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|  <input checked="" type="checkbox"/> General Order <input type="checkbox"/> Division Order <input type="checkbox"/> Bureau Order <input type="checkbox"/> Special Order Order No.: 22-131 <input checked="" type="checkbox"/> Procedure <input type="checkbox"/> Plan <input type="checkbox"/> Rule | Iowa Department of Public Safety | |
| | TITLE/SUBJECT: Weapons and Weaponless Control Techniques Proficiency Requirements | IDENTIFIER: 01-03.04 |
| | TO: All Sworn Personnel | CC: |
| | RELATED DIRECTIVES/FORMS: DOM <u>01-03.01</u> - Use of Force; , <u>DPS Form 125</u> – Departmental Training Roster, <u>DPS Form 160</u> – DPS Range Safety Information | |
| | APPLICABLE CALEA STANDARD(S): 4.3.2, 4.3.3, 33.1.5 | |
| | EFFECTIVE DATE: 1/3/23 | REVISION #: 4 |
| | INSTRUCTIONS: Changes have been made in Section IV.B.2 removing shotgun information. | |
| | APPROVED BY:  Nathan Ludwig, Executive Officer to the Commissioner | DATE: 12/20/22 |

I. Purpose

The purpose of this policy is to define firearms, less lethal weapons and weaponless control techniques training, qualifications and proficiency requirements for Department officers.

II. Policy

It is the policy of this Department that:

- A. Officers shall receive at least annually in-service firearms proficiency training from certified firearms instructors.
- B. Officers shall meet the minimum level of proficiency established by the Iowa Department of Public Safety in the use of all authorized firearms.
- C. Officers shall post a qualifying score once every twelve calendar months as required by the Iowa Law Enforcement Academy with each firearm they are authorized to carry.
- D. The Department may establish a proficiency threshold greater than the minimum level of proficiency established by ILEA to identify officers with firearms proficiency improvement opportunities. These officers may be required to participate in remedial weapons proficiency improvement (WPI) training to assure they continue to meet or exceed minimum ILEA standards.
- E. Officers shall receive at least biennially in-service training from certified instructors for less lethal weapons and weaponless control techniques. Failure to meet minimum proficiency requirements established by the Department shall result in their immediate revocation to carry less lethal weapons until minimum proficiency requirements are demonstrated and documented.
- F. It shall be the responsibility of the Professional Development Bureau (PDB) to document the minimum proficiency standards for and qualifications with lethal weapons, and to establish and document the minimum proficiency levels for authorized less lethal weapons and WPI remedial training requirements.

III. Definitions

- A. *Back-Up/Secondary Handgun* - Any Department-issued or authorized personally-owned handgun, which is carried as a supplement to the primary service handgun, and carried according to Departmental policy.
- B. *Familiarization Course of Fire* - A training course of fire with a Department issued or approved firearm which is intended to familiarize, exercise and improve an officer's judgment, reaction and firearms proficiency under stress when various conditions are present. A variety of scenarios and exercises may be utilized during familiarization course exercises. Scoring is not required and identified performance deficiencies shall be used only as training points and will not affect the officer's authorization to carry.
- C. *Qualification Course of Fire* - A specifically designated course of fire with a Department issued or approved firearm which measures and documents the firearms proficiency level of the shooter. A pre-established qualifying score determines proficiency which impacts the officer's authorization to carry the firearm in the course of their official law enforcement duties.
- D. *Service Handgun* - The primary firearm authorized and issued by the Department to be carried by officers while on duty.
- E. *Weapons Proficiency Improvement (WPI) Training* - A program of instruction designed by Department firearms instructors to address and improve firearms proficiency.

IV. Procedures

- A. Range Safety
 - 1. When firing weapons on a firing range during firearms training, qualifications or familiarization exercises, while on State time or under orders of the State, you must adhere to the following safety precautions:
 - a. Exercise weapons safety practices at all times.
 - b. Issued ballistic vest must be worn.
 - c. Eye protection devices furnished by the Department, or your own prescription or range glasses, or a combination of your glasses and glasses furnished by the Department must be worn.
 - d. Ear protection devices such as protective noise-suppressing headsets or earplugs must be worn.
 - e. Long pants will be worn on the range at all times.
 - f. DPS firearms instructors will carry their issued IFAK kit on the range at all times.

- g. [DPS Form 160](#) – DPS Range Safety Information will be filled out prior to any live firearms training. The completed form will be sent to pdib@dps.state.ia.us along with the completed training roster.
- h. Follow all verbal instructions of the range instructor.
- i. Horseplay and/or unsafe practices will not be tolerated and may subject personnel to corrective or disciplinary action.

B. Firearms Qualification Requirements and Documentation

1. Each year, the following minimum courses of fire shall be required for DPS officers:
 - a. Handguns – 1 day light and 1 low light qualification for the service weapon, utilizing duty ammunition or comparable approved duty ammunition authorized for use at the specific indoor/outdoor training facility; 1 qualification all other authorized handguns, utilizing duty ammunition or comparable approved duty ammunition authorized for use at the specific indoor/outdoor training facility.
 - b. Rifles – 1 qualification, utilizing duty ammunition or comparable approved duty ammunition authorized for use at the specific indoor/outdoor training facility.
 - c. Additional and/or special courses of fire may be required for specialty units (such as tactical teams) and/or firearms instructors. These requirements shall be documented in the appropriate related directive. Training and qualification documentation shall be filed with the Professional Development Bureau (PDB).
 - d. If an officer fails to post a qualifying score within a 12 month period with their service handgun the officer shall not be assigned law enforcement duties until such time the officer has demonstrated proficiency by firing a qualifying score. The officer and their supervisor will be verbally notified of the officer's failure to qualify and will be verbally notified upon demonstrating proficiency by firing a qualifying score.
2. All firearms training, qualifications and familiarization courses of fire shall be documented in training records maintained by the Professional Development Bureau. Each officer attending required training shall sign the Departmental Training Roster, [DPS Form 125](#), which will be provided by the course instructor(s). The Training Course ID Number will be provided to all attendees for entry on their TARs. Upon completion of the training, course instructor(s) will provide the Departmental Training Roster to PDB where training information will be entered into the training database by designated PDB personnel.