

PROCEDURE MANUAL

15-03



MICHIGAN STATE POLICE

Department Shooting Program

Purpose: This manual establishes the procedures and responsibility for the department shooting program. Through participation in the department's shooting program, department members are provided continuous development of the skill needed to perform their duties in the safest manner possible for themselves and the public.

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Definitions:

None

Section 1: Firearms Instructors

1.1 Firearms Instructors

All firearms training shall be conducted under the direction and supervision of a department firearms instructor approved by the Training Section in accordance with this manual.

- a. Districts/Divisions
 - i. A cadre of instructor trainers, representing each district, shall be maintained to support the Training Section in the following areas: annual updates for all department firearms instructors, weapon maintenance and repair, development of training curriculum, in-district field training, instructing seasonal shoots, and any other major firearms related projects.
 1. Instructor Trainer requirements:
 - a) Be a department firearms instructor in good standing with the Training Section.
 - b) Be a certified department armorer or capable of becoming a certified armorer.
 - c) Be assigned to a worksite which appropriately serves the needs of the instructor trainer's district.
 - d) Attend instructor trainer refreshers conducted by the Training Section prior to the firearms instructor refresher.
 2. Instructor trainers shall provide leadership, direction, and guidance to the firearms instructors. They will act as a liaison between the district firearms instructors and the Training Section.
 3. Each worksite shall submit the names of potential firearms instructor candidates to the Training Section for consideration. Enforcement members selected shall be trained by the Training Section in accordance with department standards. The Training Section shall have final approval of all firearms instructors. Once appointed, district/division firearms instructors shall be responsible for providing firearms instruction to members within their respective district/division and worksite.
- b. Headquarters
 - i. The Training Section shall coordinate the headquarters shoot for Headquarters members, with the cooperation of Headquarters and Lansing area firearms instructors.
- c. In addition to the annual training, instructor trainers must provide a minimum of 16 hours of instruction per year at the Training Academy. These hours can be used during recruit schools or in-service training programs.
- d. The district instructor trainer will be responsible for coordinating and implementing the preventive maintenance program in their district in accordance with the Training Section directives.

1.2 Instructor Training

- a. A firearms instructor training program shall be held whenever necessary for continuance of this program if approved by the Training Division commander. The program will qualify the instructor for certification as a department firearms instructor. The instructor shall score “Expert” or above with all department-issued firearms during qualification to remain certified as an instructor.
- b. Firearms instructor training shall be conducted and designated by the Training Section.
- c. A firearms instructor shall attend the annual refresher training conducted by the Training Section prior to the spring shoot each year.
- d. All firearms instructors will be required to actively instruct at least once per calendar year to maintain their certification.
 - i. Firearms instructors who are not able to attend the scheduled annual refresher training shall contact the Training Section. The Training Section shall be responsible for coordinating a makeup. If a makeup is not feasible, the firearms instructor will be placed in an inactive status for the year. An instructor placed on inactive status will not be able to instruct for the current calendar year.
 - ii. Firearms instructors who miss two consecutive annual refresher trainings conducted by the Training Section shall be decertified as a firearms instructor.
 - iii. A firearms instructor shall only be granted one makeup refresher. Failure to attend the next scheduled firearms instructor refresher hosted by the Training Section shall result in the decertification of the instructor.
- e. All firearms instructor trainers and firearms instructors shall fire each required department shooting program at a district training site. A second firearms instructor or the worksite commander shall certify the firearms instructor’s completion of each shooting program on the Weapons Training and Handgun Inspection Record, TD-007.
- f. Firearms instructors must be up to date on the department’s first aid training program and able to provide emergency medical response to serve as an instructor in any firearms training.

1.3 Firearms Instructor Responsibilities

- a. Firearms instructors shall be responsible to their district/division commanders for the following:
 - i. The execution of the department shooting program in their district/division and ensuring all enforcement members have completed each portion of the department’s firearms program.
 - ii. Documenting all annual firearms trainings and maintaining these documents along with the other firearms records.
 1. Documentation shall include a training objective and a description of the course of fire.
 2. Firearms instructors shall complete a Safety Brief, TD-016 for each training. The form shall be submitted to the Training Section through the district instructor

trainer. The Training Section shall store each form in a central location in accordance with the department's Records and Retention Schedule.

3. Training records shall become part of the worksite inspection process.
- iii. Identifying locations where firearms training will be held.
- iv. Forwarding any recommendation regarding range modification, building of new ranges, and suggestion for firearms programs through the district/division to the Training Section.
- v. Assistance and coordination of requisitioning ammunition and target supplies for their area.
- vi. Submitting scores and required records.
 1. The names of enforcement members participating in each required shooting program and their scores shall be recorded on the Weapons Training and Handgun Inspection Record, TD-007.
 2. A report shall be submitted by each firearms instructor at the completion of each shooting schedule to their district or division commander. This report shall name those enforcement members not participating, the reason why, and the date upon which they will comply.
 3. On or before September 30 of each year, firearms instructors shall submit a UD-040 Memorandum listing the names of each enforcement member who failed to meet the MCOLES firearms standard with their primary and secondary pistols on the proficiency course at least once during the calendar year. The memorandum shall be submitted through channels to the enforcement member's bureau commander and routed back to the Training Section for reporting to MCOLES.

Section 2: Shooting Program

2.1 Requirements

- a. All enforcement members shall participate in the entire department firearms program, including qualification and acknowledgement of all use of force policies provided, prior to being authorized to carry their department issued firearms.
- b. The Training Section will determine the total number of training hours to be conducted at each required department firearm training. Enforcement members will be required annually to complete the Carrying and Use of Firearms and Bullet-Resistant Vests Annual Exam. All non-enforcement members authorized by the Director to carry a firearm on-duty shall participate and meet the minimum score requirements in the department firearms program pertaining to their department issued firearm. They must also attend training as directed by the Training Section and complete the Carrying and Use of Firearms and Bullet-Resistant Vests Annual Exam as described below. Unless authorized by the Training Division commander, members are not allowed to complete all required training in one continuous training block

- c. Enforcement members required to submit a daily report, including firearms instructors, shall carry the hours spent on firearms training as "Training Hours."
- d. Department firearms training shall only be conducted with department-issued weapons.

2.2 Shooting Schedule

- a. Members authorized to carry firearms shall complete firearms training as prescribed by the Training Division. One training session shall be used to complete the MCOLES annual firearms assessment and mandatory department proficiency and qualification course as detailed in this manual. One training session shall require the use of ballistic plate carrier for those equipped.
- b. Summer Shoot- Mandatory Firearms Qualification on the Proficiency Course

- i. Proficiency Course:

- 1. Fire up to three times with the primary and secondary pistols. The member must meet the minimum MCOLES and departmental standards.

Note: Enforcement members and non-enforcement members authorized by the Director to carry a firearm on-duty are only required to fire the proficiency course once with their primary and secondary pistols if the minimum mandatory qualification is attained on the first attempt.

- 2. During the summer shoot, each enforcement member shall qualify for their marksmanship badge. The highest score achieved with the primary pistol shall determine the marksmanship badge the enforcement member shall wear on their uniform. The enforcement member must shoot the course from start to finish, obtaining the minimum qualification standard on each stage to earn a marksmanship badge.
 - a) After firing the summer shoot, each uniformed enforcement member qualifying at a new marksmanship level shall exchange their previous marksmanship badge for a marksmanship badge denoting the new qualification. Firearms instructors shall exchange marksmanship badges.
 - b) To facilitate marksmanship badge exchanges, uniformed enforcement members shall bring their current marksmanship badge to the range during the summer shoot.
 - c) A supply of marksmanship badges shall be issued to each work unit where a firearms instructor is assigned.
 - a. Additional marksmanship badges may be requisitioned from the Distribution Center.
 - b. The Distribution Center shall replace damaged badges on an exchange basis.
 - c. The worksite commander is responsible for the number of marksmanship badges issued to their worksite.
 - d) Enforcement members may replace lost marksmanship badges by using the MSP Inventory Management System & Catalog.

3. Quarterly Firearms Training

- a) The Training Section shall develop the courses of fire annually, which will allow for different types of firearms training techniques to be used.
- b) The program will typically incorporate shooting both pistols and shotguns and rifles.
- c) A description of the course to be fired shall be disseminated by the Training Section to the district firearms instructors and instructor trainers during the annual instructor certifications.
- d) Enforcement members shall attend quarterly firearms training programs.
 - a. Winter shoot: The winter shoot shall be held in the first quarter of the calendar year, January-March.
 - b. Spring shoot: The spring shoot shall be held in the second quarter of the calendar year, April-June.
 - c. Summer shoot: The summer shoot shall be held in the third quarter of the calendar year, July-September.
 - d. Fall shoot: The fall shoot shall be held in the fourth quarter of the calendar year, October-December.

2.3 Mandatory Firearms Qualification and Written Test Covering Use of Firearms; Remediation

- a. Instruction and testing of district firearms instructors shall be conducted annually through the Training Division.
- b. The department shall conduct a mandatory firearms qualification during the summer firearms training program. Each year, enforcement members shall fire the department firearms training program with their primary firearm and their department-issued secondary firearm. Non-enforcement members authorized by the Director to carry a firearm on-duty shall qualify with their department-issued firearm.
 - i. As described in this manual, enforcement members must qualify with their primary pistol and secondary pistol.
 - ii. Enforcement members shall achieve the minimum score as described in Section 2.4 with their primary pistol and secondary pistol. Enforcement members shall also meet the MCOLES requirements with their primary pistol. If they fail to meet these standards, the following steps shall be taken:
 - iii. Second Qualification Attempt
 - 1. The worksite commander or designee (e.g., firearms instructor) shall issue the enforcement member a minimum of 300 rounds of ammunition for remedial training and practice, if requested by the enforcement member.

2. Normally, the second qualification test shall be administered no sooner than five days, nor later than 10 days, after the enforcement member's initial failure to qualify.
 - a) The enforcement member shall only be required to fire the stages of the department firearms training program that were failed.
 - b) To qualify for a marksmanship badge, the entire course must be reshot, meeting both the minimum course score and round placement requirements. This is independent of meeting the minimum standard.
- iv. Third Qualification Attempt
1. If an enforcement member fails to qualify with their primary and/or secondary pistol at the second qualification trial, the following action shall be taken:
 - a) The enforcement member's worksite commander shall issue a conditional service rating, officially notifying the enforcement member of:
 - a. Their failure to qualify at the second qualification trial.
 - b. The date of assignment to the Training Academy for up to a maximum of 40 hours of firearms training under the supervision of the Training Division staff.
 - b) The enforcement member who failed to qualify shall attend the Training Division training program. During this training period, the enforcement member shall be provided with additional opportunities to successfully pass the stage(s) of the department firearms training program that were failed using their primary and/or secondary pistol and go through the entire course of fire with their department-issued pistol(s).
- v. Third Failed Qualification Attempt
1. If an enforcement member fails to qualify with either or both pistols during the third qualification attempt, the enforcement member's employment shall be terminated.
 2. The Director may grant exceptions to this policy for extenuating circumstances, such as incapacitating illness that affects the enforcement member's performance using the procedures set for in Section 2.3.(v).
- c. Each enforcement member and non-enforcement member authorized by the Director to carry a firearm on-duty shall take and successfully pass the Carrying and Use of Firearms and Bullet-Resistance Vests Annual Exam. Testing will take place in conjunction with the summer firearms training program.
- i. The Training Division and Legal Resources and Education Section shall prepare the Carrying and Use of Firearms and Bullet-Resistant Vests Annual Exam, correct answers, and provide the rationale for each correct answer.

- ii. The Carrying and Use of Firearms and Bullet-Resistant Vests Annual Exam shall be administered prior to the summer shoot.
- iii. Worksite commanders shall schedule enforcement members and non-enforcement members authorized by the Director to carry a firearm on-duty, who did not attend the Summer Shoot- Mandatory Firearms Qualification, and or have not taken the "Carrying and Use of Firearms and Bullet-Resistant Vests Annual Exam," for firearms retraining prior to returning to full duty.
- iv. Firearms Training Exemption Due to Medical Conditions and Military Leave.
 - 1. Enforcement members and non-enforcement members authorized by the Director to carry a firearm on-duty who have a medical condition preventing participation in a required department shooting program will be granted an exemption from the shooting program on the advice of their medical provider.
 - a) The member shall provide a medical statement to the Disability Management Unit, stating they are unable to participate in the shooting program due to their medical condition.
 - b) The Disability Management Unit will notify the member's worksite commander that an exemption has been granted.
 - c) This medical exemption does not apply to the member's responsibility to shoot as may be required in the line of duty.
 - 2. Enforcement members and non-enforcement members authorized by the Director to carry a firearm on-duty who are excused from the firearms training program shall notify their work unit commanders when their medical condition that prevents participation in the shooting program ceases to exist, or when they are advised by their physician they may return to work.
 - 3. Enforcement members and non-enforcement members authorized by the Director to carry a firearm on-duty excused from the firearms training requirement shall take the mandatory Carrying and Use of Firearms and Bullet-Resistant Vests Annual Exam at the time it is normally offered.
 - 4. Worksite commanders shall schedule enforcement members and non-enforcement members authorized by the Director to carry a firearm on-duty who have missed firearms shooting programs because of a medical condition for firearms retraining prior to returning to full duty.
 - a) Firearms instructors shall provide the returning member with the last firearms training program provided at their location. However, if the mandatory firearms qualification was missed because of the member's condition, that course of fire shall be administered.
 - b) After the firearms training is complete the enforcement member shall report back to their regular duties.
 - c) A record of firearms retraining after the member is authorized to return to full duty shall be recorded on the member's TD-007.

2.4 Firearms Qualification Courses

- a. Enforcement members shall meet minimum MCOLES and departmental standards as directed by the Training Section with approval from the Training Division commander. The Training Section shall be responsible for revisions to all courses of firearms for the primary pistol, secondary pistol, rifle, and shotgun.
 - i. Targets and Scoring
 1. The following targets shall be used:
 - a) Department silhouette target, MSP 08, commodity number 5746-9541.
 - b) Replacement center, commodity number 5764-9550.
 2. The target shall have the MCOLES combat and center scoring ring along with the numbered scoring system.
 - b. Primary Pistol Course
 - i. Two Yard Stage (One Target/Eight Rounds)
 1. Distance- Two Yards
 2. Time- Three seconds per Target Exposure
 3. Target- MSP-08 (One Target)
 4. Rounds- Eight
 5. Position:
 - a) Exposure One: Draw and fire two rounds in three seconds.
 - b) Exposure Two: Draw and fire one round in three seconds.
 - c) Exposure Three: Draw and fire two rounds in three seconds.
 - d) Exposure Four: Draw and fire one round in three seconds.
 - e) Exposure Five: Draw and fire two rounds in three seconds.
 6. Qualification Requirements: All eight rounds within the combat scoring area.
 - ii. Three Yard Stage (Two Targets/Twelve Rounds)
 1. Distance- Three Yards
 2. Time- Four Seconds per Target Exposure
 3. Target- MSP-08 (Two Targets Approximately Three Feet Apart)
 4. Rounds- Twelve
 5. Position:
 - a) Exposure One: Draw and fire one round at each threat in four seconds, using the strong hand only.

- b) Exposure Two: Draw and fire two rounds at each threat in four seconds, using the strong hand only.
 - c) Exposure Three: Draw and fire two rounds at each threat in four seconds, using two hands.
 - d) Exposure Four: Support hand only, fire one round at each target in four seconds.
 - 6. Qualification Requirements: All twelve rounds within the combat scoring area.
- iii. Four/Seven Yard Stage (Two Targets/Ten Rounds)
 - 1. Distance- Four Yards (One Target) and Seven Yards (One Target)
 - 2. Time- Four and six Seconds per Target Exposure
 - 3. Target- MSP-08 (Two Targets Approximately Three Feet Apart)
 - 4. Rounds- Ten
 - 5. Position:
 - a) Exposure One: Draw and move to cover. Then on target movement fire one round at each threat in four seconds.
 - b) Exposure Two: From the ready, fire two rounds at each threat in six seconds.
 - c) Exposure Three: From the ready, fire two rounds at each threat in six seconds.
 - 6. Qualification Requirements: All ten rounds must be within the combat scoring area.
- iv. Ten Yard Stage (One Target/Ten Rounds)
 - 1. Distance- Ten Yards (One Target)
 - 2. Time- Thirty Seconds per Five Shot Target Exposure
 - 3. Target- MSP-08 (One Target)
 - 4. Rounds- Ten
 - 5. Position:
 - a) Exposure One: Draw and move to cover. On target movement, fire five rounds standing in thirty seconds.
 - b) Exposure Two: Draw and move to cover. On target movement, fire five rounds standing in thirty seconds.
 - 6. Qualification Requirements: All rounds must be in the center mass ring and the shooter must make proper use of cover.
- v. Fifteen Yard Stage/Marksanship (one Target, Five Rounds)

1. Distance- Fifteen Yards
 2. Time- Thirty Seconds per Target Exposure
 3. Target- MSP-08 (One Target)
 4. Rounds- Five
 5. Position:
 - a) Exposure One: Draw and move to cover. On target movement, fire five rounds in thirty seconds, standing, kneeling, or prone (proper use of cover if standing).
 6. Qualification Requirements: All rounds must be in the combat scoring area. Proper use of cover must be used.
- c. Marksmanship Badge Scores
- i. The possible maximum score on this course is 225 points.
 1. Qualified (no badge) < 169 points.
 2. Marksman- 169-179 points.
 3. Sharpshooter- 180-202 points
 4. Expert- 203-214
 5. Distinguished Expert- 215-225
 - ii. To obtain a marksmanship badge, enforcement members shall shoot the entire course of fire during the same attempt with a minimum score obtained on each stage and rounds placed in the correct scoring areas. If the enforcement member does not meet the minimum score and round placement standards, they must reshoot and pass that stage within three tries to meet the minimum department standard. If the enforcement member wishes to obtain a marksmanship badge, the entire course must be shot, meeting the minimum score and round placement standards to obtain a marksmanship badge.
- d. Department-Issued Secondary Pistol Course of Fire
- i. Two Yard Stage (One Target/Six Rounds)
 1. Distance- Two yards
 2. Time- Three Seconds per Target Exposure
 3. Target- MSP-08 (One Target)
 4. Rounds- Six
 5. Position:
 - a) Exposure One: From the holster, draw and fire two rounds
 - b) Exposure Two: From the holster, draw and fire two rounds.

- c) Exposure Three: From the holder, draw and fire two rounds.
 - 6. Qualification requirements: All six rounds within the combat scoring area.
- ii. Three Yard Stage (Two Targets/Six Rounds)
 - 1. Distance- Three Yards
 - 2. Time- Four Seconds per Target Exposure
 - 3. Target- MSP-08 (Two Targets Approximately Three Feet Apart)
 - 4. Rounds- Six
 - 5. Position:
 - a) Exposure One: From the holster, draw and fire one round at each target.
 - b) Exposure Two: With the pistol at the low ready, fire one round at each target.
 - c) Exposure Three: With the pistol in the support hand only, fire one round at each target.
 - 6. Qualification requirements: All six rounds within the combat scoring area.
- iii. Four/Seven Yard Stage (Two Targets/Ten Rounds)
 - 1. Distance- Four Yards (One Target) and Seven Yards (One Target)
 - 2. Time- Four Seconds per Two Shot Target Exposure, Six Seconds per four shot Target Exposure
 - 3. Target- MSP-08 (Two Targets Approximately Three Feet Apart)
 - 4. Rounds- Ten
 - 5. Position: Shooter chooses differed cover position on each exposure.
 - a) Exposure One: From the holster, draw and fire one round at each target (four seconds).
 - b) Exposure Two: With the pistol at the low ready, fire two rounds at each target (six seconds).
 - c) Exposure Three: With the pistol at the low ready, fire two rounds at each target (six seconds)
 - 6. Qualification Requirements: All ten rounds within the combat scoring area.
- iv. Ten Yard Stage (One Target/Three Rounds)
 - 1. Distance- Ten Yards
 - 2. Time- Sixty Seconds
 - 3. Target- MSP-08

4. Rounds- Three
5. Position:
 - a) Slow, sighted fire, emphasizing precision shot placement (marksmanship).
6. Qualification Requirements: All three rounds within the combat scoring area.

2.5 Shotgun and Rifle Qualification Courses

- a. Rifle with one fifteen round magazine and one sixteen round magazine.
 - i. Target
 1. The target used shall be the department silhouette target, commodity number 5746-9541.
 - ii. Basic Proficiency Course
 1. Stage 1:
 - a) The shooter shall stand facing a single silhouette target placed at twenty-five yards.
 - b) On command to fire, the shooter shall fire five rounds standing, five rounds kneeling, and five rounds prone. Thirty seconds is allotted for each shooting position.
 - c) All rounds must be within the marksmanship scoring area.
 2. Stage 2:
 - a) The shooter shall stand facing a single silhouette target placed at fifteen yards.
 - b) On the command to fire, the shooter shall fire five rounds standing and five rounds kneeling. Fifteen seconds is allotted for each shooting position.
 - c) All rounds must be within the marksmanship scoring area.
 3. Stage 3:
 - a) The shooter shall stand facing a single silhouette target placed at five yards.
 - b) On the command to fire, the shooter shall fire two rounds (double tap) in three seconds.
 - c) This stage shall be completed three times
 - d) All rounds must be within the combat scoring area.
- b. Shotgun with a device for holding spare ammunition (e.g., stock boot side saddle).
 - i. Target

1. The target used shall be the department silhouette target, commodity number 5746-9541.
- ii. Basic Proficiency
 1. Stage 1:
 - a) The shooter shall stand in the loading position, action open and safety off, and face a single silhouette target placed at twenty-five yards.
 - b) Using seven dummy rounds, the shooter shall administratively make the weapon car carry condition.
 - c) Under direction, the shooter shall chamber a round and top the shotgun off with a seventh round.
 - d) Proper muzzle management as loading/unloading. Must load weapon to capacity. Must not unload by repeatedly chambering a round and racking it out.
 2. Stage 2:
 - a) The shooter shall stand facing a single silhouette target placed at fifteen yards.
 - b) On the command to fire, the shooter shall combat load five rounds of slugs and fire all five rounds from the standing position in twenty-five seconds.
 - c) All slugs must be within the combat scoring area.
 3. Stage 3:
 - a) The shooter shall stand facing a single silhouette target placed at fifteen yards.
 - b) On the command to fire, the shooter shall combat load five rounds of buckshot and fire all five rounds from the standing position in twenty-five seconds.
 - c) 70 % of pellets must be on the silhouette.

Section 3: Competitive Shooting

3.1 Department Match (Fletcher Trophy)

- a. The Training Section shall schedule a department shooting match, known as the Fletcher Match, in the fall of each year. Headquarters, each district and division of the Field Services Bureau, each division within the State Services Bureau, the Information Technology Bureau, and the Office of the Director may send a team of four enforcement members and one alternate to compete.

- b. The Training Section shall draft correspondence solicitating interest in participation.
- c. The district/division firearms instructor shall select each team.
 - i. A team is comprised of four enforcement members and one alternate selected from the highest scores fired at a department shoot. The shooting scores used for selection of team members shall be determined by the team captain and district or division commander prior to August 1 of every year.
- d. The course of fire shall be the Fletcher Match Course. The course is fired with the department-issued primary pistol using the silhouette bull's eye center target for both team selection and competitive shooting.
- e. Individual enforcement members who were not selected to represent one of the teams but wish to enter the competition may do so on their own time and at their own expense.
- f. All participants shall register by the timeline determined by the Training Section. Any team which fails to register will not be allowed to compete.

3.2 Optional Governor's Match/Michigan Police Shoot

- a. This qualification course (Camp Perry Short Course) is normally fired in September of each year.
- b. Enforcement members seeking position on the department's teams for the Governor's Match shall fire twice over the Camp Perry Course, using only one-hand, single-action method for the two-score aggregate.
- c. The Camp Perry Short Course shall be used only as a competitive event and for team selection. Participation is required only for enforcement members who express interest in this program.
- d. Scores shall be submitted to the Training Section no later than October 1 of each year.
- e. The top 20 scores from those scores submitted shall be placed on the teams representing the department.
- f. Individual enforcement members who were not selected to represent one of the teams but wish to enter the competition may do so on their own time and at their own expense.

3.3 Fletcher Match Course

a.

Stg.	Distance	# Of Rounds	Time	Score
1	4 Yards	3 Rounds	4 Sec.	45 Pts.
2	7 Yards	2 Rounds, Sustain, 2 Rds. 1 Round, Combat, 3 Rds.	8 Sec.	80 Pts.
	7 Yards	Fired 2 Times	10 Sec.	
3	10 Yards	Left Side Barricade, 2 Rds. Right Side Barr, 2 Rds.	4 Sec.	
	10 Yards	Kneeling Position, 2 Rds.	4 Sec.	

	10 Yards	All Fired Twice	4 Sec.	60 Pts.
4	15 Yards	Marksmanship, 8 Rds. Standing, Kneeling, or Prone	60 Sec.	40 Pts.
5	7 Yards	Traverse, 3 Rds. Left and Right Fired 2 Times	8 Sec.	60 Pts.
6	25 Yards	10 Rounds Standing, Kneeling, Prone	60 Sec.	50 Pts.
Total 67 Rounds				335 Pts.

3.4 Camp Perry Course

a. Slow Fire Stage

- i. The shooter will stand in the ready position with a one-handed grip at 25 yards.
- ii. After the commands “Is the line ready?”, “The line is ready!”, “Ready on the right!”, the shooter may raise and extend the shooting arm towards the target.
- iii. After the commands “Ready on the left!”, “Ready on the firing line!”, the targets will turn within approximately three seconds (a whistle may substitute turning targets).
- iv. On the target movement, the shooter will fire five shots in five minutes.
- v. The shooter will then repeat the stage, firing another five shots in five minutes, at will.

b. Timed Fire Stage

- i. The shooter will stand in the ready position with a one-handed grip at 25 yards.
- ii. After the following commands, the shooter may raise and extend the shooting arm toward the target:
 1. Is the line ready?
 2. The line is ready!
 3. Ready on the Right!
- iii. After the commands “Ready on the left! and “Ready on the firing line!” the targets will turn within approximately three seconds (a whistle may substitute turning targets).
- iv. On target movement, the shooter will fire five shots in twenty seconds. The shooter will then repeat the stage, firing another five shots in twenty seconds, on the command of the range officer.

c. Rapid Fire Stage

- i. The shooter will stand in the ready position with a one-handed grip at 25 yards.

- ii. After the commands “Is the line ready?”, “The line is ready!”, “Ready on the right!”, the shooter may raise and extend the shooting arm towards the target.
 - iii. After the commands “Ready on the left!” and “Ready on the firing line!” the targets will turn within approximately three seconds (a whistle may substitute turning targets).
 - iv. On target movement the shooter will fire five shots in ten seconds.
 - v. The shooter will then repeat the stage, firing another five shots in ten seconds, on command of the range officer.
- d. Alibis
 - i. Alibis must be declared on the firing line before the target is scored.
 - ii. No alibis will be allowed, except in the case of broken guns, faulty ammunition, if the shooter tries to clear the malfunction or other reasonable causes.
- e. Targets will be pasted on, or the target center replaced after each stage of the course.
- f. National Rifle Association range and safety rules shall apply except where they conflict with the provisions of this manual.
- g. When firing for recorded purposes, there shall be at least three or more members firing simultaneously.
- h. Scoring targets
 - i. Targets will be scored after each stage.
 - ii. The highest scoring ring touched by each shot is the score to be counted for that shot.
 - iii. The shooter having the greater number of X's will be the winner in the event of a tie.

Section 4: Range Operations and Responsibilities

4.1 Authorized Use

- a. Department operated ranges, or those being occupied temporarily, shall only be used for the delivery of department approved training.
- b. Non-enforcement member participation in firearms training or live fire exercises, other than those authorized by the Director to carry a firearm, shall be approved by their worksite commander.
- c. Only department issued weapons, ammunition, targets, and equipment are permitted for use.

4.2 Range Supervision

- a. Any range being used for department training, temporarily or permanently, shall have a department firearms instructor designated as range officer. The range officer shall be responsible for ensuring training is conducted in accordance with written directives on firearms training.
- b. All members attending a training session shall adhere to the instructions provided by the range officer through the duration of the training.

4.3 Personnel Requirements

- a. The MCOLES minimum student/instructor ratio of one instructor per five shooters shall always be adhered to with an absolute minimum of two certified Firearms Instructors present on a range during live fire training. *Note: This does not limit the number of students, only the number of shooters per live fire relay.*
- b. Other agencies or commercial entities holding training at a department operated facility shall adhere to their own internal written policy regarding safe range operations and personnel requirements, with the addition of at least one Michigan State Police firearms instructor present on the affected range(s).

4.4 Inspection of Range and Related Equipment

- a. Upon the completion of a training session, a firearms instructor shall inspect the range being vacated for cleanliness, damage, and/or equipment left behind.

4.5 Target Materials

- a. All consumable target material (paper targets, cardboard, etc.) shall be supplied by the worksite facilitating the training and then removed from the range upon completion of the training.

Section 5: Firearms and Range Safety

5.1 Firearms Safety Rules

All instructors shall review the safety rules below with participating members prior to beginning live-fire training at any designated firearms range.

- a. Fundamental Firearms Safety Rules
 - i. Treat all firearms, including inert weapons which shall only be pointed at others during appropriate drills or scenarios with all safety equipment worn, as if they are loaded and capable of firing. Know the condition of your weapon and if it is appropriate for the training environment.
 - ii. Never allow the muzzle of the weapon to cover anything you are not willing to destroy.
 - iii. Keep your finger straight and off the trigger until your weapon is on a target that you have determined to be a threat.
 - iv. Be sure of your target and what is beyond it. Be aware of the left and right limits, as well as the height of the backstop.
- b. Range Safety Rules
 - i. Obey all commands from the range officer immediately.
 - ii. Anyone observing a situation they feel may be dangerous shall give the command of "cease fire."
 - iii. Do not talk to the shooters on the firing line during instruction unless you are an instructor assigned to the training.
 - iv. Do not go forward of the firing line until an all clear has been given and/or instructed to do so by the range officer.

c. Required Safety Equipment

- i. Enforcement members and non-enforcement members authorized by the Director to carry a firearm on-duty shall wear safety glasses or prescription glasses that are impact resistant and hearing protection when participating in firearms training programs.
- ii. Enforcement members and non-enforcement members authorized by the Director to carry a firearm on-duty shall wear issued body armor when participating in firearms training programs.

5.2 Mandatory Safety Briefings

- a. All participants of each training session shall attend a safety briefing prior to the scheduled instruction. The purpose of this safety briefing is to ensure all participants of the firearms training session are fully informed of the safety protocols, procedures, and expectations to maintain a safe and controlled environment. This briefing aims to emphasize the importance of adhering to the safety rules above, address any potential hazards, and outline the emergency procedures to be followed in the event of an incident.
 - i. All department firearms training personnel assignments, rosters, safety equipment, and emergency procedures shall be documented on the Safety Brief, TD-016, for each training session. The form shall be easily located for all members participating in the training.
 - ii. Any training lasting more than four hours shall have a short safety reminder after each meal break and/or the beginning of subsequent training days.
 - iii. No person shall participate in a training session where they have not attended the safety briefing.

5.3 Safe Storage of Firearms and Ammunition During Training Activities

- a. All firearms and ammunition must be securely stored when not in use during training activities.
- b. Firearms shall be unloaded before storage, with the action open or the firearm otherwise rendered safe, in accordance with department protocols.
- c. Ammunition must be stored separately from firearms in a secure location, and only in containers approved for ammunition storage.
- d. At no time shall loaded firearms be left unattended. Firearms must be under the direct control of the member or properly secured at all times.
- e. Instructors are responsible for ensuring that all weapons and ammunition are accounted for before and after training sessions.
- f. Storage procedures shall be reviewed during each safety briefing and followed by all participants.

5.4 Communication and Notification of Injuries and Safety Incidents

- a. Any injury sustained while training at the facility shall be reported as outlined in PM 03-02. A department Instructor on scene shall also immediately notify the Training Division Commander.

- b. Significant safety incidents or trends observed during training shall be documented by the range officer and provided to the Training Section commander or their designee for review. Determination of future training needs shall be made by the Training Section commander.
- c. Negligent discharges occurring during firearms training shall be documented in accordance with written directives governing Firearm Discharge BlueTeam Incident Reports.

Review Responsibility: Field Services Bureau, Professional Development Bureau,
Training Division

Accreditation Standards: CALEA 4.3.2, 4.3.3, 4.3.5