



**CEDAR PARK POLICE DEPARTMENT**  
**GENERAL ORDER**

Firearms Qualifications

NUMBER: 3.01.01

EFFECTIVE: 09-01-2011

APPROVED: *[Signature]*  
Chief of Police

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## I. POLICY

It is the policy of the Cedar Park Police Department that sworn personnel shall demonstrate proficiency with firearms that have been inspected and authorized in order to meet the high standards of performance expected. All sworn personnel are required to qualify with all on-duty, off-duty, and back-up firearms in order to be authorized to carry each firearm.

The Cedar Park Police Department shall ensure that sworn personnel are properly trained in the use of appropriate firearms, and ensure that they meet or exceed the standards set forth by Texas Commission on Law Enforcement.

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## II. DEFINITIONS

**Authorized Weapon** – A weapon that is approved and meets the specifications of the Cedar Park Police Department with which the officer has qualified (if firearm), received departmental or approved training on proper and safe usage, and has been inspected and registered (excluding batons and aerosol spray) with the department.

**Firearm** – Handguns, rifles, and shotguns.

**Firearms Instructor** – An officer that is qualified in firearms training, firearms inspection, and has been assigned duties of instructor by the chief of police or designee.

**Inspection** – A careful and critical examination by an authorized individual.

**Qualification** – A process where sworn members of the department obtain authorization and approval to carry a weapon by demonstrating at least the minimum standards as set by the Firearms Instructor.

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## III. INSPECTION

Prior to qualification, all firearms must be inspected by a designated firearms instructor for proper maintenance and to note physical condition, serial number, and any types of modifications. The Cedar Park Police Department requires that a record be maintained on all firearms approved by the agency for use, and are inspected at least annually. The firearm instructors are authorized to inspect officer's

firearms at any time. Supervisors may inspect officer's weapons at any time prior to, during, or after any assigned shift.

- Firearms will not be approved if:
  - The firearm is in poor or an unsafe operating condition, or
  - The firearm is not intended or suited for law enforcement use.
- Firearms that fail to pass inspection or are deemed in any way unsafe shall be removed from service.
  - Departmental firearms will be repaired or decommissioned, and the officer shall be issued a replacement if it is their primary weapon.
  - Personally owned firearms that are deemed unsafe shall be repaired or brought back into service at the employee/owner's cost or the firearm shall be decommissioned from service.
- All firearms that fail inspection shall be re-inspected by the firearms instructor prior to use, with the understanding that there are exceptionally exigent circumstances that may interfere with that requirement.

## IV. QUALIFICATION

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The firearms instructor shall schedule regular qualification sessions for primary handguns, shotguns, less lethal shotguns, rifles, and off duty/backup weapons as mandated by the Texas Commission on Law Enforcement (TCOLE). The firearms instructor shall design the qualification course to test and improve the skills of officers. The firearms instructor shall set minimum standards of qualification equally for all sworn personnel and they shall be required to meet or exceed these standards set forth by TCOLE. Officers shall have prior notification of the set minimum standards.

Officers shall be required to qualify with the same caliber of ammunition they carry for each of their firearms. Officers are required to qualify at least once a year. Officers who have taken extensive leave, deployment, or suffered an illness or injury that could affect the use of firearms may be required to re-qualify before returning to enforcement duties.

## V. QUALIFICATION SPECIFICS

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To receive approval to carry weapons, officers may have up to 3 attempts at qualifying with each weapon during each regular qualifying session. Officers who fail to qualify with their firearm(s) during a regular qualifying session shall be placed in remedial training as soon as practical. A firearms instructor will work with the officer closely during the remainder of the qualification to help the officer pass the qualifying course.

**Primary duty weapon qualification** – Officers who fail to pass a scheduled firearms qualification course with their duty handgun within the firearms qualifying period, may:

- Receive additional remedial training in firearms usage and additional qualifying attempts; or

- Be relieved of all enforcement authority and reassigned as appropriate; or
- Receive a combination of the above; or
- Be suspended without pay pending qualifying or other personnel action; or
- Be indefinitely suspended from employment.

The ultimate action taken will be based on an analysis of all pertinent factors, i.e. the totality of the circumstances, including the affected officer's pre-qualification self-efforts, or lack thereof, to improve shooting skills. This decision shall be made by the chief of police.

**Off-duty and back-up qualification** – Officers who fail to pass a scheduled firearms qualification course within the firearms qualifying period for their back-up firearms or off-duty firearms may not:

- Carry said weapon at any time until qualification standards have been achieved and approval is given from the firearms instructor.