

BEAVERTON POLICE DEPARTMENT

GENERAL ORDER

NUMBER: 4.03.00
SUBJECT: FIREARMS PROFICIENCY AND TRAINING
EFFECTIVE: FEBRUARY 24, 2004
REVIEW: FEBRUARY 2005, 2006, 2007, 2008, 2009

1. POLICY. It shall be the responsibility of every officer to protect life and property. Inherent in such duty is the legal and moral responsibility for each officer to attain the highest degree of proficiency in their use of police firearms. It is the responsibility of the department to require that officers be well trained in the handling of firearms as well as laws governing their use.

2. ANNUAL INSTRUCTION. Every officer who carries a firearm shall receive an appropriate amount of in-service training hours per year on the operation, safety, care and cleaning of firearms that they are authorized to carry. The Training Supervisor shall coordinate such training for all officers including reserve officers, which shall include, but not limited to:

- A. A review of the Department Firearms Orders and Procedure;
- B. A review of the legal aspects of deadly force;
- C. Firearms care and maintenance;
- D. Firearms inspection; and
- E. Training in defensive tactics and officer survival.

Training may be individual or a combination of in-services, classroom, or simulated training. Simulation training involves situational interactive video or the use of paint marking rounds.

3. DEMONSTRATION OF PROFICIENCY. The following criteria and standards shall apply to all officers authorized to carry firearms:

- A. To minimally qualify with such certified firearm(s) at the time of employment, acquisition or change of duty weapon;
- B. Officers shall not be authorized to use or carry any firearm in an official capacity unless minimum qualification has been demonstrated and documented;

- C. Certification of qualification shall be made in writing by the rangemaster. This certification shall become a part of the employee's training file;
 - D. Failure to achieve minimum qualifications may lead to remedial training and may result in a suspension of duty or termination of employment; and
 - E. Minimum qualifications to carry a firearm either on or off-duty will be established by the rangemaster and will be based on the nature of the course.
4. FIREARMS RANGE QUALIFICATIONS. Every officer that is authorized to carry a firearm will qualify and participate in live firing exercises with the weapon(s), reloading devices and holster(s), which they carry on or off duty. Department members shall strictly adhere to all range rules.
- A. Three range qualifications and one simulation training will be scheduled during the calendar year. Each officer will be scheduled for and expected to qualify at all training sessions.
 - B. Duty firearm.
 - 1) Every authorized officer shall minimally qualify with his or her duty firearm not less than two times per calendar year on the firearms range;
 - 2) Every authorized officer shall minimally qualify with a weapon representing the duty weapon not less than once per calendar year on the simulation course.
 - C. Secondary firearm. Every authorized officer shall minimally qualify two times a year with each secondary firearm.
 - D. Kinetic Energy Projectile. Every authorized officer shall be re-certified annually. Re-certification is a non-numerically scored display of proficiency.
 - E. Other police weapons. Each authorized officer shall fire and familiarize him/herself with all other police firearms in the office armory which he/she is authorized to use as scheduled by the supervisor or his designee.
 - F. Ammunition. Ammunition for mandatory qualifications will be furnished by the department for department-issued/authorized primary duty weapons.
 - G. Notification. Whenever possible, a minimum of two weeks written notice will precede the mandatory qualification and course to be fired.
 - H. Course of fire and targets. These shall be determined by the rangemaster.

- I. Make-up. Officers unable to participate in a regularly scheduled mandatory qualification will notify the Training Sergeant in advance. This notice will be considered, and if the reason for absence is valid, the officer will be rescheduled for a make-up.
 - J. Record of training. Record of all training, notices, excuses and make-ups will be maintained by the department. Appropriate documentation will be placed in the individual officer's training file. It is the responsibility of the training sergeant to notify the Chief of Police in writing of those officers not participating in or who fail to qualify and why.
5. **MINIMUM PROFICIENCY.** Every officer must achieve minimum proficiency qualification in the prescribed time in order to carry a firearm. Minimum proficiency is a condition of employment for officers who must carry a firearm in the performance of their duties. Scores resulting from each officer's training and qualification performances will be recorded and placed in the individual officer's training file.
6. **FAILURE TO QUALIFY.** An officer must achieve a passing score each range and simulation qualification session attended. Any officer unable to appear for qualification or achieve the minimum qualifying score shall be rescheduled to qualify within ten calendar days. Should the officer fail that attempt, the officer shall be assigned to administrative duty and the officer's right to carry a weapon revoked. Within 15 calendar days, the officer will be provided individual firearms training and a final opportunity to qualify. Failure to qualify on that attempt shall be deemed cause for termination of employment.
- A. If an officer authorized to carry a firearm is temporarily disabled and is unable to participate in scheduled firearm qualifications, the qualification requirement is waived until such time as the officer is again physically capable of qualifying.
 - B. If an officer authorized to carry a weapon is unable to participate in a scheduled firearm range qualification due to a schedule or assignment conflict, the officer can be excused by a command officer providing the officer completes the required number of qualifications during the calendar year.
7. **SECURITY OF FIREARMS.** All firearms not under the immediate personal supervision of an officer shall be securely located in the department armory or other secure area.
- A. Security of duty and secondary firearms. Officers shall retain control of their firearms at all times. When entering a jail or processing prisoners, firearms shall be locked in a secure area or office gun locker. Particular care shall be exercised in safely storing firearms while off duty to insure they are not accessible to young children.
 - B. Less lethal shotguns. A pre-service check prior to beginning every shift shall be conducted by every officer to assure him/her that the less lethal shotgun in his or her patrol unit is patrol car ready, unloaded and securely locked in the electric lock rack.

- C. Less lethal shotgun safety. Less lethal shotguns are provided to insure additional firepower in the event of a suspected or apparent armed resistance. Officers should only deploy the less lethal shotgun or any other specialty weapon as the tactical situation requires.
- D. Shotgun electric lock rack. The rack will be unlocked only when the less lethal shotgun is to be removed from the patrol unit in preparation for authorized use, cleaning or storage.
- E. Custody of less lethal shotgun. Less lethal shotguns released from the electric lock rack shall be removed from the patrol units being serviced or repaired (other than at the City shops) or while the vehicle is disabled.
- F. Security of firearms. The shift supervisor shall insure that the department armory is secure at all times.

8. **RESPONSIBILITIES OF SUPERVISORS.** It is the responsibility of each supervisor authorized to use weapons to be familiar with the contents herein and to insure compliance. Supervisors shall report noncompliance and inconsistencies to the Chief of Police in writing. The authorized training supervisor has a specific responsibility to thoroughly review this section, at least annually, to insure compliance and to insure that the section reflects the current state law and recent court decisions regarding the use of firearms and deadly physical force. Noncompliance and/or recommended changes shall be made in writing to the Chief of Police.

9. **SPECIAL RESPONSIBILITIES OF TRAINING SUPERVISOR.** Special responsibilities will include the following:

- A. Maintenance of accurate and current records regarding:
 - 1) Firearms proficiency and qualifications of each officer required to carry a firearm;
 - 2) Weapons inspection records for all authorized on and off-duty service weapons including brand, model, barrel length, caliber and serial number;
 - 3) Repairs of all department owned firearms; and
 - 4) Ensure adequate supplies are available for all firearms training.
- B. Serve as advisor to department staff in reference to firearm needs of the department.
- C. Initiate and coordinate firearms training in conjunction with department rangemaster.

Chief of Police

Date