the bullet takes when fired.**

(1) Hammer strikes the primer.

(2) Powder ignites.

(3) Ignition causes expansion of gases that propel the bullet out through the barrel.

**PART VIII. CLEANING AND STORAGE OF HANDGUN**

**(a) Cleaning**

Proper care of your gun is a must. After shooting, always clean the bore of your gun every time you shoot.

- If you practice often, you only need to field strip a semi-automatic about every 300 rounds to clean it.

- Check your owner's manual for disassembly instructions and limit the disassembly only to the extent recommended by the manufacturer.

**(b) Storage**

Store firearms and ammunition separately and in a safe location inaccessible to children or unauthorized persons. Teach gun safety to family members or have them attend a gun safety education class. Consider using trigger locks and other similar devices to make firearm safer during storage. Gun safes which are bolted in a secure location can also provide inaccessibility from use or transportation.

**PART IX. CARRYING CONCEALED**

**(a) "Concealed" means to cover from observation to prevent public view.**

-Consider the weapon before you consider where and how to conceal it. Is there a chance that there will be a large tell-tale bulge that will be extremely noticeable.

-Comfort – select a carry method that allows you comfort for your body style and weapon type.

-Practice drawing the weapon (unloaded of course) from its concealed carry location. If you are ever forced to draw your weapon, that is not the time to be fumbling with a holster trying to remove a gun.

**(b)** Various carry methods include: on-body carry holster, waist, or fanny packs, purses, shoulder holsters, pocket holsters, ankle holsters, or specifically designed jackets or shirts. Generally, these can be found on the Internet or in stores where firearms can be purchased.

## **PART X. CLASSROOM**

### **(a)** Procedures and rules

(1) No open handguns in classroom until instructed. All handguns are to be strictly unloaded, cylinders open, slides locked back, and stored upon entering the classroom.

(2) No live ammunition in classroom

(3) Explanation of time frame on range

(4) Expected range behavior

(5) Always practice safe handgun handling

(6) A gun is ALWAYS loaded; NEVER assume

**(b)** Familiarization practice - Each individual should become very familiar with the handgun he or she intends to use

(1) Revolvers

(A) Cylinder spin (clockwise/counterclockwise)

(B) Opening mechanism

(C) Loading and unloading

(D) Balance and feel

(2) Semi-automatics

(A) Safeties—location and operation. REMEMBER: Safeties are mechanical devices, and they can fail.

(B) Action—single/double

(C) Magazines - capacity, proper insertion (do not slam), proper loading

(D) Balance and feel

**(c)** Handgun safety rules,

**(d)** Firearms range safety rules.

(1) Loading your handgun.

(2) Unloading your handgun.

(3) Shooting the weapon.

(A) Grip - Instructor will demonstrate various grips and have individuals try different types to find the one that is best suited for them. Practice retrieving the weapon safely from the planned concealment location while maintaining constant muzzle control with the trigger finger outside the trigger housing at all times.

(B) Stance - Instructor will demonstrate various stances and have individuals find the stance that is most comfortable. Individuals will become familiar with the stance they are going to use and will be able to address the target comfortably and correctly.

(C) Sight alignment - Instructor should demonstrate and

establish each person's master eye and incorporate sight alignment, stance, and grip into a smooth motion. The instructor will explain the sight picture in detail. This is very important. For example, if you are off by 1/10 of an inch at the sights, you will miss your point of aim by 15 inches at 25 yards.

(D) Breathing control - The instructor will explain and stress the importance of proper breathing and maintaining a good sight picture through the weapon's discharge. The instructor will explain that a person doesn't need to hold a breath for more than ten (10) seconds. Should the person require more time, then he/she should repeat the process.

(E) Trigger squeeze - The instructor will stress the importance of a smooth trigger pull to prevent jerking and flinching. Remember, it will surprise you when the weapon actually fires.

(F) Handling

(i.) Always assume the handgun is loaded. Never simply ask—look for yourself.

(ii.) Obey general safety rules when passing the handgun to someone else. Open and unload the handgun.

(iii.) Pass revolvers with the cylinder open and two (2) fingers through the opening, held by the top strap. Pass the handgun grip first to the other party.

(iv.) Pass semi-automatics with the slide open and the clip or magazine ejected.

(v.) Pass the handgun grip first to the other party.

(vi.) When drawing the handgun from the holster, grasp the grip firmly, using the same grip that you would use to fire. Do not put your finger on the trigger.

(vii.) Pull the handgun straight up until it is clear of the holster, before you attempt to point the handgun. Once clear, you may raise and point your handgun.

(viii.) Since the handgun must be concealed for carrying, your individual preference will dictate the style of holster or method of carrying and the location in which you will carry the handgun. Some persons will carry it behind their back, while others will use the under-arm holster. You may opt for an ankle holster or a wallet type. For those who carry a purse, it is advised that the handgun be secured in the purse in a specific location rather than simply just dropped in the purse, with or without a holster. You must know exactly where the handgun is at all times, and how to remove it quickly, but safely.

(G) Flinching or Bracing – Many people have habits of bracing against their guns in anticipation of the recoil when it fires. This fault quite often is not realized by the shooter, but invariably will cause the shot to be very wild and off target.

**(e) Elements of proper handgun firing**

(1) Each individual will practice the complete shooting procedure until he or she is at ease and can perform the entire procedure comfortably. During the classroom practice, students are encouraged to ask questions and participate in demonstrations of techniques.

(2) The instructor will relay information as to the possibility of a shoot-through with certain high calibers and loads, and will explain that

most situations involving gunfire occur inside twenty-one (21) feet. Before leaving for the range, each individual needs have the rules and regulations explained in detail.

**(f)** B.R.A.S.S. - The acronym *B.R.A.S.S.* is used to make the firing procedure easier to remember.

(1) BREATH - Proper breathing is essential. First, take a normal breath, then release part of it (enough to be comfortable) and hold the remaining breath. Do not hold your breath for more than **ten** (10) seconds before shooting. If more time is needed, release the remaining air and repeat the process.

(2) RELAX - You must relax. The more relaxed you are, the better your shot will be.

(3) AIM - Concentrate on the proper sight alignment and sight picture. Focus your eye on the front sight blade with the target slightly fuzzy.

(4) SLACK - Many handguns have a certain amount of slack (free play) in the trigger. Take up this slack before you begin your trigger squeeze.

(5) SQUEEZE - If you squeeze the trigger properly, you will know exactly when the handgun will discharge, thus helping you to avoid jerking or flinching.

**(g)** Corrections to be made

(1) Misfires and hangfires - A misfire occurs when the primer fails to ignite the powder. The gun does not fire when this happens. A hang-fire occurs when the primer temporarily fails to ignite the powder charge. Note the word “temporarily”. A hang-fire will usually go off within five (5) seconds. If you pull the trigger and the gun does not fire, keep it aimed at the target for ten (10) seconds, then lower the gun.

(2) Ricochet and blast through - Many years ago, when there was open country, you could fire at an antelope or deer and, if you missed, there was little danger of killing a person. Today, there are more people and most of them are crowded into urban areas. When a bullet is fired, it does not always go where it is intended; and in our world today, there is an increased chance of causing injury or death to innocent bystanders or damage to property of others.

(A) Ricochet (pronounced “rick-o-shay”) is a term used when a bullet bounces or glances off a hard surface, changes direction, and keeps traveling. A bullet that strikes pavement, rock, metal, or a building can glance off if the angle is just right. Never shoot where the bullet could ricochet and cause injury to others or damage to property of others.

(B) “Blast through” refers to bullets going through walls or other objects and striking people on the other side. When bullets are fired inside of buildings, they may penetrate walls and floors and injure people on the other side. You should be aware that in a multi-floored building, when pointing a gun either up or down, you could possibly be pointing your gun at a person above or below you.

## **PART XI. PRE-QUALIFICATION INSTRUCTION**

(1) Before the student can be expected to fire for qualification, he or she

must receive certain minimum coaching while at the range. The student must practice properly, taking the shooting position which he or she would use if firing. He or she must approach the line, assume a proper stance, bring his or her unloaded gun to the ready, and, only on command, take aim.

(2) The next important exercise is “dry” firing. The student must set up the target, take his line position, aim the gun to obtain the best sight picture, and fire without ammunition. This may be a dull routine, but is probably the best exercise that can be given for a qualification course. The objectives of the “dry” firing exercise are to teach the student proper grip, sight alignment, sight picture, and trigger squeeze. The student should “dry” fire in each position of the qualification course at least five (5) times.

(3) After the student has learned the proper position and has run through the course “dry”, the student should fire “live” ammunition for familiarization. Familiarization firing should consist of a minimum of two (2) 5-round strings to check the weapon. Familiarization firing helps the student get used to the weapon’s recoil and ensures that he or she has correct sight picture and alignment.

(4) The student should then fire the course “live” at least once. This preliminary firing should be timed; but if the student exceeds the time, he or she will be permitted to fire off all the required rounds.

(5) If, during the familiarization firing and the preliminary course firing, it appears that the student is unable to handle the weapon properly or lacks understanding of the course or sighting, he or she must be removed from the line and given additional instruction and the opportunity to “dry” fire again.

(6) When the student can satisfactorily group his or her shots and complete a reasonable preliminary string, he or she will be able to fire for qualification.

(7) It is the responsibility of the instructor to properly instruct the student so that, at the end of the course, the student will qualify. A student who fails to qualify may be given additional instruction. If the student shows no progress after being properly instructed and does not qualify, he or she must be failed on the range part of the course. This failure will result in the student being denied a concealed handgun license until he or she successfully completes a handgun safety course.

(8) The purpose of the course is to satisfactorily teach and then test. Everyone will not pass the test. The purpose of the course is to ensure that only people who understand the use of the gun and can use it proficiently will be granted a concealed handgun license. There can be no compromise with qualification, but there must be good instruction.

## **PART XII. HANDGUN SAFETY RULES**

(1) A gun is ALWAYS loaded. NEVER ASSUME!!! ALWAYS check it for yourself to be sure, when you handle a handgun.

(2) If there is even a remote chance of children in the home where the handgun is to be kept, ALWAYS remember that even the best-behaved child forgets what “do not touch” means. And hidden is NEVER hidden so well that a child with curiosity cannot find it, so be careful at all times.

(3) Upon loading your handgun, immediately set any safety locks on the handgun. The best way to avoid accidental discharge is to use the dead chamber method. Remember, safeties are mechanical devices and can fail.

(4) ALWAYS secure your handgun and store it properly. Keep the handgun and ammunition in separate places.

(5) NEVER point a handgun at any person that you are not prepared to kill.

(6) NEVER remove your handgun from your holster unless it is needed to protect your life or the life of a third (3rd) party.

(7) NEVER put your finger inside the trigger guard unless you are ready to shoot.

(8) NEVER carry your handgun in the cocked position.

(9) NEVER show off or handle your handgun in public. It is to remain concealed unless a life is in danger.

(10) NEVER use a handgun or show a handgun as a threat. It is to be used only as a last resort.

(11) NEVER practice shooting anywhere except in a place approved for practice.

(12) NEVER carry your handgun when you are drinking alcohol or when using mind or behavior-altering drugs (such as prescriptions or over-the-counter drugs.)

### **PART XIII. FIREARMS RANGE SAFETY RULES**

(1) Strict discipline must be maintained at all times on the firing range in order to prevent accidents and injuries. Carelessness and thoughtlessness of any type will not be tolerated during the firearms training program. Horseplay is strictly forbidden; and may cause participant(s) to forfeit the course.

(2) ALWAYS follow the instructions of the range master.

(3) Upon arriving at the range, lay your handgun on a table or bench, unloaded, with the cylinder open or the slide locked back. Step back to allow the range master a clear view of all handguns.

(4) When on a firing range, weapons shall remain in holsters unless on the firing line. No "dry" firing will be allowed except at the direction and under the supervision of the range instructor.

(5) NEVER load any firearm on a firing range unless you are on the firing line and commanded to do so.

(6) Do not speak to anyone on the firing line unless you are the range officer, coaching, or being coached.

(7) If you should be/are spoken to while on the firing line, do not turn around to make a reply.

(8) When loading, all weapons are to be pointed down range.

(9) Check handgun for barrel obstruction before loading.

(10) In case of a misfire or other malfunction, keeping the gun pointing downward, and call the coach or range officer.

(11) Never lay a firearm down without first unloading it and leaving the action open.

(12) Never move from the firing line toward the range targets without

knowledge and permission of the range officer. He or she will give all commands for the disposition of weapons prior to any movement toward the targets.

(13) Care should be taken not to drop ammunition.

(14) When the command is given, step up to the line. **DO NOT TOUCH ANY HANDGUN OR AMMUNITION AT THIS TIME!!!**

(15) The range master will ready the line and declare it "**HOT**". At this time, the range master will give the "okay" to load handguns using this method of practice.

(16) Commence fire only when the order is given. **ALWAYS KEEP HANDGUNS POINTED DOWN RANGE!!!**

(17) If you should have any problems (for example: misfire, hangfire, or cylinder lock) with your handgun, keep it pointed down range, raise your free hand, call for the range master, and wait for assistance.

(18) Cease fire on command and follow all range officer commands. After this has been completed, the range officer will give the "okay" for you to step forward and check your target.

#### **PART XIV. SHOOTING THE WEAPON**

##### **(a) Stance.**

(1) Stand with your arm up in firing position and point your gun at a target. Holding your gun at the target, turn your body first in one (1) direction and then the other, until you find the one (1) angle where your arm is most relaxed.

(2) The feet should be spread well apart, but not in a strained position. All the muscles of the body should be relaxed to the extent that there is no tension. It is necessary to have firm control of the shoulder muscle holding up your shooting arm, enabling your wrist and hand to hold the gun firmly.

(3) The arm holding the gun is extended straight from the body – the part of the arm forward of the elbow is held up by allowing the elbow joint to lock in its full downward position. The muscles of the arm both forward and to the rear of the elbow are firm but not tense. The arm should never be held in a bent position.

##### **(b) Grip.**

(1) Grip is of major importance. What is the proper grip? First, the gun should be placed in your shooting hand in exactly the same position each time. It should not shift around while being cocked or fired. The butt should be gripped tightly by the four (4) fingers and the heel of the hand. The top of the butt should fit well back into the web between the thumb and first (1st) finger and there should be a firm grip on both sides at this point. The last joint of the thumb should be relaxed and have no pressure on the weapon. Pressure should build up in the grip until the trembling stops and then still further until you are safely below the trembling point. This grip should be used in slow, timed, and rapid fire. It is possible to shoot a fair score in slow fire with a relaxed grip, but not in timed and rapid fire; so it is necessary to develop a standard grip and use it at all times.

(2) Very few people realize that a gun recoils twice; once when the bullet leaves the end of the barrel and once when the gases escape. Before



that, a slight recoiling motion occurs as the bullet travels through the barrel. The position of the barrel at the time the bullet leaves the end of it controls where the bullet will strike the target. Therefore, if you want all the bullets to strike in a small group, it is necessary that the gun barrel recoils exactly the same amount and in the same direction each time it is fired. The position of the gun in the hand and the amount of grip pressure used will control the direction and the amount the barrel moves when recoiling, while the bullet is still in the barrel.

(3) When the trigger is pulled and the pressure of the hammer spring is released, the trigger makes a sudden movement backward until it is stopped. If the sights were in line at the time the trigger was pulled, they will undoubtedly be thrown out of alignment by this backward movement and sudden stop of the trigger. This sudden misalignment of the sights while the bullet is still in the barrel will cause the shot to strike out of the shot group. If this happens on each shot, the group will be greatly enlarged. A firm grip will cut down on the misalignment of sights due to this sudden movement.

**(c) Sight Picture.** For a perfect sight picture:

(1) The top of the front sight should be level with the top of the back sight. The front sight should be held evenly in the rear sight notch so that an even amount of white shows on each side of the front sight.

(2) The black bull's eye should be sitting on top of the front sight, with the top of the front sight, just touching it at "six (6) o'clock". This sight picture allows you to use the white paper of the target to contrast with black sights. It also helps you notice more small variations of the alignment of the front and rear sights. With the time allowed on slow fire, there should be no difficulty in holding center of the target to allow for the change in distance.

**(d) Sight Alignment.**

(1) Concentration on sight alignment is important in shooting. A good shooter must be fully conscious of the position of the front sight, rear sight, and bull's-eye in relation to each other. The shooting eye should be focused on the sights of the weapon and the black bull's-eye should be hazy.

(2) Concentrate first on the alignment of the front and rear sights. After they are aligned, concentrate on where they are in relation to the target. When forming the sight picture, bring the weapon up from below the bull's-eye. You will have to move the weapon in the direction (right or left) necessary to bring it to a point directly below the bull's-eye.

(3) In timed and rapid fire, the weapon is usually fired just as it completes the perfect sight picture; but, on slow fire, more time is taken to make sure the picture is perfect and will remain so until the trigger action is completed. In slow fire, the weapon may wander from the bull's-eye several times before you manage to get the sight picture exactly as you want it and fire the gun. During this time, keep the front and rear sights as near perfect alignment as possible.

**(e) Trigger Control** – Trigger control is important. As the weapon is brought to bear on the target, take up the slack in the trigger. While you are obtaining your sight picture, begin your trigger squeeze. You should not know when the weapon fires. This is a special advantage on timed and rapid fire, where it is necessary to make the gun fire quickly as the sights come

into alignment with the target.

**(f)** Breathing.

(1) It is absolutely necessary that the breath be held at any time you are trying to align the sights and the target. This is necessary because inhaling and exhaling causes the arm holding the gun to raise and lower with each breath. (Demonstrate)

(2) A fresh breath can be taken with each slow fire shot; but in timed and rapid fire, the breath must be held through each fire shot string. When preparing to hold the breath, it is best to take a rather deep breath in order to obtain as much oxygen as possible, then exhale to a normal comfortable position.

(3) All shooters should check themselves by leaving two (2) or three (3) loaded shells in their gun(s), then finishing out the chambers with empty shell cases. Spin the cylinder and close, without looking at the position of the loaded shells. Shoot each time as if a loaded cartridge was under the hammer; and observe closely what happens when there is no explosion. If you do brace or flinch, at least you will fully realize what you are doing and can make an effort to correct the fault. The only cure is to continue practicing shooting slow, timed, and rapid fire of the gun as directed above.

**(g)** It is possible for the beginning shooter to fire a fair, slow fire score without having absolute control of his trigger, if he uses the following method:

(1) Align the sights and bring them up to the “six (6) o’clock” position on the bull’s eye.

(2) When the total sight picture is good, start to build up pressure on the trigger, continuing to build it as long as the sight picture is good.

(3) If the sights move off the bull’s eye, hold the pressure that has been applied on the trigger, but do not increase it until the sights are back on the target.

(4) Continue this method until the gun fires. The gun should fire without the shooter being able to anticipate discharge. Consequently, he or she will not be able to yank the trigger or flinch. Theoretically, if pressure is only added when the sight picture is right, the gun will fire only while on the target or just as it starts to move off.

(5) After many hours of practice, the beginning shooter will learn to increase trigger pressure gradually until finding maximum pressure without firing the gun. The shooter will learn to hold that pressure and give it slight additional pressure to make the gun fire.

(6) Remember that if the weapon is not firmly held in the hand, the additional pressure will cause the sights to lose their alignment.

**(h)** “DRY” FIRING - This is firing an empty gun. “Dry” firing is necessary to give you practice in gripping the gun and developing a steady squeeze on the trigger. It also allows you to practice sighting. “Dry” firing can also be dangerous, so you must follow certain rules. First, release the cylinder and look in each chamber to see that is empty. If not, empty it. Next, close the cylinder, raise the gun and “dry” fire. When “dry” firing, never fire at an inside wall or window. The preferred background for “dry” firing is an embankment or abutment. Handle the gun as if it were loaded. Don’t try to

fire with the cylinder open, as this damages the gun.

**(i)** Warning shots - Warning shots are dangerous and generally serve no useful purpose. Besides having a potentially bad effect on the suspect (he or she may panic or get hostile), the bullet fired in the air can cause death or injury when it lands. Whatever goes up, must come down.

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