



# MARYLAND CAPITOL POLICE OPERATIONS DIRECTIVE



## Firearms Training

<b>Distribution:</b>	All Sworn Employees	<b>Index:</b>	<b>OPS 08.04</b>
<b>Responsible Unit:</b>	Support Services Division	<b>Rescinds:</b>	8-101.1
<b>Issued:</b>	July 2, 2019	<b>Revised:</b>	

### .01 Purpose

To implement MCP policies related to the training of those police personnel authorized to utilize a firearm.

### .02 Policy

MCP will set standards for firearms training consistent with requirements set forth by the MPTSC.

### .03 Authority

[MD. CODE ANN., PUB. SAFETY § 3-208;](#)

[COMAR 12.04.01.12](#)

[COMAR 12.04.02.01 – 12.04.02.10](#)

### .04 Procedures

#### A. Range Master Responsibilities

1. The Range Master will complete required documentation, when any one of the following occurs:
  - a. A police officer fails to qualify with their primary firearm at annual or semi-annual firearms training after three unsuccessful attempts and remedial training;
  - b. A police officer fails to qualify with an off-duty firearm;
  - c. All annual or semi-annual range exercises; and
  - d. New weapons policies, directives, or memorandums are issued to officers.
2. The Range Master will be responsible for the training and qualification process. Duties of the Range Master include, but are not limited to, the following:
  - a. Examination of all issued firearms and personally owned off-duty firearms for operational safety before the officer is allowed to fire the weapon at the range. The Range Master or his designee will record the make, model, caliber and serial number of all off-duty firearms;
  - b. Documentation and maintenance of firearms training records, including qualification scores, of sworn personnel;
  - c. Overseeing modifications/revisions of agency firearms and use of force policies necessitated by changes in the law and/or changes in MPTSC policies and regulations;
  - d. Submission of all documentation concerning courses of fire, standards, etc. to the MPTSC for approval before the firearm certification process begins.

#### B. Training and Qualifications – Primary Firearm and Approved Off-Duty Handguns

1. [COMAR 12.04.02.08](#); requires that law enforcement officers qualify with the firearm they carry,

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both on and off-duty. The issuance of a Maryland Handgun Permit to a police officer does not eliminate or modify this requirement.

2. Classroom Instruction - Police officers will receive two hours of classroom instruction as part of the annual firearms qualification process. The classroom instruction can be included in the annual in-service instruction. The classroom instruction will cover the following areas:
  - a. Purpose of firearms instruction;
  - b. Care, cleaning, safe handling and storage of the service weapon;
  - c. Legal aspects in the use of firearms;
  - d. Fundamentals of shooting:
    - (1) sight picture;
    - (2) sight alignment;
    - (3) proper grip;
    - (4) trigger control;
    - (5) stance; and
    - (6) breath control.
  - e. Department use of force and deadly force policies.
3. Annual Qualifications Courses – Police officers will be required, at minimum, to complete the following MPTSC required courses of fire annually :
  - a. Judgmental/decision course;
  - b. Primary firearm day fire qualification; and
  - c. Primary firearm reduced light qualification.
4. Police officers will successfully complete the qualification process with their primary firearm and all approved off-duty firearms. The minimum required score for both the primary firearm and approved off-duty firearm is 70 percent in both day fire qualification and reduced light qualification.
5. Failure of any portion of the mandated training, even if the officer later passes the training, will be justification for the officer to attend mandatory remedial training. Officers who do not achieve a score of 75 percent or better will be assigned to a remedial range day with the department's fire arms instructors.
6. Shooting Badges - Police officers who qualify with their primary firearm will be issued one of the following MCP shooting badges:
  - d. Marksman - 70 to 79 percent;
  - e. Sharp Shooter - 80 to 89 percent;
  - f. Expert - 90 to 100 percent; or
  - g. Master - 90 to 100 percent (3 consecutive years, current inclusive).

**C. Failure to Qualify with Primary Firearm**

1. If a police officer fails to achieve a qualification score of 70 percent after two attempts, the officer will receive remedial instruction from a Range Master or Range Instructor.
2. In the event a police officer cannot pass qualification with their primary firearm after 3 attempts, the officer will be dismissed from the range and the Range Master will:
  - a. Immediately notify the Officer's Commander;

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- b. Suspend the officer's police powers pending remedial training; and
  - c. Submit a detailed report to the Chief of Police or his designee detailing the reasons for the failure.
3. The Officer's Commander will:
- a. Place the officer on administrative duties; and
  - b. Coordinate with the Range Master to schedule officer for remedial firearms instruction, and requalification.
4. The officer has 30 consecutive days within the same calendar year from date of the initial attempt to successfully complete the qualification. If they fail to qualify within the 30 day period, per COMAR 12.04.02.08 the police training commission will be notified and their police certification will be placed in a non-officer status by MPTSC.
5. An officer who failed to qualify after 3 attempts will be placed in the department's remedial training program.
6. The officer's police powers will remain suspended until the officer meets the qualification requirements.
7. The officer's primary firearm will remain in the custody of the department and will be transported to and from the range by the Range Master until such time as the officer passes qualification.
8. The suspension of police powers under this section is not the same as an emergency suspension under LEOBR. A police officer whose police powers have been suspended for firearms qualifications failure is not entitled to a suspension hearing or other provisions of the Law Enforcement Officer's Bill of Rights.
9. When an officer is assigned to the remedial training program for failure to qualify after 3 attempts, they will receive instruction on the fundamentals of shooting with a range instructor. The officer will then have 300 rounds to qualify with the primary firearm.
10. If an officer fails to qualify after remedial instruction the Range Master will immediately notify the Chief of Police or designee for appropriate administrative action.

**D. Shotgun Qualification**

1. Police Sergeants and below must participate in annual department shotgun qualification. Any police officer that does not qualify with the shotgun annually will not be permitted to carry or use an agency issued shotgun.
2. The shotgun course of qualification for MCP personnel will be in compliance with MPTSC regulations.
3. Officers up to and including those at the rank of sergeant will complete the qualification course with a minimum of 70% on each course with the approved shotgun.

**E. Patrol Rifle Qualification**

1. MPTSC regulations require that law enforcement officers qualify with the patrol rifle they carry.
2. Police officers must achieve a passing score of 80 percent with their primary firearm during the most recent day and reduced light qualification course in order to qualify for the patrol rifle program. They must also show a working knowledge and proficiency in the use of all agency firearms issued to them.
3. Police officers will complete an initial 3 day class (24 hours) on Patrol Rifles which will include:
  - a. Patrol rifle nomenclature;

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- b. Care, cleaning, safe handling, and storage of the firearm;
  - c. Legal aspects in the use of firearms;
  - d. Fundamentals of shooting; and
  - e. Agency use of force policy.
4. Annually, police officers who pass the initial patrol rifle course will be required to successfully complete two courses of fire, one during each half of the calendar year, in order to continue to carry and use a patrol rifle.
  5. Police officers will successfully complete the patrol rifle qualification with a minimum score of 80 percent.
  6. If a police officer fails to achieve a qualification score of 80 percent after two attempts, the officer will receive remedial instruction from the Range Master or his designee.
  7. In the event a police officer cannot pass qualification with a minimum score of 80 percent, the officer will not be allowed to carry a patrol rifle.
  8. The Range Master or his designee will examine all issued patrol rifles and personally owned patrol rifles for operational safety before the officer is allowed to fire the weapon at the range. The Range Master or his designee will record the make, model, caliber, and serial number of all patrol rifles.

Approved:



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Colonel Michael S. Wilson  
Chief of Police 07/02/19