
ADMINISTRATIVE DIRECTIVE – 105.014
WEAPONS PROFICIENCY

EFFECTIVE DATE: February 6, 2001

REVISION DATE: October 23, 2018

REVIEW DATE: Annual

AFFECTS: All Personnel

STANDARDS: 33.1.5, 1.3.10, 1.3.11, 1.3.12

**THIS DIRECTIVE PERTAINS TO ALL LETHAL AND LESS-LETHAL WEAPONS
AUTHORIZED FOR DUTY RELATED USE BY DEPARTMENTAL MEMBERS.**

I. PURPOSE

This directive outlines the requirements relative to the demonstration of weapons proficiency, training and use of less lethal weapons, defensive tactics, and general knowledge about the approved use of each class of weapon authorized by the department.

II. POLICY

A. General Statements

1. All agency personnel authorized to carry lethal or electronic controlled device (a.k.a. Taser) shall be required to complete a prescribed departmental course regarding the use of each specific weapon and must demonstrate proficiency in the use of the specific lethal weapon and electronic controlled device at least annually.
2. All agency personnel authorized to use less lethal weapons and/or defensive tactics shall be required to complete a prescribed departmental course and demonstrate proficiency in the use of less lethal weapons and defensive tactics at least biennially.
3. All agency personnel authorized to carry weapons, use less lethal weapons, or weaponless control techniques shall receive training on the department's Use of Force policy annually.
4. The department encourages all sworn employees to utilize departmental facilities, resources and instructors to improve weapons proficiency. Within budgetary constraints practice ammunition is available to officers for use at the firing range.

III. DEFINITIONS

- A. Alternate Firearm – A firearm owned by the officer and used in lieu of the primary weapon as the duty weapon. The caliber must be a .38 special, 9 mm luger, 357 revolver, 40 caliber, or 45 caliber.
- B. Alternate Firearm for Plainclothes Assignments – A firearm, either issued or alternate, that can be carried by a plainclothes officer as a primary duty weapon. The caliber must be a .38 special, 9 mm luger, 357 revolver, 40 caliber, or 45 caliber.
- C. Back-Up Firearm – A firearm that is different from the Issued or alternate weapon. The back-up firearm is a secondary weapon to be carried in conjunction with an Issued or alternate weapon. The caliber must be a .22LR, .25 ACP, .32 ACP, .380 caliber, .38 special, 9 mm luger, 357 revolver, 40 caliber, or 45 caliber. It can be carried on or off duty as a secondary weapon.
- D. Issued Firearm – A firearm owned by the department and issued to an officer for use as the primary duty weapon. The caliber must be a .38 special or 9 mm luger, 357 revolver, 40 caliber, or 45 caliber.

IV. PROCEDURES

A. Course Requirements

1. The departmental course for each lethal and less lethal weapon will be taught by a departmental weapons instructor for the specific weapon as approved by the chief of police and shall include at a minimum:
 - a. Demonstration of the ability to achieve minimum qualifying scores on a specified course as defined by the department and/or as governed by TCOLE:
 - (1) Handgun minimum qualifying score shall be 80%,

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- (2) Shotgun minimum qualifying score shall be 80%.
- b. A review of the content and application of laws and policy and procedure concerning the authorized use of the specific weapon.
- c. A review of departmental directives on the use of force, escalating force and deadly force.
- d. Recognized safe handling practices and procedures for the specific weapon.
- 2. Training and demonstration of proficiency shall be documented for each employee. Courses of qualification will be determined by the training coordinator. Documentation shall be maintained by the departmental training coordinator as a part of the employee's permanent training record.
- 3. Per TCOLE Rule 218.9, annual firearms qualifications will be conducted at least once each calendar year. During qualifications, the range master or designated firearms instructor shall conduct an external inspection of the weapon to determine that it is functioning safely. After qualifications, officers will demonstrate proficiency in the care and cleaning of the weapon to a firearms instructor. The inspection and demonstration of proficiency shall be documented on the qualification form.

B. Weapons Training

1. General Use Weapons

- a. Any employee who is unable to demonstrate proficiency with a specific weapon, or who is unable to demonstrate the knowledge and application of such knowledge regarding the appropriate and authorized use of a specific weapon, is permitted one additional attempt to qualify with the weapon on the same day of the initial qualification.
- b. If the employee is unable to qualify with the weapon on the second attempt, the employee will be removed from enforcement duties where they are required to carry a weapon. The employee will be assigned duties out of uniform in a non-enforcement position until the qualification requirements have been met or further action is taken as described below.
- c. The employee will be scheduled and required to complete a full eight (8) hours of training. The course will:
 - (1) Be scheduled on the earliest day following qualifications so as to reduce the time any officer is away from their primary duty assignment, but in all cases will occur within 10 days of the second attempt to qualify.
 - (2) Be conducted with a maximum of three students per instructor.
 - (3) Be customized to meet the individual training needs of the students involved, regarding practice drills and technique instruction.
 - (4) Include up to three (3) opportunities for the student to shoot a qualifying score.
- d. If the employee is unable to demonstrate proficiency with the weapon after completing the training course, the employee will be removed from enforcement duties until he/she can demonstrate a passing score. The employee will be assigned to the Training Unit and will participate in training with a departmental firearms instructor until a successful qualification is achieved.
- e. Failure of the employee to achieve qualification will result in disciplinary or corrective action up to and including dismissal from the department.

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- f. Spring firearms training will be required for those officers that are unable to qualify with their primary duty weapon during Plano Police Department Annual Firearms Qualification on their second attempted qualification and were required to attend the weapons training course described above. This training will be mandatory and will consist of an 8-hour day of training.
 - g. Additionally, a fall firearms training session will be required to better prepare officers to successfully complete Plano Police Department Annual Firearms Qualification. This training will be mandatory and will consist of an 8-hour day of training. This training will be required for the following officers:
 - (1) Sworn personnel unable to qualify with their primary duty weapon during Plano Police Department Annual Firearms Qualification on their second attempted qualification and were required to attend the spring training course;
 - (2) Sworn personnel unable to qualify with their primary duty weapon during Plano Police Department Annual Firearms Qualification on their first attempted qualification; and
 - (3) Sworn personnel who scored below 212 with their primary duty weapon on their daytime Plano Police Department Annual Firearms Qualification.
 - (4) The above personnel should be encouraged to attend one (1) open range instructional 2-hour block of training per quarter until the next qualification period. The training coordinator will notify the chain of command of officers identified as having scored below 212.
2. Special Weapons

Some weapons utilized by the department such as patrol rifles, SAGE Launchers and TASERs, are issued to specific personnel on the basis of their assignment, specialized training and skill. Failure to qualify with a special weapon will result in the employee relinquishing use of that particular weapon until qualification can be accomplished and/or its use by that particular employee can be re-evaluated.

C. Qualification Schedules

1. All Sworn Personnel

a. Duty Use Handgun

- (1) 1 daylight qualification annually
- (2) 1 lowlight qualification annually

b. Back-up Weapons

1 daylight qualification annually

c. Shotgun

1 qualification annually for those officers who carry a department issued or personally-owned shotgun. All officers are allowed and encouraged to qualify annually with a shotgun regardless whether they carry one on duty or not.

2. Emergency Services Unit/Tactical Members

a. Handgun

- (1) Bi-Annually (includes 1 night qualification)

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- (2) Annually as scheduled for all sworn personnel
- b. MP-5/HK53
Bi-Annually for personnel authorized to use the weapon (includes one night qualification)
- c. .308 Countersniper Rifles
Monthly for personnel authorized to use the weapon
- d. AR-15 Rifle
Bi-Annually for personnel authorized to use the weapon (includes one night qualification)
- e. Shotgun
Bi-Annually for personnel issued to (includes one night qualification)
- 3. Firearms Instructors
 - a. Firearms Instructor Selection Process
 - (1) Candidates must submit a letter of interest to the training lieutenant with chain of command approval. The chain of command should consider the knowledge, skills, abilities, and judgment of the candidate as well as the impact the candidate's absence from his primary duty position will have. The candidate's chain of command should notify the training lieutenant of any officer safety, decision-making, or use of force concerns
 - (2) Candidates must be able to obtain TCOLE Instructor Certification within one (1) year after selection.
 - (3) Candidates must have a minimum of three (3) years service as sworn Plano Police Department officer. The training lieutenant may waive the service requirement.
 - (4) The training lieutenant will review the candidate's personnel file for any decision-making or use of force concerns.
 - (5) The candidate must have maintained a Plano Police Department In-Service Daytime pistol qualification score of 240 or higher for the past three (3) years.
 - (6) Candidates must complete a practical assessment that includes live-fire and weapon's handling skills. Existing firearms instructors will be allowed to observe the practical assessment and provide feedback/recommendations to the Training Lieutenant during the selection process.
 - (7) The training lieutenant will determine the candidate's suitability and acceptance as a firearms instructor with the approval of the Support Services Division Deputy Chief.
 - (8) Training requests for a firearms instructor course will only be approved after the candidate has successfully completed the firearms instructor selection process.
 - b. Firearms Instructor Retention Requirements
 - (1) Instructors must obtain the current TCOLE Firearms Instructor Certificate within one (1) year of selection.
 - (2) Instructors must attend and successfully complete prescribed training provided by the National Rifle Association (NRA) and Mid-South Institute of Self Defense Shooting within two (2) years of selection, if possible.

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- (3) Instructors who are not members of SWAT must complete eight (8) hours of “range time” to include actual live firing and/or “open range” instruction bi-annually.
- (4) Firearms Instructors must attend an annual “Refresher” course to ensure consistency in firearms training.
- (5) The annual training will include all instructors of any firearms-related discipline (Simunition/Force-on-Force, Simulator, Range Officers, Rifle Instructors, etc.).
- (6) Instructors will be assigned to assist with in-service qualifications. They will also be required to provide the training for any officer(s) who fail to qualify twice during the instructor’s assigned qualification day(s). The training will be scheduled on the earliest day following qualifications so as to reduce the time any officer is away from their primary jobs.
- (7) Firearms instructors will be selected to be Plano Police Department instructors and will be expected to provide needed training to any sworn Plano Police Department employee. Firearms instructors will not be selected to provide firearms training exclusively to specialized units (i.e. SWAT, Narcotics, Bomb Unit, etc.).
- (8) Firearms Instructors will be expected to take turns assisting with monthly open range sessions which should include structured 2-hour blocks of firearms instruction by a firearms instructor.
- (9) Instructors must maintain a Plano Police Department In-Service Daytime pistol qualification score of 240 or higher.

V. SPECIAL CONSIDERATIONS

Prior to any employee being authorized to carry any weapon for duty use, the employee must be issued copies of and be instructed in all departmental directives and procedures regarding use of force in general and the authorized use of specific lethal and less-lethal weapons. The issuance of and instruction in these directives and procedures shall be documented by the training coordinator. The documentation shall become part of the employee's permanent training record.