



Helen Police Department

Standard Operating Policies and Procedures

Chapter A-100 Firearms Qualifications	Effective Date:	August 1, 2022	# of Pages:	3
	Revised Date:		Distribution Authorization:	<i>Alonna C. Barrett</i>
	Special Instructions:			

I. PURPOSE

The purpose of this standard is to provide guidelines for the training and proficiency of police officers with their approved weapons.

II. SCOPE

This policy will apply to all sworn personnel and to their assigned firearms.

III. POLICY

It shall be the policy of the Helen Police Department that all personnel authorized to carry lethal weapons attend annual training and proficiency in the use of their issued/approved firearms. This training will be conducted and coordinated by a certified firearms instructor and shall be conducted under the following guidelines.

1. A firearms instructor will be in charge at all times while on the range.
2. All sworn officers for the Helen Police Department will demonstrate proficiency annually. At the discretion of the firearms instructor, officers will fire in the clothing and equipment they wear while on duty. Officers will demonstrate proficiency with the weapons furnished or authorized by the department and the weapon will be unloaded prior to entering the range area.
3. While in the range area, persons will exhibit a professional attitude and at no time will anyone engage in any type of horseplay or disruptive actions. Weapons will not be taken from the holsters unless directed by the range officials or for cleaning purposes.
4. Officers shall demonstrate proficiency on the POST Approved GSAQC firearms course with prescribed targets as designated by the firearms

instructor. Other courses of fire may be used for separate qualifications, but annual proficiency on the POST Approved GSAQC course is required.

5. Officers shall participate in night firing training as scheduled by the firearms instructor.
6. Shotgun training shall be provided, and officers must demonstrate proficiency in its use before they will be allowed to carry the weapon for duty use.
7. Make-up days will be established for those people who are unable to attend their scheduled range qualification session because of court commitments, vacation, emergency situation or pre-approved absence. An officer who fails to demonstrate proficiency during the required handgun proficiency training will be assigned to a non-line function until he/she has successfully satisfied the course of fire.
8. All sworn personnel of the Helen Police Department shall be POST certified prior to receiving authorization to carry a weapon in an official capacity or to exercise the power of arrest.

IV. DEMONSTRATION OF PROFICIENCY

- A. All officers shall demonstrate proficiency annually with their issued weapons. Proficiency shall include training regarding the legal, safety and proficiency aspects of firearms use. All officers participating in proficiency training will be provided with copies of the training. All officers, when participating in firearms proficiency, must meet minimum standards established by POST for the particular course of fire and firearm(s). Only officers who demonstrate proficiency in the use of authorized firearms will be allowed to use or carry such weapons. A POST certified firearms instructor would conduct this training.
- B. An officer who is unable to demonstrate proficiency with the primary service weapon during firearms proficiency training shall immediately be placed in a non-line function and ordered to report to a firearms instructor for remedial training in basic firearms. A written notification will be forwarded to the officer's immediate supervisor and the captain. Failure to demonstrate proficiency upon receipt of remedial firearms training will result in the officer not being permitted to carry the designated weapon or return to duty status. Officers who fail to demonstrate proficiency will follow the following guidelines for proficiency training per this policy and SOP T-005.
- C. The following scheduled workday the officer will report to the Firearms Instructor for additional training and/or proficiency demonstration.
- D. Officers will be required to obtain one passing score or demonstrate proficiency with the specified weapon prior to returning to full duty status.
- E. Officers who fail to achieve a passing score after attending remedial training will be reassigned to a non-sworn position if such a position is available or recommended for termination for failure to maintain standards.

- F. An officer will not be permitted to carry a back-up weapon if the officer is unable to demonstrate proficiency during firearms proficiency training. The officer will report to the firearms instructor as directed for remedial training in basic firearms. A written notification will be forwarded to the officer's immediate supervisor stating the officer's failure to demonstrate proficiency. Failure to demonstrate proficiency upon receipt of remedial firearms training will result in the officer not being permitted to carry the designated weapon. Officers who fail to demonstrate proficiency will follow the guidelines for proficiency training per this policy and SOP T-005.
- G. An officer who has taken extended leave or suffered an illness or injury that could affect his use of firearms ability will be required to demonstrate proficiency before returning to enforcement duties.

V. REMEDIAL FIREARMS TRAINING

- A. Remedial Firearms Training, as required above, shall consist of the following proficiency and training tasks:
 - 1. 50 round targeted fundamentals training (based on Officer's areas of need)
 - 2. Two practice rounds on the Post Approved GSAQC Course.
 - 3. Two attempts to demonstrate proficiency on the POST Approved GSAQC Course.

VI. PROFICIENCY RECORDS

It is the responsibility of the firearms Instructor, as outlined in T-005, to maintain and update agency training records. As well as updating these records, the firearms Instructor will maintain records on weapons proficiency.

The firearms instructor shall maintain a permanent proficiency log for every officer authorized to carry firearms. The log shall consist of the officer's name and issued, or other approved weapon make, model, caliber, and serial number of weapons. It shall also include the training date, results of shooting proficiency and any written test results.