

MESA POLICE Department Policy Manual	Department Firearms Qualifications	DPM 1.6.25 Effective 06/14/2016 Revised 03/18/2024
Approved by: Chief of Police	Chapter: Firearms	Page: 1 of 4

1. PURPOSE

This policy provides Mesa Police Department (MPD) members guidelines for Department firearms qualifications, re-qualifications, and remedial firearms training.

2. GENERAL

2.1 Firearms Qualifications [ALEAP 14.4D]

- A. Periodic testing is required for Department members authorized to carry firearms to determine their proficiency to carry authorized firearms.
- B. Qualification and additional training standards are established by AZPOST and MPD Training Division.

2.2 Scheduling

- A. The Range Sergeant or designee schedules all regular and remedial Department firearms qualifications.
- B. The Range Sergeant or designee coordinates remedial training with affected Division Commander.

3. FREQUENCY

3.1 Primary Duty Handguns [ALEAP 14.4D]

- A. AZPOST qualification course and decision-making course annually.
- B. Other training deemed necessary by the Range Sergeant.

3.2 Other Firearms

- A. As scheduled by the Range Sergeant or designee.

4. QUALIFICATION REQUIREMENTS

4.1 Absence from Qualifications

- A. The Range Sergeant notifies Division Commanders through the Training Division of members absent from qualifications and training.

4.2 Unexcused

- A. The affected Division Commander determines unexcused absences.
- B. Unexcused absences are subject to disciplinary action.

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4.3 Excused

- A. Approved excuses for absence from firearms training:
1. Physically incapacitated (injury or illness).
 2. Prior excuse for cause granted by Chief of Police or designee.
 3. Prior excuse obtained when officers will be out of town, vacation, military leave, day(s) off, etc.
 4. Emergency situations requiring response of members scheduled for firearms training at the Range.
- B. Submit excused absences via memo through the chain of command to the member's Commander. The Commander will forward the memo to the Training Division, who maintains a file of excused absences.
- C. Members excused from the regular Range qualification schedule while on light duty:
1. Must qualify prior to returning to full duty; or
 2. If on approved leave (e.g., sick, vacation, etc.) must qualify within 30 calendar days of returning to duty.

4.4 Make-Up Qualifications

- A. Scheduled by the Range Sergeant or designee.

5. QUALIFICATIONS, RE-QUALIFICATIONS, REMEDIAL TRAINING [ALEAP 14.4D]

IF	THEN
85% or higher on AZPOST course or "Pass" on other training.	<ul style="list-style-type: none"> • No further requirement.
Less than 85% on AZPOST course or "Fail" on other training.	<ul style="list-style-type: none"> • Immediate individual training by Range Sergeant or designee. • Immediate re-qualification of course after training.
Less than 85% on AZPOST course on second attempt.	<p>Range Sergeant or Designee:</p> <ul style="list-style-type: none"> • Instructs officer not to carry firearm on duty. • Completes DPM 1.6F1 Notification of Firearms Qualification Failure. • Verbally informs appropriate Division Commander. If unavailable, inform Command Duty Officer.

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	<p>Member:</p> <ul style="list-style-type: none"> • Failure to qualify prohibits officer from carrying firearms until they qualify. • Officer presents copy of form to immediate supervisor prior to going on duty. • Immediate supervisor forwards copy of form to appropriate Division Commander. <p>Division Commander:</p> <ul style="list-style-type: none"> • Reassigns member up to ten working days as outlined in DPM 1.4.15 Administrative Reassignment & Disciplinary Suspension. • Department complaint issued as outlined in DPM 1.4.10 Disciplinary Process. <p>Member Reassignment and 10 Day Remediation Training:</p> <ul style="list-style-type: none"> • During administrative reassignment, the member is scheduled for remedial training and requalification. <ul style="list-style-type: none"> ○ Individual training is two hours per day, not to exceed 20 hours during 10 working day period. • Member is assigned plain clothes duties where use of a firearm is not required (exceptions approved by Chief of Police or designee). • Off-duty work is prohibited pending qualification.
<p>Less than 85% on AZPOST course after ten-day assignment.</p>	<ul style="list-style-type: none"> • Member's "administrative reassignment" is extended, not to exceed 30 calendar days as outlined in DPM 1.4.15 Administrative Reassignment & Disciplinary Suspension. • Range Sergeant or designee schedules further training and qualifications. • Range Sergeant shall provide weekly documentation of the scheduled training and evaluation of the member's progress. <ul style="list-style-type: none"> ○ Progress report shall be forwarded to the member, the member's supervisor, the member's Division Commander, and the Training Section Lieutenant.
<p>Failure to qualify on AZPOST course within 30 calendar days.</p>	<ul style="list-style-type: none"> • May result in termination for failing to maintain minimum standards as outlined in

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	<p align="center">DPM 1.4.10 Disciplinary Process.</p>
<p>Remedial Training</p>	<ul style="list-style-type: none"> • If the Range Sergeant or their designee determine a member has exhibited firearms training deficiencies, the Range Sergeant may complete a remedial training plan. This plan will require remedial firearms training.

REFERENCES

- [DPM 1.6F1 Notification of Firearms Qualification Failure](#)
- [DPM 1.4.10 Disciplinary Process](#)
- [DPM 1.4.15 Administrative Reassignment & Disciplinary Suspension](#)