



FIREARM PROFICIENCY

Enforcement Division
Policy Number: LE 4.03.01

Effective Date: 2/1/08

POLICY

Certified peace officers (CPOs) will demonstrate firearm proficiency by completing a course designed by Enforcement Division personnel. CPOs will complete this course twice annually with their primary duty weapon and once annually with any off-duty, secondary, and backup weapons. CPOs must complete one of the two annual proficiency courses in low light conditions.

In addition to the two required proficiency courses, firearms instructors may offer additional training to CPOs as resources allow. Training may include, but is not limited to, weapons retention, speed drills, positional shooting, and tandem shooting.

A CPO who fails to demonstrate proficiency with a required weapon will be reassigned to duties that do not require the use of that weapon. The supervising lieutenant will ensure that the CPO begins remedial firearm training from the firearms instructor. The CPO must demonstrate proficiency within 30 days of the commencement of remedial training. A CPO may not participate in remedial training for more than four hours per week as part of on-duty activities. A CPO in remedial training may be required to incur range costs.

If a CPO fails to demonstrate proficiency at the completion of 30 days of remedial training, the firearms instructor will create a report documenting this failure. The firearms instructor will submit the report to his or her supervisor to be passed through the chain of command to the chief of enforcement. The chief of enforcement may take disciplinary action, including dismissal.

Note: This section applies only to handguns and shotguns. For procedures regarding proficiency with a rifle, see Rifles, § 4.03.04 of this manual.

ROLES AND RESPONSIBILITIES

a. Training Coordinator shall:

1. Create or acquire a firearms proficiency course.
2. Maintain all records documenting firearms proficiency.

b. Captains shall:

1. Serve as Firearms Coordinators.
2. Oversee the administration of the firearms proficiency course.
3. Choose firearms instructors for each district.

c. Firearms Instructors shall:

1. Schedule firearms qualification and training to be completed during the spring and the fall.

2. Administer the proficiency course organized by the training coordinator.
 3. Administer remedial training at the direction of the lieutenant.
 4. Submit all required qualification documents together at the conclusion of a training cycle to the training coordinator including:
 - Firearm Training Form
 - TCLEOSE Instructor's Lesson Plan
 5. Maintain a log that documents the chain of custody of ammunition and shows:
 - the initial receipt of the ammunition from the property manager;
 - the date and amount of ammunition received by the district office firearms instructor;
 - the date and amount of ammunition received by a CPO; and
 - the ammunition balance for each district at the end of the fiscal year.
- d. **Sergeants shall** ensure that all CPOs under his or her leadership have demonstrated proficiency with all weapons they are authorized to carry.

RULES

Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE) Rule § 217.21.

- (a) Each agency or entity that employs at least two peace officers shall:
- (1) require each peace officer that it employs to successfully complete the current firearms proficiency requirements at least once each year;
 - (2) designate a firearms proficiency officer to be responsible for the documentation of annual firearms proficiency. The documentation for each officer shall include:
 - (A) date of qualification;
 - (B) identification of officer;
 - (C) firearm manufacturer, model;
 - (D) results of qualifying; and
 - (E) course(s) of fire.
 - (3) keep on file and in a format readily accessible to the commission a copy of all records of this proficiency.
- (b) The annual firearms proficiency requirements shall include:

- (1) an external inspection by the proficiency officer, range officer, firearms instructor, or gunsmith to determine the safety and functioning of the weapon(s);
 - (2) a proficiency demonstration in the care and cleaning of the weapon(s) used; and
 - (3) a course of fire that meets or exceeds the minimum standards.
- (c) The minimum standards for the annual firearms proficiency course of fire shall be:
- (1) handguns - a minimum of 50 rounds, including at least five rounds of duty ammunition, fired at ranges from point-blank to at least 15 yards with at least 20 rounds at or beyond seven yards, including at least one timed reload;
 - (2) shotguns - a minimum of five rounds of duty ammunition fired at a range of at least 15 yards;
 - (3) rifles - (AR platform based) a minimum of 20 rounds of duty ammunition fired at a range of at least 100 yards, however an agency may, in its discretion, allow a range of less than 100 yards but not less than 50 yards if the minimum passing percentage is raised to 90;
 - (4) patrol rifles - a minimum of 30 rounds of duty ammunition fired at a range of at least 50 yards, including at least one timed reload; however, an agency may, in its discretion, allow a range of less than 50 yards but not less than 10 yards if the minimum passing percentage is raised to 90;
 - (5) fully automatic weapons - a minimum of 30 rounds of duty ammunition fired at ranges from seven to at least 10 yards, including at least one timed reload, with at least 25 rounds fired in full automatic (short bursts of two or three rounds), and at least five rounds fired semi-automatic, if possible with the weapon.
- (d) The minimum passing percentage shall be 70 for each firearm.
- (e) The executive director may, upon written agency request, waive a peace officer's demonstration of weapons proficiency based on a determination that the requirement causes a hardship.

PROCEDURES

a. **Coordinating Firearms Training.**

1. The captains will choose firearms instructors for each district.
2. Firearms instructors will administer the firearms proficiency course to all CPOs.

b. **Demonstrating Firearms Proficiency.** CPOs must complete the proficiency course with at least 70% accuracy with their agency-issued firearm and any other firearms that they have been authorized to carry.

c. **Documenting Firearms Proficiency.**

1. The firearms instructor will note on the *Firearm Training* form whether each weapon is approved for undercover, secondary, or off-duty use, or any combination of these three.

2. The firearms instructor will send one copy of the *Firearm Training* form to the training coordinator, one copy to the district office, and one copy to the CPO.
3. CPOs must save their copy of the firearm training form as this document authorizes them to carry the specific weapon described on the form.

FORMS AND EXHIBITS

Firearm Training
TCLEOSE Instructor's Lesson Plan
