A. Policy

There will be a Weapon Clearing Barrel located at the side entrance to the Public Safety Office. The Clearing Barrel will be used by all officers when loading or unloading weapons.

B. Procedures

1. Unloading - Auto Pistol

   a. With your weapon in the holster, step up to the Clearing Barrel (1 person at the barrel at a time).

   b. With the weapon in the holster, remove magazine from the weapon and place it in your pocket or belt.

   c. Remove weapon from holster and place the muzzle 4-6 inches inside the tube.

   d. Pull slide to the rear and remove round from chamber. Cycle the slide an additional two times.

   e. Lock slide to the rear. Look into chamber and check for empty chamber.

   f. Weapon will be carried muzzle up.
2. **Loading - Auto Pistol**
   
a. With slide locked to the rear, step up to the barrel (1 person at the barrel at a time).

b. Place the muzzle 4-6 inches inside the tube.

c. Place a loaded magazine (13 rounds) into the weapon.

d. Release the slide to load a round into the chamber. At this point the officer will be carrying one round in the chamber and 12 rounds in the magazine in the weapon.

e. Place the weapon in holster and strap it down.

3. **Unloading – Remington Model 870 Shotgun**
   
a. Keeping the weapons safety switch in the safe position, weapon pointed in a safe direction and finger off of the trigger approach the clearing barrel.

b. Place the barrel of the shotgun approximately 4-6” inches inside the tube making sure not to place the shotgun barrel into the sand.

c. Pull the pump/action to the rear and remove the ejected round. While holding the weapon with your weak hand use your other hand to place your index finger into loading area and depress the lever/wing on the right side of the shotgun, then on the left. The round should back out of the magazine tube while doing this. Repeat this step three times, or until all ammunition is removed from magazine tube.

d. Keeping the shotgun in position, in the tube, rotate the weapon until you are able to see the magazine tube loading area to ensure there is no live ammunition in the shotgun. If there is ammunition in the weapon repeat step 5c.

e. Keeping the shotgun in position in the tube rotate the shotgun so you can see the ejection port/chamber area.

f. Once you are able to see inside of the chamber you will physically and visually inspect the chamber to ensure no live ammunition is present. Depress the pump/action release while pulling the pump to the rear paying particular attention to the chamber area. Repeat step three times.

g. Once you have verified there is no ammunition in the weapon, keeping the
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3. barrel of the weapon inserted in the clearing barrel tube approximately 4-6” inches, push the pump forward closing the chamber, take the weapon off of safe and pull the trigger. Once this is done place the shotgun safety selector switch in the safe position. The shotgun is unloaded.

   a. Keeping the weapons safety switch in the safe position, finger off of the trigger and weapon pointed in a safe direction approach the clearing barrel.
   b. Place the barrel of the shotgun approximately 4-6” inside the tube making sure not to place the shotgun barrel into the sand.
   c. Rotate the shotgun in order for you to see the magazine tube, ensure there is no ammunition in the magazine tube. If ammunition is discovered remove in accordance with section 5 c. of this policy before proceeding to the next step.
   d. Keeping the shotgun in this position depress the pump/action release while simultaneously pulling back the pump, this will open the chamber. Visually and physically inspect the chamber to ensure no ammunition is in the weapon, do this three times.
   e. Once you have ensured there is no ammunition in the weapon keeping the barrel approximately 4-6” inside the tube, push the pump forward closing the chamber, take the weapon off of safe and pull the trigger.
   f. Place the weapon safety switch in the safe position. Insert four 12 gauge shells into the magazine tube while keeping the barrel of the weapon inserted in the clearing barrel tube. **DO NOT PLACE A ROUND IN THE CHAMBER, PUMP OR CYCLE THE ACTION.** The shotgun is now rack ready and loaded.

5. Unloading the Bushmaster AR-15 Patrol Rifle
   a. Ensure the safety selector lever is in the safe position. If the safety selector lever is in the “Fire” position **DO NOT PULL THE TRIGGER IN AN ATTEMPT TO PLACE THE SAFETY SELECTOR LEVER ON SAFE. THE SAFETY SELECTOR LEVER CAN NOT BE PLACED IN THE SAFE POSITION UNLESS THE BOLT CARRIER HAS BEEN CYCLED AND IT IS READY TO FIRE, A ROUND COULD BE CHAMBERED!!** Keep the rifle pointed in a safe direction and finger off of the trigger while approaching the clearing barrel.
b. Place the barrel approximately 4-6” inside the tube. Remove the magazine if applicable.

c. Keeping the rifle barrel inside the tube pull the charging handle to the rear three times while observing the cycling of the bolt carrier each time. After cycling the bolt carrier pull the charging handle to the rear while simultaneously depressing the bolt catch, this will lock the bolt carrier to the rear revealing the chamber. Physically and visually inspect the chamber to ensure no ammunition is in the rifle.

d. Once you have ensured there is no ammunition in the rifle keeping the barrel of the rifle inside the clearing barrel tube, depress the bolt catch, place the rifle on fire and pull the trigger. The rifle is unloaded.

Note: The bolt carrier must be cycled again to place the rifle on safe. This is done by pulling the charging handle to the rear and letting it go forward freely. The rifle's safety selector lever can now be placed on “Safe” and the ejection port cover closed.

6. Loading the Bushmaster AR-15 Patrol Rifle

a. Ensure the safety selector lever is in the safe position. If the safety selector lever is in the “Fire” position **DO NOT PULL THE TRIGGER IN AN ATTEMPT TO PLACE THE SAFETY SELECTOR LEVER ON SAFE. THE SAFETY SELECTOR LEVER CAN NOT BE PLACED IN THE SAFE POSITION UNLESS THE BOLT CARRIER HAS BEEN CYCLED AND IT IS READY TO FIRE, A ROUND COULD BE CHAMBERED!!!** Keep the rifle pointed in a safe direction and finger off of the trigger while approaching the clearing barrel.

b. Place the barrel approximately 4-6” inside the tube. Remove the magazine if applicable.

c. Pull the charging handle to the rear three times observing the cycling of the bolt carrier each time. After cycling the bolt carrier pull the charging handle to the rear while simultaneously depressing the bolt catch, this will lock the bolt carrier to the rear revealing the chamber. Physically and visually inspect the chamber to ensure no ammunition is in the rifle.

d. Once you have ensured there is no ammunition in the rifle keeping the barrel of the rifle inside the clearing barrel tube, depress the bolt catch, place the rifle on fire and pull the trigger.

Note: The bolt carrier must be cycled again to place the rifle on safe. This
is done by pulling the charging handle to the rear and letting it go forward freely. The rifle’s safety selector lever can now be placed on “Safe” and the ejection port cover closed.

e. Insert a loaded magazine but **DO NOT CHAMBER A ROUND**, the rifle is now rack ready.

f. **THIS STEP IS TO BE FOLLOWED ONLY IF THE RIFLE IS BEING REMOVED FOR IMMEDIATE USE IN AN ACTIVE SHOOTER INCIDENT:** In order to fire the rifle you must pull the charging handle to the rear and release the charging handle to chamber a round. After chambering a round ensure the safety selector switch is on “Safe” until ready to fire. This will only be done in the rare event the rifle is about to be used. All usage is to be in accordance with Department Policy and Procedure.

7. **Lighting**

   If during the hours of darkness the lights are out or inadequate, another officer must be present and provide lighting with a flashlight before weapons can be loaded or unloaded.