



Florida Department  
of Law Enforcement

## SHOTGUN INSTRUCTOR PERFORMANCE EVALUATION

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



**CJSTC  
4S**

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 Shotgun Instructor Course pursuant to Rule 11B-20.0014, F.A.C., to instruct the Shotgun Operator Course or the Shotgun Instructor Course.  
  
An instructor student shall demonstrate the required shotgun proficiency skills using a shotgun, with the results recorded on the required CJSTC-4S 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 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 Shotgun Instructor Course.
6. **INSTRUCTOR TO STUDENT RATIO:** One rangemaster shall supervise all range activity while training is actively engaged. The rangemaster shall be a Commission-certified shotgun instructor and shall not be included as an instructor to comply with the instructor to student ratio requirements. For instruction of the Shotgun Instructor Course there shall be no more than six students actively engaged on a firearms range for each Commission-certified shotgun instructor. Actively engaged is defined as "a student on the firing range handling a weapon."
7. **SHOTGUN PROFICIENCY EVALUATIONS:** PASS ☐ OR FAIL ☐
8. **SHOTGUN QUALIFICATION:** PASS ☐ OR FAIL ☐
9. **MET ALL COURSE OBJECTIVES:** YES ☐ OR NO ☐ (If "No", provide comments at end of form.)
10. **DEMONSTRATED SAFETY PROCEDURES:** YES ☐ OR NO ☐ (If "No", provide comments at end of form.)
11. **WRITTEN END-OF-COURSE EXAMINATION** PASS ☐ OR FAIL ☐
12. **FAILURE OF COURSE:**  
☐ The instructor student has failed the Shotgun Instructor Course.
13. INSTRUCTOR STUDENT'S SIGNATURE: \_\_\_\_\_
14. DATE: \_\_\_\_\_
15. RANGEMASTER'S PRINTED NAME: \_\_\_\_\_
16. AGENCY ADMINISTRATOR, TRAINING CENTER DIRECTOR, OR DESIGNEE'S PRINTED NAME: \_\_\_\_\_
17. AGENCY ADMINISTRATOR, TRAINING CENTER DIRECTOR, OR DESIGNEE'S SIGNATURE: \_\_\_\_\_
18. DATE THE EVALUATION WAS COMPLETED: \_\_\_\_\_

INSTRUCTOR STUDENT NAME: \_\_\_\_\_

INSTRUCTOR STUDENT IDENTIFICATION NUMBER: \_\_\_\_\_

**TARGETS:** All proficiency skills must be completed using a commercially produced B-21E or equivalent 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.

<b>WEAPON MAKE:</b>			<b>WEAPON MODEL:</b>		
<b>SHOTGUN QUALIFICATION</b>					
<b>QUALIFICATION (6 ROUNDS)</b>	<b>DATE OF TEST:</b>		<b>EVALUATION</b>		
	<b>PASS</b>	<b>FAIL</b>			
<b>MUST ACHIEVE A PASSING SCORE OR HIGHER IN ONE (1) OUT OF TWO (2) ATTEMPTS: 5/6 FOR SLUGS; OR 42/48 FOR 8 PELLET SHOT; OR 48/54 FOR 9 PELLET SHOT</b>			<b>INSTRUCTOR'S PRINTED NAME AND INITIALS</b>		
Attempt 1					
Attempt 2					
<b>COMMENTS:</b>					
<b>SHOTGUN PROFICIENCY EVALUATIONS</b>					
<b>FAILURE TO FIRE</b>	<b>DATE OF FIRST ATTEMPT:</b>		<b>DATE OF SECOND ATTEMPT:</b>		<b>EVALUATION</b>
	<b>PASS</b>	<b>FAIL</b>	<b>PASS</b>	<b>FAIL</b>	
<b>DEMONSTRATE ALL OF THE FOLLOWING</b>					<b>INSTRUCTOR'S PRINTED NAME AND INITIALS</b>
Attempt to Fire					
Use of Workspace					
Clear Malfunction					
Accuracy					
Safety					
<b>COMMENTS:</b>					
<b>RECOIL MANAGEMENT</b>	<b>DATE OF FIRST ATTEMPT:</b>		<b>DATE OF SECOND ATTEMPT:</b>		<b>EVALUATION</b>
	<b>PASS</b>	<b>FAIL</b>	<b>PASS</b>	<b>FAIL</b>	
<b>DEMONSTRATE ALL OF THE FOLLOWING</b>					<b>INSTRUCTOR'S PRINTED NAME AND INITIALS</b>
Load and Charge					
Accuracy					
Speed					
Safety					
<b>COMMENTS:</b>					
<b>RELOAD</b>	<b>DATE OF FIRST ATTEMPT:</b>		<b>DATE OF SECOND ATTEMPT:</b>		<b>EVALUATION</b>
	<b>PASS</b>	<b>FAIL</b>	<b>PASS</b>	<b>FAIL</b>	
<b>DEMONSTRATE ALL OF THE FOLLOWING</b>					<b>INSTRUCTOR'S PRINTED NAME AND INITIALS</b>
Use of Workspace					
Speed					
Accuracy					
Safety					
<b>COMMENTS:</b>					



## **SHOTGUN PROFICIENCY EVALUATIONS – EXPLANATION OF MEASURABLES**

Each shotgun 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.
- **Clear Malfunction**—Properly clear the malfunction.
- **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**—Fire two rounds while moving.
- **Extended Weapon Remains Behind Cover**—Do not allow the extended weapon to break the plane of cover.
- **Load and Charge**—Load and charge the weapon in the workspace.
- **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.
- **Speed**—Achieve the qualifying number of rounds on target in the allotted amount of time.
- **Use of Cover**—Move to cover, and then present the weapon to engage the threat, keeping body properly protected behind cover.
- **Use of Workspace**—Weapon remains in the workspace while loading, reloading, unloading, or clearing a malfunction.