

# WEST PALM BEACH POLICE DEPARTMENT

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## III-14 WEAPONS AND AMMUNITION

**EFFECTIVE: 12/03/2007**

CALEA Standards: 1.3.9, 1.3.10, 1.3.11, 1.3.12

CFA Standards: 4.02, 4.05 through 4.08

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**I. POLICY:** The West Palm Beach Police Department has identified and established guidelines for the use of approved weapons and/or ammunition for sworn personnel.

### **II. DEFINITIONS:**

- A. Department Approval - Approval from the Staff Services Section and the Office of the Chief of Police.
- B. Service Weapon - Any Department issued or authorized handgun provided to or by an officer as his or her primary weapon carried on or about their person during their tour of duty (See Appendix A).
- C. Secondary Weapon - A secondary weapon is a firearm other than the primary duty weapon, which is carried concealed while on-duty, off-duty or during special assignments.
- D. Off-Duty Weapon - Any approved handgun carried by an officer concealed on or about their person while not on a police assignment or regular tour of duty.
- E. Police Shotgun - Any Department approved shotgun issued or authorized for an officer to carry in the police vehicle during a tour of duty (See Appendix A).
- F. Police Rifle - Any Department approved rifle issued or authorized for an officer to carry in the police vehicle during a tour of duty (See Appendix A).
- G. Duty Ammunition - Ammunition authorized by the Chief of Police for use in service, secondary and off duty weapons (Appendix A).
- H. Proficiency - A demonstration of weapon operation, care, maintenance, disassembly, and assembly knowledge. Members must also be familiar with the capabilities and limitations of the ammunition and holster.
- I. Qualification - A course of fire designed to demonstrate proficiency using a particular weapon by obtaining a score of 80 percent and/or a "pass" grade upon completion of a weapons standards course.

### **III. NON-LETHAL WEAPONS:**

- A. The following are Department approved non-lethal defensive weapons which all Police Officers are permitted to carry or use:
  - 1. ASR/OC (Oleoresin Capsicum), and
  - 2. ASP (expandable baton).
- B. The Chief of Police has authorized the carry of these items by off duty full-time sworn Police Officers.
- C. Before any member is issued or may use the above approved non-lethal weapons, he or she must prove proficiency by attending and successfully completing a Department approved training class in the use of these weapons.
  - 1. Training received in the Basic Standard Police Recruit Class or a current Department approved certification on the use of any of the approved non-lethal weapons will satisfy the requirement.
  - 2. Newly hired members will be trained in the use of the approved non-lethal weapons during their initial orientation prior to entering the Field Training (F.T.O.) program.

D. All members are required to biennially attend a Department approved retraining class in the use of approved non-lethal weapons to maintain proficiency in their use.

E. Approved non-lethal weapons are to be used by members only in the manner they were instructed in training classes.

F. Approved non-lethal weapons are to be used only when necessary for self defense, to protect others from injury, and to overcome resistance to arrest. In these instances, only the force necessary will be used.

G. Whenever a member uses any of the approved non-lethal weapons as part of a control of persons action, the member will notify a supervisor immediately after the incident is brought under control. The member will complete a report documenting the weapon used, how the weapon was used, and the injuries, if any, sustained as a result of using the weapon. The report will be completed prior to the member leaving duty. This report will be reviewed and approved by a supervisor so a Control of Persons Report form (SOP # IV-22) can be completed.

H. The use of non-lethal weapons such as SAGE, chemical agents, electrical devices and explosives by specially trained personnel, when authorized by the Chief of Police or a designee, for a special purpose tactical unit for a designated period of time is not prohibited by this procedure.

I. The following are non-lethal weapons that all members are prohibited by the Department from carrying or using:

1. Blackjacks,
2. Slapjacks,
3. Nunchucks,
4. Night sticks (other than issued expandable baton),
5. Chemical mace, and
6. Sap gloves.

J. Approved non-lethal weapons will be inspected for function, reliability and safety by the member's immediate supervisor at least annually. Unserviceable weapons will be exchanged through the Rangemaster.

#### **IV. FIREARMS:**

A. All uniformed and non uniformed Police Officers will carry their issued service weapon while on duty.

1. The use of different caliber weapons by specially trained personnel in certain situations is not prohibited by this procedure when authorized by the Chief of Police or a designee for a special purpose tactical unit or specialized assignment for a designated period of time.

B. All uniformed and non uniformed full-time sworn Police Officers are permitted to carry concealed one additional or secondary firearm as a back up weapon while on duty.

1. Any secondary weapon will be a make and model approved by; inspected for function, reliability and safety by; and registered with the Department's Range Master before the firearm can be approved by the Chief of Police or a designee for carrying and use by an officer. Officers will complete a Request to Carry Personally Owned Firearm Form (POL-242, Appendix B) and submit it to the Range Master.

2. The secondary weapon will be capable of being carried concealed and will meet the following specifications:

- a. A revolver chambered to accept and fire five or six rounds of .38 caliber Department approved ammunition with a barrel length of two, but not more than four inches.
- b. A double action semiautomatic pistol chambered to accept and fire .40 caliber or 9 mm. Department approved ammunition.

c. The Range Master reserves the right to disapprove any request to carry an off-duty or a secondary weapon based on his or her safety inspection of the weapon.

C. The Chief of Police has authorized full-time sworn Police Officers to carry concealed firearms while off-duty.

1. The service weapon is authorized for off-duty concealed carry.
2. Personally owned off-duty firearms must meet the same specifications as the secondary weapon before they will be approved for carry and use by an off-duty Police Officer.

D. While off-duty and within the City limits of West Palm Beach, full-time sworn Police Officers will have in their possession a Department approved firearm and police identification card

1. The availability or possession of handcuffs and ASR/OC is recommended while off duty and within the city limits.
2. Officers will properly identify themselves and will take official action when appropriate. When in plain clothes, they will perform in an official capacity with regard to:
  - a. Felonies, and
  - b. Serious misdemeanors that occur in their presence.

E. Under no circumstance will members carry Department authorized firearms off-duty when under the influence of alcoholic beverages or other substances to the extent that their normal faculties are impaired.

F. The Chief of Police or designee may permit the transfer of unclaimed or forfeited firearms from the Property and Evidence section for Department use by other divisions. Only firearms designated for destruction will be permitted to be used. A Request for Confiscated/Abandoned Property for City Use form will be completed for each firearm and approved by the Assistant Chief of the affected Bureau.

1. These firearms will be function tested and deemed safe by the Rangemaster prior to their release and use.
2. These firearms will be considered a backup weapon. Compliance with section V. of this policy is mandatory prior to the carry of these firearms.
3. These firearms will be stored to restrict access and their use will be controlled by the appropriate supervisor of the division assigned.

G. When firearms obtained this way are no longer being used, they will be returned to Property and Evidence for destruction in accordance with SOP IV-11.

H. Department owned firearms will not be taken outside the State of Florida without prior authorization from the Chief of Police or a designee.

I. Police Officers who have completed probation and are assigned to permanent civil service status may carry and use a Department issued shotgun or rifle while on duty. Shotguns will be made available to all Operational Divisions to be distributed and assigned by Division Commanders at their discretion. Officers wishing to carry a personally owned shotgun or rifle will complete a Request to Carry Personally Owned Firearm Form and submit it to the Range Master. The shotgun and/or rifle are to be carried in accordance with Department policy set forth in this section.

1. Department shotguns are stored in the armory until such time they are distributed and assigned by the Range Master.
2. Patrol Supervisors will have Department issued shotguns secured and carried in an approved rack mounted on the cage apparatus separating the front and rear passenger compartments.

3. All other Department issued or authorized shotguns are to be kept in the trunk of the officer's vehicle secured within a gun rack or protective carrying case.

4. All other Department issued or authorized rifles are to be kept in the trunk of the officer's vehicle secured within a locked protective carrying case.

5. In special situations that dictate immediate access to the shotgun or rifle, such as a stake out, prior permission must be obtained from the officer's Shift Commander to carry the weapon inside the passenger compartment of the police vehicle.

6. The shotgun and rifle may be carried only after the officer attends a Department approved rifle or shotgun course and displays an adequate degree of proficiency.

7. Prior to rifle deployment, permission to deploy superior weapons must be obtained by a supervisor.

J. Civilian personnel are prohibited from carrying a firearm on their person within the police complex without the express consent of the Chief of Police or a designee. Possession of a State of Florida Concealed Weapons Permit does not exempt a person from this prohibition.

K. Officers will not secure Department issued equipment in a vehicle when off duty. These include an officer's personal vehicle and/or take home vehicle.

1. If it is inappropriate to take the weapon from the vehicle, the weapon should be placed in a locked trunk. If the vehicle has no trunk, the weapon should be hidden and secured in a locked area, within the vehicle.

L. Before an officer is issued or may use any authorized lethal weapon, he or she must prove proficiency in the use of these weapons as determined by the Chief of Police or designee.

M. The Range master will maintain a record on each weapon approved by the agency for official use.

#### **V. PROFICIENCY AND QUALIFICATIONS WITH FIREARMS:**

A. Qualification courses are designed by the Range Master with the approval of the Staff Services Division Commander. The courses are designed to meet Department training needs and requirements of the Florida Criminal Justice Standards and Training Commission. The courses are administered and monitored by a certified weapons instructor with lesson plan and course descriptions kept on file in the department training files.

B. A minimum qualifying score is 80 percent or a pass/fail standard may be set for specialized courses of fire.

C. Ammunition fired during qualification is duty ammunition or equivalent in bullet weight, type and projectile velocity

D. All sworn Police Officers will qualify annually with their service weapon and annually with their secondary weapon. Annual shotgun qualification is required of road patrol supervisors and of those officers who are assigned or authorized to carry a shotgun. Annual rifle qualification is required of those officers who are assigned or authorized to carry a rifle.

E. A written test is given annually, concurrent with qualification. The test covers areas of importance pertaining to all issued or authorized police weapons and the Use of Force policy. A score of 70 percent is passing.

1. A failing score/grade on a written test will necessitate the officer receiving remedial training and a retest within seven (7) days.

2. The Training Sergeant will advise the appropriate supervisor in writing of officers who require remedial training.

3. Copies of all written tests are filed with training records of the specific course.

F. The Staff Services Division will maintain copies of approved courses, records of scores and accounting of expended ammunition and supplies. A copy of the officer's score is to be filed in the individual officer's training file.

#### **VI. FAILURE TO QUALIFY/SERVICE WEAPON, POLICE SHOTGUN OR RIFLE:**

A. Police Officers failing to qualify on the first attempt with their service weapon or police shotgun during semi-annual or annual qualifications will fire the course an additional two times. The officer must have a minimum qualifying score of 80 percent for both attempts.

1. Any Police Officer failing to qualify is subject to immediate administrative suspension from police powers, relieved of all Department issued service weapons by the Range Master, not authorized to carry an off-duty and/or a secondary weapon, and subject to administrative action with appropriate procedural guarantees.

2. Probationary officers may be dismissed from duty at this stage, without further cause and without procedural guarantees.

B. Any non-probationary Police Officer suspended from police duties by administrative action for failure to qualify is allowed an additional 20 calendar days from the date of suspension to qualify. During this period, the officer will be assigned to non-enforcement duties.

C. Police Officers unable to qualify within 30 days of the original qualification date due to injury or illness are rescheduled to qualify within 30 days of returning to duty. If not qualified after 30 days of returning to duty, the officer's circumstances are reviewed by the appropriate Division Commander. Division Commanders may grant another 30 calendar day extension depending on the nature of the illness and the impact of the illness/injury upon the officer's ability to qualify.

1. Failure to qualify within the final 30 day extension for injured/ill Police Officers will result in administrative action for possible dismissal from the Department with appropriate procedural guarantees.

D. Nothing in this procedure is a bar or protection to any extent against the loss of police powers through failure to meet minimum standards for certification as established by the State of Florida.

#### **VII. FAILURE TO QUALIFY/OFF-DUTY WEAPON OR SECONDARY WEAPON:**

A. Any Police Officer failing to qualify with an approved off-duty or secondary weapon must re-fire the course two times and must qualify both times.

B. Unsuccessful qualifications are documented by the Range Master, forwarded to the Staff Services Division Commander, and request to carry the weapon denied. If authorization was previously given, it is immediately revoked administratively.

C. Police Officers failing to qualify with a particular weapon may resubmit a request to fire that same weapon, or a different one, at the officer's next regularly scheduled qualification date.

D. When a weapon has failed a safety inspection but can be repaired, or the Police Officer fails to qualify, the Range Master may approve a request for another attempt at qualification to be scheduled prior to the next semiannual qualification date.

#### **VIII. SPECIAL TRAINING AND QUALIFICATION:**

A. The Department may issue other firearms and provide specialized training including modified shotgun, limited illumination, stress shooting, undercover shooting and reactionary shooting as needed. Such courses are designed by the Range Master with approval of the Staff Services Division Commander to fulfill special training needs.

B. Members of the Special Weapons and Tactics (S.W.A.T.) Team are required to qualify at least annually with any special weapon they are authorized to carry. Qualification courses are designed by the SWAT Commander in conjunction with the Range Master with final approval from the Staff Services Training Sergeant. Lesson plans and course description are kept on file in the Department training files.

C. Members of the SWAT team failing to qualify with a particular weapon are not authorized to carry that weapon until requalified and certified by the SWAT Team Commander.

#### **IX. MAINTENANCE AND INSPECTION OF WEAPONS:**

A. A Department armorer will inspect all firearms an officer is authorized to carry and use, both on and off duty, at least annually, and at other times he or she deems necessary, for function, reliability, safety, and compliance to this procedure.

B. Department firearms will not be altered, modified, or repaired except by the Department armorer. If a personally owned firearm approved for carrying and use off-duty is altered, modified, or repaired, the firearm must be inspected by the Department Armorer prior to and immediately after the alteration, modification, or repair. This will not prohibit placing approved grips and/or sights on a secondary or off-duty firearm.

C. All officers are responsible for the proper care, cleaning, and treatment of all firearms they are authorized to carry and use both off and on-duty.

#### **X. USE OF FIREARMS:**

A. Whenever a firearm is used, the Use of Force Policy (SOP # III-13) must be strictly adhered to.

B. An officer may use a firearm to destroy an animal for self-defense or to prevent substantial harm to another.

1. If an animal is injured or killed, the officer will contact his or her supervisor immediately and notify him or her of the situation. Palm Beach County Animal Regulation will be requested to respond and handle the injured animal. The officer will make a concerted effort to contact the owner.

C. Officers are prohibited from shooting a firearm when it appears likely that an innocent person may be injured, except in a situation that is life threatening to the officer or another.

D. Whenever an officer discharges a firearm on or off duty, other than for training or recreational purposes, the officer will notify a supervisor of the incident. This will include all incidents involving accidental or unintentional discharge of any firearm registered with the Department as a primary firearm, secondary or back up firearm, shot gun, rifle or off-duty firearm. A supervisor will respond to the scene of the incident.

1. The officer will, as soon as possible after the incident, complete a report of the circumstances surrounding the discharge of the firearm (SOP # IV-22).

#### **XI. HOLSTERS/EQUIPMENT:**

A. While on-duty, all uniformed and non-uniformed full-time sworn Police Officers will wear and use holsters approved by the Department for their primary duty service firearm and their secondary backup firearm, if carried. (See Appendix C)

B. When carrying a firearm off-duty, all full-time sworn Police Officers will use a Department approved holster equipped with a weapon retaining device. Holsters will be inspected and approved by the Rangemaster prior to use.

1. An off-duty firearm will be in the approved holster while being carried off-duty.

2. If the firearm is carried in a purse, it will be in a Department approved holster or in a separate compartment in the purse.

C. All sworn police officers are required to demonstrate proficiency with all duty (primary and secondary) holsters they use at the annual firearms qualifications. All members will be required to demonstrate proficiency with all off-duty holsters they use at the annual qualification for off-duty firearms.

D. Members are responsible for the care and maintenance of their issued holsters. Checking daily for wear and function is encouraged. The member shall notify the Rangemaster for repair or re-issue if any discrepancies are found.

E. Each member is provided a pistol cleaning kit. Each issued firearm is to be kept clean and lubricated to assure proper functioning.

1. Members will clean and function test their issued firearms after each use.
2. If the firearm is not used, it will be cleaned, lubricated and function tested at least monthly (Appendix D).

F. All sworn personnel must secure any Department issued firearm in a gun locking device whenever the firearm is not under the direct control of the member.

1. Each employee who is issued a weapon will be issued a gun locking device for use with the weapon.
2. Each member will receive training in the use of the particular gun lock device they are issued.
3. A gun locking device will be used for home storage of any department issued weapon.
4. All weapons should be stored in an area not readily accessible to children or visitors.
5. Keys or combinations to locking devices in use should remain in the custody and control of the officer.

## **XII. CLEARING TRAP USAGE:**

A. When an officer has reason to unload his or her sidearm in the Police Department, the clearing traps located in the patrol briefing room, CID briefing room, locker room hallway, the SWAT locker, or the range will be utilized in the following way:

1. The officer will face the clearing trap and remove the magazine from his or her holstered weapon.
2. Draw the weapon with his or her dominant hand and place the muzzle into the center hole of the clearing trap.
3. Retract the slide and lock it in the open position with the slide stop lever. Allow the live round to eject and fall freely to the floor. The live round will be retrieved after the weapon is rendered safe and re-holstered.
4. Visually and physically inspect the chamber and magazine well of the weapon to ensure no live rounds and/or obstructions are present.
5. Once the officer is certain the weapon chamber is clear and with the muzzle still pointed into the center hole, allow the slide to move forward then depress the trigger.
6. The weapon will be re-holstered before the officer steps away from the trap.

B. When reloading, officers will follow the following instructions:

1. Face the clearing trap and insert a fully charged magazine into the holstered weapon.
2. Draw the weapon with the dominant hand and place the muzzle of the firearm into the center hole of the clearing trap.

3. With the muzzle of the weapon pointed into the center hole of the clearing trap and the forefinger off of the trigger and on the trigger guard, retract the slide mechanism of the weapon, draw it back, and charge the weapon.
4. Re-holster the weapon.
5. Remove the magazine from the holstered weapon and insert an additional round.
6. Insert the fully charged magazine back into the holstered weapon.

**XIII. INSTRUCTION AND TRAINING IN USE OF FORCE:**

- A. Prior to being authorized to carry or use a firearm or any other weapon approved by the Department, the officer will be issued and instructed in this policy and any other current directives that pertain to use of force and/or weapons.
- B. During any weapons training classes, directives pertaining to use of force and/or weapons will be reviewed for training purposes.
- C. All officers will be issued and instructed in new or revised directives pertaining to use of force and/or weapons when issued. This instruction may be in conjunction with a scheduled in-service training session or it may be accomplished within each division or unit as part of regularly scheduled or special briefing sessions.

**XIV. AMMUNITION:**

- A. All uniformed and non-uniformed full-time sworn Police Officers will carry and use only Department approved and issued ammunition for any firearm they are issued to carry on duty (Appendix A).
  1. Officers carrying secondary or off-duty weapons must purchase their ammunition and it must be consistent with Department specifications. The Department will not issue ammunition for these weapons.
  2. All issued ammunition will be replaced by the Department annually. Ammunition for secondary weapons should be replaced by the officer on an annual basis.
- B. Magazines for authorized semi-automatic pistols will be charged to capacity. An additional round will be chambered in each weapon.
- C. Only factory loaded, Department approved ammunition will be used in shotguns, rifles and special purpose tactical firearms.
- D. While on duty, each uniformed officer will carry on their person sufficient ammunition to reload their primary duty service firearm twice.
- E. While on duty, each non-uniformed officer will carry on their person sufficient ammunition to reload their primary duty service firearm once.
- F. Patrol supervisor's vehicles, the Criminal Investigations Division and the Narcotics Division will be furnished with spare ammunition for the issued service weapon and 12 gauge shotgun.
  1. Spare ammunition is for operational emergency use and is not for practice, general replacement, or general distribution.
    - a. Ammunition for replacement, re-supply or practice will be obtained from the Range Master.
    - b. Spare ammunition will be issued by the Range Master at the request of a supervisor after accounting for the expenditure.

2. The Division Commander is responsible for accounting for the specific reason any spare ammunition was expended by personnel under his or her command.

G. The following types of ammunition are prohibited for any issued or authorized firearm:

1. Explosive or combustible rounds,
2. Magnum rounds,
3. Rounds containing multiple pellets, except for approved shotgun ammunition, and
4. Metal piercing rounds.

**XV. REFERENCE:**

- SOP # II-20 Uniform and Plain Cloths Attire.
- SOP # III-13 Use of Force.
- SOP # III-16 Less-Lethal Launched Ammunition and Ordnance System
- SOP # IV-5 Investigations of Critical Incidents.
- SOP # IV-22 Internal Affairs Function.
- SOP # IV-25 SWAT Team Function.
- F.S.S. 790.052 Carrying concealed firearms; off-duty law enforcement officers.
- F.S.S. 790.174 Safe storage of firearms required.
- Palm Beach County Code; Chapter 28 Weapons; Article II. Firearms; Division 2.
- Locking Devices on Firearms.

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**Delsa R. Bush, Chief of Police**

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Job Title Task Files: Supervisor, Training Sergeant, Range Master, SWAT Team Commander, SWAT Team Member

**Appendix A****WEAPONS AND AMMUNITION**

The current service weapon is the Glock Model 22 or 23 .40 caliber Semi-Automatic pistol.

The current police shotgun is the Mossberg 12 gauge model 590 shotgun.

The current authorized privately owned police rifle(s) are .223 caliber, M-16 / AR-15 Colt, Bush Master, Wilson Combat, Olympic Arms, Rock River, Knight Armament, Less Baer and Armilite, DPMS & Smith & Wesson. Other rifles may be approved by the Range Master on a case by case basis.

S.W.A.T. Team members are issued and authorized the Kimber brand, Warrior 1911 pistols, caliber .45

S.W.A.T. Team members are issued the Heckler & Koch G36 Rifle or the Colt/Bushmaster M4 Carbine all in .223 cal.

S.W.A.T. Team members are issued the Heckler & Koch MP5 or the Heckler & Koch UMP Submachine gun both in .40 cal.

S.W.A.T. Team members are issued the Benelli, model M-1 Self Loading Shotgun in 12 Gauge.

The current pistol and submachine gun duty rounds are the .40 S&W, 180 grain CCI Gold Dot and the 9mm., 124 grain CCI Gold Dot.

The current issued S.W.A.T. pistol round is the .45 cal, 230 grain Remington brand Golden Saber.

The current shotgun round is the Federal, 12 gauge, 2 ¾ in., 9 pellet, 00 buck.

The current rifle rounds are department issued Hornady Tap Rounds.

**Appendix B**

**REQUEST TO CARRY PERSONALLY OWNED FIREARM**

Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Firearm Make: \_\_\_\_\_ Model: \_\_\_\_\_

Serial #: \_\_\_\_\_ Caliber: \_\_\_\_\_

Barrel Length: \_\_\_\_\_ Finish: \_\_\_\_\_ Grips: \_\_\_\_\_

**Anticipated Use:**

Uniformed Duty: \_\_\_\_\_ Non-Uniformed Duty: \_\_\_\_\_

Additional On-Duty: \_\_\_\_\_ Off-Duty: \_\_\_\_\_

\_\_\_\_\_  
Signature of Sworn Member

\_\_\_\_\_  
Date

Inspected for make, model, function, and reliability:

Approved: \_\_\_\_\_

Disapproved: \_\_\_\_\_

Officer demonstrated proficiency with firearm: \_\_\_\_\_

Request to carry granted: \_\_\_\_\_

Request to carry denied: \_\_\_\_\_

\_\_\_\_\_  
Signature of Range Master

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Chief of Police

\_\_\_\_\_  
Date

**FIREARMS MUST MEET SPECIFICATIONS AS OUTLINED IN SOP # III-24**

**Appendix C**

A. The following uniform duty holsters are issued for Department use of the primary weapon:

1. Safariland Glock 17/22 holster to be used with the Glock model 22 and the Safariland Glock 19/23 holster to be used with the Glock model 23.
2. Safariland Kimber Warrior 1911 Duty Holster

B. The following additional holsters have been approved by the Department for primary duty service:

1. Safariland model 6280, SSIII, 295, Binachi Grabber, and the Ted Blocker SP100.

C. Non-uniformed Police Officers are authorized the use of approved holsters designed with a level I security device or higher.

1. The current issued holster is the Safariland model 518.

D. The following additional holsters have been approved for non-uniformed use:

1. The Safariland models 328, 6281, 6518 or 0701. Black Hawk Serpa Holster, Blade –Tech Kydex, Uncle Mikes Kydex Holster, Fobus model#GL2E2BH.
2. Other holsters may be approved by the Range Master on a case by case basis.

**Appendix D**

- A. Cleaning should be conducted outdoors or in a well ventilated area.
- B. Cover the cleaning surface with old newspaper or other material that can be discarded afterward.
- C. Unload the pistol and verify that it is unloaded. This should be performed in a safe area well away from children. Body armor may be used as a temporary backstop when unloading the weapon.
- D. Point the weapon in a safe direction, keep the finger off the trigger and outside the trigger guard, remove the magazine, lock the slide to the rear, and both visually and physically inspect the chamber and magazine well.
- E. Verify that no live ammunition is anywhere near the work area.
- F. Disassemble the pistol to the five basic components; barrel, slide, recoil spring/tube assembly and magazine.
- G. On the first pass through the bore, use a patch saturated with solvent. Slowly push the patch through the bore and out of the muzzle. Allow the solvent to work into the metal for approx. 3-5 minutes.
- H. Insert the bore brush into the chamber end of the barrel, pushing directly through to the muzzle end. Do not stop until the bore brush exits the muzzle, push the brush slowly but do not use any undue force to push the rod through the barrel. The bore should be cleaned after several passes with the brush. Inspect the bore by holding the barrel up to the light and looking through one end. If heavy shadowing is viewed, the bore is not cleaned.
- I. Place a clean, dry patch onto the rod and push through to the muzzle. Repeat steps #F & G until the patch comes out clean.
- J. Clean the trigger group, interior of the slide, with solvent placed onto a clean rag or patch and the exterior of the slide and barrel.
- K. Lubricate the exterior of the barrel lightly. Apply lubricant to the hood portion of the slide, the four rails and the connector. The pistol should not be drenched with lubricant or under lubricated as this may cause a malfunction.
- L. Conduct a function check after every cleaning and/or disassembly.