



SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



260.03 FIREARMS TRAINING AND QUALIFICATION 03-19-2026

PURPOSE

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

POLICY

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

PROCEDURE

A. GENERAL

1. This order applies to all sworn employees who are required to carry a firearm as part of their assigned duties.

B. QUALIFICATION AND TRAINING

1. The Training, Research, and Development (TRD) Division shall provide a minimum of two pistol and two rifle firearms qualification courses each calendar year.
 - a. Employees shall qualify with their primary handgun at each pistol qualification course.
 - b. Employees who carry a secondary or back-up handgun shall qualify with their secondary or back-up handgun(s) at each pistol qualification course, prior to carrying them on duty.
 - c. Employees who are authorized to carry a rifle shall qualify with their rifle at each rifle qualification course.
 - d. The type of firearm (e.g., handgun, patrol rifle) used during training courses shall be determined by the TRD.
 - e. Employees shall comply with General Order 580.04 (Firearms).
2. Exceptions:
 - a. The chief of police or their designee may approve exceptions to the requirements of this order for employees who receive frequent firearms training and have already met the requirements of this general order (e.g., SWAT).
 - b. The Personnel Services Division (PSD) shall determine if employees with medical or administrative restrictions are exempt from the requirements of this order.
3. The SPD Range Master shall:
 - a. Oversee all firearms training and qualifications.
 - b. Complete and forward SPD 197 (Optional Duty Weapon/Back-up Weapon) forms to the armorer.
 - c. Report any safety violations to the TRD Division.
4. Division managers shall ensure their personnel attend firearms courses in accordance with this order.

C. FIREARMS COURSE DEVELOPMENT AND DOCUMENTATION

1. The TRD Division shall:
 - a. Designate specially trained officers as firearms instructors.
 - b. Designate firearms instructors 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 of all firearm courses.
 - e. Coordinate the Marksmanship Award Program in accordance with GO 230.01 (Commendation Program).
2. The TRD Division shall document the following information for each course:
 - a. Time, date, and criteria for passing or qualifying.
 - b. Distance from targets and positions and stances used.
 - c. Number of rounds fired from each position and stance.



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d. Time limits or training aids used (e.g., cellular telephone, flashlight, vehicle).

D. FAILURE TO QUALIFY

1. Employees shall be given an opportunity to qualify with the approved firearms platform they use in the course of their duties and during their scheduled qualification.
 - a. If an employee fails to qualify on the first opportunity, a firearms instructor shall attempt to identify the likely cause and shall immediately provide remedial training. The firearm instructor shall provide another opportunity to qualify.
 - b. If an employee fails to qualify after remedial training:
 - (1) The firearms instructor shall immediately advise the employee's supervisor and/or the on-duty watch commander.
 - (2) The employee's division manager or watch commander shall immediately place the employee on modified duty in accordance with General Order 255.09 (Modified Duty). The employee shall remain on modified duty until they qualify pursuant to this order.
 - (3) The firearms instructors who oversaw the failure to qualify shall prepare a memorandum that documents, but is not limited to the following:
 - (a) Details of the qualification course.
 - (b) Likely cause for the employee's failure to qualify.
 - (c) Undertaken remedial training.
 - (4) The failure to qualify memorandum shall be submitted to the employee's division manager or watch commander within 3 days from the date the employee failed to qualify.
 - (5) A copy of the failure to qualify memorandum shall be routed to the in-service training lieutenant who shall designate a firearms instructor to retrain the employee.
 - (6) The firearms instructor assigned by the in-service training lieutenant shall:
 - (a) Provide remedial training within 30 days of the employee's failure to qualify.
 - (b) Remedial training shall include a focus on the previously failed course.
 - (c) Document the remedial training, include likely causes of the employee's failure to qualify and corrective actions taken.
 - (d) Notify the employee's division manager of the employee's qualification status and file the documentation in the employee's training file.
 - c. If an employee fails to qualify after receiving remedial training detailed in this order:
 - (1) The TRD Division shall notify the employee's supervisor and shall forward a memorandum to the employee's division manager that includes all the documentation regarding the employee's firearms training.
 - (2) The employee's office chief shall prepare recommendations for further action to the chief of police.
2. Supplemental Firearms
 - a. Employees who fail to qualify with a secondary handgun, back-up handgun, or a rifle shall not carry such firearms in the course of their duties until they have successfully qualified.
 - b. When available, firearms instructors shall provide retraining.
 - c. Employees may attempt another qualification as scheduled range dates allow.

E. RETURNING TO DUTY RETRAINING

1. Any peace officer involved in a discharge of a firearm, other than during training or qualifying, shall be provided firearms refresher training prior to returning to full duty. Refresher training:
 - a. Shall be in accordance with the module prepared by the TRD Division and conducted by an authorized firearms instructor.
 - b. May include topics such as officer safety tactics, policy, and applicable law.
2. Upon conclusion of the retraining, the assigned firearms instructor shall prepare and route a memorandum that outlines the results of the firearms refresher training. Copies of the memorandum shall be submitted to:
 - a. PSD for retention in the peace officer's personnel file.



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- b. The Professional Standards Unit for entry into the department's tracking software system.
3. The captain of PSD and TRD Division shall determine a returning officer's retraining needs based on the following considerations:
 - a. Sustained injuries which may impair weapons safety, proficiency, officer safety, and survival.
 - b. Duration that an officer has been off regular duty for over six months.