

	STANDARD OPERATING PROCEDURE <small>State Form 39870(R/S-06)</small>	Reference Number TRA-010
	Subject Rifle Training and Qualification	
	Special Instructions Replaces TRA-010 dated April 16, 2012	Effective Date December 8, 2020

I. PURPOSE

Establish guidelines for a basic rifle training and annual qualification program for police employees who in the course of their assigned duties may be required or permitted to carry a Department-issued or authorized non-issued rifle.

II. POLICY

Police employees who are required or permitted to carry a Department rifle or authorized non-issued rifle for duty purposes, shall complete the Department’s prescribed basic rifle training course and shall be required to qualify annually.

III. PROCEDURE

A. Before being permitted to carry a rifle for duty purposes, police employees shall complete the Department’s basic rifle training course. A firearms instructor who has completed the Department’s rifle instructor course shall administer the training.

1. The basic training shall include, but is not limited to:

- a. Safety-related issues;
- b. Mechanical operation;
- c. Fundamentals of rifle marksmanship;
- d. Effects of weather on rifle shooting;
- e. Use of telescopic sights or alternative sighting systems;
- f. Liability issues; and
- g. Qualification.

2. Basic Department-issued rifle training courses shall be conducted, as needed, and authorized non-issued rifle training will be conducted annually.

3. Police employees must successfully complete the basic rifle training and qualification course before being permitted to carry a rifle on duty.

B. Police employees failing to qualify during the annual qualification shall be prohibited from carrying that weapon in the course of their assigned duties until such time a successful qualification takes place.

C. Qualification/remediation requirements and training course outlines shall be maintained:

1. For issued specialty weapons in the SWAT Firearms Manual; and
2. For authorized non-issued rifles in the Firearms Manual.

D. Authorized Rifles

1. Any rifle obtained or purchased by the Department for its use;
2. Any rifle purchased for or permanently provided to the Department, meeting the non-issued rifle specifications; or
3. A police employee's (privately-owned) non-issued rifle from the specified make or style/design listed below and meeting all specifications outlined in this procedure may be carried if purchased and qualified prior to May 13, 2020. The only approved, non-issued rifle that may be purchased and carried for duty use after this date must be the Sig-Sauer M-400 Pro, with a minimum barrel length of 16 inches, and equipped with a Romeo 5 Optic and iron sight back-up. If a police employee has been issued a Department rifle, the employee will no longer be permitted to carry a personally owned rifle. A Department firearms instructor should be consulted to ensure compliance to this section on any purchases made after the above date.

a. Approved rifles

- (1) AR-15 style or design
- (2) Benelli MR1
- (3) Ruger Mini-14
- (4) Sig Sauer 556
- (5) Steyr AUG/A3 SA USA

b. Having a minimum barrel length of 16 inches;

c. .223 caliber only;

d. Loaded with a minimum of 10 and not more than 30 rounds regardless of magazine capacity;

e. Loaded with factory new duty ammunition issued by the Department:

- (1) The Department's Firearms Training Division staff shall determine the duty ammunition specifications for issued or "non-issued" rifle platforms.
- (2) In extreme or exigent circumstances, the use of training ammunition (full metal jacket) or personally owned ammunition may be the only option if all duty rounds have been exhausted and access to additional duty ammunition is not feasible. This ammunition shall hold the same standards set forth in [TRA-001](#).

f. The type of ammunition carried in the rifle for duty use shall be used during qualification; and

g. Police employees will be allowed to qualify and carry only one (1) non-issued rifle or (1) Department-issued rifle.

E. Restrictions for authorized non-issued rifles:

1. The Department will not assume responsibility for loss, theft or damage to a non-issued rifle.
2. The Department will supply ammunition for training, qualification and duty use.
3. At no time will a rifle be left inside the commission unsecured and/or in plain view unless secured in a Department-issued weapon rack.
4. Non-issued rifles shall not be capable of firing in a full automatic mode.

F. Non-issued rifles may be equipped with telescopic, electronic or iron sights.

1. Any non-issued rifle, with a permanently mounted telescopic sight, must be carried in a rigid case while in the issued commission;
2. If the non-issued rifle is equipped with a removable telescopic sight, the sight must be carried in a rigid case while in the issued commission;
3. Any non-issued rifle with electronic sights must have an iron sight back-up system mounted on the rifle; and
4. A qualification course must be completed utilizing the primary sighting system in which the rifle is equipped. Primary and back-up sighting systems shall be checked for zero at 50 yards.

G. Firearms Instructor Responsibilities:

1. Conduct training and administer established annual qualification courses under the direction of the Training Division;
2. Record qualification scores, weapon make, model and serial number into the provided database (Sharepoint) for entry into the Acadis Training Records Database ([outlined in TRA-001](#)); and
3. Inspect all non-issued rifles for serviceability

H. Police employees carrying issued or non-issued rifles shall:

1. Successfully complete the initial training course;
2. Qualify annually;
3. Keep rifles properly zeroed and in proper working condition; and
4. Clean and properly lubricate the rifle.

I. The use of any rifle will follow the same guidelines as any issued weapon or authorized non-issued weapon as it pertains to the use of deadly force through the Department's rules, regulations, policies and procedures.

J. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies and procedures.