
247.02 Firearms Proficiency Program

All sworn personnel of this department are required to complete all scheduled firearms proficiency exercises. All proficiency exercises will be scheduled by the target range staff. Each sworn officer of this department is required to qualify at least annually, achieving a minimum of at least 80% with any firearm that the officer is authorized to use. Proficiency training will include shoot / don't shoot training.

1. Officers who fail to complete scheduled proficiency exercises may be subject to disciplinary action, computed over a twelve-month period:
 - A. One unexcused failure to appear at mandatory shoots may result in an oral reprimand by the officer's supervisor.
 - B. Two unexcused failures to appear at mandatory shoots may result in a written reprimand.
 - C. Three or more unexcused failures to appear at mandatory shoots may result in unpaid time off at the discretion of the administration.
2. An officer may be excused from scheduled proficiency exercises due to extended specialty assignments or training outside of the city, extended sick leave or documented injury, and other circumstances as approved by the training unit commander.
3. In any case, officers excused from shooting must contact range staff to schedule a time to qualify within one week of their return to active duty.
4. If an officer shoots the monthly qualification course and does not qualify, the target range staff will provide up to two additional targets and ammunition. If the officer fails to qualify in three tries:
 - A. The target range staff will notify the training commander and the officer's supervisor in writing of the deficiency.
 - B. The officer will be responsible to work with the target range staff for additional training.
 - C. The officer's supervisor will be responsible to ensure that the officer has been scheduled for additional training.
5. An officer who has to schedule additional training for three qualifications computed over a twelve-month period from the date of the first retraining exercise will be designated by the target range staff as having a retraining problem.
 - A. Such a shooter will be expected to work with the target range staff to improve their shooting skills, attend additional training scheduled by the target range staff and shoot for their qualification during the first week of each succeeding qualification until reclassified by the target range staff.
 - B. If the officer fails to qualify for a fourth qualification computed over a twelve-month period, the officer will be rated as having a shooting deficiency. Written notification will be provided to the deputy chief of the officer's division for an assessment as to whether the officer will be assigned to desk duty pending completion of a contract performance improvement plan.
 - C. A contract will be drafted by the training unit identifying the shooting deficiency, a course of action to improve the documented deficiencies and the period of time required to correct same, not to exceed ninety days. Extensions may be granted, at the

- sole discretion of the training and target range staff, if progress has been made, but the officer has not yet achieved competency.
- D. In the event the officer still cannot qualify to departmental standards, the officer will be referred to the office of the chief for disciplinary action and possible termination.
 - E. At any point in this process, if the officer demonstrates to the target range staff a degree of shooting proficiency that meets department standards through additional training, the officer may be reinstated to normal standing. However, in the event the officer should regress within a twelve-month period of their training, the training commander may move them back to the retraining problem list and progress from that point in the officer's training.
 - F. When the firearms instructor identifies a need for additional training, additional rounds will be made available to enable an individual to increase the officer's proficiency to an acceptable level.
- 6. All sworn personnel wishing to carry an on-duty back-up weapon must notify their immediate supervisor. The supervisor will maintain a record of personnel carrying on-duty back-up weapons and include it in the officer's unit file. Any officer who is found carrying an on-duty back-up weapon without notifying their immediate supervisor will be considered insubordinate and subject to disciplinary actions.
 - 7. All sworn personnel choosing to carry an on-duty back-up weapon or an off-duty weapon must qualify annually, and are required to provide their own duty ammunition. Ammunition carried in an on-duty back-up weapon or an off-duty weapon must be a factory load and approved by the target range staff.
 - 8. All sworn personnel choosing to carry an off-duty and/or on-duty back-up weapon must have the firearm approved by the range staff.

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