
ADMINISTRATIVE DIRECTIVE – 113.015
FIREARMS PROFICIENCY CERTIFICATES AND IDENTIFICATION CARDS FOR
HONORABLY/QUALIFIED RETIRED PEACE OFFICERS

EFFECTIVE DATE: September 1, 2005
REVIEW DATE: Annual
AFFECTS: Sworn Personnel

REVISION DATE: September 11, 2017

I. PURPOSE

This directive governs the procedures for providing eligible retiring members of the Plano Police Department with credentials identifying the retiree as honorably/qualified retired, and for issuing the retiree a firearms proficiency certificate.

II. POLICY

Upon retirement, sworn members of the Plano Police Department who meet the requirements of this directive may be issued a Firearms Proficiency Certificate, a retiree identification card, and a retiree badge that identifies the retiring member as honorably retired. It is the responsibility of the retired officer to ensure that he/she is in compliance with all applicable laws when carrying a firearm. The authority of a retired officer to carry firearms does not provide the retiree with arrest authority. Further, the Department accepts no liability for the conduct of the retiree.

III. PROCEDURES

A. Eligibility

Sworn members of the Plano Police Department are eligible to receive a Firearms Proficiency Certificate, a retiree identification card, and a retiree badge indicating that the member is honorably retired when each of the following conditions is satisfied:

1. The member retires in good standing as a commissioned officer with at least five years of service with the Plano Police Department;
2. The member has not less than a total of 15 years of service as a commissioned officer with one or more state or local law enforcement agencies;
3. The member's license as a commissioned officer has never been suspended or revoked;
4. The member has no psychological or physical disabilities that would interfere with proper handling of a handgun;
5. The member is eligible to receive service retirement benefits under the Texas Municipal Retirement System as of the date the member retires from the Department.

B. Retirement Processing

1. Eligible retiring members should submit the following items to the Professional Standards Unit prior to their retirement date:
 - a. Memorandum requesting issuance of a Firearms Proficiency Certificate and "honorably retired" identification card;
 - b. Sworn and notarized Affidavit of Eligibility for Designation as an Honorably/Qualified Retired Peace Officer;
 - c. Signed Plano-Richardson Police Training Center Release of Liability/Indemnification (FM621.018) for use of range.
 - d. A copy of their letter from the Texas Municipal Retirement System designating them as "Eligible to Retire" as of the date they separate from service with the City of Plano.
2. The Professional Standards Unit sergeant will review the above documents and then forward the documents and the member's personnel file to the Chief of Police or designee for review and approval. Once approved, an identification card designating the member as "honorably retired" will be signed by the Chief of Police and issued to the retiring member. The retiring

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member will also be provided with written authorization to complete a firearms qualification for the purpose of obtaining a Firearms Proficiency Certificate.

3. The retiring member will then contact the training academy to schedule a firearms qualification.
4. The retiring member will complete the Department's firearms qualification course under the supervision of a Department firearms instructor. Upon successful completion of the course of fire, the supervising firearms instructor will complete a Firearms Proficiency Certificate and provide it to the retiring member. The training academy will maintain a file containing a copy of the retiring member's range score sheet and a copy of the firearms proficiency certificate issued to the retiring member. The retiring member shall supply the weapon and ammunition.
5. The retiring member will present their retiree ID Card to the Quartermaster Unit who will order the retiree badge. The retiring member is responsible for the cost of the retiree badge.
6. The Chief's Office will maintain a file for each retired member of the Department who obtains an identification card designating the retiree as "honorably retired". This file will contain those documents submitted by the retiree under Section III.B.1.(a) thru (c).

C. Post-Retirement Processing

1. Each Firearms Proficiency Certificate issued to a retiring member will expire 12 months after the date of issuance. A retired member who desires to maintain a valid Firearms Proficiency Certificate must satisfactorily complete the Department's current handgun qualification course at intervals of 12 months or less.
2. To obtain a renewal Firearms Proficiency Certificate, the retired member will contact the training academy to schedule a firearms qualification. The qualification course being utilized by the department at the time will be the course of fire. The retired member shall furnish their own ammunition and, at the discretion of the Chief of Police, a fee may be charged for permitting the retired member to qualify. The qualification will take place during normal operating hours.
3. Prior to obtaining a renewal Firearms Proficiency Certificate, a retired member will be required to complete a Self-Reporting Form (FM621.014) which must then be returned to the training staff at the time of the firearms qualification. If a retiree fails to complete this form, refuses to file this form, or provides false information, the Plano PD reserves the right to refuse the retiree from qualifying at the current firearms qualification. Failure to comply with any requirements in this policy may also result in the revocation of the retiree's Firearms Proficiency Certification from TCOLE. If TCOLE fails to revoke the certification, the Plano PD reserves the right to prohibit the retiree from qualifying at any scheduled firearms qualifications.
4. Upon the successful completion of the prescribed course of fire, the range officer will complete a new Firearms Proficiency Certificate and provide it to the retired member. The training academy will maintain a file containing a copy of the retiring member's range score sheet and a copy of the issued firearms proficiency certificate.
5. If the retiree resides more than 150 miles from Plano (See Appendix "A"), he or she may contact a local law enforcement agency to accomplish the annual qualification, if that agency approves. The retiree is responsible for facilitating the qualification process and ensuring the requirements of the Plano Police Department and the local law enforcement agency are met. In all cases, the following guidelines must be followed:
 - a. The retiree must present the Plano Police Department Honorably Retired Identification Card to the local law enforcement agency representative.

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- b. The retiree will complete the Self-Reporting Form (FM621.014) and present a copy to the local law enforcement agency firearms proficiency officer. The original will be sent back to the Plano Police Training Unit.
 - c. The firearms proficiency officer must be a TCOLE or State Certified Law Enforcement Firearms Instructor or Range Officer authorized to complete a firearm qualification.
 - d. The retiree must complete the qualification course currently required for Plano PD retirees. The required PPD target must also be used. The Training Unit will provide a detailed description and passing requirements of the required qualification course for the retiree and proficiency officer. The retiree will be responsible for providing the required qualification target.
 - e. Once the qualification is completed the retiree must provide the Plano Police Training Unit a Retiree Firearms Proficiency Officer Statement (FM621.017), signed by the proficiency officer who facilitated the qualification, stating the retiree passed the required qualification and that the required target was used.
 - f. The retiree will send the completed Self-Reporting Form (FM621.014), Retiree Firearms Proficiency Officer Statement (FM621.017), Retiree Qualification Score Sheet (FM621.016), and an addressed and stamped envelope to the Plano Police Training Unit.
 - g. Once all the proper paperwork has been received, the Plano Police Training Unit will complete the Firearms Proficiency Certificate and send it to the retiree in the addressed envelope.
 - h. The retiree will be responsible for any fees the law enforcement agency may charge.
6. A retired member whose Firearms Proficiency Certificate expires may not be issued a renewal certificate until the retired member successfully completes a firearms qualification as required above.
- D. Failure to Qualify With Firearms
1. A retiring member or retiree who does not successfully complete the prescribed course of fire will be allowed, if time and scheduling permits, two additional opportunities to qualify on the same date as the initial attempt.
 2. A retired member who does not successfully complete the initial or subsequent attempt to qualify must re-schedule any further attempts not less than 30 days from the date of the initial attempt.
- E. Denial of Firearms Proficiency Certificate
- An identification card designating a retired member as "honorably/qualified retired" or a Firearms Proficiency Certificate may be denied in the following circumstances:
1. The member resigns or retires before the final disposition of allegations of serious misconduct and the investigation indicates that the member committed the serious misconduct alleged. The term "serious misconduct" includes misconduct that involves criminal conduct (other than traffic violations) or which could subject the member to a substantial suspension or indefinite suspension;
 2. The member has been indefinitely suspended;
 3. The member fails to satisfactorily complete an initial or subsequent firearms qualification;
 4. The member fails to submit any required documents as listed above;

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5. The member has a mental or physical disability that would impair the member's proper handling of a handgun;
 6. The Chief of Police retains the discretion to deny issuance of such identification card or firearms proficiency certificate in any circumstance where it would not be in the best interests of the Department, the public, or the requesting member.
- F. Retirees not Affiliated with the Plano Police Department
1. Eligible retirees not affiliated with the Plano Police Department may be allowed to qualify on the Plano-Richardson Police Training Center Range. In order to be eligible, those unaffiliated retirees must have retired from a law enforcement agency that is located at least 150 miles from the City of Plano (See Appendix "A"). The Department may also charge a fee to provide a qualification to retirees not affiliated with the Plano Police Department.
 2. Unaffiliated retirees must establish proof of eligibility for a Firearms Proficiency Certificate and provide the Training Unit a copy of each of the following prior to being allowed to qualify:
 - a. A current Honorably Retired Identification Card, including photograph, from the agency from which he or she retired.
 - b. A Self-Reporting Form (FM621.015)
 - c. A signed Plano-Richardson Police Training Center Release of Liability/Indemnification (FM621.018) for use of range.
 - d. A detailed description of the required qualification course of fire.
 3. Once all required documentation has been received the Training Unit will determine if the qualification will be provided. (*Note: The Department reserves the right to refuse a qualification for an unaffiliated retiree if the qualification requires procedures or equipment that violates PRPTC range rules.*)
 4. If all documentation is approved by the Training Unit a qualification date will be scheduled. The Training Unit will provide a certified firearms instructor or range officer to administer the qualification. Scheduled qualifications will be limited by range and instructor availability.
 5. The unaffiliated retiree must furnish all of the following equipment upon arrival at the range:
 - a. The required weapon and ammunition (both must be approved for use on the PRPTC shooting range).
 - b. Additional magazines/speed loaders for required reloads.
 - c. The target required by the unaffiliated retiree's qualification course.
 - d. Hearing and wrap-around eye protection.
 - e. A handgun holster that is in good working order and safely secures the trigger guard of the inserted pistol. (*Note: No person will be allowed to place an un-holstered weapon into his/her pants, pockets, clothing, bag, etc.*)
 6. The Training Unit will administer the qualification required by the unaffiliated retiree's agency. If the retiree is not required to complete a prescribed qualification course, the Training Unit will administer the course of fire currently required for PPD retirees. The Training Unit will maintain a copy of the unaffiliated retiree's qualification record.

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7. An unaffiliated retiree who does not successfully complete the prescribed course of fire may be allowed, if time and scheduling permits, one additional opportunity to qualify on the same date as the initial attempt. This additional qualification attempt will only be provided if the unaffiliated retiree's agency allows it.

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Appendix “A”

150 Mile Radius from the City of Plano

