



Sheridan Police Department
Policies and Procedures
11.4
Chapter 11 – Use of Force
Section 4 – Firearm Training & Qualifications

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Signature:

The nature of police work creates a need for law enforcement officers to develop and sustain firearms skills needed to survive a lethal force encounter. The department has a responsibility to see that all officers are properly trained in the use of firearms.

11.4.1 General Requirements and Operations

- A. All sworn personnel must be able to meet established levels of proficiency in the use of firearms as set by the department. These standards are based on a combination of past department experience in this area, as well as current available research for police firearm programs.
- B. All courses of fire, qualification outlines, training outlines and related instructional and qualification materials must receive approval from the firearms program coordinator prior to being utilized within the department. These records, along with qualification records for the department, will be retained by the firearms coordinator, and a copy will be forwarded to the office of the chief of police.
- C. The patrol operations lieutenant is responsible for the operation of the Sheridan Police Department Firearms Program. Specific responsibilities for the operation of the program may be delegated to other personnel as necessary. The patrol operations lieutenant will select personnel from the department to act as instructors or otherwise participate in the firearms program which operates under a general team concept. Included in the team will be the patrol operations lieutenant, a firearms program coordinator, firearms instructors, a firearms armorer, and others as needed.

11.4.2 Attendance - Sworn

Sworn personnel are required to attend and pass firearm training and qualification sessions as outlined below.

- A. Recruit Training – All officers, regardless of their experience, education, and background at the time of employment with the department, will be required to complete a recruit level firearms training program prior to actual field assignment. The recruit level firearms training will be tailored to the individual officer based upon their prior experience, education, and training in the use of firearms. This may be either the Sheridan Police Department's Field Training Firearms Program or the Wyoming Law Enforcement Academy Firearms Training Program. No officer will be assigned any type of a field assignment until this training is completed.
- B. Pistol Qualification Courses of Fire – The Sheridan Police Department will conduct qualifications two times per year. All sworn officers must attend and successfully pass the

pistol qualifications offered and must complete at least one pistol qualification every six months. Officers are expected to attend qualifications when offered unless a valid reason exists that they cannot. A make-up qualification will be provided for those officers who had a valid reason for not attending the qualification when scheduled.

- C. Rifle Qualifications – The Sheridan Police Department will conduct two rifle qualifications per year. Each sworn officer who is assigned a department issued rifle will attend and successfully pass the two rifle qualifications held in that year and must successfully complete one rifle qualification every six months. Officers are expected to attend qualifications when offered unless a valid reason exists that they cannot. A make-up qualification will be provided for those officers who had a valid reason for not attending the qualification when scheduled.
- D. Specialty Training Sessions – All sworn personnel, excluding the rank of lieutenant and above, must attend unless prior approval is obtained from their division commander.
 - 1. Annual familiarization training will be conducted for specialized and/or other weapons.
 - 2. Dim Light Trainings will be offered yearly. Each officer will attend and successfully complete the Dim Light training sessions offered.
 - 3. Simunitions Scenario Trainings will be offered regularly. Each officer will attend and successfully complete the Simunitions training sessions when offered.
 - 4. Decision Shooting training on a Simulator will be offered regularly. Each officer will attend and successfully complete the Decision Shooting training when offered.

11.4.2.1 Attendance - Former Officers

For purpose of the Law Enforcement Officers Safety Act of 2004, (18USC926C) the department may, with approval of the chief of police, provide firearms qualifications for retired employees who were formerly certified police officers with the Sheridan Police Department.

11.4.3 Weapons Qualification Failures

Officers who do not have current qualifications with department issued weapons are prohibited from using that weapon for duty use. Officers who have failed weapons qualifications may not carry, use, or check out that weapon until such time as they are able to meet department standards for that weapon.

- A. Personnel who are issued department weapons for use will return the weapon to their supervisor at any time they fail to meet department standards set forth for that particular weapon.
- B. When an officer fails to meet qualification standards for firearms, the firearms coordinator will notify that officer's supervisor and the operations division lieutenant of the failure in writing.

11.4.4 Back-up Weapons

Officers who utilize a back-up handgun must pass a back-up qualification once a year. No weapon will be carried as a duty or back-up weapon unless that officer has previously qualified with the weapon. See Policy No. 11.3.4.1 Secondary Weapons.

11.4.5 Training and Courses of Fire Outlines

All training session outlines and courses of fire outlines will be submitted by the firearms coordinator to the patrol operations lieutenant. These courses of fire outlines will reflect the annual training requirements as noted above.

11.4.6 Scores

- A. All qualification scores will be recorded on a pass or fail basis, with a minimum standard used to pass a particular course of fire as determined by the firearms team. If an officer is not able to obtain a passing score, the range instructor will provide remedial training and the event will be indicated on the qualification record. All qualification scores and training results will be forwarded to the firearms coordinator, the patrol operations lieutenant, and the office of the chief of police.
- B. Qualification scores for pistol and rifle qualifications will be established according to standards in effect by the Wyoming Law Enforcement Academy on a WLEA qualification target. For courses of fire created by the Firearms Program Team, qualification standards will model and follow the conditions set forth by the Wyoming Law Enforcement Academy and WLEA qualification target.

11.4.7 Remedial Training

- A. Firearm instructors will provide remedial training to officers who show a deficiency in firearm techniques or are unable to meet the minimum standards for qualifications as outlined. If an officer fails the standard qualifications, the firearms instructor will review with them the proper firearms shooting technique. The officer will be allowed to re-qualify at that time but will be required to pass two successive qualifications. If an officer still fails the qualification standards the officer must attend remedial training of a sufficient length to correct the officer's flaws and show competency with the weapon until all flaws are corrected. The firearms coordinator will arrange for remedial training as soon as practical after the qualification failure. If the training cannot be arranged within 72 hours, the firearms coordinator must obtain the approval of the patrol operations lieutenant.
- B. In remedial training sessions, proper technique will be reviewed with the officer and an opportunity to re-qualify will be given. The re-qualification will consist of two successive passing qualifications. Results of remedial training will be documented and forwarded to the patrol operations lieutenant and the chief of police.
- C. Officers must be able to maintain minimum standards as dictated by department directives and policies. In the event that an officer is still unable to do so, even after remedial training, the firearms coordinator shall forward copies of the results of the remedial training to the chief of police for further disposition on the officer's employment status.

11.4.8 Firearm Range Rules

- A. In an effort to promote safety and prevent accidental injuries, officers of the department will strictly adhere to firearm range rules. These rules apply whenever training and/or qualifications are being conducted at designated ranges.
- B. Range instructors have authority over all people present during training and/or qualifications. The range instructors may, at any time, expel an officer from the range when the officer's behavior creates an unsafe environment or when the below listed rules are violated and it is the range officer's opinion that the officer's continued presence may be a hazard or disruptive to other persons at the range. Violations of safety precautions will be documented and the written information forwarded to the operations division lieutenant.

11.4.9 General Rules of Safety and Conduct

- A. Officers will be attentive and alert while at the firing range. Officers will not report to the range area under the influence of alcohol and/or drugs which are known to affect judgment and/or physical functioning. If the range instructor believes that an officer is under the influence of drugs or alcohol, the range instructor will not allow that officer to participate in any shooting exercises, and will contact a supervising officer and inform him of the incident as per current department and city policies.
- B. Officers must obtain permission from the range instructor prior to loading, dry firing, or firing any weapon. Weapons will be pointed in a down range position towards a target/berm or holstered.
- C. Ear and eye protection will be worn at all times when officers are on the firing line. Officers will remain quiet while on the firing line and will comply with the directions of the range officer.
- D. Officers will not fire a weapon unless they are firing at designated targets at the direction of the range instructor.
- E. Equipment – Firearm instructors (while on the range or during training duties) will not permit an officer to use equipment or firearms that do not meet department specifications or are:
 - 1. Defective;
 - 2. Inoperable or of questionable reliability;
 - 3. Otherwise in a condition that raises safety issues.
- F. Whenever a firearm becomes inoperable during a qualification or department sponsored firearm exercise, the range officer shall:
 - 1. Remove the weapon from service immediately;
 - 2. Provide a replacement weapon to the officer for duty use;
 - 3. Notify the patrol operations lieutenant, in writing, of the incident or the officer's supervisor in the lieutenant's absence; and
 - 3. Arrange for the weapon to be repaired and deemed to be functional by a trained armorer or certified gunsmith.
- G. If an officer's duty weapon requires replacement or repair, the officer must qualify with the replacement weapon or have qualified with the replacement weapon within the previous six (6) months. In any case, no officer shall be allowed to work field duty with a weapon that he has not qualified with.