

## CITY OF JOHNS CREEK POLICE DEPARTMENT

<i>Subject:</i> Firearms Safety and Training		<i>Number:</i> 03-05
<i>Reference:</i> Firearms Remedial Training		<i>Amends:</i>
<i>Effective:</i> 04/08 <i>Revised:</i> 01/11 05/12 01/16 12/19 05/20 01/21	<i>Review Date:</i> Annually	<i># of</i> 7 <i>Pages:</i>

### 03-05-01 PURPOSE AND SCOPE:

Establish proper procedures for firearms and weapons training and qualifications.

This policy is applicable to all employees who are issued or carry a firearm or other weapons in the performance of their duties.

### 03-05-02 POLICY:

The Department recognizes and respects the value of every human life. Vesting police officers with the lawful authority to use force to protect the public welfare requires a careful balancing of interests. Many decisions and actions of law enforcement officers have serious consequences, but none are as irrevocable as the decision to use deadly force.

This level of authority and responsibility requires a comprehensive training program to ensure officers have a clear understanding of their responsibility, and have been provided sufficient training to assist them in making the proper decisions for courses of action they may take. To adequately and properly prepare officers of this Department for those inevitable events, firearms and intermediate weapons training shall be conducted by the Training Division to ensure all current legal aspects in the use of force, and medical aid subsequent to the use of any force are instructed to all applicable personnel.

All training and qualifications in the use and handling of firearms and all less lethal and intermediate weapons shall be conducted by certified instructors in their particular field of weapons or firearms.

Training and proficiency testing for firearms and Tasers shall be conducted at least annually; all officers shall pass the qualifications testing for the firearms and/or Tasers they are authorized to carry. Training and proficiency testing for all other less-lethal weapons and weaponless control techniques will occur biennially. Officers shall carry only those weapons issued or specifically authorized in writing by the Department.

All agency personnel authorized to carry lethal and less lethal weapons will be issued copies of and be instructed in the agency's use of force policies, authorized use of weapons and applicable laws. The issuance of said policies will be documented through the online policy system, while the instruction shall be documented on the agency firearms training form and/or agency approved training form. All officers shall qualify, at a minimum, annually with on-duty and off-duty weapons.

### **03-05-03 FIREARMS AND WEAPONS TRAINING COORDINATION**

Firearms and intermediate weapons training shall be directed by the Department's Training Coordinator to ensure all current legal aspects and/or trends in the use of force, force options, force tools and medical aid subsequent to use of force are instructed to all applicable personnel.

Firearms and other weapons proficiency, lack of proficiency, any remedial training, if necessary, shall be documented by the Training Division for inclusion in Departmental records. All training and qualifications in the use and handling of firearms and all intermediate weapons shall be conducted by qualified instructors that have been certified as firearms instructors, or certified in their particular field of weapons, by the State of Georgia, Peace Officer Standards and Training (P.O.S.T.).

Training and proficiency testing shall be conducted at least annually for firearms and Tasers and biennially for all other less lethal weapons. Any officer who does not successfully pass the proficiency aspects or fails to recertify shall be assigned remedial training as directed in the "Training" chapter. Failure to qualify/recertify shall result in the officer's loss of use of the firearm/weapon and applicable administrative/disciplinary action.

### **03-05-04 FIREARMS TRAINING**

Firearms training and qualification shall consist of the following:

1. Classroom instruction on the following topics:
  - Fundamentals of semiautomatic pistol, rifle, and shotgun firing;
  - Firearms safety and preventive maintenance;
  - Legal aspects of firearms use;
    - Georgia Code;
    - Departmental Policy and Procedure on use of force;

- Force Options and Tools;
- 2. Range practice and qualification with the issued firearms;
- 3. Supplemental classroom instruction or practical exercises in rendering medical aid after use of force;
- 4. All instructions and training, to include use of force training, shall be documented on a Firearms Training Form;
- 5. All firearms instructors will be GPOSTC certified;
- 6. An annual report will be submitted to the Chief of Police.

### **03-05-05 FIREARMS RANGE**

Firearms training will occur at Firearms Ranges approved by the Chief of Police, and will be conducted under the supervision of an approved Firearms Instructor.

1. All sworn personnel, to include firearms instructors, will be trained in emergency, medical response.
2. Officers attending firearms training are required to bring the following personal safety gear, to the range:
  - Protective Eyewear
  - Ear Protection
  - Ballistic Vest
3. The types of weapons, ammunition, targets, and other equipment permitted for use, shall be dictated by the range facility.
4. Personnel will be briefed regarding the range rules, safety procedures, and required equipment, during each training session.
5. Firearms and ammunition shall never be left unattended at any firearms training facility. Each officer is responsible for the secure and proper storage of their issued firearms and any other weapons brought to the range.

### **03-05-06 FIREARMS QUALIFICATION – PRIMARY SERVICE WEAPON**

1. Annual firearms qualification programs, classroom instruction and remedial training for Department personnel will occur at the direction of the Training Coordinator. The following guidelines apply to firearms training:
2. All newly sworn officers shall complete firearms and use of force training prior to receiving authorization to carry a weapon. This training will consist of both classroom and practical exercises.
3. Failure of any recruit or officer to qualify will result in dismissal or reassignment. Minimum qualification scores shall be as approved by GPOSTC (80%).
4. Officers will be given three (3) opportunities to achieve a qualifying score. If the officer fails to achieve a qualifying score he/she will be placed in a non-enforcement position and must attend a firearms refresher course, as determined by the Training Coordinator.

5. The Training Coordinator will notify the Chief of Police and Division Commander of the employee's failure to achieve a qualifying score. The Training Coordinator will direct the employee to report to the Chief of Police on the following business day.
6. The Training Coordinator will identify the deficiencies and create a plan of action for the employee. The plan of action will be forwarded to the Chief of Police, Division Commander and Training Division.
7. After the officer completes the block of remedial instruction/firearms refresher course he/she will be required to return to the range and given three (3) final attempts to qualify.
8. Any officer unable to qualify, after the above avenues or retraining have been exhausted, will be considered incompetent to carry a firearm and immediately placed on paid administrative leave, pending appropriate administrative action, up to and including dismissal.
9. The Training Coordinator shall be responsible for notifying the Chief of Police and for relieving the officer of their badge and duty weapon.

### **03-05-07 FIREARMS QUALIFICATION – NON-PRIMARY SERVICE WEAPONS**

1. If the officer fails to qualify with any other department issued lethal weapon, such as department shotgun or patrol rifle, the officer will not be allowed to carry the weapon until they have completed remedial training and successfully qualified with the weapon. The remedial training date and time will be scheduled by the Training Coordinator.
2. If the officer fails to qualify with an authorized off-duty weapon (back-up) the officer will not be authorized to carry the weapon. The officer may seek remedial training either from a departmental firearms instructor or private instructions at their own expense. Requalification testing will be scheduled at the discretion of the Training Coordinator.

### **03-05-08 DEPARTMENT ARMORER**

1. Firearms Issue and Firearms/Weapons Inspection:

It shall be the responsibility of the Department Armorer to issue, inspect prior to carrying, and remove from service **all** firearms or other weapons **issued by the Department**. He/she shall establish reasonable, periodic inspections of all firearms carried by officers and members of the Department, and in concert with other qualified and/or certified personnel, inspect and remove from service other intermediate weapons and firearms of the Department that are determined to be inoperable, faulty, or in need of service or repair.

## 2. Firearms Records:

The department armorer shall create and maintain records of issuance of all firearms to departmental personnel and furnish a copy of that record to the training division for uniform issue records and for inclusion into the employee's departmental training file. He/she shall be responsible for creation of records that track firearms inspections, firearms inventory of serviceable and non-serviceable firearms, inventory other related material including ammunition and other special weapons.

## 3. Authorization to carry a personal weapon on duty:

Personnel requesting to carry a non-issued or personal weapon in lieu of their issued firearm will have to submit the appropriate authorized weapon form to the department armorer and Chief of Police. Personal weapons carried in lieu of issued firearms will only be approved for special duties which make the issued firearm impractical, such as undercover operations. No officer or member of the department will be permitted to carry a personal or non-issued weapon until they have successfully qualified with the weapon and it is approved as an authorized weapon through the Department Armorer and Chief of Police.

## 4. Long Guns:

Only those personnel who have successfully completed an approved long gun training course will be authorized to carry an issued long gun. The inspection, issuance, maintenance and security of all stored and Department issued long guns will be the responsibility of the Department Armorer.

# 03-05-09 FIREARMS SAFETY

Officers shall follow the guidelines below when handling firearms:

1. When at home, officers shall be aware of the dangers of unsecured firearms in the home. All weapons shall be kept secured and inaccessible to children and unauthorized adults.
2. Officers are prohibited from carrying firearms while consuming alcohol or while still under its influence, whether on or off-duty, unless on an authorized special assignment.
3. Loaded shoulder weapons (e.g. long guns, rifles, gas guns, etc.) shall not be brought inside the police department building unless a deadly force emergency is in progress.
4. Shoulder weapons shall be carried perpendicular (muzzle down) to the floor by the grip (no fingers within the trigger guard). They will be carried with the action open, safety on, and the chamber empty.
5. Confiscated and found weapons shall not be placed into evidence loaded.
6. Particular attention should be given when removing the handgun from its holster.
7. The use of long guns is covered by the Department's policy on deadly force and

should be used in accordance thereof.

8. The officer assigned a long gun shall make the determination whether or not the long gun should be used. He/she must rely on their training and experience with the long gun to make that decision.
9. At no time will a long gun be displayed and racked into action for psychological effect.
10. When a long gun is placed into use, a round may be chambered and the safety placed in the "on" position and carried safely this way until the scene de-escalates or it is actually used.
11. When not in use long guns will be maintained in a Patrol Ready capacity.
12. Long guns shall not be used at any time to pry or to strike any surface.
13. A long gun shall not be used to cover a suspect while attempting to restrain or handcuff a suspect by one officer. (Wait on back- up officer)
14. All long guns shall be maintained by the assigned officer in a high state of cleanliness and serviceability.

### **03-05-10 ACCIDENTAL DISCHARGE**

Accidental discharges of any issued firearm must be reported to the on-duty shift commander or supervisor. The supervisor should respond to the scene of any discharge resulting in property damage or injury. The supervisor should document the incident for investigation by the department armorer.

The department armorer shall inspect any firearm involved in an accidental discharge and document any mechanical issues or safety concerns in an investigative summary. The investigative summary shall also include findings as to the cause of the accidental discharge, along with recommendations for remedial or corrective action, if applicable.

### **03-05-11 FIREARM CLEANING ROOM**

The firearm cleaning room is for use by department personnel for the maintenance and cleaning of department issued and authorized firearms. The firearm cleaning room is a small confined area where firearms are intended to be handled. Safety must be the top priority when utilizing the department's cleaning room. The following procedures should be followed at all times while in the cleaning room:

1. No loaded weapons are to be brought into the cleaning room.
2. **NO live ammo is allowed in the cleaning room, at any time.** This includes on the person.
3. All firearms shall be cleared using the bullet trap as a safe backstop.
4. Loaded magazines should be left in the storage bins above the bullet trap.
5. All firearms must be brought into the cleaning room with the magazine removed (if applicable) and the action open.

6. If the trigger must be depressed to break the firearm down, it should be done in a safe direction after double checking the chamber.
7. Officers are responsible for cleaning up after themselves.
8. Access to the cleaning room is controlled by key card, and is limited to supervisors. Officers needing access to the cleaning room should contact their supervisor.
9. A sign-in sheet is located in the cleaning room. Officers shall sign in prior to cleaning any firearms.
10. Any issues with supplies or equipment should be directed to the Administrative Services Lieutenant.