CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE POLICY NUMBER: 1.4

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PURPOSE:

The purpose of this policy is to establish requirements for the carrying of weapons, both on and off duty, and to establish minimum standards of weapons proficiency.

DEFINITIONS:

Department-Approved Firearm: A firearm that has been evaluated and authorized for duty or off-duty carry by the Champaign Police Department and approved by the Police Chief or their designee. Approval may include specific requirements related to manufacturer, model, caliber, configuration, and inspection by a Department-authorized armorer.

Department-Authorized Armorer: An employee who has been trained and authorized by the Department to inspect, maintain, repair, and approve modifications to Department-issued or Department-authorized firearms.

Department-Issued Firearm: A firearm purchased by and issued to an officer by the Department for official duty use.

Field Stripping: Disassembling a firearm without tools for inspection, cleaning, and/or lubrication.

Qualification Course: A standardized course of fire designed to evaluate an officer's firearms proficiency using specified firing distances, round counts, scoring criteria, and minimum passing standards established by the Department.

Unqualified Shooter: A shooter who scores less than 70% on a qualification course of fire with their issued or approved handgun; a shooter who scores less than 16 of 20 center mass hits on the shotgun qualification course; or a shooter who scores less than 510 out of a possible 600 on the Urban Police Rifle (UPR) qualification course.

Urban Police Rifle (UPR): An officer-purchased and Department-approved or authorized magazine-fed AR-15 or M-16 style rifle or .223 or 5.56 caliber weapon. Each UPR shall be equipped with a carrying sling. All UPRs will be of semi-automatic configuration. No modifications may be made to the weapon to allow it to fire more than one round upon each pull of the trigger.

POLICY:

1.4.1 WEAPONS

A. Police officers in uniform shall be armed with a Department-issued or approved handgun carried securely in a Department-approved holster. On duty police officers not in uniform and off duty police officers (when armed with a handgun) shall be armed with a Department-issued or approved handgun carried securely by a holster. When attired in plain clothes and armed on duty, to include training, either a badge must be displayed, or the weapon must be concealed.

B. The Department-issued handgun is the Glock semi-automatic pistol. The Police Chief may authorize the issuance of another handgun following a recommendation from the Firearms Training Cadre.

C. During special assignment as a member of the Special Weapons and Tactics (SWAT) Team, officers may be authorized by the SWAT Commander to be armed with other approved firearms and/or ammunition. The Police Chief may extend this authorization to SWAT members or other officers for research or study projects.

D. Off duty officers may carry a concealed handgun in accordance with Attachment B of this policy. Before authorization is granted, the officer must qualify with and be proficient in handling the weapon, as determined by a Department firearms instructor.

E. Each officer is responsible for their Department-issued weapon and magazines. They are not to be functionally altered. Any modification to a weapon or magazine for use during any duty assignment shall require prior inspection and approval by the Police Chief or their designee.

F. Other than a Department-authorized armorer, an officer shall not disassemble a Department-issued weapon beyond field stripping.

G. If an officer carries the Department-issued handgun while on duty, the officer must also carry the Department-issued magazines with Department-issued ammunition.

1. If an officer uses a personally owned handgun, magazines must be of the same manufacturer as the handgun, or a manufacturer approved by the Police Chief or their designee.

2. Extended capacity baseplates may be used if they are installed by a Department-authorized armorer. Baseplates must be from a reputable manufacturer approved by the Police Chief or their designee.

H. All Departmental weapons or approved personal weapons carried by officers, whether on or off duty, will have the make, model number, and serial number on file at the Department.

I. Officers shall not unnecessarily draw (from the holster), display, or carelessly handle firearms.

J. Officers will lock their handguns in the provided handgun lockers when interviewing arrestees at headquarters or booking prisoners at a correctional facility.

K. The security of firearms, whether Department-issued or personally owned, will be handled as outlined in paragraphs 1 and 2.

1. Outside the Department, all Department-issued firearms will be securely stored at all times in a safe, lockbox, vehicle trunk, or other secure location when not in the immediate possession of the employee.

2. Inside the Department, all firearms, Department-issued or otherwise, shall be securely stored when not in the immediate possession of the employee. This will be accomplished by placing the firearm in a secure locker, desk, or cabinet. In the employee locker room, if a firearm of any type is stored in a locker, that locker will be secured by either a keyed lock or a hasp and padlock at any time the employee leaves the locker room. Employees shall notify their supervisor if the keyed lock, hasp, or padlock does not properly secure their locker.

L. Dry firing of weapons shall be conducted safely and consistent with range regulations and/or firearm instructor direction.

M. All Department-issued handguns, shotguns, and Urban Police Rifles (UPR), as well as personally owned and Department-authorized firearms carried on duty, shall be inspected at least annually by a Department-authorized armorer.

1. All such firearms shall conform to the manufacturer's specifications, including but not limited to trigger pull (double-action and single-action) and internal components. Any firearm that does not meet these specifications shall not be authorized for duty use.

2. Any worn, damaged, or altered parts of Department-issued firearms shall be repaired or replaced by a Department-authorized armorer. Any worn, damaged, or altered parts of personally owned and Department-authorized firearms that do not meet the manufacturer's specifications shall be replaced at the owner's expense, and the firearm must be reinspected and approved by a Department-authorized armorer prior to being authorized for on duty or off duty use.

3. If a firearms instructor determines that a functional modification to a Department-issued firearm is necessary to assist an officer in the safe handling or operation of the weapon, the instructor shall submit a written recommendation to the Police Chief for approval. If approved, the modification shall be performed by a Department-authorized armorer or other authorized professional. No modifications to Department-issued firearms shall be made without prior written approval.

P. Only those officers who have successfully completed the annual firearms qualification are authorized to carry and/or use Department-issued or approved firearms consistent with Department training, this policy, and the Department's Use of Force policy.

Q. Sworn officers who have been away from their regular duties for a period of three (3) months or more or who have not completed their annual qualification will be required to successfully complete a weapon familiarization course and/or re-qualification. The Department's firearms familiarization training and qualification course shall be conducted by a Department firearms instructor and shall include instruction in nomenclature, safety (to include home safety), loading/unloading, operation of the handgun, firing, malfunction and correction, field stripping and maintenance, breakdown and cleaning, and Use of Force policy instruction. A Department firearms instructor shall determine the successful completion of this required training.

R. On duty officers may carry a second securely holstered and concealed .380, .38, .357, .40, .45, or 9mm handgun in compliance with this policy.

1.4.2 HANDGUN QUALIFICATION

A. State Minimum Firearms Handgun Qualification Standard

1. Officers who score 70% or greater on the handgun qualification will be considered qualified shooters.

B. Failure to Meet the State Minimum Firearms Handgun Qualification Standard

1. An officer who scores less than 70% on the handgun qualification course shall be considered unqualified and shall not be assigned to a full law enforcement field duty assignment.

2. The officer will be immediately removed from law enforcement field duties and temporarily assigned to administrative or non-enforcement duties pending performance improvement training and requalification.

3. Officers who fail to meet firearms qualification standards are not authorized by the Department to carry any firearm, on or off duty, until they have

successfully requalified. This includes, but is not limited to, carrying a firearm while acting in an official capacity, taking law enforcement action, or otherwise representing themselves as a police officer while armed. This restriction is an administrative condition of employment and is not intended to limit any individual rights outside the scope of employment, including lawful possession or carry as a private citizen in accordance with applicable state or federal law.

4. Department-issued firearms shall be relinquished to a Department firearms instructor or other designated supervisor when not being used for authorized training until the officer requalifies.

5. The officer shall be provided mandatory performance improvement training by a Department firearms instructor and shall attempt requalification as soon as practicable, but no later than ten (10) days following the unsuccessful qualification attempt.

6. If the officer fails the second qualification attempt, the matter will be referred to the Police Chief for administrative review regarding employment status, consistent with City policy and applicable labor agreements.

7. An officer who fails the first handgun qualification but passes on the second attempt shall be referred to a Firearms Performance Improvement Plan (PIP) as outlined in Section 1.4.11.

1.4.3 URBAN POLICE RIFLE QUALIFICATION

A. Officers who carry an Urban Police Rifle must score 510 (85%) or more on the annual Urban Police Rifle qualification to carry the Urban Police Rifle on duty. Officers who score less than 510 (85%) on the Urban Police Rifle qualification are unqualified and are not allowed to carry the Urban Police Rifle on duty.

1. Qualification will consist of one course of fire using iron sights and a second course of fire using optic sights if the rifle is so equipped.

2. The officer must qualify with both the iron sight and optic sight (if equipped) to successfully qualify.

1.4.4 SHOTGUN QUALIFICATION

A. Officers who carry the shotgun on duty must score 16 of 20 (80%) or more on the annual shotgun qualification to carry the shotgun on duty. Officers who score less than 16 of 20 (80%) on the annual shotgun qualification are unqualified and are not allowed to carry the shotgun on duty.

1. Qualification will consist of one course of fire using iron/bead sights and a second course of fire using the optic/red dot sights if the shotgun is so equipped.

2. The officer must qualify with both the iron sight and optic/red dot sight (if equipped) to successfully qualify.

1.4.5 QUALIFICATION COURSES

A. Qualification courses are detailed in Policy 1.4 Attachment A. All qualification courses must be approved by the Police Chief.

1. Courses of Fire.

a. "A" Course - State Minimum Firearms Handgun Qualification Standard course of fire for qualifications with on duty/off duty handguns and retiree qualifications.

b. "B" Course - Course of fire for qualification with the Urban Police Rifle (UPR).

c. "C" Course - Course of fire for qualification with the shotgun.

2. Scoring Systems.

a. "A" Course:

1) Utilizes the Police Training Institute (PTI) replaceable marked center of mass on a (B-24) silhouette target.

2) The target is scored as follows:

Center of mass = counted as 1 hit

3) Requires that 21/30 shots hit the center of mass.

b. "B" Course:

1). Utilizes the PTI replaceable marked center of mass on a (B-24) silhouette target and a 3x5-index card for the headshot target.

2). The target is scored as follows:

10 ring = 10 pts
9 ring = 9 pts
8 ring = 8 pts
3x5-index card hit = 10 pts
Miss of center mass = 0 pts
Miss of 3x5-index card = 0pts

3) 60 rounds = a possible score of 600 pts

c. "C" Course:

1) Utilizes the PTI replaceable marked center of mass on a (B-24) silhouette target.

2) The target is scored as follows:

Center of mass = counted as 1 hit

3) Requires that 16 of 20 shots hit the center of mass.

B. The attachment for Policy 1.4 contains specific descriptions of the "A", "B", and "C" courses of fire.

1.4.6 FIREARMS TRAINING

A. All Department or unit firearms training shall be supervised by a Department firearms instructor.

B. All Department firearms instructors must either be certified as a Master Firearms Instructor or be in the process of obtaining Master Firearms Instructor Certification.

C. All sworn employees will be required to attend scheduled firearms training. Attendance will be taken. Employees may miss firearms training only for the following reasons:

1. The employee was scheduled for vacation prior to the training session being scheduled.

2. The employee is attending other training that is scheduled for the same time as the range training.

3. The employee has a documented injury that would hinder their performance or might be aggravated by the training.

4. The employee is in court while the training is being conducted.

5. The employee is on documented sick leave.

6. The employee has the permission of the Police Chief or a Deputy Chief to miss the training.

D. If an absence is determined to be unexcused by the Police Chief, the employee may be subject to disciplinary action.

1.4.7 PISTOL MOUNTED OPTICS

A. Prior to an officer carrying a pistol with a mounted optic, the officer must first complete the Department's Pistol Mounted Optics certification course and qualify with their weapon prior to carrying on duty.

B. The pistol's iron sights must co-witness through the optic window and be usable in the event of an optic or battery failure.

C. Officers approved to carry a Pistol Mounted Optic must also demonstrate proficiency with the use of their iron sights during the Department's Pistol Mounted Optics certification course and during the annual qualification course.

D. All pistol-mounted optic systems and holsters will be purchased by the individual officer.

E. The following are approved mounting options:

1. Direct milling completed by a reputable company approved by the Police Chief or their designee.

2. Aftermarket mounting plates from a manufacturer approved by the Police Chief or their designee.

F. The following factory-manufactured weapon systems with modular slide-mounted cut-out mounting systems designed to accept Pistol Mounted Optics are approved for primary service and as a secondary carry option:

1. Glock MOS (Modular Optic System)

2. Smith & Wesson M&P C.O.R.E. models

3. Beretta APX RDO (Red Dot Optic) models

4. FN USA FN508 Tactical models

5. Any other manufacturer authorized by the Police Chief or their designee.

G. The following manufacturer/model Pistol Mounted Optics are approved for primary service and as a secondary carry option:

1. Aimpoint (ACRO P-1/P-2)

2. Steiner MPS

3. Holosun (407c, 507c, 508t, 509t, EPS, EPS Carry)

4. Leupold (Delta Point Pro)

5. Sauer (Romeo 1 Pro, Romeo 2)

6. Trijicon (RMR, SRO)

7. Any other manufacturer authorized by the Police Chief or their designee.

1.4.8 URBAN POLICE RIFLE

A. A Department-qualified officer may, without supervisory approval, choose to carry and use the UPR in any situation where there is a threat of death or serious bodily injury or upon the direction and approval of a supervisor or command officer.

1. Prior to an officer carrying a UPR on duty, the officer must have the weapon inspected and certified for use by a Department-authorized armorer. Once certified, the weapon shall not be modified. If functional modifications are sought to be made to the weapon after initial approval of the UPR, the modifications shall be approved in writing by a Department-authorized armorer prior to any modifications being made. A Department-authorized armorer must make any approved modification unless the weapon was modified by a professional gunsmith or manufacturer. Any modification performed by a professional gunsmith or manufacturer shall be subject to inspection and re-certification by a Department-authorized armorer prior to the weapon being carried or deployed. The officer seeking the modification shall be re-certified and re-qualified prior to carrying the modified UPR.

2. All ammunition for the UPR must be a Department-approved .223 or 5.56 caliber round. All UPR-qualified officers will receive 100 rounds of department-issued ammunition. If officers wish to carry more ammunition than is issued, the

officer will pay for the cost of the extra Department-approved ammunition.

3. Officers are permitted to mount an optical sight on a UPR when:

   a. The sight is from a reputable manufacturer, such as EO Tech, Aimpoint, Trijicon, Leupold, Holosun, Vortex, or Steiner.

   b. It is approved by the Police Chief and a member of the Firearms Training Cadre; and

   c. The sight mounted on the rifle is co-witnessed with backup iron sights (BUIS), allowing for immediate use of the iron sights in the event the optical sight fails.

4. An officer who is qualified to carry the UPR on duty shall be responsible for the safe handling of the weapon. While on duty and on patrol, the rifle shall be secured in a protective case in the trunk of the officer's squad car or in a gun rack, with the bolt forward on an empty chamber and the fire selector level on safe until needed.

5. An officer who is ending their tour of duty shall not leave a UPR in the gun rack or trunk of the squad car. Officers shall be responsible for the security of their UPR.

6. The Department will supply the ammunition for UPR training.

B. To become authorized to carry a UPR on duty, the officer shall first:

   1. Complete the Department's 2-day certification course on gun-handling skills and the nomenclature of the UPR.

   2. Qualify as described in Section 1.4.2 of this policy.

C. To continue to be authorized to carry a UPR on duty after completing the Department's 2-day certification course, the UPR shall be inspected annually by a Department-authorized armorer, and the officer shall attend the annual UPR refresher training and qualification.

1.4.9 SHOTGUN

A. Shotguns transported in patrol vehicles shall be carried in a case or gun rack with the safety on and without a round chambered. The magazine shall be loaded with Department-approved rifled slug ammunition. The shotgun shall be used consistently with Departmental training, this policy, and Policy 1.3, Use of Force.

B. To become authorized to carry a shotgun on duty, the officer shall first:

   1. Complete the Department's 2-day certification course on gun-handling skills and the nomenclature of the shotgun.

   2. Qualify as described in Section 1.4.2 of this policy.

C. Prior to an officer carrying a shotgun on duty, the officer must have the weapon inspected and certified for use by a Department-authorized armorer. Once certified, the weapon cannot be modified. If functional modifications are sought to be made to the weapon after initial approval, the modifications shall be approved in writing by a Department-authorized armorer prior to any modifications being made. A Department-authorized armorer must make any approved modifications unless the work is done by a professional gunsmith or manufacturer. The officer seeking the modification shall have the shotgun re-certified and re-qualified prior to carrying the modified shotgun on duty.

D. To continue to be authorized to carry a shotgun on duty after completing the Department's 2-day certification course, the shotgun shall be inspected annually by a Department-authorized armorer, and the officer shall attend the annual shotgun refresher training and qualification.

E. The only shotgun authorized for duty use is a smooth-bore, fast/recoil-operated or pump action 12-gauge weapon similar to the Remington, Benelli, Mossberg, Beretta, Winchester, or FN Herstal type.

F. All shotguns carried on duty must be equipped with a Department-approved shoulder sling.

G. All shotguns must be equipped with a front and rear sight.

H. Officers are permitted to mount an optic on a shotgun when:

   1. The optic is from a reputable manufacturer approved by the Police Chief or their designee.

   2. The optic must be co-witnessed with backup iron sights.

1.4.10 FIREARMS AMMUNITION

A. The list of approved ammunition can be found in Policy 1.4, Attachment B.

B. The Department will issue enough ammunition for three magazines for one handgun that will be carried on duty by the officer. Ammunition for additional magazines must be Department-approved and will be the responsibility of the officer.

C. Ammunition for all backup and off duty handguns must be Department-approved and will be the responsibility of the officer.

D. The Department will issue 100 rounds of rifle ammunition to those officers who are qualified to carry a rifle. Ammunition for additional magazines must be Department-approved and will be the responsibility of the officer.

E. The Department will issue 20 shotgun slugs to officers who are qualified to carry a shotgun. Additional shotgun ammunition must be Department-approved and will be the responsibility of the officer.

F. Ammunition to be used in Department-issued or approved handguns, shotguns, and rifles is limited to that which is issued or approved by the Department.

G. Ammunition carried or used by officers while on or off duty will not be altered.

H. Ammunition to be used in Department-approved shotguns and rifles is limited to that which is issued or approved by the Department.

1.4.11 OTHER APPROVED WEAPONS

A. The following non-firearm weapons are authorized for use.

1. Chemical Irritants.

a. Non-flammable oleoresin capsicum-based spray, not to exceed 10% solution.

b. CS/OC blended foggers.

2. Impact Weapons.

a. Straight baton.

b. Metal expandable baton which is at least 21 inches in length.

c. 12-gauge less-lethal drag-stabilized ballistic sock round.

3. Conducted Energy Weapons.

a. Taser Model X2

b. Taser Model 10

1.4.12 FIREARMS PERFORMANCE IMPROVEMENT PLAN (PIP)

A. Purpose

1. A structured, non-disciplinary remedial training program designed to address deficiencies in firearms proficiency, weapon handling, or marksmanship performance while allowing an officer to maintain or restore acceptable Department proficiency standards.

2. A PIP is intended for officers who meet the State Minimum Firearms Qualification Standard but demonstrate deficiencies.

B. Initiation Criteria

1. A Firearms PIP may be initiated with the authorization of the Police Chief or their designee. Upon authorization, the Firearms Training Cadre will implement the PIP and provide documented corrective training consistent with Section 1.4.12.

2. An officer may be referred to a Firearms PIP when the officer exhibits any of the following:

a. Documented performance deficiencies in marksmanship or firearms handling during qualification, training, or other standardized Department-conducted assessments.

b. Recurring or inconsistent firearms proficiency concerns observed and documented by the Firearms Training Cadre during training or skills assessments.

c. Performance concerns related to the officer's on-duty use, handling, or manipulation of a firearm, including but not limited to unsafe practices, observed skill deficits, or deficiencies identified during a use-of-force review or other administrative review process.

3. The Firearms Cadre shall collectively evaluate all relevant and available information concerning an officer's performance, including pre-training performance concerns and qualification outcomes, prior to recommending placement on a Firearms PIP. A recommendation for PIP placement shall be based on a documented agreement among the Firearms Cadre members.

4. Notwithstanding the above, any officer who fails to meet the Department's firearms handgun qualification shall be automatically referred to a Firearms PIP as outlined in Section 1.4.2.

C. Assignment and Oversight

1. The Firearms Training Cadre will assign a certified firearms instructor to oversee the officer's PIP.

2. Nothing in this section prohibits the Firearms Cadre Supervisor from assigning multiple firearms instructors when appropriate; however, training and instruction shall be coordinated to ensure consistency in methods, expectations, and evaluation standards.

3. The Firearms Cadre Supervisor shall notify the officer and officer's chain of command in writing by memorandum that a Firearms PIP has been initiated, consistent with Policy 35.1 notification requirements.

4. The assigned instructor is responsible for:

a. Identifying specific skill deficiencies based on qualification records, assessment drills, skills evaluations, or other relevant documentation.

b. Developing individualized corrective training, including dry-fire drills, live-fire exercises, TI Trainer sessions, and other appropriate instructional methods.

c. Documenting attendance, training content, and observed performance throughout the PIP.

D. Training Requirements

1. The following minimum standards apply unless otherwise approved by the Firearms Training Cadre:

a. The officer will receive a minimum of two (2) hours of individualized instruction every two (2) weeks during the 90-day PIP period.

b. The officer is required to attend all open-range opportunities occurring during the PIP period unless excused by the Firearms Cadre Supervisor or their designee.

c. Training may include:

i. Dry-fire practice and manipulation drills.

ii. TI Trainer or simulation training.

iii. Live-fire drills for emphasizing weapons handling and marksmanship fundamentals.

iv. Weapon manipulation, loading and unloading, malfunction clearances, and safe-handling procedures.

d. All PIP training shall be documented on forms approved by the Firearms Training Cadre.

e. The officer is expected to fully participate, demonstrate consistent effort, and show measurable improvement in the identified areas of deficiency.

E. Duration and Review

1. A Firearms PIP will typically be 90 days, consistent with the structure of PIPs under Policy 35.1.

2. Progress will be evaluated continuously by the assigned firearms instructor(s) and the Firearms Cadre Supervisor.

3. If the officer demonstrates sufficient improvement prior to the 90-day conclusion, the instructor may recommend early completion to the Firearms Cadre Commander.

4. If concerns remain at the conclusion of the PIP, the Cadre Supervisor will consult with the Firearms Cadre Commander regarding next steps, which may include:

a. At the sole discretion of the Police Chief or their designee, a PIP extension of up to 90 days.

b. Further administrative review in accordance with Policy 35.1.

F. Documentation

1. The assigned firearms instructor will maintain documentation of all:

a. Training sessions attended.

b. Drills and skill areas addressed.

c. Performance observations.

d. Any safety concerns or corrective recommendations.

2. All documentation shall be retained in accordance with the Department's retention schedule and the requirements of Policy 35.1.

3. Upon completion of the PIP, the instructor will prepare a Firearms PIP Closure Memorandum summarizing the officer's performance, training provided, and the final determination of:

a. Successfully Completed, or

b. Unsuccessfully Completed, consistent with Policy 35.1 closure procedures.

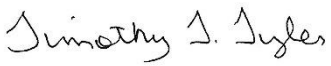
4. PIPs classified as Unsuccessfully Completed shall be referred to a PIP Review Board in accordance with Policy 35.1.

5. All PIP documentation will be forwarded through the Firearms Cadre chain of command and maintained by the Office of Professional Standards, with the records also being submitted to the Human Resources Department, in accordance with Policy 35.1 requirements.

a. The officer's direct supervisor will be provided with training updates and information pertaining to the PIP for annual performance evaluation purposes.

G. Successful completion of a Firearms PIP does not replace the annual qualification requirement in Policy 1.4. Officers must still achieve a passing score on the relevant course of fire to return to full duty or to maintain authorization to carry specific weapons.

ISSUING AUTHORITY:



Timothy T. Tyler
Police Chief
Champaign Police Department