

ARMED GUARD LICENSE HANDBOOK

I N T R O D U C T I O N

This handbook may serve as a practical study guide for the new or renewing Armed Guard License applicant as well as a reference for those already licensed as armed guards.

Included is the information on Firearms Safety, Firearms Law, and Firearms Skills necessary to pass the written and shooting tests required by the City of Columbia Ordinances. Also included is a description of the course of fire used in the shooting test.

In this day of increased violent crime and extended lawsuit liability, it is most important that armed guards and their employers be competent. This must include the ability to handle their firearms safely, legally, and skillfully. To fail in this is to invite possible tragedy, lawsuit, criminal charges, injury, and death.

As an armed guard, it is intrinsic to the public trust that firearms be used safely and properly.

FIREARMS SAFETY

1. Treat every gun as if it is loaded; don't play with it.
2. Don't pass a closed weapon, open the action before handing it to someone else.
3. Don't pass a loaded weapon. Unload before handing to anyone.
4. Never point a gun at anything you don't want to shoot.
5. If you don't want to shoot, keep your finger out of the trigger-guard.
6. Never carry an armed weapon in the holster. (Revolver cocked or semi-auto cocked and safety off).
7. Don't fidget with a firearm.
8. When disarming a weapon, use safe and proper procedures.
9. Don't treat a weapon like a toy, it's not.
10. Wear the firearm properly positioned and securely retained.
11. Don't aim a gun unless you want to shoot it.
12. Don't draw unless you are willing to fire.
13. Never attempt any gunsmithing unless you are qualified.
14. Clean your weapon on a regular basis, carefully and thoroughly.
15. Check your weapon often for proper and safe functioning.
16. Check that the bore is clean before loading.
17. Change to fresh ammo every 6 months.
18. Unload your weapon when it is going to be unattended.
19. Keep your weapon in a safe condition even when it is not loaded.
20. Watch out for ricochet-prone backstops.
21. Beware of prisoners, assailants and strangers, so no one can grab your gun. Keep the weapon side of your body turned away from persons you are in close proximity to. In a crowd, place your hand over the holstered weapon, finger off the trigger and push down to clamp the weapon to the holster.
22. Don't dry-fire without a safe backstop.
23. Don't load on the range until told to do so.
24. Don't fire on the range until told to do so.
25. Don't turn around on the range with a weapon in your hand.
26. Don't go downrange until the line is clear and you are told to do so.
27. On the range or elsewhere, if you experience a squib-load, cease firing immediately.

28. Keep your weapon out of reach of the untrained, the immature, and the unauthorized.
29. Don't sleep with a gun too handy.
30. Take precautions to watch your weapon in the restroom and maintain its security.
31. Don't carry a weapon when under the influence of alcohol or other mind-altering drugs, including some prescription drugs.
32. Treat a gun as loaded until you know it is unloaded; then treat it as an unloaded gun.
33. Know how to operate your weapon efficiently.
34. Know your target before firing
35. Check your backstop before firing.
36. Always be careful, cautious, considerate, and courteous with weapons.
37. Never slam the cylinder of a revolver open or closed.
38. Do not use poorly loaded ammo or ammo in deteriorated condition.
39. Never use ammunition of the wrong caliber. (i.e. .38 SW is not the same as .38 special, .357 magnum does not function in a .38 special weapon).
40. Never attempt to 'shoot-out' a barrel-obstruction.
41. Remember that "Safe shooting is NO accident".

FIREARMS LAW

(The information contained in this section is for informational use only and is not intended as, nor should it be construed as, legal counsel. This section is intended to serve as a generalized outline of legal areas which might be of concern to the armed guard in this City.)

Part I - Armed Guard Ordinance (Chapter 13, Article III, Columbia City Ordinance)

1. This ordinance requires that armed guards possess a currently valid Armed Guard License issued annually by the Columbia Business License Office.
2. This ordinance applies only to armed guards, who are not commissioned law enforcement officers with an agency on the training-approved list certified by the Chief, who operate in the City more than 14 days in any six-month period.
3. The ordinance provides for written and shooting tests in order to determine a person's qualifications to be issued an Armed Guard License.
4. The shooting test must be done with the handgun and ammunition that is to be used on duty. Rifles and shotguns are not authorized for use by an armed guard.
5. An Armed Guard License may become invalid and may be revoked if the guard:
 - a. Commits the Class B Misdemeanor of giving false information on his application,
 - b. Has gained a license illicitly,
 - c. Is, or becomes, ineligible to possess an Armed Guard License,
 - d. Is found guilty of any crime involving misuse of firearms,
 - e. Becomes incapable of meeting the safety, law, or skills standards, or
 - f. Conceals any information concerning the above matters.
6. Each guard must do the following with his license whenever he is acting as an armed guard in the City:
 - a. Carry it on his person at all times.
 - b. Display it when requested to do so by any police officer.
 - c. Display it automatically whenever he comes into official contact with any police officer.

Violation of the above is a Class C Misdemeanor.
7. The Standards for the written and shooting tests provided for in the ordinance have to do with safety, law, and skills.

8. Any person who employs an armed guard who does not possess a currently valid Armed Guard License, or any person who instigates, authorizes, or allows the use of a firearm or ammunition other than the type with which the test upon which such License is based, shall be guilty of a Class B Misdemeanor.
9. An armed guard shall not hold himself out to be a member of a law enforcement agency.
10. Circumstances surrounding any discharge of firearms by an armed guard shall be reported to the Chief of Police within 24 hours.

Part II - Other Law

1. The use of force to arrest a criminal suspect or to stop a criminal act must in general be less than or equal to the force met.
2. The use of deadly force must generally be limited to defense of people, not just property, and it must be to defend against death or great bodily harm. You can't legally shoot a person for slugging you with his fist or beating you on the legs with a stick. The use of deadly force in defense of a person may be used with diminishing protection under the law as you go down the following list;
 - a. Defense of self
 - b. Defense of close family
 - c. Defense of one you owe a duty to
 - d. Defense of any other person.
3. The protection of the law covers the use of deadly force in a likewise diminishing fashion according to the place of its use:
 - a. In your own home
 - b. In any other place, including: on your own property, in or on the property of your employer, a friend, or acquaintance, etc.
4. A Columbia-licensed armed guard has the same arrest powers as a private citizen. A private person can be justified in using force to make an arrest in two situations:
 - a. A private person may justifiably use force in making an arrest or preventing escape if a law enforcement officer requests his assistance.
 - b. A private person acting on his own may justifiably use non-deadly force to make an arrest or prevent an escape if he reasonably believes the suspect has committed a crime and if the suspect, in fact, **has** committed a crime. **Note** that a law

enforcement officer needs only probable cause to believe the suspect has committed a crime in order to be able to use force in making an arrest. A private citizen must be correct in his belief. In addition, a private person may only use such force as is immediately necessary to effect the arrest.

5. Brandishing a deadly weapon to keep people back while you are guarding money, or to quiet a noisy group of students or to arrest an unarmed, unresisting petty shoplifter is illegal.
6. You cannot shoot someone in the leg in order to stop them from hitting you with their fist.
7. If you accidentally injure or kill an innocent bystander while undertaking some type of human defense, your liability will usually be determined by the correct basis of your under-taking, unless you undertook the defense in a reckless manner, in which case the laws pertaining to manslaughter apply.
8. A private person may not use deadly force to effect an arrest or prevent an escape except in two situations:
 - a. A private person may use deadly force if he is directed to do so by a law enforcement officer and if he reasonably believes the use of deadly force is authorized under the circumstances.
 - b. A private person acting on his own can use deadly force to effect an arrest or prevent an escape only if he reasonably believes the use of deadly force is immediately necessary to effect the arrest of someone who, at that time and in his presence (1) committed or attempted to commit murder or a Class A felony, or (2) is attempting to escape by using a deadly weapon.
9. Security guards do not normally have the same protection from liability in the use of deadly force as do police officers. However, a security guard who makes an arrest is immune from civil liability to the person arrested if the person actually committed the crime.
10. If a police officer requests a guard to assist him in making an arrest, then as long as he is acting in such circumstance he may make an arrest in any situation, and with equal protection against civil liability as the officer.
11. Self-defense is not the same as 'resisting arrest'. Although there is no legal sanction for resisting an arrest, whether the arrest is justified or no, if undue force is used in making the arrest, the rule of self-defense comes into play and the suspect may legitimately resist your excessive force with whatever force is necessary.

12. An armed guard, unlike a commissioned officer:
 - a. **Cannot** act on the basis of **probable cause**,
and
 - b. Has no **statutory duty** to apprehend a suspect.
and
 - c. Has no **authority** to carry a concealed weapon.

13. Generally, the **three main considerations for an armed guard** should be:
 - a. Personal safety and the safety of others.
 - b. Civil liability considerations for the armed guard for his actions.
 - c. Strength of court case against suspect.

FIREARMS SKILLS

1. The three vital elements in combat shooting are accuracy, power, and speed. Having only two of three may not be good enough.
2. The seven keys to practical pistol shooting are draw stance, grip, sight-picture, trigger-control, reloading, and thinking.
3. The Weaver Stance is as follows:

Feet: shoulder width apart with weak foot slightly forward

Hands: gripping weapon firmly with weak hand welding the strong hand to the pistol grip, weak thumb over the web of the strong hand, weak fingers horizontal;

Arms: strong arm straight through wrist and elbow to shoulder, weak arm bent at elbow resting on chest if possible, strong pushing, weak pulling;

Head: cocked toward strong side to align with sights without disturbing the straight line from front sight to rear sight to wrist to elbow to shoulder;

Back: straight;

Knees: loose but not bent;

Eyes: weak eye used for peripheral vision, strong eye focused on the front sight;

Body: relaxed;

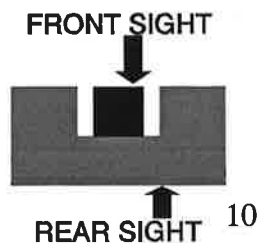
Mind: alert.

4. The Isosceles Stance is similar but the shoulders are square to the target and both arms are straight through the wrists and elbow.
5. When engaging multiple assailants do not bend your wrist or arms. Maintain your stance and just pivot at the waist so that the top half of your body turns like a tank turret. Continue the smooth, controlled pulling of the trigger.
6. Always count your rounds as you load or fire so that you always know exactly how many rounds you have to work with.
7. In Single-Action Shooting the trigger is pulled continuously and smoothly until the weapon fires. In Double-Action shooting the trigger is pulled continuously and smoothly until the weapon cocks and fires. In either case the main objective is to fire the shot

without disturbing the alignment of your sight-picture. You CANNOT accomplish this objective by jerking the trigger. At ranges of 7 yards and farther you will miss your aiming-point progressively more and more.

8. A misfire occurs when the hammer falls, but nothing happens.
9. A squib-load occurs when only the primer or only enough powder detonates so that the bullet lodges in the barrel.
10. When reloading a revolver against time-pressure; to unload: once the strong hand has unlatched the cylinder, point the muzzle straight up and give the ejector rod a couple of good strokes. At the same time, the strong hand should be going for the spare ammunition. To load point the muzzle straight down and use the strong hand to guide the cartridges as the weak hand guides the cylinder.
11. When reloading an automatic against time-pressure, smartly cant the weapon toward the strong side while simultaneously pressing the magazine-release, thus flipping the magazine out on the ground. At the same time the weak hand should be going for the spare magazine. Guide the magazine into the magazine-well of the weapon using the index finger of the weak hand to line it up. Be sure that the magazine fully seats before resuming fire, otherwise it is liable to fall out.
12. When loading partial cylinders in revolvers, always load the live ammo to the proper side of the hammer, i.e. to the right for Smith and Wessons, to the left for Colts, etc. This will insure that the hammer falls on a live round the first time the trigger is pulled.
13. If you should have a misfire (not a squib-load) with a revolver simply continue pulling the trigger until you get to the live rounds. If you have a squib-load, stop immediately and clear the weapon. The obstruction could cause an explosion and injury if a second round is fired while the barrel is obstructed.
14. If you should have a misfire with a semi-auto pistol, tap the magazine base to insure it is seated, cycle the slide to eject the round in the chamber (if a round is present) and chamber a fresh round.
15. When using a barricade or the corner of a building, etc., do not rest the weapon itself against it. Assume the normal stance and merely use the barricade to steady the back of your hand, otherwise the recoil will react with the solid object to throw your shots off your aiming-point.
16. A guard is firearms-qualified if and only if, when faced with an armed assailant, the assailant is in significantly more danger than the guard, and innocent bystanders are in no danger from the guard.

17. A guard should know the following about his firearm:
- Caliber - .38 Special, .357 Magnum, .380, .38 Super, 9mm and .45 Auto. (These are the only authorized calibers for armed guard weapons).
 - Action - Single or double.
 - Type - Revolver or semi-auto.
 - Cylinder rotation (as viewed from rear on revolvers) - clockwise or counter-clockwise.
 - Safety(s) - Grip, thumb, magazine, transfer-bar, firing pin block, etc.
 - Ammo Capacity (including 1 in chamber for semi-autos).
 - Condition - Is it working? Loaded with how many rounds? Where? Is it on safety? Is it under control?
18. When shooting at a subject, the object is neither to kill, nor to wound but rather to STOP the dangerous action immediately.
19. The target-area on the human body is generally not the head, nor the weapon-hand, nor the legs, but rather the TORSO.
20. Generally, a well-placed torso-hit with a .38 Special or 9mm will stop an assailant approximately 50% of the time, while the same hit with a .357 Magnum or .45 Auto will stop him about 85% of the time. This does not mean that two well-placed torso-hits with a .38 will stop a person 100% of the time. There are numerous cases on record to the contrary, in some instances involving upwards of a dozen solid hits, yet this did not stop the subject from engaging in several hours of strenuous activity. It does not necessarily do you any good for an assailant to die 15 days or even 15 seconds later if you don't stop his assault immediately.
21. Three principles to apply in a shoot/don't shoot situation are: Means + Opportunity + Jeopardy.
22. Single-Action on a revolver should be used only in those situations which demand the utmost precision in placing your shots.
23. Cover = protection from hostile fire.
Concealment = protection from hostile eyes.
24. Bill Jordan says: "If you get in a gunfight, don't let yourself feel rushed. Take your time -- Fast!"
25. Proper Sight-Picture:



HANDGUN QUALIFICATION COURSE

Shooters will begin with 31 rounds of duty ammunition, 16 in the weapon and 15 in the extra magazine. Weapon will be carried in the holster used on duty. All firing begins with the shooter's hands naturally by his side, not on the grip of the weapon. Shooting will take place on two Official USPSA ©1986 targets.

Stage #1

25 yard; 4 rounds; 15 seconds; standing barricade position; two hand support grip

Draw, fire two rounds around the right side of the barricade into the right target and two rounds around the left side of the barricade into the left target. Decock. Holster and snap in the weapon.

Stage #2

20 yard; 4 rounds; 15 seconds; standing position; two hand support grip

Draw, fire two rounds into the right target and two rounds into the left target. Decock. **Perform a tactical reload without command retaining the partial magazine (this is not counted as a part of the time limit).** Holster and snap in the weapon.

Stage #3

15 yards; 6 rounds; 15 seconds; kneeling low barricade position; two hand support grip

Start standing; draw and kneel. Fire three rounds into the right target and three rounds into the left target. All rounds may be fired from the same side of the barrel. Decock. Holster and snap in the weapon.

Stage #4

10 yard; 6 rounds; 15 seconds; standing position; two hand support grip

Draw, fire three rounds into the right target and three rounds into the left target. Decock. Holster and snap in the weapon.

Stage #5

7 yard; 6 rounds; 15 seconds; standing position; two hand support grip

Draw, fire three rounds into the right target and three rounds into the left target. **A reload will be required during this string of fire.** Drop the magazine, reload and continue to fire. Decock. Holster and snap in the weapon.

Stage #6

3 yard; 3 rounds; 5 seconds; standing position; strong hand **only**

Draw and fire two rounds into the right target and one round into the left target strong hand only. Decock. Holster and snap in the weapon.

Stage #7

3 yard; 2 rounds; 3 seconds; standing position; weak hand **only**

Draw, pass the weapon to the weak hand and fire two rounds into the left target weak hand only. Decock. Holster and snap in the weapon.

Scoring

The targets are scored with a value of:

10 for hits in or breaking the line of the "A" area of the body (**not the head**).

6 for hits in or breaking the line of the "C" area of the body.

4 for all other hits on the target **to include the entire head.**

Master =	95%	295
Expert =	90%	279
Sharpshooter =	80%	248
Marksman =	75%	233
Qualified =	70%	217