Clayton County Police Department

PROCEDURES

Subject			Procedure #
FIREARMS			**F3**
Authorizing Signature	Effective	☐ New ☒ Amended ☐ Rescinds	Total Pages
	11-19-2025		**16**

I. PURPOSE

To establish guidelines for the following: the authorization and/or issuance of firearms, ammunition and holsters; the training of personnel regarding the use of authorized primary, secondary and/or back-up firearms, ammunition and holsters; the qualification and re-qualification of officers regarding the use of primary firearms, secondary and/or back-up firearms, ammunition and holsters in accordance with the Georgia Peace Officer Standards & Training Council (GPOSTC), or otherwise authorized by the Chief of Police; and the safe and secure carry and storage of authorized firearms and ammunition.

II. POLICY

For the purpose of this policy, any usage of the term “on duty” refers to all on-duty officers and includes officers who are engaged in off-duty employment as defined by CCPD SOP: *B6: Off-Duty/Secondary Employment*. In addition, any usage of the term “off duty” refers only to those officers who are neither on-duty nor engaged in off-duty employment.

The policies and practices of this Department are as follows:

A. Issued firearms and certain personal firearms are authorized by the Department as deadly force implements. The use or application of deadly force with any firearm shall be in accordance with CCPD SOP: *A5: Use of Force*.

B. Officers, while on-duty, will only be approved to carry and utilize those firearms, ammunition and accessories that are authorized in writing by the Chief of Police and/or this procedure.

C. Only those officers who train, qualify and re-qualify to the standards established by the Department/GPOSTC will be approved to carry and utilize authorized firearms (issued and personal), firearm specifications, ammunition and accessories, whether on-duty, engaged in off-duty employment, or acting under the authority of the Department. [CALEA 4.3.2]

   Department standards will not conflict with existing GPOSTC procedural requirements or statutory law. If an officer relinquishes their authorization to carry and utilize any firearm, such officer must successfully complete re-qualification or applicable refresher course before authorization may be granted again by the Chief of Police.

D. All officers, whether on or off-duty, will be held strictly accountable for the safe and secure carry and storage of all issued firearms and ammunition.

E. Supervisors are responsible for ensuring that officers comply with this procedure, and officers themselves are responsible for following it.

III. DEFINITIONS

Approved Training Course: A firearm-specific certification course, offered by the Career Development Division (Range & Academy & Training Unit) or other competent training source as recognized by the Career Development Division Commander, and successful completion of the current GPOSTC firearm-specific qualification course of fire, which the officer must successfully complete in order to be considered "qualified" to carry a specific firearm. Officers assigned to the Special Weapons and Tactics (SWAT) Team must successfully complete training, as approved by the SWAT Commander, for each issued firearm.

Authorized Ammunition: Ammunition which has been approved for on-duty or off-duty use by the Chief of Police.

Authorized Firearm: Any firearm (handgun or shoulder weapon), issued or personal, approved by the Chief of Police for on-duty or off-duty use.

Authorized Holsters: Firearm holsters which have been approved by the Chief of Police for use with authorized handguns. Certain types of holsters (e.g., shoulder holsters, tactical thigh holsters, light-bearing holsters) require the successful completion of an approved training course before an officer is authorized to utilize them in an official capacity.

Carrying of Firearms and Ammunition: The method of portation, concealed or visible, utilized by an on-duty officer for authorized firearms and ammunition under their direct control.

Combat Ready Condition: Pertaining only to rifles and shotguns (shoulder weapons). A condition predatory to deployment in the field; with the muzzle pointed in a safe direction, load a round into the chamber from the magazine and the safety is on until ready to fire. If deploying a shotgun, the officer will then top off the magazine.

Dry-Firing Training: A method of training using an unloaded and empty firearm for establishing or enhancing shooting fundamentals.

Georgia Semi-Auto Pistol Qualification Course (GSAC): The annual, mandatory firearms qualification course authorized by GPOSTC.

Inert Firearm: A firearm in which the functioning barrel has been replaced by a plastic, inert training barrel making the firearm incapable of chambering a live round of ammunition; or, a manufactured training tool having the appearance of being a firearm, but is incapable of discharging a live round of ammunition.

Issued Firearm: A Department-owned firearm (handgun or shoulder weapon) which was issued to, and may be authorized for, an officer to carry in an official capacity or under the authority of the Department.

Muzzle Awareness: A description of the conscious mental state of an officer utilizing a firearm regarding the direction in which the muzzle of the officer's firearm is pointed. Every effort must be taken in order to ensure that the muzzle is not pointed at anyone or anything that the officer would not be justified in shooting if the firearm should discharge.

Officer: Sworn personnel of the Department, regardless of rank, who are certified as peace officers by the GPOSTC, pursuant to OCGA § 35-8-1 et al.

Personal Firearm: A personally-purchased and/or owned firearm (handgun or shoulder weapon) which may be authorized by the Chief of Police for use and/or carry, on-duty or off-duty, under the authority of the Department.

Primary Firearm: An authorized firearm carried in an authorized manner by an officer on their person as the initial firearm utilized while in the performance of official law enforcement duties or under the authority of the Department.

Qualification: The initial, individual demonstration of proficiency required of recruits completing firearms training while enrolled in the Basic Law Enforcement Training Course (BLETC), and in

firearms training by certified officers of the Department as required for completion of authorized firearms programs; it is based upon an established GPOSTC standard of eighty percent eighty percent (80%) accuracy or higher.

Re-Qualification: The annual demonstration of individual proficiency as required by statute, policy or other existing legal mandate regardless of firearm type. This assessment is also based upon a minimum of eighty percent (80%) accuracy or higher.

Return to Road Ready: Pertaining only to rifles and shotguns (shoulder weapons), this status is achieved when the tactical encounter has been resolved and the "all safe" has been given.

Rifle: With the weapon pointed in a safe direction, verify the safety is engaged, remove the magazine, open the bolt and remove the chambered round. Carefully lower the bolt on an empty chamber, top off the magazine that was removed and re-insert it into the rifle.

Shotgun: While maintaining muzzle control, and with the safety engaged, point the weapon in a safe direction to see the ejection port and bolt. Locate the action-release button and depress it. Ease the fore-end to the rear until the round in the chamber is completely visible. Remove the round and ease the fore-end closed on an empty chamber. Pointing the weapon in a safe direction, depress the trigger on an empty chamber and re-engage the safety.

Road-Ready Condition: Pertaining only to rifles and shotguns (shoulder weapons), it is a condition required for temporary storage while carried on duty prior to deployment; no ammunition is chambered, but a magazine full to capacity is inserted into the firearm, or the tube is full to capacity, and the trigger safety is engaged.

Ruggedized Miniaturized Reflex Sight (RMR): An optic attached to a firearm to assist in the targeting of the firearm. An RMR is a non-magnifying reflector sight for a firearm that requires aiming, which gives the user an aim point in the form of an illuminated red dot.

Secondary Firearm: Any authorized firearm, to include shoulder weapons, utilized in addition to a primary firearm as a back-up weapon while on duty, or lawfully carried while off duty, by an officer while in performance of official law enforcement duties and/or acting under the authority of the Department.

Shoulder Weapon: Any authorized rifle or shotgun.

Storage of Firearms and/or Ammunition: An officer's act of safely and securely retaining or storing authorized firearms and/or ammunition that are not under the officer's direct control, while on-duty or off-duty.

Weapon Mounted Light (WML): A light mounted under the handgun to aid low-light threat identification allowing the officer to simultaneously aim the weapon and illuminate the threat.

IV. ISSUANCE, AUTHORIZATION & RETURN OF FIREARMS

A. Documentation & Records Maintenance [CALEA 4.3.1 (e)]

1. The Logistics & Operations Unit Commander, or authorized designee (hereinafter referred to as the Logistics & Operations Commander), shall maintain a record on every firearm (issued and personal) approved for carry on-duty or off-duty, or in the possession of the Department.

2. Only the *Firearm Authorization Form* (see *Appendix E* of this procedure) can be used to document the issuance, authorization and return of a firearm. Authorization to carry and utilize an issued/personal firearm may be granted upon an officer successfully completing all required training, qualification and re-qualification for the specific firearm.

   The *Firearm Authorization Form* must be completed with all required signatures, including the Chief of Police, or authorized designee (hereinafter referred to as the Chief of Police), in order to be valid and before an officer is authorized to carry an issued/personal firearm in an official capacity or under the authority of the Department. This procedure is required for each firearm an officer wishes to carry and utilize on or off duty.

B. Authorized Firearms, Specifications, Ammunition & Accessories [CALEA 4.3.1 (a-b)]

1. Only firearms and their corresponding specifications, ammunition, and accessories that have been specifically approved by the Chief of Police are authorized for sworn personnel to carry while in performance of law enforcement duties, or when off-duty and carrying a concealed firearm under the authority of the Department. This includes primary and secondary handguns and shoulder weapons. There will be no deviation from this policy, unless specifically authorized in writing by the Chief of Police. See *Appendix A* of this procedure for the current list of *Authorized Firearms, Specifications, Ammunition & Accessories*.

2. The authorization to carry and use any primary or secondary (issued or personal) firearms while in performance of law enforcement duties, or when off-duty and carrying a concealed firearm under the authority of the Department, may be revoked at any time by the Chief of Police, in writing.

3. Weapon-Mounted Lights and Laser Sights

   Authorized Holster: Safariland 6362, Safariland 6392, or any other holster approved by the Firing Range Commander.

   Authorized Optic: Trijicon RMR Type 2, 3.25 MOA

   Authorized Weapon Mounted Light: Surefire X300 Weapon Mounted Light

   Use of Ruggedized Miniaturized Reflex (RMR) Sight and Weapon Mounted Light (WML): Officers will be issued a Trijicon RMR Type 2, 3.25 MOA, and the Surefire X300 Weapon Mounted Light which will be mounted on their approved duty weapon.

   a. The RMR and WML shall be installed by the Firearms Training Unit qualified armorer in strict accordance with the manufacturer's specifications. Only Department-approved mounted lights and holsters are authorized. No grip-activated light switches are authorized.

   b. The use of an off-duty holster that requires the pistol light to be removed is not authorized.

   c. The RMR-WML-equipped handgun must have iron sights that can be co-witnessed with the installed RMR.

   d. Officers must successfully complete the Department-approved RMR-WML transition course in its entirety.

   e. Officers who are approved to carry the RMR-WML equipped handgun must qualify annually with the Iron Sights and RMR on the approved State Course and with the WML on the Department's WML Course.

   f. Officers fielding RMR-WML-equipped handguns shall attend and successfully complete one (1) monthly firearms training course offered by the Firearms Training Unit.

   g. Officers shall own and carry a flashlight other than the WML while on duty. The WML is not intended to replace the officer's handheld flashlight. The WML is a tool to be used as an aid during situations where the deployment of a firearm is reasonable and justified under departmental policy. For all other purposes, officers will use a light source that is separate from their firearm. Officers are authorized to discharge their firearms in order to:

      1) Protect themselves or others from what is reasonably believed to be an immediate threat of death or serious bodily injury; and

      2) Prevent the commission of a forcible felony.

h. Officers are responsible for the replacement of spent batteries in issued handgun-mounted lights. Officers should check weapon light systems for functionality regularly.

i. Officers observed in violation of any part of the provisions listed in this policy shall be subject to disciplinary action including the revocation to carry the RMR-WML-equipped handgun.

C. Number of Authorized Firearms Permitted Per Officer

1. An officer may be approved two (2) authorized personal handguns, in addition to their issued handgun, for on-duty carry at any one time.

2. An officer may be approved only one (1) patrol rifle and one (1) shotgun, issued or personal, in addition to their handgun(s), for on-duty carry at any one time.

The maximum number of authorized firearms per officer does not include firearms maintained and/or issued by tactical units (e.g., SWAT, etc.) or their members.

D. Issuance Procedures

1. Authority to Issue Firearms

a. All firearms provided to the Department by Georgia Emergency Management Administration (GEMA) Excess Property Program (1033) can only be issued by the Logistics & Operations Unit Commander.

All other issued firearms, except those firearms issued to tactical unit members, (e.g., SWAT, etc.), or officers assigned to the Narcotics Unit, will be issued by the Logistics & Operations Unit Commander. If the Logistics & Operations Unit Commander is unavailable, the Office of Professional Standards (OPS) Commander, or authorized designee, can issue firearms instead.

The Logistics & Operations Unit Commander, may transfer Department firearms to a member of the Academy & Training Unit, as needed, for the purpose of issuing firearms to academy recruits. Academy & Training Unit members are authorized to issue firearms to recruits only when the recruits are attending the CCPD Training Academy. See *Appendix F* of this procedure for the *Firearms Transfer Form*.

For information regarding the issuance of equipment to new hires, refer to CCPD SOP: *B14: Agency Property Control*.

b. **No personnel, supervisor or commander, other than those designated above, are permitted to issue firearms to officers of this Department. An issued firearm must be properly returned, in adherence to this policy, by the currently-issued officer before it can be re-issued to another officer for possible authorization.**

2. Issuing Firearms to Officers

a. The issuing authority shall complete all applicable sections of the *Firearm Authorization Form*. The officer and issuing authority will both sign the form to acknowledge the issuance of the firearm. The issuing authority will scan and email the *Firearm Authorization Form* to the Career Development Division. The original document will not be given to the issued officer.

b. **Requirements of the Officer**

Before an officer may be authorized to carry the issued firearm listed on the form, they must qualify with the firearm on the corresponding qualification course as recognized by the Georgia Peace Officer Standards & Training

Council (GPOSTC). If an officer fails to qualify, they must attend the next available or prearranged qualification course, whichever occurs sooner.

An officer must immediately return the issued firearm to the Logistics & Operations Unit Commander, if they fail to qualify, re-qualify, or attend a scheduled qualification course. The officer will not keep the weapon, until the aforementioned requirements have been met.

c. Upon the officer attending the next available and/or prearranged qualification course, personnel assigned to the Range Unit will print the *Firearm Authorization Form* from the received email. Prior to any qualification attempt, personnel assigned to the Range Unit shall inspect, as needed, the issued firearm and complete the 'Firearm and Ammunition Inspection' section of the form.

d. Upon two (2) qualification and/or re-qualification attempts by the officer with an issued firearm, regardless of the resulting score(s), personnel assigned to the Range Unit shall complete the 'Qualification/Re-Qualification Record' section of the form.

   Based on the resulting score(s), personnel assigned to the Range Unit will indicate whether or not they recommend authorization for the officer to carry the issued firearm.

   At this point in the authorization process all portions of the *Firearm Authorization Form* should be completed, except for the authorization and signature by the Chief of Police. A member of the Career Development Division will scan and email the form to the Chief of Police and the Chief's Office Manager.

e. It will be the Chief of Police who signs and authorizes the officer to carry the issued firearm. Upon signature and authorization from the Chief of Police, the Chief's Office Manager will then forward the original document via interoffice mail to the Logistics & Operations Unit Commander, and email a copy of the form to the concerned officer's Division Commander.

   The Logistics & Operations Unit Commander will record the officer and authorized firearm information in the Firearms Database, and then forward the original document to the Chief's Office Manager for placement in the concerned officer's personnel file.

f. The concerned officer's Division Commander will forward copies of the form to the officer and the officer's Shift/Unit Commander.

   A copy of the form will be placed and maintained in the concerned officer's shift and/or unit file by the concerned Shift/Unit Commander. It is recommended that the concerned officer maintain their own copy of the form.

3. Issuing Firearms to Recruits

   a. As needed, the Logistics & Operations Unit Commander will transfer Department firearms to a member of the Academy & Training Unit for the purpose of issuing firearms to academy recruits.

      To document the firearms transfer, the Logistics & Operations Unit Commander shall utilize the *Firearm Transfer Form*, designated 'For Firearm Transfers Only – Not Issuance.' Each firearm being transferred to the Academy & Training Unit shall be listed by make, model and serial number. Both parties will sign the form to verify accuracy and complete the transfer.

The Logistics & Operations Unit Commander will update the Firearms Database with all firearm transfer information.

b. A staff member for the Academy & Training Unit will be the issuing authority for academy recruits.

When a firearm is issued to a recruit, the procedures for the *Firearm Authorization Form* and authorization are the same as outlined above in this procedure (i.e., *Section IV. Subsection A.2.*). It is understood that any qualification and/or re-qualification attempt may be scheduled by a member of the Career Development Division in accordance with the Department's Training Academy class. The Career Development Division member is still required to utilize and update the corresponding *Firearm Authorization Form* when a recruit attempts qualification and/or re-qualification with the listed firearm.

E. Procedures for Personal Firearms

1. To request authorization to carry a personal firearm (handguns and shoulder weapons), not listed on the *Authorized Firearms, Specifications, Ammunition & Accessories* form, officers must submit a formal memorandum to the Firing Range Commander for review, stating the make, model, and caliber of the firearm as well as the type of holster to be used, and any other specific information about the weapon.

   a. Firearms for sworn officers will be a handgun of the following caliber: .380, .38, .357, 9 mm, .40, and .45.

   b. Personal shoulder weapons are limited to specific calibers (5.56 mm or .223 rifles) and gauges (12-gauge shotguns).

2. Upon an officer taking a personal firearm to a prearranged or scheduled qualification course at the Larry Young Firing Range and attempting to qualify or re-qualify, personnel assigned to the Range Unit, will complete all applicable sections on the *Firearm Authorization Form*. Upon indicating whether or not they recommend authorization for the officer to carry the personal firearm, Range Unit personnel will scan and email the form to the Chief of Police and the Chief's Office Manager.

3. It will be the Chief of Police, who signs and authorizes the officer to carry the personal firearm. Upon signature and authorization from the Chief of Police, the Chief's Office Manager will then forward the original document via interoffice mail to the Logistics & Operations Unit Commander, and email a copy of the form to the concerned officer's Division Commander.

   The Logistics & Operations Unit Commander will record the officer and authorized personal firearm information in the Firearms Database, and then forward the original document to the Chief's Office Manager for placement in the concerned officer's personnel file.

   The concerned officer's Division Commander will forward copies of the form to the officer and the officer's Shift and/or Unit Commander.

F. Returning Firearms

1. Issued firearms will be returned to the Logistics & Operations Unit Commander. If the Logistics & Operations Unit Commander is unavailable, an issued firearm can be returned to the OPS Commander, or authorized designee. Dependent upon certain circumstances, the return of a firearm issued to a recruit may be completed through a member of the Academy & Training Unit.

2. When any issued firearm is returned to the Department by an officer, a new *Firearm Authorization Form* shall be utilized to document the return. Both the officer and the receiving authority will sign the form to indicate the return was completed. Upon completion, the original document will be forwarded to the Logistics & Operations Unit Commander. A copy of the form will be provided to the concerned officer.
3. The Logistics & Operations Unit Commander will update the Firearms Database with the returned firearm information. The original document will be forwarded to the Chief's Office Manager for placement in the concerned officer's personnel file.

V. MODIFICATIONS TO ISSUED FIREARMS

A. Modifications to issued firearms are prohibited, unless performed by personnel assigned to the Firing Range Unit, or Department-approved armorer or gunsmith. Any officer determined to have violated this procedure shall face disciplinary action.

B. Modification requests have to be submitted through the chain of command and approved by the Chief of Police.

C. Documentation of any firearms modification request must be kept on file in the employee's shift file and range files.

D. The firearms, specifications, ammunition and accessories listed in *Appendix A* of this procedure do not include specialty weapons, specifications, ammunition and accessories utilized by tactical units, e.g., SWAT, etc.

VI. INITIAL QUALIFICATION & RE-QUALIFICATION

A. General

1. All qualification and re-qualification attempts will be conducted while utilizing authorized firearms, ammunition and equipment, whether issued or personal.
2. Officers, including recruits who are enrolled in the CCPD Training Academy, must successfully complete an approved training course prior to receiving authorization to carry any firearm under the authority of the Department.
3. Officers must demonstrate proficiency with all authorized primary and secondary firearms at least once annually. Courses utilized for the purpose of proficiency evaluation will be in accordance with GPOSTC Rule 464-5-.03.1, entitled "Annual Firearms Training." Such evaluation will be conducted and monitored by a GPOSTC-certified firearms instructor currently assigned to the Department's Range Unit, or approved in writing by, the Career Development Division Commander.
4. Qualification with Personal Handguns

   Any officer who wishes to carry any authorized, personal handgun as a secondary firearm on-duty or off-duty under the authority of the Department, must have initially qualified on the Georgia Semi-Auto Pistol Qualification Course (GSAC) with a minimum score of eighty percent (80%), using their issued handgun. Once that qualification is achieved, the officer may qualify with their personal handgun.

   Personnel qualifying with a personal handgun of a caliber other than that of the issued handgun may be required to provide their own ammunition for qualification.

   Any officer who carries a personal, authorized 1911 model handgun as a primary firearm on-duty must initially qualify on the GSAC, with a minimum score of ninety percent (90%), using their **issued** 9mm handgun.

   The officer then will qualify on GSAC with a minimum score of ninety percent (90%), using their personal authorized 1911 model handgun.

5. Qualification with Shoulder Weapons

    a. Prior to qualifying with authorized shoulder weapons, officers must complete additional training requirements, which typically includes classroom instruction, practical application of weapon handling skills, and safety briefings.

    b. The officer must then initially qualify on a course of fire designed or approved by personnel assigned to the Range Unit with a minimum score of eighty percent (80%), using their issued or personal shoulder weapon.

B. Re-Qualification

1. Re-qualification attempts will be administered by GPOSTC-certified firearms instructors either currently assigned to the Range Unit, or approved by, the Career Development Division Commander.

2. Officers must comply with GPOSTC Rule 464-5-.03.1, Annual Firearms Training.

3. Annually, each officer will demonstrate proficiency in the safe and effective use of all authorized firearms approved, carried and/or utilized by an officer, to include a course of fire that meets or exceeds the minimum standard set forth in the Basic Law Enforcement Training Course (BLETC).

    a. Any officer who has failed to qualify on the Georgia Semi-Automatic Qualification Course (GSAC) course for the year and who shoots seventy-nine percent (79%) or less, will be allowed to fire the GSAC a second time that same day.

    b. For the first three (3) quarters of the year, no officer will receive letters or disciplinary action for failure to qualify. However, it is expected that any officer who fails to qualify will show the initiative to attend additional practice sessions and seek additional instruction so they can meet the requirements.

    c. Disciplinary action is only suspended for the first three (3) quarters of the year. At the beginning of the fourth quarter, on October 1st, any officer who has failed to qualify on the GSAC course that year, will be subject to all corrective actions listed in this procedure (F3). Failure to qualify by December 31st will result in the suspension of police powers.

    d. Supervisors are expected to monitor the training and qualification of their officers.

        1) When an officer has failed to qualify by mid-year, the supervisor will schedule a range day for that officer and if the officer fails to qualify, continue to schedule range days until the officer qualifies.

        2) At the end of the Third Quarter, the supervisor will meet with any officer who has failed to qualify in that year and develop a training plan that will allow the officer sufficient time to meet the requirement.

            a) The officer is to be reminded that the full disciplinary and corrective actions required by this procedure (F3) are in place during the Fourth Quarter.

            b) This meeting will be documented in the employee’s Shift File.

4. Re-Qualification with Personal Firearms

    Any officer who wishes to continue carrying any authorized, personal firearm as a secondary firearm on or off-duty, under the authority of the Department, must annually re-qualify on GSAC with a minimum score of eighty percent (80%), using their authorized, personal firearm. Officers who are re-qualifying with a personal firearm of a caliber other than that of issued firearms may be required to provide their own ammunition for re-qualification.

5. Re-Qualification with Shoulder Weapons

   Any officer who wishes to maintain approval to carry any authorized shoulder weapon must annually re-qualify on a course of fire designed or approved by personnel assigned to the Range Unit, with a minimum score of eighty percent (80%), using their issued or personal shoulder weapon. The annual re-qualification session may be included as one (1) of the four (4) training sessions required for each approved shoulder weapon annually.

C. Failure to Re-Qualify with Issued Handguns

1. Failure to re-qualify with any issued handgun within two (2) attempts during any single, official re-qualification session, after the first three (3) quarters of the year, will subject the officer to remedial training under the direction of a departmental GPOSTC-certified firearms instructor in order to achieve a passing score. For further information regarding this matter refer to *Section VII. Subsection C.2.* of this procedure.

2. Any officer who fails to re-qualify with their issued handgun as mandated by this directive by the final business day of the current calendar year shall neither be permitted to return to law enforcement duties nor perform any existing and/or future authorized off-duty employment until they successfully re-qualify.

   The concerned officer will not have arrest powers and shall not return to duty as an officer until re-qualification is achieved and all GPOSTC requirements are fulfilled; see GPOSTC Rule 464-5-.03.1. If a position is available, and at the discretion of the Chief of Police, they will be placed in a non-law enforcement capacity until they have received remedial training and re-qualified.

   Failure to re-qualify by the final business day of the current calendar year may result in disciplinary action up to, and including, termination of employment.

D. Failure to Re-Qualify with Shoulder Weapons and Personal Firearms

1. Failure to re-qualify with any authorized shoulder weapon or personal firearm, during any re-qualification event following two (2) attempts, shall immediately revoke an officer's approval and authorization to carry them on-duty or off-duty under the authority of the Department. Such revocation shall remain in place until the officer completes any prescribed training and re-qualifies.

   Failure to re-qualify with any issued shoulder weapon shall require the affected officer to immediately relinquish the issued shoulder weapon to the Range Unit. Personnel assigned to the Range Unit will take possession of the officer's weapon and immediately notify the Career Development Division Commander via email, and attach the corresponding *Shooter Deficiency Report* (see *Appendix D* of this procedure) and *Shooter Assessment Form* (see *Appendix C* of this procedure). The same email shall also be sent to the affected officer's Division/Unit Commander.

2. Failure to re-qualify with any authorized shoulder weapon requires the affected officer to again complete the additional training required for such weapons as outlined above in this procedure, i.e., *Section VI. Subsection B. 5.*

E. Failure to achieve a minimum score of eighty percent (80%) on a scheduled qualification course, after the first three (3) quarters of the year, shall result in notification of the Chief of Police via chain of command. Such notification shall be accomplished by using the departmental *Shooter Deficiency Report* which shall be completed by personnel assigned to the Range Unit.

VII. FIREARMS TRAINING PROCEDURES & SAFETY

A. Firearms Training Safety

1. Functioning firearms should not be utilized for any training event where a dedicated inert firearm is available or would be the better choice. Where functioning firearms are utilized as a training instrument, live ammunition shall not be readily available and the firearm and/or magazines will be checked by the instructor, and at least two (2) participating students, prior to the actual training event.
2. The utilization of a live firearm for any training event beyond actual range training, qualification or re-qualification requires a visual indicator in either the chamber and/or barrel which permits all involved parties to quickly and easily see the firearm has been "certified" as empty and safe.
3. All officers shall adhere to the *Larry Young Firing Range Safety Rules* (see *Appendix B* of this procedure).
    a. Individuals who fail to follow the established range safety rules, or who are engaged in activities that any personnel assigned to the Range Unit, or authorized GPOSTC-certified instructor construes as unsafe, shall be escorted from the range. The incident will be reported in writing to the Office of Professional Standards (OPS) for possible disciplinary action.
    b. A stated ignorance of departmental firearms safety rules shall not be considered as a defense for unsafe action.

B. Firearms Training Procedures

1. To maintain authorization, and in addition to the required qualification and subsequent re-qualifications, officers will attend a minimum of four (4) departmental range training sessions per calendar year for each issued and/or personal firearm they have been approved to carry. The annual re-qualification session for each firearm may be included as one (1) of the four (4) required annual training sessions. Officers who have re-qualified may only attend designated dates reserved for open range training sessions.
2. All departmental firearms training will be administered by GPOSTC-certified firearms instructors either currently assigned to, or approved by, the Career Development Division. Only that training that has been previously approved, and for which there are lesson plans and/or drill sheets on file, will be permitted and recognized as departmental training. [CALEA 4.3.3(a)]
3. Departmental firearms training sessions shall be offered on a monthly basis in the form of open/voluntary range sessions or other specified firearms skill development courses.
    a. Officers may attend scheduled training sessions on-duty with approval from the officer's on-duty supervisor. In most instances, on-duty training shall be scheduled via approved departmental channels to facilitate planning and organization, and to accommodate workforce. Attendance, while off-duty, shall be governed as mandated by existing departmental policy.
    b. Officers must schedule all Open Range sessions. Officers who report for a scheduled open range session shall be provided at least one (1) opportunity to fire on the offered course of fire. Officers who are on-duty and scheduled through the Career Development Division for a specific training date and time shall be given firing preference on all courses of fire. All other officers may be permitted to fire at the discretion of the Range Unit.

c. Should an officer provide additional ammunition at their own expense, such officer may be permitted to complete the course of fire multiple times, but at the discretion of the Range Unit.

4. Additional Training Required for Shoulder Weapons

Any officer who wishes to carry and/or deploy any shoulder weapon while acting under the authority of the Department must successfully complete an approved shoulder weapons training course relative to the type of shoulder weapon for which the request is made.

C. Remedial Firearms Training [CALEA 4.3.3 (c)]

1. There is no remedial training for authorized shoulder weapons. Officers are required to complete the approved shoulder weapons training course for these firearms again, if failure to re-qualify occurs.

2. Failing to re-qualify with issued handguns upon a scheduled qualification or re-qualification date, after the first three (3) quarters of the year, will result in remedial firearms training before the officer is permitted to resume official duties. Generally, remedial training will be scheduled within seven (7) working days, unless unavoidable circumstances exist that would prevent such training from occurring.

3. Remedial training will not exceed eight (8) hours and two hundred (200) rounds of ammunition. Following remediation, the officer will be provided with two (2) additional attempts to re-qualify upon the required course of fire during this training event. The ammunition utilized during the two (2) qualification or re-qualification attempts are in addition to the two hundred (200) rounds used for remedial training.

Authorized personnel assigned to the Range Unit that are administering remedial training shall utilize a *Shooter Assessment Form*, completing all applicable sections, for each officer receiving remedial training and two (2) qualification/re-qualification attempts, regardless of the officer's success/failure to qualify/re-qualify.

4. If an officer fails to qualify/re-qualify following remedial training, the Range Unit shall secure the officer's weapon and immediately notify a member of OPS to arrange for the officer to surrender their badge and police identification. At that time, the officer will have their police powers and County vehicle privileges suspended. The officer will immediately be reassigned to non-uniformed administrative duties for a period that shall not exceed thirty (30) days, during this time a scheduled meeting with the Chief of Police shall be conducted. The Chief of Police will determine the appropriate action to take following the meeting.

For further information regarding disciplinary action refer to *Section VI. Subsection C.* of this procedure.

The officer will not be permitted to work, on or off-duty, in assignments which require them to carry a firearm, until the officer is able to qualify with a passing score.

Upon the officer's achievement of a minimum qualifying score of eighty percent (80%), the Career Development Division Commander, or authorized designee, will submit a letter to the officer's Division Commander indicating that such officer has achieved the qualifying score, including the percentage achieved. The Division Commander may, at their discretion, return the officer to an enforcement position or request that the officer receive additional firearms training to be scheduled by the Career Development Division Commander, or authorized designee.

D. Additional Firearms Training

1. Officers may attend other firearm(s) training sessions as offered by the Department or other qualified parties, when approved.
2. Individual skill enhancement can be scheduled through the Career Development Division and is limited to four (4), one (1) hour training sessions, with a fifty (50) round ammunition cap for each session, per fiscal year.
3. Dry fire training may be safely conducted at home or at the range. When conducting dry fire training, care should be given to ensure that the firearm is unloaded and empty, there is no live ammunition within any magazine to be used for the training, and any live ammunition is stored at a location separate from the training. Always check the firearm and magazines twice before beginning a training session. Any person(s) in the immediate vicinity of the dry fire training area should be notified that training is in progress. Access to the training area should be restricted and secured.

E. Physically-Challenged Officers

1. GPSOTC has established guidelines for physically challenged officers in accordance with OCGA § 35-8-21 and GPOSTC Rule 464-3-.09.
2. An officer who is unable to re-qualify because they are physically challenged must apply to GPOSTC for a waiver; such waiver must be received by the Department prior to the last business day of December of that calendar year. The waiver shall be maintained in the concerned officer's personnel file. An officer who is seeking a waiver must immediately notify the Chief of Police, through their chain of command, and provide copies of any medical examination that limits the officer's ability to meet mandated firearms re-qualification.

F. Firearms Training Documentation & Records [CALEA 4.3.3(b)]

1. Firearms training will be documented by personnel assigned to the Range Unit, or other approved or designated departmental instructor(s), through the use of either written or electronic means. Training, which is intended to be reflected on the permanent GPOSTC training record of each officer, will be recorded, and reported to GPOSTC, utilizing the current approved method(s) of documentation as mandated by GPOSTC.
2. The Career Development Division will maintain firearms proficiency records for each officer of the Department. This record will include, at a minimum, the name, employee number and GPOSTC O-Key number of the officer, and the firearm(s) upon which they have trained, qualified and/or re-qualified.
3. In January of each year, the Career Development Division will comprise a written report of the previous year's training which will be disseminated to the Chief of Police, Assistant Chief, Deputy Chief, each Division Commander and the Office of Professional Standards (OPS) Commander for review.

VIII. CARRYING OF FIREARMS

A. Statutory Guidance for Off-Duty Carry

The off-duty carry of authorized firearms and ammunition, issued/personal, under the authority of the Department, shall be in accordance with state law, OCGA § 16-11-120 et seq.; and federal law, 18 USC 926B & 926C (or Public Law 111-272).

B. General Guidelines for the Carrying of Firearms and/or Ammunition

1. Safety is the responsibility of all officers, everywhere. Officers are responsible for properly educating their family members regarding firearms safety.

2. While carrying firearms and/or ammunition, officers are responsible for taking all necessary precautions to ensure their safe operation and security.
3. **All non-sworn personnel are prohibited from carrying firearms, concealed or otherwise, whether on or off-duty, into CCPD Headquarters, precincts, or any other Department facilities, storage areas or vehicles.** As the only exception, non-sworn personnel shall secure any lawfully-possessed firearm(s) in their personal vehicle parked at any Department facility without fear of disciplinary action.
4. At no time will any sworn personnel leave any issued or personal firearm(s) unsecured anywhere, whether on-duty or off-duty, while carrying the firearm(s) under the authority of the Department and/or during the performance of official law enforcement duties.
5. When an officer exits a vehicle, to wit, any firearm is properly stored, the vehicle shall be locked for added security. There are additional security measures for shoulder weapons carried on duty in assigned County vehicles (refer to *Section VIII. Subsection D.* of this procedure).
6. When an employee discovers an unsecured firearm, they will immediately notify an on-duty supervisor. Upon such notification, the supervisor, if sworn, will remove the firearm or ensure it is recovered by a sworn officer. Disciplinary action will be initiated against any personnel who have negligently left any firearm unsecured.

C. On-Duty Carry of Handguns

While on-duty and in lawful discharge of official duties, each officer is required to carry their primary firearm, ammunition and accessories in the following manner:

1. The primary firearm is loaded with one (1) round in the chamber, and a magazine, loaded to full capacity, is inserted and seated in the magazine well.
2. The primary firearm is carried in a safe and secure fashion using an authorized holster.
3. The primary firearm will have at least one (1) additional or spare magazine, loaded to full capacity, on the officer's person.

D. On-Duty Carry of Shoulder Weapons

1. Shoulder weapons will remain secured within the officer's assigned vehicle, in road-ready condition, unless the incident would warrant their deployment and use.
2. In the event that an officer's assigned vehicle has been fitted with a mounting device approved by the Chief of Police, shoulder weapons will be secured within that device when not in use. If the officer does not have access to an approved mounting device, shoulder weapons will be locked and secured in the trunk of their Department vehicle.
3. Loaded shoulder weapons will not be permitted within any Department buildings or structures unless involved in an on-going tactical incident.

IX. DEPLOYMENT OF FIREARMS

A. General Firearm Deployment Procedures

1. The deploying officer assumes responsibility for firearm (handgun and/or shoulder weapon) security throughout any tactical deployment.
2. Deployment of any firearm will only be during circumstances or incidents which could, or would, require their immediate use, and such deployment will be in accordance with departmental policies and procedures governing the use of force and the display of force, and the documentation of either.

3. A firearm shall not be utilized as an impact weapon, except in those instances in which the element of immediacy is present, no other reasonable alternative is readily available, or the officer is defending against an unauthorized grabbing of the firearm. See also CCPD SOP: *A5: Use of Force*.
4. Officers will handle firearms safely at all times. Safe handling entails whatever action is necessary in order to prevent accidental firing, personal injury or any other damage which could occur as a result of unintentional or accidental discharge(s).
    a. Unless justified in shooting, the officer will keep their finger off the trigger, and outside the trigger guard, at all times.
    b. The muzzle will always be pointed in a direction as dictated by safe and proper tactics. The officer must be conscious of, and practice the principle of, muzzle awareness.
    c. When deployed, and if the firearm is equipped with an external safety, the firearm will be carried with the external safety engaged ("on safe"), unless the decision to fire has been made. The safety shall not be moved to the firing position ("safety off") unless the firearm has been placed in a proper firing position for which the officer has been adequately trained.

       The officer shall not depend entirely upon the external safety in order to render the firearm safe. The safety is a mechanical device and it can malfunction. Activation of the external safety is not a replacement for the safe handling of firearms or shooting practices.

B. Deployment Procedures for Shoulder Weapons
1. Officers may deploy shoulder weapons based on the needs of the tactical situation and their determination that the use of such weapon would provide a significant advantage.
2. Any officer who deploys their shoulder weapon will immediately inform the E911/Communications Center, via radio, of what shoulder weapon was deployed. The officer may state, "rifle deployed," or "shotgun deployed," whichever is applicable, to satisfy this requirement. During official deployments of tactical units (e.g., SWAT, etc.), this notification is not required of their members.
3. While deployed or temporarily slung during a tactical operation, shoulder weapons will be put in a combat ready condition, with a round chambered, magazine inserted and ready to fire. When slung, the weapon safety of all shoulder weapons will be properly engaged.
4. Once a situation has been resolved to the point that a shoulder weapon is no longer necessary, shoulder weapons will be properly slung until in a safe area where the weapon will be returned to a road ready condition before being secured within the officer's vehicle in road-ready condition.

X. INSPECTIONS, CARE & STORAGE OF FIREARMS

The responsibility for the safe and secure care and storage of all authorized firearms and ammunition belongs to the officer to whom the firearm and ammunition is issued to or owned by, whether temporarily or permanently.

A. Inspections [CALEA 4.3.1(c)]
1. Informal Inspections
    a. Before each tour of duty, officers will personally inspect all firearms and ammunition, issued or personal, that they are authorized to carry on duty to ensure

compliance with departmental policy and a state of operational readiness; officers will also ensure that all authorized shoulder weapons are in road-ready condition.

b. Shift/Unit supervisors may conduct informal inspections at their discretion on any firearms and ammunition in the possession of personnel.

2. Formal Inspections

Formal inspections of authorized firearms and ammunition shall be documented.

a. Prior to issuance, reissuance and/or approval to carry, issued and personal firearms are to be formally inspected.

b. Authorized personnel assigned to the Range Unit, or the Department's armorer or gunsmith, shall conduct annual formal inspections of all authorized firearms and ammunition approved for each officer to ensure compliance with departmental policy, proper maintenance and that they are in good working order.

Annual inspections may be administered at the discretion of personnel assigned to the Range Unit, the Department's armorer or gunsmith during any in-service training, qualification or re-qualification session.

3. Removal of Deficient or Unsafe Firearms & Ammunition [CALEA 4.3.1(d)]

a. Firearms and ammunition found to be deficient or unsafe will be immediately removed from service until the deficiency has been remedied.

b. In the event a firearm is removed from service, the inspecting supervisor or personnel shall complete the *Firearm Authorization Form* for the removal of the firearm.

B. Care & Storage of Firearms & Ammunition [CALEA 4.3.1(f)]

1. At home, or when left unattended while off-duty, all firearms will be removed from Department vehicles. At home, firearms and ammunition should be stored in a lockable container such as a lock box or safe.

While off-duty, employees are prohibited from storing all issued firearms in personal vehicles, when left unattended, regardless of where the vehicles are parked.

2. In the event that a County vehicle is parked or left at any location for maintenance of any kind, or during off-duty time periods, the officer assigned to the vehicle will check and remove all firearms and ammunition from the vehicle for safe and secure storage prior to turning over the vehicle to another party and/or leaving the vehicle unattended.

3. If the method(s) utilized for the care and storage of any issued firearm or ammunition is determined to be negligent, the responsible officer may face disciplinary action, up to and including termination, as well as the obligation to provide for the repair or replacement costs associated with the loss or damage of the firearm or ammunition. For further information regarding the obligation to provide for repair or replacement costs due to negligence, refer to CCPD SOP: *B14: Agency Property Control*.

4. County owned and unissued firearms and ammunition shall be stored in a lockable container such as a lock box, safe or secure storage area that has limited keyed access to authorized personnel.

XI. CANCELLATION

This procedure amends and supersedes the following standard operating procedure: *F3: Firearms,* dated February 14, 2023.