

STANDARD OPERATING PROCEDURE	Reference No. Training - 01
	Agency Greentown Police
Subject Agency Firearms Training Program	No. of Pages 5
Special Instructions	Effective Date January 1, 2014

I. PURPOSE

Establishes guidelines regarding Agency authorized firearms and when they may be carried, and the Agency In-Service Firearms Training Program.

II. POLICY

The Agency shall authorize specified firearms use and control the carrying and care of weapons. This policy pertains to those employees that are required to carry a firearm as part of the job function.

III. DEFINITIONS

A. HANDGUN – A pistol designed to be held and fired using one hand.

B. PRIMARY HANDGUN – Greentown Police issued Sig Sauer P229.

The following calibers are authorized:

1. 9 mm

C. OFF-DUTY HANDGUN –

The following calibers are authorized for revolvers:

1. .38 caliber
2. .357 caliber
3. .44 caliber
4. .45 caliber

The following calibers are authorized for semi-automatics:

1. 9 mm
2. .380 caliber
3. .357 caliber
4. .40 caliber
5. .45 caliber

- D. **SHOTGUN** – A weapon issued by the Agency without rifling in the barrel and designed to be held and fired with two hands.
- E. **RIFLE** – A weapon issued by the Agency with rifling in the barrel and designed to be held and fired with two hands.
- F. **DUTY STATUS** – Working schedule achieved by either using a time clock (either physically, via police radio, or telephone) or an assignment schedule.
- G. **OFF-DUTY STATUS** – When an Agency employee is not involved in a job related incident or situation.
- H. **ON-DUTY STATUS** – When an Agency employee is involved in a job related incident or situation.

**IV. PROCEDURE**

- A. Greentown Police employees may not carry any firearm that does not meet the standards set forth in this or other applicable procedures when acting as an agent of the Greentown Police Department.
- B. Greentown Police employees operating an Agency owned commission, when off duty, shall have readily accessible at least one of the following weapons; primary handgun, or authorized off-duty handgun(s).
- C. When in an on-duty status and in uniform, Greentown Police employees shall carry the primary handgun. In addition to the primary handgun, Greentown Police employees, may carry an authorized off-duty handgun(s).
- D. When in an on-duty status and out of uniform, Greentown Police employees may carry the primary handgun, and/or an authorized off-duty handgun(s).

**NOTE:** When on-duty and out of uniform, Greentown Police employees shall have the primary handgun or the off-duty handgun in the commission.

- E. Greentown Police employees who work in an office or similar surroundings may remove the applicable handgun(s) during the time they are in the work area as long as the handgun(s) is placed in a secure area, is readily accessible, and the officers arm themselves before leaving that environment.

**F. Ammunition.**

1. The Agency shall issue authorized ammunition for all department weapons.
  - a. Weapons will be loaded only with issued ammunition.
  - b. Issued ammunition shall be used only in authorized weapons.

**G. Rifle.**

1. Before using a particular rifle for duty purposes, the officer shall complete a basic rifle training course for that rifle. The training shall be administered by a firearms instructor who has been trained in the use of the rifle. The basic training shall include, but shall not be limited to:
  - a. Safety;
  - b. Mechanical operation;
  - c. Rifle marksmanship fundamentals;
  - d. Effects of weather on rifle shooting;
  - e. Liability; and
  - f. Qualification. (a score of 75% is needed to pass the course)
    - i. Failure to qualify shall cause the officer to attempt another qualification at the convenience of the firearms instructor.
      1. After each qualification failure the officer shall receive a remedial training session to review the fundamentals of rifle shooting.
      2. If, after the remedial training sessions have been completed and the officer has failed the third qualification attempt, the officer shall not be permitted to use the rifle for duty purposes. The rifle shall be given to the Training Coordinator.
2. Basic rifle training courses shall be conducted, as needed.
3. An officer must complete the training course and qualify before permission to use the rifle is given.

4. **Individual officers shall:**
  - a. **Successfully complete the basic training course;**
  - b. **Keep rifles properly zeroed and in proper working order; and**
  - c. **Clean and properly lubricate the rifle, as soon as practical, after firing.**
  
- H. **All personnel governed by this procedure shall qualify as specified by this policy unless exempted by the Greentown Town Board.**
  1. **Firearm Certification:**
    - a. **All Greentown Police employees shall be certified with their primary, off-duty, shotgun and rifle weapons. "Certification" shall include training regarding the following:**
      - i. **Departmental policy on use of deadly force**
      - ii. **Moral and legal responsibilities of carrying a firearm**
      - iii. **Firearm safety**
      - iv. **Firearm proficiency**
    - b. **Training requirements:**
      1. **Greentown Police employees are required to attend one firearms training session each month that the training is scheduled. During these sessions, primary handgun, off-duty handgun, shotgun and rifle will be utilized individually or in a combination of the weapons as specified in the training.**
        - a. **Firearms training will be comprised of:**
          - i. **48 round handgun course**
          - ii. **Scenario based training**

**c. Certification Scoring, 48 round course**

- 1. To be certified, a Greentown Police employees must score a minimum of seventy-five percent (75%) of the total points available. Total points obtained shall be recorded as “pass” or “fail” on the scoring sheet.**
  - 2. Greentown Police employees will be given one (1) opportunity to qualify.**
  - 3. If a passing score is not obtained, individualized training will be given at this time, and then a second attempt given.**
  - 4. If a passing score is not obtained on second attempt, a report will be given to the Marshal.**
  - 5. The Greentown Police employee will be required to attend remedial training on another day determined by the Greentown Marshal and a firearms instructor.**
  - 6. If a passing score is not obtained during remedial training, the Greentown Police employee will be sent to the Greentown Town Board for a remedy.**
  - 7. The Howard County Sheriff Department training section shall keep all certification records and forward copies of such to the Greentown Marshal.**
- I. Once a Greentown Police employee has signed up, that is their time and should not be changed unless emergency situations arise. It is important that all Greentown Police employees attend their assigned time for training. If for some reason attendance can't be made on the scheduled time; the instructor, or Marshal must be notified. If the Greentown Police employee fails to notify the proper staff member, disciplinary procedures will be utilized.**
- J. This procedure is to be used in conjunction with all relevant Agency regulations, rules, policies, and procedures.**