



Jeffrey R. Gahler,  
Sheriff

# HARFORD COUNTY SHERIFF'S OFFICE OPERATIONS POLICY

## Qualification and Remedial Firearms Training

<b>Distribution:</b>	<b>All Employees</b>	<b>Policy Number:</b>	<b>OPS 0503</b>		
<b>Responsible Unit:</b>	<b>Administrative Services Division</b>	<b>Rescinds:</b>			
<b>Original Issued Date:</b>	<b>07/15/17</b>	<b>Revision #:</b>	<b>2</b>	<b>Latest Revision Date:</b>	<b>03/12/24</b>
<b>Latest Required Review was Completed:</b>	<b>03/12/24</b>	<b>Next Review Due:</b>	<b>03/12/27</b>		

### 1. Purpose

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

### 2. Policy

All deputies, prior to being issued or permitted to carry a firearm, will qualify with issued and secondary weapons in accordance with this policy.

### 3. Procedures

- 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 weapons.
- C. The instruction on weapons systems will be documented and forwarded to the Training Academy for inclusion in the deputy's training file.
- D. All weapons certifications, training, and weapons qualifications will be documented, and retained, in the deputy's training file.
- E. 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 and Correctional Training Commission (MPCTC) 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 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 a uniform consistent with that worn during their normal duty assignment. This includes personnel in covert or plain clothes assignments.

- F. 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 Family Medical Leave Act (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 Administrative Services Division Commander.
  4. The Human Resources Section will notify the Range Master when a deputy returns from an injury/treatment or returns from FMLA/military leave.
- G. All law enforcement and corrections deputies issued with 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 daylight course, and
    - b. One dim light course.
  2. Qualifications for each approved secondary or off-duty handgun will consist of:
    - a. One daylight course, and
    - b. One dim light course.
  3. For qualification purposes, issued handguns, secondary, and off-duty handguns will be treated the same.
- H. All deputies, the 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%.
- I. To attend the HCSO firearms instructor school, deputies need to score 86.6% with iron sights on the daylight qualifications for the past two years.
1. Firearm instructors who attended an instructor course other than the HSCO firearm instructor course must attend an 8-hour training session with the Range Master prior to assignment.
- J. Firearms instructors will qualify yearly on handguns, shotgun, and patrol rifle with a minimum score of 90% on these weapons systems the day of their annual instructors meeting. Refer to PER 0804 – In-Service Training.
- K. Special Response Team members will qualify quarterly on assigned weapons systems with a minimum score of 90%.
- L. Failure to Qualify

1. Deputies are required to qualify with a minimum score of 70% for in-service qualifications with the Agency issued handgun for daylight or dim light.
  - a. If any deputy fails to qualify on the initial qualification date with a minimum score of 70% a firearm instructor will immediately notify the respective Duty Officer of the failure by phone. The Duty Officer will make notification through their chain of command and send an email to the "Training Academy" email group.
    - 1) Correctional deputies will be suspended from assignments requiring a firearm.
    - 2) Law Enforcement deputies will not have police powers suspended upon initial failure to qualify.
  - b. Deputies will complete the remaining training regimen for that initial day to include shotgun and rifle, if applicable.
  - c. Those failing to qualify will return the next scheduled workday, 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.
    - 1) 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.
    - 2) 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.
    - 3) 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 workday. Notification must be made to the Range Master by the deputy's supervisor.
    - 4) Arrangements for scheduling and training will be made with the Range Master or his designee.

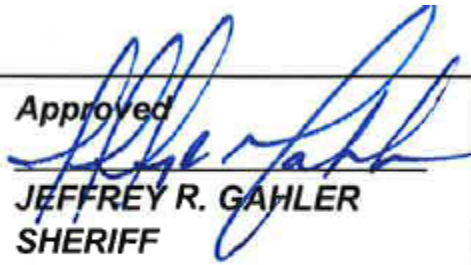
M. Shooter Improvement Program (SIP)

1. Deputies who fail to qualify with a minimum score of 70% for in-service qualifications with the Agency issued handgun for daylight or dim light on the remedial day, will enter the (SIP).
  - a. At least three times prior to the end of the calendar year, the deputy in the SIP will be required to attend a full eight-hour day of instruction with a certified firearms instructor. All documentation of attendance and performance at these SIP sessions will be forwarded to the Training Academy for inclusion in the deputy's training file.
  - b. After the SIP, the deputy will participate in a qualification course of fire. Should the deputy fail this SIP requalification, a firearm instructor will immediately notify the respective Duty Officer of the failure by phone. The Duty Officer will make notification through their chain of command and send an email to the "Training Academy" email group.
    - 1) Correctional deputies will be suspended from assignments requiring a firearm.

- 2) Law Enforcement deputies will have their police powers suspended with pay.
  - a) During the suspension period, a review of the deputy's performance will 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.
2. All qualification courses and the SIP program must be completed prior to December 31<sup>st</sup> of the calendar year of the initial failure to qualify.

#### 4. Summary of Changes

- A. On 07/15/17 the policy was initially issued.
- B. On 01/19/23 the following changes were made:
  1. Added: prior to being issued or permitted to carry a firearm the deputy must qualify; and
  2. The process regarding failure to qualify and the shooter improvement program were refined.
- C. On 03/12/24 the following additions were made:
  1. To attend the HCSO firearms instructor school, deputies need to score 86.6% with iron sights on the daylight qualifications for the past two years.
  2. Firearm instructors who attended an instructor course other than the HSCO firearm instructor course must attend an 8-hour training session with the Range Master prior to assignment.
  3. Firearms instructors will qualify yearly on handguns, shotgun, and patrol rifle with a minimum score of 90% on these weapons systems the day of their annual instructors meeting. Refer to PER 0804 – In-Service Training.

Approved  
  
JEFFREY R. GAHLER  
SHERIFF  
DATE 3-19-24