



NATIONAL PROTECTIVE SERVICES

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Common Course Notes 09-185

Please read and understand this material. If you have any questions pertaining to its content seek out an Instructor before you participate.

While in the class (on and off the range), remember you are viewed as a representative of your agency, our class, and your family. Our firearms handling shall at all times be safe, professional, and such as not to offend or alarm another person. Your instructors will be models of firearms safety and professionalism. Hold them accountable.

Students will receive constant feedback on their shooting exercises, and a certificate upon successful completion of the course. Shooting standards during the practical exercises must be met and a written exam may be given at the end of a course. Instructors may use a checklist for each student to ensure training objectives are met.

Range Fees - Range fees are the responsibility of the student, but will typically be included in the course fees. See course description.

Discounts - Discounts may be given by an instructor for a particular course. Inquire about discounts. If a person attends with their legally married spouse, a 50% discount to the spouse may apply. If both parents attend and bring their children, the children might be free. Real expenses must be paid by every attendee, discount or not.

Ammunition - Must be the correct type for the firearms used. Only frangible ammunition shall be used on steel targets. Sporting Arms and Ammunition Manufacturers' Institute Inc. (SAAMI) approved ammunition is recommended. Reloads are not prohibited by NPS, but range rules apply. Wolf brand ammunition shall not be fired in NPS courses. Review course requirements. If in doubt, ask your instructor.

Personal Protective Equipment (PPE) - Minimum PPE required for instructors, shooters and guests on the range are ANZI/OSHA approved wrap around eye protection, baseball style hat only, covered toe shoes, OSHA approved ear muffs (not just ear plugs), long pants and long sleeves are recommended. Shirt should be able to be buttoned to the neck, or t-shirt style. Other PPE may be required / recommended by a specific course. We recommend (unless required by course description) you wear your soft body armor for live-fire activities, both for realism and to enhance safety. Optional PPE is not necessarily prohibited, but may not be recommended. Ask your instructor. Please avoid wearing red shirts and hat.

Refreshments - Range(s) have very limited supplies. We recommend bringing your own. It is best to bring snacks you can eat without touching to further decrease the possibility of eating contaminates. Recommend water or hydration drinks only.

Hygiene - Some facilities are better than others. We recommend bringing your own soap and water, baby wipes, D-Lead wipes, paper products, etc. You will get hot, sweaty, and dirty.

Medical/First Aid - Instructor staff is trained and shall have medical support and first aid/gunshot kit at all times. Students must bring their own medication for known conditions and inform an instructor of the condition e.g. diabetes, allergies, seizures, etc. Students may bring their own first aid kit.

Holsters/Slings/Bags/Cases, etc. - Firearms retention for safety is our first concern. Firearms carried anywhere off the range, should be either unloaded and cased, or holstered if legal for you to do so. Holsters shall be the proper holster for the firearm. Slings shall be properly affixed and used as designed. Loaded (hot) firearms may be safely holstered, or slung with safety on, when not being fired. Bags and cases are used for concealing and transporting UNLOADED firearms. At the range, firearms should be uncased, drawn, or handled ONLY ON THE FIRING LINE OR DESIGNATED "SAFE HANDLING AREA" and NOT in the parking lot, behind the line, or in any other location. In other words, if your handguns or long guns are cased when you arrive at the range, carry them in their cases to the firing line or "Safe Handling Area" - do not uncase them (even to holster them) in the parking lot. When

you arrive at your training session, wait for, and follow the directions of your instructor as to when/where to load, unload, uncase, or handle your firearm.

Law Enforcement/Security/Military - Your duty gear is very important you. Do your best to obtain your own duty belt and equipment prior to class. Learning to use your own equipment is better than learning and relearning how to use someone else's gear. Belt, holster, ammunition pouch(es), handcuffs/case, flashlight/carrier, belt keepers (at least four), etc.

Firearms Handling - Handling in and around the hotel should be kept to a minimum and NEVER in public areas. Your hotel room is not a good place for "dry fire" practice. Use common sense (or someone else's) to avoid any possibility of alarming guests or the public. Anyone drawing a firearm in public areas (anywhere off the range or controlled environment) is a major safety violation. If you carry a firearm "off-duty" or concealed, leave it holstered and ask your Instructor for a safe and controlled area to clear and make safe.

Firearms Cleaning Kit - All live-fire courses includes hands on cleaning of a firearm. Bring your cleaning kit to class. Safety glasses are required as well.

Armorer Services - Most courses will have certified Armorers either teaching or participating. It is recommended, agency Armorers send their students with a basic Armorers kit and letter of authorization to make necessary repairs (not modifications). If repairs are made, the Armorer will return all replaced parts and a report of action taken.

Gunsmith Support - Normally available upon request and by appointment. The sooner you let us know what kind of support you need, the better. If you have an agency firearms, a letter from the Armorer must 1. Give authorization to work, 2. State very specifically what needs to be done. All Gunsmith work is paid in cash upon completion of service and before firearm is released.

Accommodations - The local area offers a wide variety of hotel chains and restaurants. Ask your course instructor if special arrangements have been made for your particular course.

Security - Students are responsible for security of their firearms and equipment. NEVER leave anything in plain view, especially in hotel rooms and vehicles. Firearms left unattended (in hotel rooms, etc.) should be unloaded, secured (locked) in some manner, and out of plain view. Lock the unloaded firearm in a suitcase, briefcase, firearms case, or with a trigger guard lock, cable lock, or handcuffs. If you have no means of locking your firearm, a limited number of cable locks are available for sale at many nearby stores. Do not leave exposed ammo in your room during the week and please either take your unused ammo with you upon checkout, or leave it with your instructor. Courtesy storage may be available. Ask your instructor.

Follow the Cardinal Rules of **Firearms Safety**:

1. Treat ALL firearms as loaded.
2. Point the muzzle in a safe direction.
3. Keep your finger outside the trigger guard until you are on target and decided to fire.
4. Be sure of your target and what's around and beyond it.

Condition Check Rule - When you pick up a firearm (even for an instant) that has been out of your direct control, open the action to determine whether or not it is loaded. (As a corollary to this rule, a firearm you hand to or accept from someone else should be condition-checked first, and handed unloaded and with the action open.) When possible have someone else double check you. Areas to safely point firearms shall be established. Use these areas.

Course Credit - All of our courses will garner a certificate of training, participation, or completion. Many of our courses are eligible for law enforcement POST credit. Let us know what your POST requires are and POST point of contact and we'll do what we can to get you credit.

Stay safe, and do your part to help us maintain the excellent safety record at our training events. If you see someone violating safety rules, you are NOW in charge. Politely call it to their attention. If necessary, notify the instructor staff. Safety violations are cause for removal from the course; without refund.