

Pistol In-Service 2025

Cleveland Division of Police



Course Date:	In-Service 2025
Current Revision Date:	9/28/2024
Course Hours:	3 Hours
Primary Audience:	C.D.P. Sworn Personnel
Module Goal:	To ensure each Division member qualifies according to the O.P.O.T.A. Semi-Automatic Pistol standards ASSISTING INSTRUCTORS

Ordnance Unit Staff (Primary)
CLEVELAND POLICE ORDNANCE UNIT

Academy Unit Staff (Assist as needed)

Gymnasium Unit Staff (Assist as needed)

SUBJECT MATTER EXPERT COMMITTEE
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Sergeant Keith Campbell, C.D.P. Ordnance Unit
Patrol Officer James Merritt, C.D.P. Ordnance Unit
Patrol Officer Michael McWilliam, C.D.P. Ordnance Unit

CLEVELAND POLICE ORDNANCE UNIT

Patrol Officer David O'Conner, C.D.P. Ordnance Unit
Patrol Officer David Siefer, C.D.P. Ordnance Unit

REFERENCES

OPOTA semi-automatic pistol qualification course: O.P.O.T.A. firearms instructor manual. (01/01/2016) www.ohioattorneygeneral.gov/Law-enforcement/Services-for-Law-Enforcement

CLEVELAND POLICE ORDNANCE UNIT

COURSE MATERIALS

TEACHING AIDS

 X Erasable Board/Markers

 Easel/Notepads

 X Lectern/Table

 X Other: Training Weapons

 Student Handouts

CLEVELAND POLICE ORDNANCE UNIT

Handout #1:
Handout #2:

INSTRUCTIONAL TECHNIQUES

 X Lecture

 X Demonstration

 X Individual Exercise

 X Problem Solving

 X Group Discussion

 X Scenario-based Training

 X Hands-on Techniques

LEARNING OBJECTIVES

At the end of this topic, the Student will be able to:

1. Pass the O.P.O.T.A. requalification course of fire effective January 1, 2016
2. Identify safety rules when handling firearms.
3. Demonstrate proper use of stance, grip, sight alignment, sight picture, trigger management, and after-action while using the Glock Semi-Automatic Pistol moving rearward and from cover.
4. Demonstrate proper loading of the Glock Semi-Automatic Pistol.
5. Demonstrate proper unloading of the Glock Semi-Automatic Pistol.

I. INTRODUCTION A. Cleveland Police Ordnance Unit B. 2025 Pistol In-Service C. Student Performance Objectives 1. Using the Glock Semi-Automatic Pistol, the Student will successfully qualify by passing the O.P.O.T.A. state requalification course of fire effective January 1, 2016 2. The Student will understand and follow all safety rules when handling firearms. 3. The Student will demonstrate proper use of stance, grip, sight alignment, sight picture, trigger management, and after-action while using the Glock Semi-Automatic Pistol moving rearward and from cover. 4. The Student will demonstrate how to load the Glock Semi-Automatic Pistol properly. 5. The Student will demonstrate proper unloading of the Glock Semi-Automatic Pistol	<i>Instructors will introduce themselves.</i> <i>See Learning objectives Classroom</i>
II. PRESENTATION A. Four primary firearms safety rules 1. Treat all firearms as if they were loaded/know the status of your firearm 2. Keep your finger off the trigger and outside the trigger guard until you have made the conscious decision to shoot 3. Keep your firearm pointed in a safe direction, predetermined by your environment and situation 4. Be aware of your surroundings, foreground, target, backstop, and beyond B. Documentation / Inspection 1. Each Student will complete and sign a 2025 Qualification Form 2. All students will be equipped with the following: a) Class "B" Uniform with a ballistic vest b) Gun Belt c) City-issued Service Weapon d) City issued Holster e) Three fully loaded magazines with issued duty ammunition C. Scoring 1. Each Student will qualify using the OPOTA RQT2 target 2. The RQT2 target is a Silhouette humanoid target with three scoring areas a) Preferred area (1) Light gray inner outlined area within the silhouette from the head to the hips b) Non-Preferred area (1) Dark gray between the outline of the silhouette humanoid shape and the preferred area c) Miss	<i>Classroom: Instructors shall cover the safety rules to ensure everyone understands them</i> <i>Instructors shall ensure everyone present has signed in and is equipped for training.</i> <i>Instructor shall have an actual OPOTA RQT2 target & show the scoring areas.</i>

(1) Any hit outside the outline of the silhouette humanoid shape 3. Shooters can score a maximum of 25 points 4. Shooters must have no less than 20 points to pass the course of fire 5. A shooter can lose points for: - Failing to hit the preferred area (zero (0) point for each round fired) - Failing to fire rounds within the allotted time limits (zero) (0) point for each round not fired - Missing the failure drill designed area (-1 point for missing the head/pelvic circles) - Any round off the silhouette (-1 point for each hit off the silhouette) - Firing additional rounds (-1 point for each additional round fired) - Firing rounds over the allotted time limit (-1 point for each additional round fired) III. OPOTA QUALIFICATION PISTOL TEST A. Stage 1 4-foot line 5 seconds - Three rounds - Glock pistol fully loaded in the holster - On the turning of the target, the shooter shall: - Draw to the close quarter's retention position - Ensure their reactionary hand is up out of the way and protecting them - Fire 3 rounds into the preferred area of the target - Upon firing the third shot, create distance by taking one step back - Obtain an appropriate sight alignment and sight picture and cover the target until it turns away - Complete after action to the holster B. Stage 2 9-foot line 6 seconds - Three rounds - Glock pistol loaded in the holster - On the turning of the target, the shooter shall: - Flanking step while simultaneously drawing their pistol to full presentation - Obtain proper sight alignment/sight picture - Fire 2 rounds into the preferred area of the target - Transition the pistol and obtain proper sight alignment/sight picture to the head - Fire 1 well-aimed shot to the head - Reobtain an appropriate sight alignment	<i>Pistol Range S.P.O. #1 Test An instructor will demo each stage of fire for the test.</i> <i>Instructor to remind all students to "Step to the Known" while completing their after-action</i>
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	and sight picture and cover the target until it turns away	
	g) Complete after action to the holster	
C.	Stage 3A	
	1. 12-foot line	
	2. 8 seconds	
	3. Four rounds	
	4. Glock pistol loaded in the holster	
	5. A non-dominant hand is placed across the chest	
	6. On the turning of the target, the shooter shall:	
	a) Flanking step while simultaneously drawing their pistol to full presentation with their dominant hand only	
	b) Obtain proper sight alignment/sight picture	
	c) Fire 4 rounds into the preferred area of the target	
	d) Reobtain an appropriate sight alignment and sight picture and cover the target until it turns away	
	e) Complete after action and remain in the high-ready position	
	f) When instructed, pass the Glock pistol off to their non-dominant hand	
D.	Stage 3B	
	1. 12-foot line	
	2. 7 seconds	
	3. Four rounds	
	4. Glock pistol loaded and in the reaction hand at the high ready	
	5. The dominant hand is placed across the chest	
	6. On the turning of the target, the shooter shall:	
	a) Flanking step while going to full presentation with their non-dominant hand only	
	b) Obtain proper sight alignment/sight picture	
	c) Fire 4 rounds into the preferred area of the target	
	d) Reobtain an appropriate sight alignment and sight picture and cover the target until it turns away	
	e) Transfer the pistol back to their dominant hand	
	f) Complete after action to the holster	
E.	Stage 4	
	1. 20-foot line	
	2. 12 seconds	
	3. Six rounds total (3 rounds before reload and three rounds after the reload)	
	4. Glock pistol loaded in the holster (staged with 1 round in the chamber and two additional rounds in the magazine)	
	5. On the turning of the target, the shooter shall:	
	a) Flanking step while simultaneously	
		<i>Remind students that the stage must be shot with the dominant hand only.</i>
		<i>Remind students that the stage must be shot with the non-dominant hand only.</i>
		<i>Ensure all shooters properly set up their weapons with a 2-round magazine.</i>

	drawing their pistol to full presentation b) Obtain proper sight alignment/sight picture c) Fire 3 rounds into the preferred area of the target d) Conduct a proper emergency reload e) Reobtain an appropriate sight alignment and sight picture f) Fire 3 additional rounds into the preferred area of the target g) Reobtain a proper sight alignment and sight picture and cover the target until it turns away h) Complete after action to the holster	
F.	Stage 5 1. 30-foot line 2. 8 seconds 3. Three rounds 4. Glock pistol loaded in the holster 5. On the turning of the target, the shooter shall: a) Flanking step while simultaneously drawing their pistol to full presentation b) Obtain proper sight alignment/sight picture c) Fire 3 rounds into the preferred area of the target d) Reobtain an appropriate sight alignment and sight picture and cover the target until it turns away e) Complete after action to the holster	
G.	Stage 6 1. 50-foot line 2. 8 seconds 3. Two rounds 4. Glock pistol loaded in the holster 5. On the turning of the target, the shooter shall: a) Flanking step while simultaneously drawing their pistol to full presentation b) Obtain proper sight alignment/sight picture c) Fire 2 rounds into the preferred area of the target d) Reobtain an appropriate sight alignment and sight picture and cover the target until it turns away e) Complete after action to the holster	
IV.	OPOTA QUALIFICATION PISTOL RETEST	
A.	Stage 1 1. 4-foot line 2. 5 seconds 3. Three rounds 4. Glock pistol fully loaded in the holster 5. On the turning of the target, the shooter shall: a) Draw to the close quarter's retention position	<i>Upon completion, instructors will mark & score all targets.</i> <i>Students who fail will remain on the</i>

	b) Ensure their reactionary hand is up out of the way and protecting them c) Fire 3 rounds into the preferred area of the target d) Upon firing the third shot, create distance by taking one step back e) Obtain an appropriate sight alignment and sight picture and cover the target until it turns away f) Complete after action to the holster B. Stage 2 1. 9-foot line 2. 6 seconds 3. Three rounds 4. Glock pistol loaded in the holster 5. On the turning of the target, the shooter shall: a) Flanking step while simultaneously drawing their pistol to full presentation b) Obtain proper sight alignment/sight picture c) Fire 2 rounds into the preferred area of the target d) Transition the pistol and obtain proper sight alignment/sight picture to the head e) Fire 1 well-aimed shot to the head f) Reobtain an appropriate sight alignment and sight picture and cover the target until it turns away g) Complete after action to the holster C. Stage 3A 1. 12-foot line 2. 8 seconds 3. Four rounds 4. Glock pistol loaded in the holster 5. The Student's non-dominant hand is placed across the chest 6. On the turning of the target, the shooter shall: a) Flanking step while simultaneously drawing their pistol to full presentation with their dominant hand only b) Obtain proper sight alignment/sight picture c) Fire 4 rounds into the preferred area of the target d) Reobtain an appropriate sight alignment and sight picture and cover the target until it turns away e) Complete after action and remain in the high-ready position f) When instructed, pass the Glock pistol off to their non-dominant hand D. Stage 3B 1. 12-foot line 2. 7 seconds	<i>range & given a 2nd opportunity to qualify.</i> <i>All others will be given a short break.</i> <i>Instructor to remind all students to "Step to the Known" while completing their after-action</i>
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	3. Four rounds 4. Glock pistol loaded and in the reaction hand at the high ready 5. The dominant hand is placed across the chest 6. On the turning of the target, the shooter shall: a) Flanking step while going to full presentation with their non-dominant hand only b) Obtain proper sight alignment/sight picture c) Fire 4 rounds into the preferred area of the target d) Reobtain an appropriate sight alignment and sight picture and cover the target until it turns away e) Transfer the pistol back to their dominant hand f) Complete after action to the holster E. Stage 4 1. 20-foot line 2. 12 seconds 3. Six rounds total (3 rounds before reload and three rounds after the reload) 4. Glock pistol loaded in the holster (staged with 1 round in the chamber and two additional rounds in the magazine) 5. On the turning of the target, the shooter shall: a) Flanking step while simultaneously drawing their pistol to full presentation b) Obtain proper sight alignment/sight picture c) Fire 3 rounds into the preferred area of the target d) Conduct a proper emergency reload e) Reobtain an appropriate sight alignment and sight picture f) Fire 3 additional rounds into the preferred area of the target g) Reobtain a proper sight alignment and sight picture and cover the target until it turns away h) Complete after action to the holster F. Stage 5 1. 30-foot line 2. 8 seconds 3. Three rounds 4. Glock pistol loaded in the holster 5. On the turning of the target, the shooter shall: a) Flanking step while simultaneously drawing their pistol to full presentation b) Obtain proper sight alignment/sight picture c) Fire 3 rounds into the preferred area of the target d) Reobtain an appropriate sight alignment	
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	and sight picture and cover the target until it turns away e) Complete after action to the holster G. Stage 6 1. 50-foot line 2. 8 seconds 3. Two rounds 4. Glock pistol loaded in the holster 5. On the turning of the target, the shooter shall: a) Flanking step while simultaneously drawing their pistol to full presentation b) Obtain proper sight alignment/sight picture c) Fire 2 rounds into the preferred area of the target d) Reobtain an appropriate sight alignment and sight picture and cover the target until it turns away e) Complete after action to the holster	
V.	OPOTA QUALIFICATION PISTOL RETEST FAILURES A. Failures 1. Student targets shall be scored according to O.P.O.T.A. regulations 2. Students who fail to re-qualify shall be subject to procedures outlined in General Police Order 1.1.10, Firearms Requalification 3. General Police Order 1.1.10, Firearms Requalification a) Officers who fail to re-qualify during Pistol Requalification and training shall: (1) Be provided remedial training at the end of the day (2) Be provided additional test attempts once the instructors and Officer-in-Charge (O.I.C.) of the Ordnance Unit believe the Student can successfully pass the O.P.O.T.A. requalification test (3) The number of attempts that an officer may have to re-qualify shall be determined by the O.I.C. of the Ordnance Unit (4) That determination shall be made case by case and shall include factors such as officer stress, fatigue, and progress b) Officers who fail to re-qualify during In-Service (by the end of the day) shall: (1) Surrender their weapon to the O.I.C. of the Ordnance Unit (2) Report to the O.I.C. of the Ordnance Unit for up to five additional days of remedial training and an opportunity to re-qualify	<i>Upon completion, instructors will mark & score all targets.</i> <i>Any student who fails their 2nd attempt to qualify will be held over at the end of the day & provided remedial training & additional test attempts.</i>

(3) The O.I.C. of the Ordnance Unit shall determine the proper course of action for scheduling based on operational needs. c) Officers who fail to re-qualify after remedial training shall be subject to disciplinary action, up to and including a recommendation for termination of employment. VI. CLEARING, DISASSEMBLY, AMMUNITION COLLECTION A. Clearing 1. Upon completion of all live-fire training, ALL firearms will be properly cleared while on the firing line of the range 2. Students will ensure their service weapon is safe and clear by utilizing the safety mantra of Safety, Ammo, Action, Inspect B. Safety 1. Student will: a) Treat all firearms as if they were loaded/know the status of your firearm b) Keep your finger off the trigger and outside the trigger guard until you have made the conscious decision to shoot c) Keep your firearm pointed in a safe direction, predetermined by your environment and situation d) Be aware of your surroundings to include your foreground, target, backstop, and beyond C. Ammo 1. Student will: a) Remove the source of ammunition, which for the semi-auto pistol is the magazine b) If a magazine is removed, it will be placed in their off-side pocket D. Action 1. Student will: a) "Run" the action (Slide) several times (3 to 5) while observing the ejection port b) Only one cartridge should be ejected (if the chamber is loaded) (1) Multiple cartridges being ejected indicates an error of not removing the magazine, and the Student needs to stop, remove the magazine, and start over c) Lock the Slide to the rear using the slide stop located on the left side of the pistol (1) Right-handed students will use their right thumb (2) Left-handed students can use their right thumb or left index finger E. Inspect 1. Student will:	<i>ALL firearms must be cleared prior to returning to the classroom</i>
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a) Visibly/physically inspect the chamber and magazine well to ensure they are clear b) Break their focal attention by looking away c) Visibly/physically inspect the chamber and magazine well a second time to confirm they are both clear. d) Verbally announce “clear” if the pistol is determined to be safe and clear (1) If the pistol is not clear, they shall bring it to the attention of an instructor (2) The instructor will determine what action is to be taken at that point e) An instructor WILL visually inspect every pistol to ensure they are clear and indicate the same to the Lead Instructor running the line. F. Disassembly 1. Once all weapons have been verified to be clear by an instructor, the Lead Instructor will provide the following instructions to disassemble the pistol. a) Release your Slide forward. b) Keep your pistol pointed in a safe direction by sighting down range at your target. c) Place your finger on the trigger d) Apply proper pressure rearward (1) Note: The Glock pistol cannot be disassembled without pulling the trigger; this is why it is done on the firing line and not in the classroom (2) It will be emphasized to the students that the ONLY reason the trigger is being depressed at this point is to disassemble the weapon and that they must always be made safe and clear before e) Remove the Slide from the frame f) Holster the frame g) Place the Slide in your pocket G. Ammunition Collection 1. All ammunition will be purged from magazines, pockets, and/or pouches 2. No ammunition will be permitted in the classroom a) An instructor will visually observe that all magazines are empty before the Student is released back to the classroom. VII. Classroom PowerPoint Detailed Glock Inspection and Cleaning Presentation A. Inspection of the Glock pistol 1. Discrepancies will be brought to Ordnance Unit staff and be immediately rectified. B. Serial Numbers 1. The Student will ensure the serial numbers on the frame, Slide, and barrel match the serial number of the	<i>An instructor will check ALL firearms.</i> <i>Allow the Student to remove the Slide on their own before giving the commands.</i> <i>ALL magazines</i>
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C. Slide 1. The Student will inspect: a) For unusual wear and tear, cracks, metal shavings, and overall cleanliness b) The front and rear sights for tightness and alignment c) For the firing pin, push past the firing pin safety by applying rearward and then forward pressure to the firing pin lug (1) The firing pin should not push past the firing pin safety and protrude through the hole in the breech face d) For free movement of the firing pin by depressing the firing pin safety and moving the Slide back and forth aggressively (1) While holding the firing pin safety in and moving the Slide, the student firing pin should move freely, making a "clicking" sound D. Barrel 1. The Student will inspect: a) For unusual wear and tear, cracks, metal shavings, and overall cleanliness E. Spring Guide Rod Assembly 1. The Student will inspect: a) For unusual wear and tear, cracks, metal shavings, and overall cleanliness 2. The Spring Guide Rod Assembly should be dry and clean of lubricant 3. The ends of the rod should be clear of any damage, such as cracks or pieces of plastic missing F. Frame 1. The Student will inspect: a) For unusual wear and tear, cracks, metal shavings, and overall cleanliness 2. Armorer Disassembly a) Ordnance Unit Armorers will completely disassemble each student frame (1) This allows for proper cleaning, maintenance, inspection, and repairs if needed G. Lubrication of the Glock pistol 1. Each area or item instructed to lubricate shall only require one oil droplet. a) Oil should be seen and felt, but if gravity affects it, you have over-lubricated, and some should be wiped back off. b) Over-lubrication or lubrication of areas meant to remain dry may cause contamination of primers or powder and possible failure to fire. H. Slide	pistol that is issued to them	<i>must be checked before allowing anyone back into the classroom</i> <i>Certified Armorer to verify</i> <i>Ensure serial numbers are being read off the weapon parts & not from memory.</i>
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	1. One lubrication point 2. One drop on the inside of the "hood." a) Area just forward of the ejection port opening where the top of the barrel makes contact b) Spread the oil forward toward the barrel opening. c) Caution should be used not to over-oil the Slide and/or allow oil to get inside the firing pin channel. d) The holes in the Slide are NOT meant to be lubricated	
I.	Barrel 1. Three lubrication points 2. One drop between the locking lugs 3. One drop on the 90-degree ledge just forward of the hood 4. One drop an inch from the muzzle a) Spread the oil all around the top, bottom, and sides of the barrel	
J.	Frame 1. Five lubrication points 2. One drop on each of the four rails 3. One drop on the minus connector	
K.	Reassemble the Glock pistol with a safety barrel block in place 1. Reinsert the barrel (with the safety barrel block) back into the Slide 2. Reinsert the spring guide rod, ensuring it is correctly seated in the forward notch in front of the locking lugs 3. Grasp the frame with a strong hand (normal shooting grip) 4. Grasp the Slide over the top with a reactionary hand 5. Align the slide rail cutouts with the forward frame rails 6. Slowly and carefully pull the slide rearward, ensuring the slide rail cutouts are aligned with the rear frame rails 7. Pull the Slide backward to its most rearward point of travel and release it	
L.	Function test 1. Done every time the Glock is disassembled and reassembled to ensure the pistol is functioning properly a) The Student will: (1) Ensure the gun is safe and clear using the safety mantra of safety, ammo, action, inspect (2) Release the Slide forward (3) Keep the pistol pointed in a safe, direct (4) Apply appropriate pressure to the	

trigger (5) Hold the trigger to the rear (6) While still holding the trigger to the rear cycle, the slide one time (7) Slowly release the trigger, hearing and feeling a click as the trigger is reset (a) Report any discrepancy to an instructor (b) Follow the instructor's directions on what to do next	
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CONCLUSION

- A. Summarize the course
- B. Answer questions
- C. Dismiss the class

