



HARFORD COUNTY SHERIFF'S OFFICE OPERATIONS POLICY

Qualification and Remedial Firearms Training

Distribution:	All Employees	Index:	OPS 0503
Responsible Unit:	Planning and Research	Rescinds:	
DLI Program:	N/A	MD Code:	

Issued:	7/15/17	Revised:	7/15/17	Reviewed:	7/15/17	Next Review:	7/15/18
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1. Purpose

To provide members of the Harford County Sheriff's Office with guidelines regarding qualification and remedial firearms training.

2. Policy

All deputies will qualify with issued and secondary weapons in accordance with this policy.

3. Initial Firearms Instruction

- A. Prior to being issued or permitted to carry a firearm, all Agency members will receive training on, and a copy of, policies regarding use of firearms, use of force, and use of force reporting.
- B. All deputies authorized to carry weapons, both lethal and less-lethal, will be issued copies of and be instructed in HCSO policies before being authorized to carry such weapon.
- C. The instruction on weapons systems will be documented and forwarded to the Training Academy for inclusion in the deputies training file.
- D. All weapons certifications, training, and weapons qualifications will be documented, and retained, in the deputy's training file.

4. Procedures

- A. A training and qualification program will be developed, maintained, and provided by the HCSO Training Academy, with approval of the Sheriff, for all weapons and techniques for which qualification is required by the HCSO.
 1. Members will comply with all Maryland Police Training and Standards Commission (MPTSC) regulations relevant to firearms qualification.
 2. Each sworn law enforcement member, and corrections personnel issued or carrying a firearm, will be required to qualify with a minimum score of seventy percent (70%) with his issued handgun, as well as any secondary or off-duty handgun per calendar year.
 3. Members qualifying with their issued handgun will use an approved or issued duty holster.
 4. Members will qualify wearing clothing or uniform consistent with that worn during their normal duty assignment. This includes personnel in covert or plain clothes assignments.

- B. Members may be required to qualify after an extended absence/leave.
1. Any member who sustains an injury or requires treatment for a medical condition that may adversely affect his ability to use a handgun may be required to qualify prior to returning to full duty.
 2. Members returning from FMLA leave or returning from military leave may be required to qualify before returning to full duty.
 3. Determination to be made by the Range master after consultation with the Planning and Research Division Commander.
 4. The Human Resources Section (HRS) will notify the Range Master when a deputy returns from an injury/treatment or returns from FMLA/military leave.
- C. All law enforcement and corrections deputies issued a firearm will complete the qualification course annually with a minimum score of 70%.
1. Qualifications for each issued handgun will consist of:
 - a. one (1) daylight course, and
 - b. one (1) dim light course.
 2. Qualifications for each approved secondary or off-duty handgun will consist of:
 - a. one (1) daylight course, and
 - b. one (1) dim light course.
 3. For qualification purposes, issued handguns, secondary, and off-duty handguns will be treated the same.
- D. All deputies, rank of Sergeant and below, or any deputy regardless of rank that is issued a shotgun or required to qualify with a shotgun, will complete the qualification course annually with a minimum score of 70%.
- E. Firearms instructors will qualify yearly on pistol, shotgun, and patrol rifle with a minimum score of 90% on these weapons systems.
- F. Those deputies wishing to become firearms instructors must successfully shoot a course of fire with the agency issued Glock on the first day of the firearms instructor school, and each time thereafter, at 90% or better.
- G. SRT members will qualify quarterly on assigned weapons systems with a minimum score of 90%.

5. Failure to Qualify

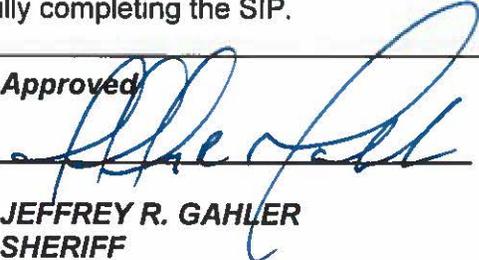
- A. Deputies who fail to qualify with a minimum score (70%) for in-service qualifications with the agency issued handgun for daylight or dim light will:
1. Not be suspended upon the initial failure to qualify;
 2. Complete the remaining training regimen for that initial day to include shotgun and rifle, if applicable;

3. Return the next scheduled work day, as long as the firearms range is operational, for a class of instruction, to be arranged/scheduled by the Range Master, and be required to shoot a qualification course of fire.
 4. If a Correctional deputy fails to qualify on the initial qualification date with a minimum score (70%) a firearm instructor will immediately notify the HCDC Duty Officer of the failure by phone and will submit documentation of the failure to qualify via memorandum through the Chain of Command to the Correctional Services Bureau Chief.
- B. The deputy who failed to initially qualify will be detailed to the range for this day and may have to flex their days off to accommodate for the additional instruction and the qualification following the instruction.
1. Should overtime for a firearms instructor be required for this remedial date, the funds will be charged to the shift of the deputy needing the additional training and qualification opportunity.
 2. Under extreme circumstances, should the deputy not be able to return the following day because of obligations or because of range unavailability, the deputy will return for the remedial instructional class on his next scheduled work day. Notification must be made to the Range Master by the deputy's supervisor.
 3. Arrangements for scheduling and training will be made with the Range Master or his designee.

6. Remedial Failure to Qualify

- A. Deputies who fail to qualify with a minimum score (70%) for in-service qualifications with the agency issued handgun for daylight or dim light on the remedial day, will enter the Shooter Improvement Program (SIP).
1. At least 3 times prior to the end of the calendar year, the deputy in the SIP will be required to attend a full 8-hour day of instruction with a certified firearms instructor. All documentation of attendance and performance at these SIP sessions shall be forwarded to the Training Academy for inclusion in the deputy's training file.
 2. After the SIP, the deputy will participate in a qualification course of fire. Should the deputy fail this SIP requalification they will be suspended of all police or correctional powers with pay.
 - a. during the suspension period a review of the deputy's performance shall be held by the respective Bureau Chief and the deputy's Division Commander.
 - b. a determination will be made if additional training will be afforded or other administrative or performance options will be initiated.
- A. All qualification courses and the SIP program must be completed prior to December 31 of the calendar year of the initial failure to qualify.
- B. At the discretion of the Correctional Services Bureau Commander, a correctional deputy may be removed from assignments that require the use of a firearm until successfully completing the SIP.

Approved



JEFFREY R. GAHLER
SHERIFF

DATE 7-11-17