



GENERAL ORDER:	1.08
CHAPTER:	Law Enforcement Role, Responsibilities, and Relationships
SUBJECT:	Annual Weapons Proficiency, Training, and Re-Qualification
ISSUED DATE:	March 1, 1996
REVISION DATE:	May 28, 2025
NOTES:	
RELATED ORDERS:	GO 1.05
ATTACHMENTS:	GO's 1.21 , 1.20 , 3.07.02 , RTC P&P 12.01

PURPOSE: To establish minimum weapons training and proficiency requirements for Sworn and Reserve Agency members of the Alameda County Sheriff's Office (ACSO).

POLICY: All sworn Agency members, including Reserves, Retired Annuitant Safety II's are required to attend annual weapons training programs, and must maintain minimum weapons proficiency scores.

ORDER:

A. REQUIRED ATTENDANCE & QUALIFICATION STANDARDS FOR FIREARMS:

1. Sworn Agency members shall attend all firearms range programs each fiscal year and maintain a minimum qualifying score of 70%, except for the following classifications:
 - a. The Sheriff, Undersheriff, Assistant Sheriff's, Commanders and Captains will qualify annually at a Management Range. Retired Annuitant Safety II employees who retire at the rank of Captain or above and return to work in an executive capacity have the option to complete their annual range qualification during the Executive Management Range Program or departmental range program.
 - b. Lieutenants are minimally required to attend the 4 hour Spring Weapons Proficiency Program annually Lieutenants qualifying at 80% or higher will not be required to participate in additional shooting qualifications during the calendar year.
 - c. Sergeants, Deputy Sheriffs, Reserves, and Retired Annuitant Safety II's must attend all range programs annually and qualify at 70% or better.
 - d. Members of the Special Response Unit (SRU), the Crowd Management Team (CMT), and the Explosive Ordnance Disposal Unit (EOD) shall maintain a level of proficiency in accordance with unit standards. These units shall stay in compliance with the Perishable Skills training mandates as outlined in the Commission on Peace Officer Standards and Training (POST) Administrative Manual (PAM) 1Section 1005(d)(4)(A).

- e. All newly hired sworn Agency members are scheduled through Detentions and Corrections to attend range as soon as possible to qualify with the Agency issued handgun and shotgun.
 - 2. Mandatory annual firearms proficiency standards shall include qualification with Agency issued handgun, any authorized handgun intended for use on/off-duty, and the Agency authorized shotgun. Members must qualify with all handguns they intend to carry concealed while either on or off-duty.
 - 3. Any absence from a required range program must be excused by the Commanding Officer of the Regional Training Center (RTC).
- B. REQUIRED ATTENDANCE & QUALIFICATION STANDARDS FOR OTHER FORCE OPTIONS:
- 1. Lieutenants, Sergeants, Deputy Sheriffs, Reserves, and Retired Annuitant Safety II's (Sworn Agency members) shall annually attend refresher/re-qualification training for other authorized force options. This training will be conducted in conjunction with firearms range programs. Sworn Agency members shall demonstrate minimum proficiency standards, established by the RTC, for all authorized Agency weapons listed as follows:
 - a. Oleoresin Capsicum (O/C) Spray General Order (GO) 1.21
 - b. Baton or other authorized impact weapon
 - c. Defensive Tactics; Designated Suspect Control Techniques
 - d. Agency approved Conducted Electrical Weapons (CEW) GO 1.20
 - 2. The following exceptions shall be applicable to this force option training and proficiency testing:
 - a. Commanders and Captains will demonstrate proficiency with only those force options deemed appropriate by the Sheriff, or the Sheriff's designee.
 - b. Members of the Special Response Unit (SRU), the CMT, and the Explosive Ordnance Disposal Unit (EOD) shall maintain a level of training with the above force options that minimally covers the same or more information as provided in departmental training for each option.
- C. FAILURE TO QUALIFY:
- 1. Agency members who fail to qualify or fail to demonstrate minimum proficiency will be allowed to remediate the training and re-qualification test.
 - 2. Agency members will be given three attempts to qualify and demonstrate proficiency during firearms range programs. If an Agency member fails to qualify or demonstrate proficiency after three attempts:

- a. The Firearms Training Facility Range Master or designee will advise the Agency member of the failure to qualify and will also notify the Agency member's Commanding Officer of the failure to qualify. It is up to the Agency member's Duty Station to arrange an accommodation for the Agency member's modified duty status.
 - b. The Firearms Training Unit will retain the firearm the Agency member failed to demonstrate proficiency with prior to them departing the training facility.
 - c. The Firearms Training Unit staff will schedule the Agency member to attend a remediation session. A special effort will be made by the instructor and training staff to identify the specific problem(s) to be addressed and corrected during the retraining session.
 - d. The Firearms Training Unit will notify the Commanding Officer of the RTC via written memorandum. The Commanding Officer of the RTC will notify the Commander of the Management Services Division of the failure to qualify.
3. The remedial training session will focus on the specific problem area(s) previously identified. At the conclusion of the remedial training session the Agency member will be allowed up to three attempts to qualify and demonstrate proficiency.
4. If the Agency member successfully completes the remedial training session and is able to demonstrate proficiency:
 - a. Their firearm will be returned to them immediately.
 - b. They will be placed into a six-month Firearms Improvement/Probation Program. The Firearms Improvement/Probation Program is designed to improve the Agency member's firearms proficiency to a level that will prevent the failure to qualify from re-occurring.
 - i. As part of this program, the Agency member will be required to attend a specialized training session monthly in a continued effort to improve the Agency member's firearms skill level.
 - ii. The Agency member will be required to demonstrate proficiency with their assigned firearm at each of these monthly training sessions.
5. If the Agency member is not successful in completing the remedial training session and is not able to demonstrate proficiency:
 - a. The Commanding Officer of the RTC will be notified via written memorandum of the failure to qualify. This document shall identify the problem(s) identified, the steps already taken to address these problems, and a recommended course of action to rectify the problem. The Commanding Officer of the Regional Training Center will notify the Commander of the Management Services Division of the failure to qualify.

- b. The Agency member will be scheduled for a second remedial training session. The second training session will be conducted by a different instructor than the first session. The second training session will focus on the specific problem(s) previously identified. At the conclusion of the second remedial training session the Agency member will be allowed up to three attempts to qualify and demonstrate proficiency.
- c. If the Agency member successfully completes the remedial training session and is able to demonstrate proficiency they will be handled as outlined in section III.C.4. of this General Order.
- d. Failure to qualify and demonstrate proficiency at the conclusion of this remedial training session shall result in disciplinary action, up to and including termination. The specific avenue for this action (i.e. Fitness for Duty or Cause of Action) will be determined on a case by case basis. The RTC will consult with ACSO Human Resources to determine the proper action.

D. REPORTING NON-ATTENDANCE:

- 1. Upon completion of the range and weapons proficiency programs, the RTC shall provide each division the names of those members who failed to report to the weapons training and proficiency programs. Division Commanders shall provide written notification to the Commanding Officer of the RTC as to the specific reasons for non-attendance.
- 2. If appropriate, the Commanding Officer of the RTC will initiate disciplinary action against those Agency members without a valid excuse in compliance with GO 3.07.02. The discontinuance of incentive pay may be considered pursuant to the applicable Employee Memorandum of Understanding. The Commanding Officer of the RTC shall forward a memorandum outlining the details of non-compliance via the Commander of the Management Services Division to the Undersheriff.

E. EXCUSED ABSENCES:

- 1. Agency members who are officially excused from participating in the Agency weapons proficiency and re-qualification programs shall not be affected nor sanction taken against them for not qualifying.

F. WEAPONS INSTRUCTOR QUALIFICATION AND CURRICULUM REQUIREMENTS:

- 1. All personnel assigned to instruct weapons training as a Firearms Instructor must first attend a prescribed trainer's course in compliance with POST PAM 1070(b).
- 2. All personnel assigned to other types of weapons training must have first attended a prescribed trainer's course for said weapon(s) in compliance with POST PAM 1070(b).
- 3. ACSO GO 1.05, entitled, "Use of Force" shall be included as part of the curriculum presented during all weapons training programs.

G. INSPECTION & MAINTENANCE OF WEAPONS:

1. Firearms

- a. All firearms carried on and off duty, whether personally or Agency owned, are to be inspected by a trained firearms instructor following each firearms program.
- b. All firearms will be inspected to ensure:
 - i. The firearm is functioning properly and safely.
 - ii. The firearm is an Agency approved firearm.
 - iii. The member is familiar with its operation.
- c. A safety check as described by the firearm's manufacturer shall be conducted.
- d. Any Agency firearm determined unsafe or in need of repair shall be removed from service and replaced until it is made serviceable and free of any safety defects.
- e. Agency members carrying personally owned, approved firearms on or off duty, which are found to be unsafe or in need of repair, shall not carry the weapon at any time until the appropriate repairs are made at the Agency member's expense. The Agency member shall then re-qualify with the firearm and submit it for inspection to assure the firearm is functioning properly.

H. WEAPONS ISSUANCE, PROFICIENCY RECORD AND REPORT:

1. The RTC is responsible for maintaining a record of personnel who are issued weapons. This record shall contain the following information:
 - a. Name of employee.
 - b. Type of weapon issued (make, model, & serial number).
 - c. Serial and/or Agency number which identifies the employee.
 - d. Dates of issue and/or return.
2. No Agency member shall be issued or allowed to use for duty any type of weapon unless he/she has passed the prescribed training course and proficiency test.
3. The RTC is responsible for maintaining a record of all personnel who attend, are excused from, or miss weapons training and qualification/proficiency testing. The following shall also be made part of this record:
 - a. Name of employee
 - b. Type of course of fire, or proficiency test
 - c. Score or proficiency rating

- d. Date of qualification or proficiency testing
 - e. Date of remediation, if any
 - f. Name of instructor who conducted weapon safety inspection
 - g. Date weapon safety inspection was conducted
4. The RTC shall include the appropriate aforementioned information in an annual Weapons Proficiency Program Report. ***This report will be generated prior to April 1st of each year and will analyze data from the previous calendar year.*** This report is to be forwarded to the Sheriff and shall include the following information:
- a. Average overall shooting scores of the Agency
 - b. Personnel excused from training and qualification
 - c. Problems noted during training regarding conditions, personnel, ammunition, facilities, weapon performance, etc.
 - d. Recommendation for changes and/or improvement to the training and testing programs.
- I. FIREARMS & RANGE SAFETY:
- 1. Firearms Instructors' instructions must be adhered to at all times while on the range. They may remove anyone from the range program who is determined to be a safety hazard to staff and other shooters. Violation of established rules of safe conduct may result in disciplinary action.
 - 2. The RTC shall provide and require all personnel on the range during firing to wear ear and eye protection.
 - 3. Only Sworn and Reserve deputies may shoot on the range. Other personnel classifications, civilians, children and animals are prohibited from being on or around the range, unless approved by the Commanding Officer of the RTC.
 - a. Agency members utilizing the Agency range while off duty must do so in compliance with the RTC Policy and Procedure 12.01.