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**ADMINISTRATIVE DIRECTIVE – 106.016**  
**WEAPON CLEARING**

**EFFECTIVE DATE:** June 13, 2001  
**REVIEW DATE:**  
**AFFECTS:** All Personnel

**REVISION DATE:** May 24, 2007

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**I. PURPOSE**

This directive provides procedural guidelines for the use of the weapon clearing barrel system.

**II. POLICY**

It is the obligation of each member of the Plano Police Department to ensure firearms are handled with the utmost care and safety at all times in order to avoid accidents.

**III. PROCEDURES**

**A. General Statements**

1. Each patrol station will have a minimum of one weapon clearing barrel system to facilitate the loading and unloading of firearms. Clearing barrel systems will be permanently located at:
  - a. Every police facility
  - b. The CISD mailroom at 800 and
  - c. Inside the Police Training Center building.
2. As most accidental discharges take place during the loading and unloading of weapons, employees are required to use the clearing barrel system anytime they load or unload firearms in police facilities or inside the facilities of the Police Training Center.
3. The Training Coordinator will ensure each member of the Department who is authorized to carry a firearm is instructed in the proper use of the clearing barrel system. Training will be done at the time a firearm is issued to new personnel and periodically through roll-call training if necessary.
4. Any employee who has questions regarding the use of the clearing barrel system should contact his supervisor or the on-duty patrol commander.

**B. Procedures for Use**

**Note:** The clearing barrel system is to be used for unloading and loading pistols, rifles and shotguns. **THE CLEARING BARREL SYSTEM SHALL NOT BE USED FOR TEST FIRING OR ANY INTENTIONAL FIRING OF A FIREARM.**

1. Firearm Clearing Procedure – Pistols
  - a. While your weapon is holstered, press the magazine release button and remove the magazine.
  - b. With your finger outside the trigger guard and the safety (if any) engaged, remove the weapon from the holster and place the muzzle of the weapon into the clearing barrel.
  - c. With the muzzle still inside the clearing barrel, pull the slide rearward to eject the chambered round (do not attempt to catch the ejected round) and lock the slide back.
  - d. Visually and physically inspect the weapon to ensure it is empty prior to removing the muzzle from the clearing barrel.
2. Firearm Loading and Reloading – Pistols
  - a. With your finger outside the trigger guard and the safety (if any) engaged, insert the muzzle of the weapon into the clearing barrel and pull the slide rearward to eject any chambered round. Do not attempt to catch any chambered round. Lock the slide open.
  - b. With the muzzle still in the clearing barrel, insert a fully charged magazine into the weapon or reload as appropriate for the weapon.

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- c. Chamber a round of ammunition.
  - d. Before removing the muzzle from the clearing barrel, visually and manually inspect the weapon to ensure appropriate weapon safety features are engaged, if any.
  - e. With your finger outside of the trigger guard, remove the muzzle from the clearing barrel and holster.
3. Firearm Clearing Procedure – Shotguns
- a. With the safety engaged and your finger outside the trigger guard, place the muzzle into the clearing barrel.
  - b. Press the slide release button and pull the slide rearward far enough to eject the chambered round. Do not pull the slide all the way rearward, this is not necessary to eject the chambered round.
  - c. Push the feed ramp up toward the chamber area.
  - d. Remove any additional rounds in the magazine.
  - e. Visually and physically inspect the weapon to ensure it is empty prior to removing the muzzle from the clearing barrel.
4. Firearm Loading and Reloading – Shotgun
- a. With the safety engaged and your finger outside of the trigger guard, place the muzzle into the clearing barrel.
  - b. Press the slide release button and pull the slide rearward until it stops. This will eject any chambered round. Do not attempt to catch the ejected round.
  - c. Pull the slide forward closing the chamber and load four rounds into the magazine of the weapon. **THE SHOTGUN IS NOW LOADED.**
  - d. With your finger still outside the trigger guard, remove the muzzle from the clearing barrel and keep the shotgun pointed in a safe direction (where there are no people) until it is safely stored.

**NOTE: ALL ACCIDENTAL DISCHARGES, REGARDLESS OF WHETHER THE CLEARING BARREL SYSTEM WAS UTILIZED, WILL BE SUBJECT TO ADMINISTRATIVE REVIEW.**