


# AURORA POLICE DEPARTMENT

## DIRECTIVES MANUAL

07.03	Title: FIREARMS TRAINING AND QUALIFICATIONS		
	Approved By: Daniel J. Oates, Interim Chief of Police		Duty Honor Integrity
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	Associated Policy: DM 05.04		
	References:		
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### 7.3 FIREARMS TRAINING

#### 7.3.1 Requirements Before Carrying Firearms

Prior to receiving authorization to carry a firearm, members will be trained in the Aurora Police Academy in the application of Aurora Police Department Directives and Colorado Revised Statutes pertaining to the use of physical force, potentially deadly force, and deadly force. All members have access to all Aurora Police Department Directives related to the use of physical force, potentially deadly force, and deadly force in electronic format through the document management system. All members will acknowledge the fact that they read the policies by signing for them in the document management system.

Prior to receiving authorization to carry a firearm, members must successfully complete daylight and dim-light qualifications with the specific serialized (number) firearm and method of carrying.

#### 7.3.2 Firearms Qualification

Handgun marksmanship is considered an essential skill for all sworn members. All sworn members will demonstrate proficiency with their firearms.

The Training Section Lieutenant is responsible for ensuring standards for each qualification course are developed and approved by the appropriate Division Chief.

Members will qualify at least once each calendar year in daylight and a dim-light environment with the following weapons:

- a. Primary duty firearm utilizing authorized duty holster as defined in "DM 05.04 - Authorized Firearms, Weapons and Ammunition."
- b. Required secondary firearm(s) as defined in "DM 05.04 - Authorized Firearms, Weapons and Ammunition."
- c. Off-Duty Firearms

The Training Section will determine and publish the firearms qualification schedule. Dates and times when the range will be open for members for practice are located on an electronic calendar accessible by members authorized to carry weapons. If remedial firearms training is needed, members should coordinate that training through their immediate supervisor with the Range Unit Sergeant or a Firearms Instructor.

Supervisors will be notified if a member does not complete their required qualifications prior to the end of the scheduled qualification period. The member, through their supervisor, is responsible for coordinating with the Range Unit Sergeant or a Firearms Instructor to complete the necessary qualifications as soon as possible, but no later than the end of the current calendar year. The supervisor will complete an initial inquiry to determine the cause of the absence, noting the absence and findings in the member's Performance Appraisal File. When the findings show the absence was unexcused, the report will be forwarded to the appropriate commanding officer. At a minimum, the reviewing Command Officer will request the issuance of a written reprimand for neglect of duty through the Chief of Police.

If a member has two or more consecutive unexcused absences of qualification periods, in one calendar year, for any reason, the member, through their supervisor, will coordinate with the Range Unit Sergeant or a Firearms Instructor to satisfactorily complete a qualification course before returning to a full duty capacity. Upon returning to full duty, the member is responsible for satisfactorily completing all remaining qualification courses scheduled for the year. The supervisor will complete an initial inquiry to determine the cause of the absences, noting the absences and findings in the member's Performance Appraisal File. When the findings show the absences were unexcused, the report will be forwarded to the appropriate Command Officer. At a minimum, the reviewing command officer will request the issuance of a written reprimand for neglect of duty through the Chief of Police.

Specialized unit qualification periods may be used if authorized through their chain of command. Specialized unit qualification periods must be complete by October 31<sup>st</sup> of the calendar year.

An excused absence is defined as any previously scheduled, nonemergency leave, schedule conflict, or an emergency that precludes a member from reporting for qualification. Excused absences include, but are not limited to:

- Emergency Leave
- Emergencies that preclude a member from reporting.
- Court Conflicts
- Light duty status based on prescribed restrictions.
- Illness

- Family and Medical Leave Act (FMLA)
- Leave Annual
- Modified duty as specified in individual orders.

A member assigned to a modified or light duty status may participate in qualification courses unless precluded explicitly in the member's duty status orders.

Unless precluded by an emergency, a member requiring an excused absence from a qualification must notify their immediate supervisor prior to the scheduled qualification. The supervisor is responsible for re-scheduling all excused and unexcused absences with the Range Unit Sergeant or a Firearms Instructor in coordination with the member.

At a minimum, command officers will request the issuance of a written reprimand to members for all unexcused absences of qualifications during the calendar year.

### 7.3.3 Handgun Qualification Requirements

Members are required to demonstrate proficiency with each firearm they carry by satisfactorily completing one daylight and one dim-light qualification each calendar year.

#### Primary Duty Firearm Qualification

Primary Duty Firearms must be qualified while using a department-authorized duty holster.

If a member fails a qualification attempt with their primary duty firearm, they will automatically be placed in an unarmed non-enforcement assignment.

If a member fails to qualify with their primary duty firearm, the member can choose to retry the qualification while they are at the range or come back for a second attempt prior to their next regularly scheduled shift, secondary employment, or off-duty employment.

The second qualification attempt must be completed within 14 days of the first attempt.

If a member fails their second qualification attempt, they are required to complete remedial training with Range Unit staff. Once remedial training with Range Unit staff has been completed, the member will make their third qualification attempt.

If a member fails their third attempt, they will remain in an unarmed non-enforcement assignment and are required to complete further remedial training from the Range Unit staff as outlined in the section "7.3.13 Remedial Firearms Training" of this directive.

If a member fails a qualification, they will be required to attend the next Basic Firearms Skills class.

#### Backup Firearm, Off-Duty Firearm, and/or Patrol Rifle Qualification

Members who fail to qualify with their backup firearm, off-duty firearm, and/or patrol rifle will not be allowed to carry that firearm until they have successfully qualified with the firearm.

Aurora Police Department Directive "DM 05.04 - Authorized Firearms, Weapons, and Ammunition," section "5.4.7 Secondary Firearm Requirement," requires members working street enforcement functions (e.g., Patrol, Traffic, Special Weapons and Tactics, School Resource Officer, Police Area Representative, etc.) where the member is expected to take law enforcement action in the normal course of their duties, are required to have immediately available, a secondary firearm in addition to their primary duty firearm. This firearm may be a backup semi-automatic pistol, revolver, or patrol rifle. The secondary firearm requirement applies to secondary employment, off-duty, and overtime. If the member has one secondary firearm and fails to qualify with that firearm, they will automatically be placed in an unarmed non-enforcement assignment as they are in violation of "5.4.7 Secondary Firearm Requirement."

#### Firearm Malfunctions

If a firearm malfunction occurs during a course of fire that is not part of the qualification, the member should fix the malfunction and safely notify the firearms instructor after the course of fire is complete that they were not able to complete the course of fire due to a malfunction. If the member fails to discharge their firearm due to a malfunction, the firearms instructor will allow the member to repeat that course of fire.

If a catastrophic malfunction occurs during a course of fire in qualification, resulting in the member's firearm being rendered inoperable, the inability to complete the qualification attempt will not be held against the member (e.g., if it is the member's first attempt, they will have the opportunity to retry their first attempt once the firearm has been repaired or replaced).

#### Handgun with Red Dot Sight Qualification

Members who want to carry a handgun with an attached red dot sight must attend the Aurora Police Department Handgun Red Dot Sight Transition Course (which includes daylight and dim-light qualifications) before carrying the optic.

### 7.3.4 Semi-Automatic Rifle Training

Sworn members electing to carry a department or individually owned semi-automatic rifle (from now on referred to as rifle) must attend and complete a 40-hour rifle course

established by the Training Section prior to authorization for carrying or deploying the weapon.

All members authorized to carry and use a rifle will be required to qualify with the weapon and primary sighting systems utilized by the member each calendar year, once during daylight and a second during a dim light environment. Aurora Police Department Range staff will be responsible for scheduling training. The Training Section will maintain qualification records.

If a member fails to pass a rifle qualification course, they will not be authorized to carry a rifle until the qualification requirement has been satisfied.

If a member has failed to qualify with their duty weapon, they will not be authorized to carry a rifle until the member successfully qualifies with their duty weapon.

Members who fail to attend in-service rifle training in a calendar year will not be authorized to carry a rifle until they successfully complete in-service rifle training and fulfill qualification requirements. Members who have an excused absence from in-service rifle training and have fulfilled qualification requirements can carry their rifle but shall not miss a second rifle in-service training.

Members with unexcused absences from rifle in-service training, which occurred over one (1) calendar year, or excused absences from rifle in-service training, which occurred over two (2) calendar years, are not authorized to carry a rifle. Members must demonstrate proficiency during a rifle in-service training or a 40-hour rifle course and fulfill qualification requirements.

#### 7.3.5 Training Section Responsibilities

The Training Section will be responsible for the following:

- a. Establish weapons qualification programs and courses.
- b. Prepare and distribute schedules, listing dates and times of qualification sessions.
- c. Maintain records to determine that weapons qualification courses are conducted in accordance with the schedule.
- d. Maintain attendance rosters to ensure all sworn members report for handgun and rifle training/qualification courses.
- e. Maintain records to reflect each officer's proficiency level and any action taken by the Armorer and/or Range Unit staff concerning certification, repair of weapons, and/or remedial training.
- f. Following qualifications, forward an attendance report to all supervisors.

- g. Administer the weapon qualification program, record the qualification scores, and oversee the maintenance and safety of the Range Unit Training Facility.
- h. Provide necessary remedial training for members failing to qualify.

The Training Section Lieutenant will establish liaison with and protocols for the training of other departments within the city, including:

- Aurora Fire Rescue Arson Investigators
- Aurora City Marshals
- Aurora Detention Center

#### 7.3.6 Aurora Police Department Command Officer Responsibilities

Command officers will be responsible for the following:

- a. Ensure that personnel under their command report for weapons qualifications.
- b. Upon receipt of the report from the Training Section detailing those members failing to attend a qualification session, ensure an initial inquiry is completed to determine the reason for their absence.
- c. Require the member's immediate supervisor to document all absences in the member's Performance Appraisal File. Ensure that the member's immediate supervisor completes an initial inquiry to determine if the absence was excused or unexcused.
- d. Ensure a preliminary investigation is completed for all unexcused absences. When the investigating supervisor finds an absence to be unexcused, the reviewing command officer will, at a minimum, request the issuance of a written reprimand.
- e. Require members under their command who failed to attend a qualification session to coordinate through their immediate supervisor with the Range Unit Sergeant or a Firearms Instructor a time to make up the qualification no later than the end of the current calendar year. Members on light duty or modified duty status are not exempt from qualifications unless specifically precluded in their duty status orders.
- f. Ensure members missing two or more consecutive qualification sessions are immediately placed on light or modified duty, as appropriate. Members having two or more consecutive, unexcused qualification sessions are not eligible for off-duty work privileges. The Chief's Office will decide upon exceptions to this section.
- g. Require members under their command who failed to attend two or more consecutive qualification sessions to coordinate through their immediate supervisor

with the Range Unit Sergeant or a Firearms Instructor a time to complete a makeup qualification course prior to returning to full duty status.

- h. If a member fails to demonstrate the minimum level of proficiency during mandatory firearms qualification as defined in section 7.3.3 of this directive, require the member's immediate supervisor to, at a minimum, issue a Corrective Action Report for unsatisfactory performance. The member will be immediately assigned to an unarmed, non-enforcement assignment until they receive remedial training from Range Unit staff and can demonstrate proficiency. Additionally, the member must attend and successfully complete the next scheduled Basic Firearms Skills training class. The member is further restricted from participating in off-duty employment until weapons qualification requirements are satisfied.

#### 7.3.7 Supervisor Responsibilities

First-line supervisors are responsible for the following:

- a. Monitor subordinate's range performance and attendance, noting results in the member's Performance Appraisal File.
- b. Document all absences from range qualification sessions in the member's Performance Appraisal File.
- c. Conduct an initial inquiry to determine if an absence from a range qualification session was excused or unexcused.
- d. Issue, at a minimum, a Corrective Action Report to the member who fails to demonstrate a minimum level of proficiency as defined in section 7.3.3 of this directive during weapons qualification and arranges for the member to attend the next scheduled Basic Firearms Skill training class.
- e. Complete a preliminary investigation of all unexcused absences. Forward the investigation to the appropriate command officer for disposition. At a minimum, a written reprimand will be requested for all members with an unexcused absence from a qualification session.
- f. Coordinate with the Range Unit Sergeant or a Firearms Instructor and their subordinates who failed to attend a range qualification session and shoot a makeup qualification course, whether the absence was excused or unexcused.
- g. When a member misses two or more consecutive qualification sessions, complete the preliminary investigation and notify the appropriate Command Officer.
- h. Coordinate with the Range Unit Sergeant or a Firearms Instructor and subordinates who miss two or more consecutive range qualification sessions for the member to shoot a makeup qualification course prior to returning to full duty.

- i. Ensure members returning from any duty assignment and/or status that caused the member to miss a rifle qualification to coordinate with the Range Unit Sergeant or a Firearms Instructor to shoot a rifle qualification course prior to returning to full duty.
- j. May conduct random inspections of authorized weapons of each subordinate and initiate appropriate action as indicated.

#### 7.3.8 Range Unit Sergeant Responsibilities

The Range Unit Sergeant is responsible for ensuring the following:

- a. Each member's duty and off-duty firearms are inspected each calendar year.
- b. Maintain a record of each member's weapon(s), including the member's name, serial number of each weapon, inspection date, and repair history.
- c. When a member fails to demonstrate proficiency as defined in section 7.3.3 of this directive, the Range Unit Sergeant or designee will notify the Duty Executive. The member will not be allowed to return to an armed enforcement assignment. Upon the close of range qualification session, complete a report detailing members who were unsuccessful in their qualification attempt(s) during the period.
- d. Make recommendations to command staff regarding modification of department directives or policies related to firearms and firearms training.

#### 7.3.9 Duty Executive Responsibilities

Upon receiving information from the Range Unit Sergeant that a member failed to qualify successfully, the Duty Executive will place the member in an unarmed, non-enforcement assignment. The member is further restricted from participating in off-duty employment until weapons qualification requirements are satisfied. The Duty Executive will notify the member's Division Chief the next business day.

#### 7.3.10 Sworn Members

Sworn members are responsible for the following:

- a. Maintaining and demonstrating proficiency, handling, and marksmanship skills for their handgun(s) and the rifle if authorized to be carried.
- b. If applicable, successfully complete rifle in-service training during the calendar year.
- c. Reporting scheduling conflicts with qualification sessions to their immediate supervisor and coordinating with the Range Unit Sergeant or a firearms instructor



through their immediate supervisor for a makeup session, preferably in advance of the conflict.

- d. Reporting all absences and failures to their immediate supervisor expeditiously.

7.3.11 Non-Sworn Members

Any non-sworn member authorized to carry a firearm will comply with the same training standards, inspection, weapons certification, proficiency level, and qualification frequency as sworn members.

7.3.12 Course Procedures

The Training Section Lieutenant will ensure that all qualifying courses are established and approved prior to each qualification period. The qualifying courses should address the minimum standards established for proficiency.

Advanced skills courses may be offered through the Training Section at various times throughout the year. The course to be fired during the qualification will be posted at the Range Unit Training Facility during the scheduled qualification session.

Scheduled practice times will be posted on an electronic calendar accessible by members authorized to carry weapons before each qualification period. Additional practice time is available throughout the year based on the Range Unit schedule and staffing availability.

7.3.13 Remedial Firearms Training

If a member fails their qualification attempt, the member's commanding officer will continue the member's unarmed duty detail for a period not to exceed 30 days. The member will be assigned to the Range. Once at the Range, a firearms instructor will evaluate the member for deficiencies and make an improvement plan that will be implemented. If the member qualifies on the first day of re-assignment to the Range, a minimum of 4 hours of training will be completed prior to requesting the member be placed back to full duty. The member will have the opportunity to qualify during this period in accordance with Range Unit staff schedules. The member will not be allowed to participate in secondary employment or off-duty until satisfying qualification requirements.

If, at the end of those 30 days, the member fails to demonstrate the minimum level for firearms proficiency, a preliminary investigation will be completed and forwarded through the chain of command to the Chief of Police for disposition and/or further disciplinary action.

7.3.14     Range Rules

All members will abide by the posted Range Unit rules when at the Range Unit Training Facility, regardless of the purpose for which they are at the Range Unit Training Facility.