



SACRAMENTO POLICE DEPARTMENT

GENERAL ORDERS



260.03 FIREARMS TRAINING/QUALIFICATION 04-07-06

PURPOSE

The purpose of this order is to establish guidelines for firearms training and qualifications.

POLICY

It shall be the policy of the Sacramento Police Department that employees who carry firearms train and qualify with their firearms and that the Department keep accurate training and qualification records.

PROCEDURE

A. GENERAL

This order applies to all employees who are required to carry a firearm as part of their assigned duties. The term "employees" as used in this order includes, but is not limited to, officers, reserve officers, and security guards.

B. QUALIFICATION AND TRAINING

1. The Training Division, Office of Technical Services (OTS), shall schedule and facilitate quarterly firearms courses for employees.
 - a. The Training Division shall provide two firearms qualification courses and additional firearms training courses per calendar year. Training courses may include firearms training that is offered as part of Continuing Professional Training (CPT).
 - b. Employees shall complete all required firearms courses unless excused by their division manager.
 - (1) Employees who fail to complete a firearms course and do not have an excused absence must submit a memorandum to their division captain explaining why they were unable to attend the session.
 - (2) Employees missing a firearms course shall complete the next available firearms course.
 - c. Employees shall qualify with their primary handgun and shotgun at each qualification course. Officers who use a secondary handgun or a back-up handgun shall also qualify at each qualification course.
 - (1) Employees who have been issued a shotgun shall qualify with the issued shotgun.
 - (2) Security Guards are not required to qualify with a shotgun.
 - (3) Employees shall qualify with back-up firearms as declared on form SPD 197 (Optional Duty/Back-Up Weapon).
 - d. Officers who use an M-16 shall qualify twice a year with their M-16 at designated M-16 qualification courses.
 - e. The type of firearm (e.g. handgun, shotgun) used during training courses will be determined by the Training Division.
2. Exceptions
 - a. The Chief of Police or designee may grant exceptions to the requirements of this order for employees who receive frequent firearms training (e.g. SWAT, SID).
 - b. The Captain, Personnel Services Division (PSD) shall determine if employees on modified duty are exempt from the requirements of this order.
3. Range Master(s) shall:
 - a. supervise all firearms training and qualifications.
 - b. inspect handguns and holsters to ensure they function properly and are in good working order.
 - c. complete and forward SPD 197 forms to the armorer.
 - d. sign all qualification forms and forward the original copy to the Training Division.
 - e. report any safety violations to the Training Division.

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4. At the conclusion of each firearms course, the Training Division shall notify each office chief, in writing, of the names of employees under their command who did not participate.
5. Division managers shall ensure their personnel attend firearms courses as required in this order.

C. FIREARMS COURSE DEVELOPMENT AND DOCUMENTATION

1. The Training Division shall:
 - a. designate specially trained officers as Range Masters.
 - b. designate Range Masters as course instructors.
 - c. develop training courses designed to enhance weapons safety, proficiency, officer safety, and survival tactics. Training courses should cover malfunction drills on a regular basis.
 - d. maintain documentation on all firearm courses.
 - e. coordinate the Marksmanship Award Program.
2. The Training Division shall document the following information for each course:
 - a. Time, date, location, environment, and criteria for passing or qualifying
 - b. Distance from targets and positions/stances used
 - c. Number of rounds fired from each position/stance
 - d. Props used (e.g., citation book, flashlight, vehicle, time limits)

D. RETURNING TO DUTY - RETRAINING

The Captain, PSD, shall determine retraining needs:

1. for employees who have sustained injuries which may impair weapons safety, proficiency, officer safety, and survival.
2. for employees who have not been on regular duty for over six (6) months.

E. FAILURE TO QUALIFY

1. Employees shall be given a maximum of two (2) opportunities to qualify with handguns or shotguns the day they are scheduled to qualify.
 - a. If an employee fails to qualify on the first opportunity, a Range Master shall immediately provide retraining in an effort to correct the problem. The Range Master will then give the employee another opportunity to qualify.
 - b. If the employee fails to qualify on the second opportunity:
 - (1) the Range Master shall immediately advise the employee's division manager or the on-duty watch commander that the employee has failed to qualify.
 - (2) the employee's division manager or watch commander shall immediately place the employee on modified duty per GO 255.09 (Modified Duty). The employee shall remain on modified duty until he or she qualifies pursuant to this policy.
 - (3) the Range Master who witnessed the failure to qualify shall prepare a memorandum documenting the failure to qualify.
 - (a) The memorandum shall document probable cause for the failure.
 - (b) This memorandum shall be submitted to the employee's division manager or watch commander the day the employee fails to qualify.
 - (c) A copy of this memorandum shall be sent to the Lieutenant, Training Division.
 - (4) the employee shall be retrained by a Range Master selected by the Lieutenant, Training Division.
 - (5) the Range Master assigned by the Lieutenant, Training Division shall:
 - (a) provide remedial training within 30 days of the employee's failure to qualify. This shall include having the employee qualify again using the previously failed course.
 - (b) document the retraining, including probable cause for failure, and corrective actions taken.
 - (c) notify the employee's division captain if the employee qualifies and file the documentation in the employee's training file.

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- c. If the employee fails to qualify again after receiving remedial training:
 - (1) the Training Division shall notify the employee's division captain and shall forward a memorandum to the employee's office chief, including all the documentation regarding the employee's firearms training.
 - (2) the employee's office chief shall prepare recommendations for further action to the COP.
- 2. Supplemental Firearms
 - a. Employees who fail to qualify with a secondary handgun, back-up handgun, or M-16 shall not use these weapons in the course of their duties until they have qualified with the firearm.
 - b. Range Masters will provide retraining as time permits.
 - c. Employees may attempt another qualification as scheduled ranges allow.