

## FIREARMS PROCEDURES AND TRAINING

### Definitions

**Authorized Caliber** – Authorized calibers for primary duty weapons of all types shall be in 9x19mm, .40 Smith and Wesson, or .45 ACP. Authorized calibers for backup / off-duty weapons are those listed for primary duty weapons, and also include .380 ACP, .38 Special, .357 Magnum, 10mm Auto, .357 Sig, .44 Smith and Wesson Special, .32 ACP, and .22 Magnum.

**Binary Trigger** – A trigger group, whether factory designed, aftermarket modified, or the result of worn/faulty parts, which causes a semi-automatic firearm to release the hammer when the trigger is pulled *and* when the trigger is released.

**Bump Fire** – The act of utilizing the recoil of a semi-automatic firearm to rapidly manipulate the trigger to simulate fully automatic fire.

**Car-Carry Condition (Rifle)** – Breech closed, hammer cocked, safety on, chamber empty, and loaded magazine seated.

**Car-Carry Condition (Shotgun)** – Breech closed, hammer cocked, safety on, chamber empty, four or five (depending on weapon capacity) #00 buckshot loaded in magazine tube.

**Class “C” Uniform** – A working uniform for sworn officers consisting of khaki or other unit-specific colored cargo pants, and a navy blue or other unit specific colored polo shirt with the officer’s name and the department badge embroidered on the front.

**Cold Range** – A condition on the firing range deck in which firearms remain unloaded at all times unless shooters are on the firing line and instructed to load weapons.

**Combat Optical Gun Sight** – Any unmagnified sighting system designed to be mounted on a shoulder-fired weapon and utilizing a dot, reticle, chevron, or any similar figure which provides a single focal plane with which to aim the weapon.

**Concealed Carry** – A method of carrying a handgun in which the handgun is not openly in view of the public.

**Co-Witness** – The result of three focal planes, consisting of a rear sight, combat optical gun sight, and front sight, when aligned properly, causing the weapon to shoot to the same point of impact.

**Double Action Only (DAO)** – A trigger operation which, when the trigger is depressed, stages and releases the hammer in order to fire the weapon, and does not allow for the hammer to remain cocked either manually or by cycling of the action.

**Double/Single Action (DSA)** – A trigger operation which, when the trigger is depressed, stages and releases the hammer in order to fire the weapon, but also allows for the hammer to be cocked either manually or by cycling of the action.

**Field Strip** – Disassembly of a weapon only to the point that is necessary for routine cleaning and lubrication per the manufacturer’s specifications.

**Full-Size Pistol** – A handgun having a barrel length of 4 inches or more.

**Hot Range** – A condition on the firing range deck in which firearms are loaded and/or presumed loaded at all times, and are treated as such.

**Length of Pull** – The measured distance between the rear of the buttstock and the trigger.

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**Magnified Optic** – Any sighting system designed to be mounted on a shoulder-fired weapon which enlarges the view of the target as seen through the device.

**Muzzle Device** – Any device designed to be threaded, clamped, or otherwise attached to the barrel of a firearm which extends beyond the muzzle, to include flash hiders, suppressors, compensators, and brakes.

**Open Carry** – A method of carrying a handgun in which the handgun, holster, or any device affixed to the handgun and/or holster is visible to the public.

**Personally Owned Weapon** – Any weapon which is the property solely of the individual in possession.

**Retention Device** – A mechanism found in a handgun holster which serves to secure the weapon in the holster, and which must be manually disengaged in order to release the handgun. This definition does **not** include a screw or any other means of passive tension.

**Revolver** – A handgun having a revolving cylinder with several cartridge chambers that may be fired in succession without reloading.

**Semi-Automatic** – A method of firearm function whereby the weapon fires and reloads no more than one round of live ammunition into its chamber automatically each time the trigger is pressed.

**Single Action** – A trigger operation which releases the hammer to fire the weapon only when the hammer is cocked, either manually or by cycling of the action.

**Short Barreled Rifle (SBR)** – Any rifle having a barrel length of less than 16 inches.

**Short Barreled Shotgun (SBS)** – Any shotgun having a barrel length of less than 18 inches.

**Storage Rack Condition (Rifle)** – Magazine well empty, breech closed, dustcover closed, hammer cocked, safety on.

**Storage Rack Condition (Shotgun)** – Magazine tube empty, breech open, hammer cocked, safety on.

**Striker Fired** – A weapon lacking a hammer, instead utilizing a striker, which may or may not double as the firing pin, under spring pressure which must be cocked by cycling of the action, to fire a chambered round.

**Twist Rate** – The measured distance through the bore of a rifled firearm, in inches, in which the rifling makes one complete rotation.

**Uniformed Duty** – Refers to an officer dressed in the Class “A” or “B” uniform as defined in the Greeley Police Department “Shared Uniform Manual.”

**Firearm Maintenance:** Officers are not permitted to perform maintenance on department firearms but are required to conduct routine cleaning. Armorer personnel will do functional inspections of department firearms during annual firearms qualifications and practice sessions. Department armorers will also provide routine maintenance as needed.

- Any department or personally owned firearm suspected of malfunction will be submitted to armory personnel immediately upon discovery. If necessary, a temporary replacement firearm will be issued to the affected officer.

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- These weapons will be inspected and certified annually by a department armorer. Officers will be responsible for the maintenance of all personally owned firearms used on or off-duty. During inspections the armorer may perform normal maintenance (i.e., springs or other small parts). The officer will be responsible for the cost of parts.
- Range Safety Rules: Range rules will be established by the Services Division Commander, issued to all sworn officers and posted in appropriate locations. The range rules will be amended as necessary.
- Firearms Use
  - All on-duty sworn members shall be armed with an authorized firearm and ammunition, carried in an authorized holster. At least one reload of ammunition will be carried while on-duty. Any sworn member may be exempted from this rule by the division commander when appropriate.
  - Sworn members may carry a second or back-up firearm when authorized by the Chief of Police. The approval process, qualification, and holsters of these firearms will be handled as indicated for all other firearms. See Appendix
  - Sworn members operating a patrol vehicle equipped with the appropriate storage rack, and performing in an on-duty capacity, shall equip the vehicle with either an authorized lethal shotgun or authorized patrol rifle. Specially marked, approved Less Lethal shotguns are assigned to each patrol vehicle. The approved ammunition is stored with the shotguns.
    - All department owned shotguns and patrol rifles will be stored in storage rack condition in the arms locker in the equipment room when not secured in an in-service police vehicle.
    - **Lethal** Shotguns and AR-15 rifles in patrol vehicles will be stored in the locking racks located in the passenger compartment of the vehicle. Shotguns carried in police vehicles not equipped with locking racks will be stored in the locked trunk.
    - All **Lethal** shotguns and AR-15 rifles placed in a patrol vehicle will be in the car-carry condition.
    - All Less Lethal Shotguns (Identified by Orange “Less Lethal” Stock) will be stored in police vehicles which have been equipped with a trunk mounted or cargo compartment mounted locking rack designed specifically for a less lethal shotgun. At all times that they are in their respective locking racks, all dedicated Less Lethal shotguns will be stored and transported completely unloaded, with less lethal

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ammunition mounted on the weapon's side saddle ammunition carrier. At the beginning of each officer's shift, it will be inspected and noted. Via the GREEQ function in Spillman.

- Any police vehicle dead-lined or out of service for repairs will have the shotgun, rifle and less lethal shotgun removed, locked in racks in storage rack condition in the equipment room at the police station.
- Except under emergency circumstances, at no time will a shotgun or rifle be carried into the police building with a round in the chamber.
- Officers' assigned special firearms, such as SWAT officers may carry these firearms in a patrol vehicle while performing in an on-duty capacity. Special firearms carried in a patrol vehicle for which a rack is not supplied will be carried locked in the vehicle trunk.
- Removal of firearms from their holster or other carrying devices for other than authorized purposes, such as tactical use, training and qualification, inspection, or cleaning and maintenance, is prohibited.
- While on duty or while on department premises, all firearms for which a sworn member is responsible shall either be on the officer's person or secured away from public access.
- Officers shall not lend department owned firearms to any person.
- Sworn members are authorized to be armed while off duty solely for their protection or the protection of others. The department encourages officers to carry authorized off duty firearms. Officers who, by their own option, arm themselves while off duty shall be held accountable for their actions with such firearms. (Refer to General Order 540.00 Off-duty Authority to Act.)

It is recommended that off-duty firearms be carried concealed. Handguns carried as off-duty weapons shall be carried in a holster. When the weapon is carried concealed, the holster shall not be required to be equipped with a retention device. Any weapon carried openly shall be carried in a holster equipped with at least one retention device. Officers out of uniform who open carry shall have the Greeley Police Department badge prominently displayed in front of the holster.

- Department identification must be carried when armed off-duty.
- Firearms Certification: Any officer on or off-duty, who uses/carries a firearm in his/her capacity as a police officer may only utilize firearms authorized by the Chief of Police via guidelines set forth (those firearms issued by the department are considered certified). Officers may carry personally owned

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rifles and shotguns in place of department owned weapons (see appendix). To carry these weapons, they must be certified as indicated in this policy. The following is the certification process.

- At a monthly training session, the officer may present a newly purchased firearm to a firearms instructor for certification. The instructor will ensure a department armorer inspects the firearm and certifies it functions properly.
  - The officer must demonstrate to the firearms instructor he is familiar with the firearm.
  - The officer may qualify with the firearm at the next scheduled qualification or may contact a firearms instructor to schedule time.
  - Once qualified the officer will write a memorandum to the Chief of Police requesting permission to carry this firearm on and/or off duty. (Instructions and a copy of the authorized memorandum can be found in Appendix B of this order). The memorandum will be forwarded to the Training Sergeant who will assure the necessary steps have been completed and will make a recommendation that the Chief approve or deny the use of the firearm.
- Firearms Training and Qualification
    - The Services Deputy Chief shall maintain administrative control over the police range and firearms training programs. The Services Deputy Chief will assign a sergeant and instructors to meet the department's training needs. The firearms instructors may also serve as department armorers.
      - All firearms instructors will be trained as police firearms instructors.
      - All officers will wear department issued body armor when on the range deck during all live-fire department firearms training.
      - The Department will provide training for armorers as necessary.
      - Training sessions will be conducted through the calendar year to deal with special problems, new techniques, or other techniques identified throughout the year.
      - At all times during department training and any practical firearms use, the four firearms safety rules shall be observed and adhered to. The standardized “**4 Firearms Safety Rules**” as recognized by the Greeley Police Department are:
        - **All firearms are treated as if they are always loaded.**
        - **Never point the muzzle at anything you are not willing to destroy.**
        - **Keep your finger off the trigger and out of the trigger guard until your sights are on target and you have decided to shoot.**

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- **Be sure you have identified your target and what surrounds it.**
  - All officers are responsible for knowing the condition of any weapon in their possession, any weapon which they are responsible for, or both, at all times.
  - Alcohol and illicit drugs are strictly prohibited at the range. Any person exhibiting signs of alcohol consumption will not be permitted on the range. Any officer using or found to be in possession of illicit drugs will not be permitted on the range and the On-Duty Watch Commander will be notified immediately.
  - Any person lawfully using prescription pharmaceuticals that may affect their performance or judgment shall inform an instructor before the training session begins.
- An officer is expected to be proficient with every firearm he/she is authorized to carry or use. All sworn members of the department will be required to qualify with each firearm they are authorized to carry or use on a **semi-annual** basis. Each qualification will be documented by the firearms instructors and the information will be maintained in the officer's training file.
- Firearms Replacement: If an officer temporarily loses use of his duty firearm due to an investigation, repairs, loss or theft, a department owned firearm, belt system and equipment will be loaned to the officer.
  - The loan will be documented by the officer's supervisor by memorandum to the Watch Commander. The property clerk will be notified and provided serial numbers of the firearm being loaned.
  - If the officer loses the use of a privately owned firearm, a department owned firearm will be issued.
    - The officer will be required to shoot the firearm for familiarization and successfully qualify with the issued firearm.
    - When the officer's original weapon is returned, the loaned firearm will be cleaned prior to returning it to the property clerk.
    - An armorer will inspect the firearm to ensure proper functioning prior to having the firearm stored.
    - Officers will be responsible for replacing and maintaining personally owned firearms unless the firearm is damaged beyond repair in a duty related incident.
- Voluntary firearms practice<sup>1</sup>

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- Officers are encouraged to participate in voluntary firearms practice.
- Range facilities will be limited to use for departmental activities using authorized firearms or for voluntary firearms practice as restricted below:
  - The voluntary practice does not interfere or conflict with scheduled firearms training of a local law enforcement agency authorized to use the range;
  - The range key will be checked out from the training office. The officer will complete the check out log. The officer is responsible for returning the key, signing out and clearing the administrative assignment.
  - Depending on budgetary restrictions, the department may supply a limited amount of ammunition and/or targets for voluntary firearms practice. The Services Deputy Chief will monitor and approve the use of department ammunition for voluntary practice. Officers will limit range use to the designated areas and maximum caliber authorized as indicated.
  - Civilians may use the firearms range in accordance with the guidelines delineated in the Greeley Police, Shared Manual: Off-Duty Officer and Civilian Use of the Department's Range.
  - Greeley Police Department firearms range rules and general firearms safety rules will be observed.
- Practicing with department owned; personally-owned, duty-authorized, or off-duty authorized weapons away from the Greeley Police Firearms Range:
  - Officers practicing on private or public lands shall comply with applicable federal, state, or municipal laws regulating discharging firearms at such locations;
  - While discharging firearms in such private or public lands, officers will follow all safety rules in effect at the Greeley Police Firearms Range that are reasonable for the location;
  - At a minimum officers will ensure the following rules are followed:
    1. The back stop will provide maximum protection to areas behind the targets,

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2. Officers will not be under the influence of alcohol, drugs, or prescription medications that would impair their ability to think and act in a safe and prudent manner.
3. The Greeley Police Department Standardized “**4 Firearms Safety Rules**” shall be observed at all times.

General Order 521.00

Reviewed: 03/19

**FIREARMS PROCEDURES AND TRAINING**

Authorized by Mark Jones, Police Chief

Effective Date: March 25, 2019

Mark Jones

Date: March 25, 2019

Signature



# GREELEY POLICE DEPARTMENT

## APPENDIX A

### General Order 521.00

#### Authorized Firearms, Munitions, Accessories, and Procedures

##### Authorized Firearms – Standard Issue Equipment

Glock model G-21.  
Glock model G-30.  
Glock model G-17  
Mossberg model 930 SPX 12 gauge shotgun  
Remington 870 12 gauge equipped with orange “Less Lethal” stock  
AR-15/M16/M4-type semi-automatic 5.56x45mm NATO chambering  
Crossman air operated dart rifle for Animal Control.

##### Authorized Firearms - Special Applications

SWAT personnel are exempt from the provisions and guidelines governing the use of departmentally and personally owned weapons provided the weapon is also approved for use in SWAT applications. All weapons in use by active SWAT personnel shall be approved by the Chief of Police or Designee.

##### Authorized Firearms – Personally Owned Handguns for Uniformed Duty Use

Semi-Automatic, Double/Single Action, Double Action Only, Single Action Only, or Striker Fired  
Trigger must conform to factory specifications  
Chambered in cal .45 ACP, .40 S&W, or 9x19mm  
Full-size frame, having a barrel length not less than 4 inches  
Must be equipped with night sights or other high-visibility fixed sights  
Must be certified “drop safe,” as per the California Drop Safety Test  
Single action handguns must be equipped with a manual thumb-actuated safety  
Double/single action handguns must be equipped with a manual decocker  
Must be capable of firing a chambered round without a magazine seated  
Weapon mounted, white light sources are authorized  
Must be colored or finished in traditional black, charcoal, blued, or stainless colors  
Aftermarket or customized grip panels are authorized, if applicable, except that said panels must be black, charcoal, brown or shade thereof. Customized grip panels shall bear no insignia or decoration which relates to violence, is vulgar, sexually explicit, or is intended to or would tend to incite a negative reaction that reflects negatively on the City of Greeley or the Police Department

##### Authorized Firearms – Personally Owned Handguns for Plainclothes or Class “C” Duty Use

Semi-Automatic Action, Double/Single, Double Action Only, Single Action, or Striker Fired  
Trigger must conform to factory specifications

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Chambered in cal .45 ACP, .40 S&W, or 9x19mm  
Barrel length not less than 3 inches  
Must be equipped with night sights or other high-visibility fixed sights  
Must be certified "drop safe," as per the California Drop Safety Test  
Single action handguns must be equipped with a manual thumb-actuated safety  
Double/single action handguns must be equipped with a manual decocker  
Must be capable of firing a chambered round without a magazine seated  
Weapon mounted, white light sources are authorized  
Aftermarket or customized grip panels are authorized, if applicable, except that said panels must be black, charcoal, brown or shade thereof. Customized grip panels shall bear no insignia or decoration which relates to violence, is vulgar, sexually explicit, or is intended to or would tend to incite a negative reaction that reflects negatively on the City of Greeley or the Police Department

### Authorized Firearms – Off Duty and Backup

Semi-automatic or revolver  
Revolvers must be double/single or double action only  
Must have a minimum ammunition capacity of 5 rounds  
Must be certified "drop safe," as per the California Drop Safety Test  
Single action handguns must be equipped with a manual thumb-actuated safety  
Double/single action handguns must be equipped with a manual decocker  
Chambered in cal .45 ACP, .40 S&W, .9x19mm, .380 ACP, .38 Special, .357 Magnum, 10mm Auto, .357 Sig, .44 Smith and Wesson Special, .32 ACP, or .22 Magnum.

### Authorized Holsters for Uniformed Duty Use

Holsters obtained for uniformed duty use through personal purchase are authorized. Personally purchased holsters for uniformed duty use shall be equipped with a minimum of two (2) retention devices, and shall be finished with black basket weave pattern. Holsters shall be affixed only to the uniform duty belt, on the officer's strong (shooting hand) side.

### Authorized Holsters for Plainclothes and Class "C" Duty Use

Holsters obtained for non-uniformed duty use through personal purchase are authorized. Personally purchased holsters for non-uniformed, open carry duty use shall be equipped with a minimum of one retention device, and shall have a black or other conservative finish. Holsters shall be affixed only to the belt, on the officer's strong (shooting hand) side. Plainclothes officers on duty may carry their weapon concealed, at their discretion. Officers dressed in the class "C" uniform shall openly carry their weapon. Plainclothes and Class "C" officers engaged in open carry shall have the Greeley Police Department badge prominently displayed in front of the holster or worn on a lanyard around the neck.

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### Authorized Holsters for Backup / Off-Duty Carry

Handguns carried concealed while off duty shall be carried in a holster. No active retention device is required for carry in this capacity.

Off duty officers who carry openly shall display the department badge prominently on the belt, in front of the holster.

Handguns carried as backup in a uniformed on-duty capacity shall be concealed, and carried in a holster with at least one (1) active retention device.

### Authorized Firearms – Personally Owned Patrol Rifle

Rifle or carbine, semi-automatic only

Chambered in 5.56x45mm NATO

Feeds from M16/AR15 type NATO STANAG magazines

Magazine well located forward of the trigger

Equipped with a manually operated mechanism to lock the bolt open

Equipped with a pistol grip

Equipped with a rotary safety selector designed and intended to be operated by the thumb of a right and/or left handed shooter without removing the strong hand from the pistol grip

Barrel twist rate of 1:9 or tighter

Patrol rifles may be equipped with a red dot, reflex, or other combat optical gun sight.

Rifles so equipped shall also be equipped with both front and rear co-witnessing fixed or folding sights

Magnified optics are not authorized

A tactical sling which allows the muzzle to point down and the weapon to hang in front of the officer's body when the weapon hangs freely is required.

Traditional or "parade" style slings are not authorized

Muzzle brakes, recoil compensators, or any other device designed to reduce felt recoil and/or "muzzle climb" are not authorized

Slide-fire stocks, "Hellfire" triggers, or any other device intended to facilitate bump-firing of the weapon are not authorized

"Binary" triggers are not authorized

Sound suppressors are not authorized

Color shall be black, metallic, or earth tone, i.e. green, brown, or similar type.

Bright, pastel, or other colors that cause the weapon to stand out excessively against the officer to a significant degree are not authorized

### Authorized Firearms – Personally Owned Shotgun

Pump action or semi-automatic shotgun

Pump action shotguns must be equipped with an internal device that locks the action when the hammer is cocked

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12 gauge smoothbore  
Fixed tube magazine  
Minimum magazine tube capacity of 4 rounds 2 ¾ inch shells  
Barrel length maximum of 20 inches and minimum of 18 inches  
Must be equipped with a positive manual safety  
Must be capable of being unloaded without cycling rounds into the chamber  
Must be equipped with a sling  
Must be equipped with shell cuff, side saddle, speedfeed stock, or other device capable of storing additional rounds of ammunition  
Must be equipped with factory front and rear iron sights  
May be equipped with a combat optical gun sight  
Magnified optics are not authorized  
Must be equipped with a buttstock. Stock which are adjustable for length of pull are authorized  
Slide-fire stocks, "Hellfire" triggers, or any other device intended to facilitate bump-firing of the weapon are not authorized  
Color shall be black or earth tone, i.e. green, brown, or similar type. Bright, pastel, or other colors that cause the weapon to stand out against the officer to a significant degree are not authorized

### Authorized Duty Ammunition

Federal LE45T1 – 230 gr.  
Federal LE40T1 - 180 gr.  
Federal LE9T5 – 135 gr.  
Speer Gold Dot G2 – 147 gr  
Federal LE223T1 – 55 gr.  
Federal LE223T3 – 62 gr.  
Federal LE132 00 – 12 ga. 00-buckshot "Flite Control"  
Polyshok 12 gauge munition  
Hornady "AMAX" .308 – 168 gr.

.45 ACP 230 gr. training ammunition as per bid  
.40 caliber training ammunition as per bid  
9mm 115 - 147 gr. training ammunition as per bid  
.223/5.56 training ammunition as per bid

## Appendix B

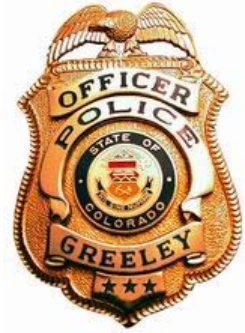
### Request for Approval of Duty, Off-Duty, Backup Weapon and Personal-owned weapon

#### Instructions:

*All procedural guidance for approval of off-duty and backup weapons is contained in General Order 521. This includes a list of all authorized weapons and holsters.*

1. Ensure the weapon and holster are authorized by G.O. 521 Appendix A.
2. Submit the weapon to a department armorer for inspection and approval. Attach copy of a signed *Personal Firearms Certification Form* to packet.
3. Perform a reliability test with the weapon (50 rounds, ammunition to be provided by the requesting officer).
4. Contact a certified department firearms instructor and arrange a qualification date. Once qualified, submit a signed *Off-Duty Weapon Qualification Record* with this packet.
5. Submit *Request for Approval of Off-duty/Backup Weapon Memo* and qualification form to the Training/Personnel Sergeant.
6. You will be notified once the request has been approved or denied. Note: Until you receive official notice from the Training/Personnel Sergeant, you are not authorized to carry this weapon in any capacity as a Greeley Police Officer.

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TO: Chief Mark Jones via Chain of Command

FR:

DT:

RE: Request for weapon approval

This is a request for the approval of the following weapon for the purpose of carrying the weapon as a duty, back-up, off-duty, or a personally owned weapon. The weapon has been inspected and tested. A qualification course has been completed with a qualifying score. Qualification sheet is attached.

Type of weapon	Handgun <input type="checkbox"/>	Rifle <input type="checkbox"/>	Shotgun <input type="checkbox"/>	
Make		Model		SN#
Holster		Level		<b>Rifle Barrel Length</b>
				<b>Attach copy of stamp if less than 16"</b>
Authorized for	Duty <input type="checkbox"/>	Backup <input type="checkbox"/>	Off-Duty <input type="checkbox"/>	Personally owned <input type="checkbox"/>

<b>Inspection Armorer</b>	<b>by</b>		<b>Approved</b>	<b>Date</b>
Signature			Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Field Strip</b>			<b>Successful</b>	<b>Date</b>
Signature			Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Reliability Test</b>			<b>Approved</b>	<b>Date</b>
Signature			Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Qualification</b>			<b>Qualified</b>	<b>Date</b>
Signature			Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Holster Safety Features Discussed</b>				
Signature			Date	
<b>Approval Signatures</b>				
Training Sgt			Date	
Services Deputy Chief			Date	
Chief of Police			Date	

# GREELEY POLICE DEPARTMENT

## Appendix C

### General Order 521.00

#### Firearms Qualification Procedure – Duty Handgun, Shotgun, Rifle, Special Weapons and Munitions Semi-Annual Qualification

1. Each sworn employee will qualify semi-annually on the weapons required for their method of service. The qualification course, type, and procedure will be approved by the Services Deputy Chief and administered by a department Firearms Instructor. The instructor will document each officer's qualification for all required firearms. The Training Section will record and store the records.
2. Each officer required to qualify will have two consecutive attempts to successfully complete the required qualification course.
3. If the employee fails to successfully complete the required qualification course, the Firearms Instructor will identify the problem areas relating to the employee's failure to qualify, and provide remedial training to the employee in these areas prior to the conclusion of the qualification session. At the conclusion of the remedial training, the officer(s) will have two consecutive attempts to complete the required qualification course.
4. At the end of the qualification session, the instructor will submit a "Remedial Training Report" to the Training Sergeant via e-mail or hard copy. The Training Sergeant will notify the affected Watch Commander.
5. If the employee fails to successfully complete the required qualification course following remedial training, the Firearms Instructor will notify the Training Sergeant via e-mail of the failure to qualify. The Training Sergeant will notify the affected Watch Commander. It is the responsibility of the Watch Commander to determine if the officer should remain in an armed capacity.
6. As soon as is possible, the Watch Commander will request the Training Unit to arrange a one-on-one training session for the officer with a Firearms Instructor to remediate the skills.
7. At the conclusion of the remedial training session, the officer will have two consecutive attempts to successfully complete the required qualification course. The Firearms Instructor will complete a "Remedial Training Report" and submit it to the Training Sergeant.
8. If the employee fails to successfully complete the required qualification course, the Firearms Instructor will immediately notify the affected Watch Commander of the failure to qualify. The instructor will also notify the Training Sergeant via e-mail. The Watch Commander should remove the officer from armed duty status, and assign them unarmed non line duties.
9. Department Staff will consider the officer's employment status.

This qualification procedure may be used at any time in order to maintain duty weapons qualifications.

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### Firearms Qualification Procedure – Off Duty and Back-up Duty Firearms

- 1 Each sworn employee will qualify semi-annually with off-duty or back-up duty weapons. The qualification course type and procedure will be approved by the Services Deputy Chief and administered by a department Firearms Instructor. The instructor will document each officer's qualification for all required firearms. The Training Section will record and store the records.
- 2 The employee will have two consecutive attempts to successfully complete the required qualification course.
- 3 If the employee fails to successfully complete the required qualification course, the attending Firearms Instructor will complete the proper form and forward it to the Training Unit. The officer will not be authorized to carry the firearm in an off-duty or back-up duty capacity.

The officer may attempt to qualify with the firearm at a later date, under the same requirements, at a regular training session or by special arrangement.

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<sup>1</sup> Shared Manual - Off-Duty Officer and Civilian Use of the Department's Range