

MERIDIAN TOWNSHIP POLICE DEPARTMENT GENERAL ORDER

Subject: Firearm Training and Qualification	General Order: 247
Effective Date: November 15, 1999 Revision Date: November 30, 2022	Distribution: All Sworn Personnel

I. PURPOSE

This directive establishes procedures for firearms training and qualifications of sworn personnel.

II. POLICY

It is the policy of the Meridian Township Police Department to train its officers in the proper use of issued firearms and related equipment. Police firearms training is one component of the overall in-service training program. The Department will provide and promote a program of continued training development for its officers.

The firearms training staff is responsible for providing job related training exercises and courses of fire which will assist the officers in preparing for their law enforcement duties while enhancing their safety skills. The staff will also prepare courses of fire to evaluate the firearms and tactics proficiency levels of officers.

All sworn personnel are required to participate in the training and qualification opportunities presented and to demonstrate acceptable levels of judgment, safety and proficiency with the firearms used in their police duties. Each officer is responsible to fully participate in the firearms training program and to develop and maintain proficiency in the safe handling and use of departmental firearms.

III. PROCEDURES

A. Firearms Program

1. All sworn personnel are required to demonstrate firearms proficiency, or to participate in training exercises, as scheduled by the Department, at least once each training quarter of the calendar year (See Appendix "A").
2. Officers are required to train and qualify with all firearms that they are authorized to use/carry in connection with their official duties (Includes handguns, shotguns, and specialty weapons).
 - a. Supervisors may direct officers to participate in training beyond the minimum participation levels established in this directive.

3. Each individual officer is responsible for complying with the minimum participation requirements established by this directive.

Revised

4. The Chief of Police will appoint a supervisory or command level officer as Range Master to oversee the Firearms Training Program.

B. Performance Levels

Revised

1. All officers must complete an appropriate MCOLES and Department approved training and qualification course prior to being allowed to carry a firearm and annually thereafter.

Revised

2. Personnel who fail to meet the established standard prior to the end of qualification quarter will be promptly scheduled for remedial training.

- a. The Range Master will work with range cadre and the officer to create a Performance Improvement Plan (PIP) designed to correct deficiencies.

- b. The officer's work schedule will be adjusted to meet the needs of the PIP and to facilitate prompt remedial training and successful qualification.

- c. Officers will be temporarily reassigned to non-enforcement duties that do not require a weapon until qualification is accomplished. Upon successful qualification, the officer will be returned to regular duty status.

3. All officers are expected to meet or exceed the minimum proficiency standard of shooting at all times.

4. The Range Master may schedule additional training, beyond the base requirements, for any officer, to enhance or improve their existing skill levels.

5. All officers will participate in a variety of job related training exercises involving, but not limited to, reduced or low light shooting conditions, confrontation of multiple adversaries, threat identification, close quarter and reactive type drills.

Revised

6. Officers are also encouraged to participate in additional training opportunities beyond the minimum level of required activity. Officers

electing to participate in additional training on their own time may be provided reasonable amounts of ammunition for use in approved training exercises, preferably while under the direction of range personnel.

C. Equipment and Posting of Training Dates

1. All officers must train with the firearms and equipment they carry on duty; and in a manner consistent with how the equipment is carried on duty. Officers must qualify with their issued "second" handgun in order to remain eligible to carry that firearm.
 - a. The range officer will record qualification attempts with each respective firearm once completed.
2. Officers shall, at minimum, wear issued eye and ear protection while participating in live fire exercises. Officers shall wear department issued body armor whenever firearms are being handled on the range. Baseball style hats should also be worn, brim forward, to reduce the potential for eye injuries when reasonable.
3. Training and qualification sessions will be held at facilities provided by the Department. Notice of the sessions will be posted in advance by the Training Coordinator to provide adequate notice to all officers.

Revised

D. Firearms Training Records and Reports

1. The duty range officer shall be responsible to promptly and accurately complete the required attendance records for all officers, while assigned to firearms training duties.
 - a. All officers are required to sign in on the designated form to verify their participation in the training session.
2. Upon completion of a firearms training or qualification session the records will be promptly forwarded to the Training Coordinator who will be responsible to:
 - a. Ensure prompt logging of the record into the computerized record system.
 - b. Document annual qualification and proficiency assessment for each sworn officer.

Revised

- c. Prepare and distribute a report of each training or qualification session to the Chief of Police.
 - d. Examine the firearms training records at the conclusion of each training quarter to verify that all officers have complied with this directive.
- E. First Aid and Emergency Equipment - The firearms training officer(s) conducting live fire sessions must have appropriate first aid supplies and some form of communication equipment immediately available to summon emergency assistance if needed.
 - 1. During firearms training, all officers must adhere to the Range Health Safety Rules. (See Appendix "B").
- F. Certification and Appointment of Range Officers
 - 1. All departmentally approved training must be conducted under the direction of a certified firearms training officer. Proper certification of firearms training personnel will be determined by the Chief of Police.
 - 2. The Chief of Police will appoint the Range Master and an appropriate number of Range Officers, as he deems necessary.
 - 3. Additional officers or employees may be utilized during training or qualification sessions to assist the regular range personnel.
- Revised G. Firearms Training Simulator
 - 1. All officers will participate in training exercises involving the use of the MILO, or a similar system, as directed by the Department.
 - 2. Simulator training will not take the place of regular firearms training or qualification sessions.
- H. Firearms Maintenance
 - 1. Firearms used for training or qualification shall be cleaned upon completion of the training session and prior to the officer's return to duty, except in exceptional or emergency situations.
 - 2. Appropriate cleaning supplies and a place to clean firearms will be

provided in conjunction with each training session.

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| | 3. | Officers are required to wear eye protection while cleaning firearms. |
| New | 4. | All issued firearms will be maintained in an operational state. The responsibility of the maintenance is vested with the officer the firearm was issued to. Maintenance of non-issued firearms is vested with the certified armorers. |
| Revised | 5. | All firearms will be scheduled for annual inspection and cleaning by a certified armorer selected by the Department. |

I. Firearms Safety Rules: See Appendix "C"

IV. CANCELLATIONS

This directive rescinds Operating Procedure W-1, "Weapons Regulations and Ammunition" dated 2-25-98.

Authorized by:



Ken Plaga, Chief of Police

Index as: Firearms Qualification
Firearms Training
Training Records, Firearms
Standard 1.10.2

Application: This directive constitutes department policy, and is not intended to enlarge the employer's or employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims insofar as the employer's or employee's legal duty as imposed by law.

Appendix A Revised**MERIDIAN POLICE DEPARTMENT****Firearms Training and Qualification Calendar**

ACTIVITY	Quarter 1 <i>Jan - Mar</i>	Quarter 2 <i>April - June</i>	Quarter 3 <i>July - Sept</i>	Quarter 4 <i>Oct - Dec</i>
HANDGUNS & RIFLES				
Training	X	X		
Qualification			X	
Low Light				X
SHOTGUN				
Qualification			X	
M.I.L.O.				
Training	Once annually, at minimum, as scheduled by the Range Master			

- * The T.O.U. SRT officers are responsible for providing copies of training/qualification records to the Training Coordinator when those sessions occur away from regular department training sessions.

Appendix B**RANGE HEALTH SAFETY RULES**

- A. Don't smoke on the range**
 - 1. Smoking causes acceleration of inhaled lead into the blood stream.
 - 2. Transfers lead from hands to cigarette, cigarette to mouth.
- B. Don't eat on the range**
 - 1. Lead dust on hands and face can be ingested through contact with food.
 - 2. Airborne lead can also contaminate food.
- C. Don't collect fired brass in baseball hats**
 - 1. Contaminates caps with lead dust. When placed back on head, the lead is deposited into the hair and absorbed into the skin.
- D. Do be aware that face, arms and hands are covered with lead**
 - 1. Encourage shooters to wash thoroughly with cold water and plenty of soap.
 - a. Cold water is preferred as hot water enhances the absorption of lead into the bloodstream.
 - b. If water is not available, shooters should consider carrying a box of wet wipes or a bottle of water for this purpose.
- E. Do be aware that hair and clothes are still contaminated**
 - 1. Shooters and firearms instructors should wear an outer garment, such as a jumpsuit or coveralls, or change clothes before going home.
 - 2. Do not clean range clothes by shaking or blowing. This just spreads the lead dust around and gets on other shooters.
 - 3. Wash range clothes separately to prevent cross contamination.
 - 4. Wearing range clothes in the family vehicle can and will contaminate this vehicle with lead. Change clothes before leaving the range.
- F. Do change shoes before entering residence**
 - 1. Shoes can transport lead into your home. Leave them outside.
 - 2. While firing and cleaning, disposable shoe coverlets can be used.
 - 3. Ordinary vacuuming does not remove lead from your home, but redistributes it by blowing it into the air to be inhaled or resettled into the carpet.
- G. Do avoid physical contact with family members until after a shower, shampoo and change of clothes**
 - 1. Lead can be transferred by casual contact.
 - 2. Family and friends should not be hugged or kissed until after a shower and a change of clothes.
 - 3. All physical contact should be avoided while the shooter or firearms instructor is still in range clothing.
- H. Do participate in lead safety training programs**
 - 1. Firearms instructors and shooters should attend all training programs provided by the department or agency to insure awareness and hazards of lead.

Appendix C

MERIDIAN POLICE DEPARTMENT

Firearms Safety Rules

- **Treat all weapons as if they are loaded: check and double check the condition of your weapon**
 - When it is handed to you
 - When you hand it to someone else
 - When you put it away
 - When you are getting ready for duty/training
- **Keep in mind the “laser rule”**

A laser will damage whatever it touches. **Never allow** the muzzle to pass over any part of your body.
- **Know your target, backstop and the area behind the backstop.**
- **Never point a weapon at anyone or anything that you do not intend to shoot**
- **Always point your weapon in a safe direction**

A safe direction is that direction that should a discharge occur, there would be no personal injury and little, if any, property damage.
- **Keep your finger out of the trigger guard until you are on-target, and you have made the decision to shoot.**
- **If you observe an unsafe condition, immediately take appropriate action to stop the training activity**
- **Weapons will only be handled during a course of fire or under the direction of the range master**