



DEPARTMENTAL
GENERAL
ORDER

Effective Date
30 May 07

B-12

Index as:

Firearms Range Program
Range, Firearms

FIREARMS RANGE PROGRAM

The purpose of this order is to set forth Departmental policy and procedures for the Firearms Range Program, to enumerate objectives for Department authorized pistols and shotguns. Additionally, this order shall describe the responsibilities of sworn personnel (For the purpose of this order, sworn personnel shall include members, rangers, and reserves).

I. FIREARMS RANGE PROGRAM

- A. The purpose of the Firearms Range Program is to require **annual** instruction, scheduled training and qualification to ensure sworn personnel achieve and maintain proficiency in the use of police firearms.
- B. The training program shall be under the control of the Training Division Commander, who shall designate a Rangemaster or other certified instructor to supervise the range. Any additional unit or squad firearms training shall be approved by the Training Division Commander prior to scheduling.

II. POLICY

- A. On-duty sworn personnel are only authorized to carry approved firearms with which they have successfully qualified in accordance with the provisions of this policy. This includes sworn personnel who place themselves in an on-duty status when off-duty.
- B. Sworn personnel failing to qualify or to complete remediation shall surrender his/her Department-issued firearm to the Rangemaster.

- C. A member of the Training Division staff shall immediately notify the affected unit commander of any sworn personnel who do not attend qualification, fail to qualify, or to complete remediation. The unit commander shall:
 - 1. Reassign the individual from field duty or from an assignment where there is a risk of conflict with the public to administrative duties until such time that he/she satisfactorily completes the qualification training.
 - 2. Make arrangements with the Training Division for further remediation until such time as the performance requirement is met.

III. QUALIFICATION REQUIREMENTS

- A. The minimum performance requirement for firearms qualification shall be 80% of the rounds fired striking the designated target (silhouette). The range staff shall immediately remediate anyone failing to meet this minimum performance requirement.
- B. Firearms training and qualification, or remediation training in firearms use, shall be performed while on-duty. All firearms training shall be scheduled in accordance with Training Division staff availability.

IV. RESPONSIBILITIES

- A. Members, Reserves, and Rangers, as indicated:
 - 1. Sworn personnel **shall** achieve, maintain, and demonstrate an acceptable level of proficiency in the use of Department issued firearms and authorized privately-owned firearms carried on-/off-duty.
 - 2. Members and rangers **shall** attend a firearms training and qualification session once each year according to the schedule listed below, unless circumstances prevent the member's attendance (i.e. extended illness or injury, administrative leave, duty assignments away from the Department, or operational necessity). Requests to qualify outside of the qualification sequence shall be approved by the Training Division Commander.

<u>Members and Rangers Last Names Beginning with:</u>	<u>Qualification Months</u>
A, B	Jan , Feb
C, D, E	Feb , Mar
F, G	Mar , Apr
H, I	Apr , May
J, K	May , Jun
L, M	Jun Jul
N, O	Jul , Aug
P, Q	Aug, Sep
R, S	Sep , Oct
T, U, V	Oct , Nov
W, X, Y, Z	Nov

3. Members and rangers are responsible for scheduling themselves for on-duty firearms training and qualification during the months they are required to attend.

4. The Reserve Coordinator is responsible for scheduling annual firearms qualification training for all reserve members. Reserve officers are not required to schedule themselves in compliance with the above listed schedule. The Reserve Coordinator shall coordinate firearms qualification training as a unit with the Training Division Commander. Any reserve officer who does not attend qualification, fails to qualify, or fails to complete remediation, as required by this order, shall surrender his/her Department-issued firearm to the Rangemaster and not be assigned police officer duties until such time that he/she satisfactorily completes the qualification training. The Reserve Coordinator shall notify the Training Division Commander of any reserve officer who fails to complete qualification training.

5. Members and rangers shall notify their immediate supervisor of the date and time of their scheduled qualification. It is the responsibility of the members or rangers' immediate supervisor to ensure scheduled range training does not conflict with other division or Departmental scheduling (e.g., approved leaves, other training, etc.).

6. Sworn personnel shall report to the range with their duty gunbelt including flashlight, and duty pistol (issued or authorized privately-owned).
7. Members who desire to carry an authorized privately-owned firearm off-duty shall report to training with their off-duty holsters and privately-owned firearm.
8. Sworn personnel using the range shall complete all forms required by the Training Division.
9. Sworn personnel shall strictly comply with the rules posted in the range or as directed by the Rangemaster regarding the use of the range, firearms and ammunition specifications, safety regulations, and shooting procedures.
10. Sworn personnel shall:
 - a. Clean firearms used during qualifications prior to leaving the range; and
 - b. Make arrangements to have their firearms inspected annually by a certified armorer to ensure that firearms operate correctly.
11. Members currently assigned to the Entry and Sniper element of the TACTICAL OPERATION TEAM (TOT) shall be exempted from the qualification schedule of this order.

The TOT Commander shall ensure that the exempted TOT members attend and qualify at team training sessions at least annually. The TOT Commander shall ensure a qualification training roster with qualification standards is prepared and forwarded to the Training Division Commander for entry into the Training Management System.

B. Training Division

1. The Training Division Commander shall:
 - a. Establish acceptable levels of proficiency in the use of police firearms.
 - b. Establish a Firearms Range Program and determine the nature and extent of instruction given in the Program.

- c. Approve non-Departmental personnel, weapons, and ammunition utilized at the range.
 - d. Ensure training sign-up schedules are posted on the Training Division bulletin board, adjacent to the Property and Evidence Unit, at the beginning of each quarter. The sign-up schedule shall list the dates and times when members and rangers can schedule themselves for firearms instruction and training.
2. Range Staff Responsibilities
 - a. Ensure range attendance and firearms proficiency records are maintained for all sworn personnel.
 - b. Prepare and submit a monthly report to the Training Division Commander of any sworn personnel who fail to appear at the range as scheduled, fail to qualify in firearms proficiency, and fail to complete remediation. The monthly report shall also be forwarded to the appropriate Bureau Deputy Chiefs/Director.
 3. The Rangemaster shall provide a safety briefing prior to all range operations that includes instruction in the safe handling of all weapons to be used by the students.

V. ORGANIZATIONAL UNIT COMMANDERS' RESPONSIBILITIES

- A. Unit commanders shall ensure compliance with this order and that subordinate sworn personnel are aware of the schedule requiring attendance for firearms training and qualification.
- B. Unit commanders shall not permit personnel to miss scheduled instruction and training without just cause and without their express approval of the Training Division Commander.
- C. Unit commanders shall ensure that anyone who fails to qualify receives and successfully completes remedial training prior to being assigned to field duties.

VI. BUREAU DEPUTY CHIEF/DIRECTOR'S RESPONSIBILITIES

Bureau Deputy Chiefs/Director shall consult with the Training Division regarding deficiency reports and shall ensure that affected sworn personnel have, or are scheduled to undertake, corrective training within 30 days of failing remediation.

DEPARTMENTAL GENERAL ORDER
OAKLAND POLICE DEPARTMENT

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30 May 07

By order of

Wayne G. Tucker
Chief of Police

Date Signed: _____