



Florida Department
of Law Enforcement

HANDGUN INSTRUCTOR PERFORMANCE EVALUATION

Incorporated by Reference in Rule 11B-35.0024, F.A.C.



**CJSTC
4H**

1. AGENCY OR TRAINING SCHOOL NAME: _____
2. CLASS NUMBER: _____
3. INSTRUCTOR STUDENT'S PRINTED NAME: _____
4. INSTRUCTOR STUDENT'S IDENTIFICATION NUMBER: _____
5. INSTRUCTOR STUDENT PERFORMANCE REQUIREMENTS:
 - **DEMONSTRATION OF PROFICIENCY:** Once evaluation on a proficiency skill has begun, no additional training, assistance, or practice is allowed on that proficiency skill. An instructor student shall complete the Handgun Instructor Course pursuant to Rule 11B-20.0014, F.A.C., to instruct the Criminal Justice Firearms Course, Cross-Over Handgun Transition Course, Handgun Instructor Course, Single Officer Response to Active Threat and Shooter Incidents Course, Single Officer Response to Active Threat and Shooter Incidents Instructor Course, Patrol Rifle Operator Course, Patrol Rifle Instructor Course, Shotgun Operator Course, or Shotgun Instructor Course.
An instructor student shall demonstrate the required handgun proficiency skills using a semi-automatic pistol, with the results recorded on the required CJSTC-4H form. No retest is allowed.
 - **WRITTEN END-OF-COURSE EXAMINATION:** An instructor student shall achieve a minimum score of no less than 85% on the firearms written end-of-course examination. No retest is allowed. An instructor student who fails either the required demonstration of proficiency skills or the written end-of-course examination shall be deemed to have failed the Handgun Instructor Course.
 - **ACTIVE THREAT/SHOOTER DRILLS:** An instructor student shall complete active threat/shooter drills.
6. **INSTRUCTOR TO STUDENT RATIO:** One rangemaster shall supervise all range activity while training is actively engaged. The rangemaster shall be a Commission-certified handgun instructor and shall not be included as an instructor to comply with the instructor to student ratio requirements. For instruction of the Handgun Instructor Course there shall be no more than six students actively engaged on a firearms range for each Commission-certified handgun instructor. Actively engaged is defined as "a student on the firing range handling a weapon."
7. **HANDGUN PROFICIENCY EVALUATIONS:** PASS ☐ OR FAIL ☐
8. **HANDGUN QUALIFICATIONS:** PASS ☐ OR FAIL ☐
9. **COMPLETED ACTIVE THREAT/SHOOTER DRILLS** YES ☐ OR NO ☐ (If "No," provide comments at end of form.)
10. **MET ALL COURSE OBJECTIVES:** YES ☐ OR NO ☐ (If "No," provide comments at end of form.)
11. **DEMONSTRATED SAFETY PROCEDURES:** YES ☐ OR NO ☐ (If "No," provide comments at end of form.)
12. **WRITTEN END-OF-COURSE EXAMINATION:** PASS ☐ OR FAIL ☐
13. **FAILURE OF COURSE:**
☐ The instructor student has failed the Handgun Instructor Course.
14. INSTRUCTOR STUDENT'S SIGNATURE: _____
15. DATE: _____
16. RANGEMASTER'S PRINTED NAME: _____
17. AGENCY ADMINISTRATOR, TRAINING CENTER DIRECTOR, OR DESIGNEE'S PRINTED NAME: _____
18. AGENCY ADMINISTRATOR, TRAINING CENTER DIRECTOR, OR DESIGNEE'S SIGNATURE: _____
19. DATE THE EVALUATION WAS COMPLETED: _____

INSTRUCTOR STUDENT NAME: _____

INSTRUCTOR STUDENT IDENTIFICATION NUMBER: _____

TARGETS: All proficiency skills, except Recoil Management, must be completed using a commercially produced B-21E or equivalent target. Recoil Management must be completed using an eight-inch diameter circle target.

EVALUATIONS: For each proficiency skill listed, instructors shall print and initial their name by the proficiency skill(s) they evaluate. If the same instructor evaluates proficiencies listed back-to-back on this form, the instructor is permitted to print and initial their name for the first proficiency, and then draw an arrow down through the subsequent proficiencies. Comments may be used at any time, but are required for a failure. Additional space for comments is provided at the end of this form.

WEAPON MAKE:			WEAPON MODEL:		
HANDGUN QUALIFICATIONS					
DAYLIGHT QUALIFICATION (38 ROUNDS)	DATE OF TEST:		EVALUATION		
	PASS	FAIL			
MUST SCORE 36 OR HIGHER IN TWO (2) OUT OF THREE (3) ATTEMPTS			INSTRUCTOR'S PRINTED NAME AND INITIALS		
Attempt 1					
Attempt 2					
Attempt 3					
COMMENTS:					
LOW LIGHT QUALIFICATION (18 ROUNDS)	DATE OF TEST:		EVALUATION		
	PASS	FAIL			
MUST SCORE 16 OR HIGHER IN ONE (1) OUT OF TWO (2) ATTEMPTS			INSTRUCTOR'S PRINTED NAME AND INITIALS		
Attempt 1					
Attempt 2					
COMMENTS:					
HANDGUN PROFICIENCY EVALUATIONS					
PHASE I MALFUNCTION CLEARANCE	DATE OF FIRST ATTEMPT:		DATE OF SECOND ATTEMPT:		EVALUATION
	PASS	FAIL	PASS	FAIL	
DEMONSTRATE ALL OF THE FOLLOWING					INSTRUCTOR'S PRINTED NAME AND INITIALS
Draw					
Attempt to Fire					
Bring Weapon to Workspace					
Clear Phase I Malfunction					
Accuracy					
Safety					
COMMENTS:					
PHASE II MALFUNCTION CLEARANCE	DATE OF FIRST ATTEMPT:		DATE OF SECOND ATTEMPT:		EVALUATION
	PASS	FAIL	PASS	FAIL	
DEMONSTRATE ALL OF THE FOLLOWING					INSTRUCTOR'S PRINTED NAME AND INITIALS
Attempt to Fire					
Bring Weapon to Workspace					
Clear Phase II Malfunction					
Accuracy					
Safety					
COMMENTS:					

INSTRUCTOR STUDENT NAME: _____

INSTRUCTOR STUDENT IDENTIFICATION NUMBER: _____

RECOIL MANAGEMENT	DATE OF FIRST ATTEMPT:		DATE OF SECOND ATTEMPT:		EVALUATION
	PASS	FAIL	PASS	FAIL	
DEMONSTRATE ALL OF THE FOLLOWING					INSTRUCTOR'S PRINTED NAME AND INITIALS
Load and Charge					
Accuracy					
Speed					
Safety					
COMMENTS:					
ONE-HAND SHOOTING	DATE OF FIRST ATTEMPT:		DATE OF SECOND ATTEMPT:		EVALUATION
	PASS	FAIL	PASS	FAIL	
DEMONSTRATE ALL OF THE FOLLOWING					INSTRUCTOR'S PRINTED NAME AND INITIALS
Load and Charge					
Draw					
Grip					
Shooting Stance and Platform					
Speed					
Accuracy					
Safety					
COMMENTS:					
HIP SHOOTING	DATE OF FIRST ATTEMPT:		DATE OF SECOND ATTEMPT:		EVALUATION
	PASS	FAIL	PASS	FAIL	
DEMONSTRATE ALL OF THE FOLLOWING					INSTRUCTOR'S PRINTED NAME AND INITIALS
Load and Charge					
Draw					
Grip					
Shooting Stance and Platform					
Create Distance					
Speed					
Accuracy					
Safety					
COMMENTS:					
COVER AND CONCEALMENT	DATE OF FIRST ATTEMPT:		DATE OF SECOND ATTEMPT:		EVALUATION
	PASS	FAIL	PASS	FAIL	
DEMONSTRATE ALL OF THE FOLLOWING					INSTRUCTOR'S PRINTED NAME AND INITIALS
Load and Charge					
Draw					
Engage Threat while Moving to Cover					
Reload Behind Cover					
Use of Cover					
Extended Weapon Remains Behind Cover					
Engage Threat from Different Part of Cover					
Accuracy					
Speed					
Safety					
COMMENTS:					

HANDGUN PROFICIENCY EVALUATIONS – EXPLANATION OF MEASURABLES

Each handgun proficiency evaluation has its own set of measurables that students must demonstrate in order to pass. Refer to the list below for an explanation of each measurable.

- **Accuracy**—Hit the scorable area of the target the prescribed number of times.
- **Attempt to Fire**—Press the trigger.
- **Bring Weapon to Workspace**—Weapon remains in the workspace while loading, reloading, unloading, or clearing a malfunction.
- **Clear Phase I Malfunction**—Properly clear a phase I malfunction using the tap, rack, ready method.
- **Clear Phase II Malfunction**—Properly clear a phase II malfunction either by locking the slide first and removing the magazine second, or ripping out the magazine first (training center discretion). Working the slide is required regardless of the method.
- **Create Distance**—Create distance after firing from the hip and before reengaging the threat from the two-hand high point. This can either be a step back or a lateral step (training center discretion).
- **Draw**—Properly draw the weapon.
- **Engage Threat from Different Part of Cover**—Roll out to engage the threat from any part of cover that is different from the original point of entry. For example, if entering cover from the standing position, then engage the threat from a different position on the same side or any position from the other side.
- **Engage Threat while Moving to Cover**—Fire three rounds while moving to cover.
- **Extended Weapon Remains Behind Cover**—Do not allow the extended weapon to break the plane of cover.
- **Grip**—Demonstrate the appropriate grip for the course of fire.
- **Load and Charge**—Load and charge the weapon in the workspace, then acquire a good sight picture before holstering or assuming the compressed ready.
- **Neutralize Threat(s)**—Engage all deadly threats.
- **Reaction Time**—Conduct threat assessment and neutralize threat(s) without hesitation.
- **Reload Behind Cover**—Reload while properly protected behind cover.
- **Safety**—Follow all instructions and firearms safety rules while in the classroom and on the range.
- **Scan**—Assess for threats.
- **Speed**—Achieve the qualifying number of rounds on target in the allotted amount of time.
- **Shooting Stance and Platform**—Demonstrate the appropriate shooting stance and platform for the course of fire.
- **Threat Recognition**—Distinguish a deadly threat from a nondeadly threat and take appropriate action (do not fire upon a nondeadly threat).
- **Use of Cover**—Move to cover, and then present the weapon using the two-hand high point position before rolling out from cover to engage the threat, keeping body properly protected behind cover.
- **Verbal Commands**—Use verbal commands to identify yourself and direct the subject with loud, clear, and concise commands.