

Administrative Loading

Administrative Loading is a loading procedure that is conducted under controlled, non-stressed situations. Such situations include but are not limited to loading the weapon before leaving one's residence when traveling armed, at the end of a range session and before traveling from the range, or other similar type of situation.

An administrative loading procedure is not used in a tactical or field setting in which the retired officer is being threatened.

Administrative loading of the pistol is conducted in the following manner:

- a. **Point Muzzle** in a **Safe Direction**, keep **Trigger Finger Off Trigger** and **Firmly Registered Along the Frame** of the weapon, and **Manual Safety** in the **On** position (if present).
- b. **Pull Slide Rearward** to **Eject Chambered Round** (if present).
- c. **Pull Slide Rearward** and **Lock Slide** open.
- d. **Visually** and **Physically Inspect Chamber** and **Magazine Well**.
- e. **Verify** the **Number of Rounds** in the **Magazine**.
- f. **Insert** a **Fully Loaded Magazine** into the **Magazine Well**.
- g. **Pull Slide Rearward** and allow slide to fly forward under its own power.
- h. **With Muzzle Pointing in a Safe Direction, Trigger Finger Off Trigger** and **Registered Along the Frame** of the Weapon, **Conduct** a **Chamber Check** (Condition Check) to verify that a round has been chambered.
- i. **Holster Weapon** and **Snap Holster**.
- j. **Remove Magazine** and **Verify** amount of **Rounds** is less than fully loaded.
- k. **Reinsert Magazine** into **Magazine Well** until it **Clicks** into position.
- l. **Pull** on **Magazine Floor Plate** to ensure magazine is fully seated.
- m. **Sweep Magazine Well** to **Ensure No Clothing** is **Caught Between Magazine Floorplate** and **Pistol Grip**.

Note: Depending on personal preference, another round may be inserted into the magazine once the pistol has been loaded. This will allow the weapon to be loaded with a round in the chamber and a magazine loaded to its capacity in the pistol.

Administrative Unloading

Administrative Unloading of the pistol is an unloading procedure that is conducted under controlled, non-stressed situations. Such situations include but are not limited to unloading the weapon after returning to one's residence, before conducting a dry practice session, when retiring the weapon after use, or other similar type of situation.

An administrative unloading procedure is not used in a tactical or field setting in which the retired officer is being threatened.

An administrative unloading procedure can be conducted in the following way:

- a. **With the Weapon Holstered, Remove Magazine from Magazine Well**, secure magazine in pocket.
- b. **Draw Pistol, Point Muzzle in a Safe Direction**, keep **Trigger Finger Off Trigger** and **Firmly Registered Along the Frame** of the weapon, and **Manual Safety** in the **On** position (if present).
- c. **Pull Slide Rearward, Eject Chambered Round. Do Not Catch or Retrieve Round** at this time.
- d. **Pull Slide Rearward and Lock Slide open.**
- e. **Visually and Physically Inspect Chamber and Magazine Well.**
- f. **Close Slide** (pull slide to rear to release slide catch, gently allow slide to close on empty chamber).
- g. **Store Pistol in Safe Manner.**
- h. **Replace Ejected Round into Magazine or Store in Safe Manner.**