


# The Tarrant County College District Police Department

## GENERAL ORDER

	SUBJECT	GENERAL ORDER NUMBER
	<b>Duty Firearms and Qualification</b>	<b>202.00</b>
	CALEA STANDARDS	EFFECTIVE DATE <b>May 1, 1025</b>
	APPROVAL	REVISION DATE
	<b>Shaun Williams, Chief of Police</b>	PAGES <b>6</b>

**Purpose** – SAFE HANDLING OF FIREARMS The intent of this policy is to promote proper firearm safety on and off duty. Employees shall maintain the highest level of safety when handling firearms.

**Policy** – This policy establishes procedures for the acquisition, use and documentation of training in the use of firearms. The Chief of Police or authorized designee shall approve all Department firearms before they are acquired and utilized by any member of this department.

### 202.01 SAFETY CONSIDERATIONS

- (a) Officers shall not unnecessarily display or handle any firearm.
- (b) Officers shall be governed by all rules and regulations pertaining to the use of the range and shall obey all orders issued by the Range Master. Officers **shall not** dry fire or practice quick draws except under Range Master supervision.
- (c) Any member who discharges his/her weapon accidentally or intentionally, on or off duty, except during training or recreational use, shall make a verbal report to his/her supervisor as soon as circumstances permit and, if the occurrence was on duty, shall file a written report with his/her Division Commander prior to the end of shift. If off duty, as directed by the supervisor.
- (d) Officers shall not clean, repair, load or unload a firearm anywhere in the Department, except where clearing barrels are present.
- (e) Shotguns or Rifles removed from vehicles or an equipment storage room shall be loaded and unloaded in the parking lot and outside of the vehicle.
- (f) Officers shall not place or store any firearm or other weapon on Department premises except where the place of storage is locked. No one shall carry firearms into the jail section or any part thereof when securing or processing a prisoner, but shall place all firearms in a secured location. Officers shall not use any automatic weapon, heavy caliber rifles, gas or other types of chemical weapon, except with approval of a supervisor.
- (g) Any weapon authorized by the Department to be carried on or off duty that is found by the officer to be malfunctioning or needing service shall not be carried and shall be promptly presented to the Department or Range Master for inspection. Any weapon determined to be in need of service or repair during an inspection by the department Range Master, will be immediately removed from service. If the weapon is the officer's primary duty weapon, a replacement weapon will be issued to the officer until the duty weapon is rendered serviceable.

## **202.02 - STORAGE OF FIREARMS AT HOME**

Officers shall ensure that all firearms and ammunition are locked and secured while in their possession, homes, vehicles or any other area under their control in a manner that will keep

- (a) Them inaccessible to children and irresponsible adults.

## **202.03 - AUTHORIZED WEAPONS**

No firearms will be carried that have not been thoroughly inspected by the Range Master during a regularly scheduled range date. Except in an emergency, or as directed by a supervisor, no firearm shall be carried by a member who has not qualified with that weapon at an authorized department range. The following weapons are approved for use by officers of this department:

## **202.04 - DUTY WEAPONS**

The authorized department issued handgun is the Glock Model 17.

## **202.05 - AUTHORIZED SECONDARY ON DUTY WEAPONS**

Officers desiring to carry a secondary weapon are subject to the following restrictions:

- (a) The weapon shall be of good quality and workmanship (*e.g., Glock 19 or 26*).
- (b) Only one secondary weapon may be carried at a time.
- (c) The purchase of the weapon and ammunition shall be the responsibility of the officer.
- (d) The weapon shall be carried out of sight **at all times** and in such a manner as to prevent accidental cocking, discharge or loss of physical control.
- (e) The weapon shall be subject to inspection whenever deemed necessary.
- (f) Ammunition shall be the same as Department issue. If the caliber of the weapon is other than Department issue, the Chief of Police shall approve the ammunition.
- (g) Personnel shall qualify with the secondary weapon under range supervision. Officers must demonstrate their proficiency, safe handling and the serviceability of the weapon.
- (h) Personnel shall provide written notice of the make, model, color, serial number and caliber of a secondary weapon to the Range Master.

## **202.06 - AUTHORIZED OFF DUTY WEAPONS**

The carrying of firearms by sworn officers while off duty is permitted by the Chief of Police, but may be rescinded should circumstances dictate (*e.g., administrative leave*). Sworn officers who choose to carry a firearm while off duty will be required to meet the following guidelines:

- (a) The weapon shall be of good quality and workmanship (*e.g., Colt, Smith & Wesson, Browning, Sig Sauer*).
- (b) The purchase of the weapon and ammunition shall be the responsibility of the officer.

- (c) The weapon shall be carried out of sight at all times and in such a manner as to prevent accidental cocking, discharge or loss of physical control.
- (d) It will be the responsibility of the officer to submit the weapon to the Range Master for inspection prior to being carried off duty. The Range Master shall assure that the officer is proficient in handling and firing that weapon and that it will be carried in a safe manner. The weapon shall be subject to inspection whenever deemed necessary. The officer will successfully qualify with the weapon prior to it being carried and thereafter once every twelve (12) months. The range qualification dates will be specified by the Range Master.
- (e) A complete description of the weapon(s) shall be contained on the qualification record approved by the Range Master.
- (f) If any member desires to own more than one weapon to be utilized while off duty, he/she may do so as long as the officer meets all the requirements set forth in this policy for each weapon.
- (g) Ammunition should be of good quality and manufactured by a department approved company, as suggested by the Range Master.
- (h) When armed, whether on or off duty, officers shall carry their badge and department identification.

#### **202.07 - AMMUNITION**

Officers shall carry only department authorized ammunition. Officers shall be issued fresh duty ammunition in the specified quantity for all department issued firearms during the officer's first scheduled qualification each year. Officers carrying personally owned, authorized firearms of a caliber differing from department issued firearms shall be responsible for obtaining fresh duty ammunition in accordance with the above at their own expense. Replacements for unserviceable or depleted ammunition issued by the Department shall be dispensed by the Range Master when needed and in accordance with established policy.

#### **202.08 - ALCOHOL AND DRUGS**

Weapons shall not be carried by any officer who has consumed any amount of an alcoholic beverage or taken any drugs that would tend to adversely affect the officer's senses or judgment.

#### **202.09 - FIREARMS PROFICIENCY**

The Chief of Police will designate a primary designated firearms proficiency officer who will be responsible for maintaining department records of firearms proficiency for each officer. Officers shall, in addition to regularly required firearms qualification, annually demonstrate proficiency to the proficiency officer for each authorized firearm he/she carries (*Texas Occupational Code § 1701.355*).

The firearms proficiency officer shall keep accurate records of annual qualifications, repairs, maintenance and training as required by law. The course of fire shall meet or exceed the minimum standards required by law. Separate firearms proficiency tests must be demonstrated and conducted for each weapon used, such as a handgun, shotgun, patrol rifle or fully automatic weapon (*37 Texas Administration Code § 217.21*).

At least annually, all personnel carrying a firearm will receive training on the Department Use of Force Policy and demonstrate their knowledge and understanding of the policy (*Texas Occupational Code § 1701.355*). In the event that the above requirements present a hardship, the Department may request in writing that TCOLE waive an officer's annual demonstration of

weapons proficiency requirement (*Texas Occupational Code § 1701.355(b) and 37 Texas Administration Code § 217.21(e)*).

## **202.10 - PROFICIENCY QUALIFICATION**

All sworn personnel are required to demonstrate proficiency in both day and night qualifications. This proficiency with their duty weapon will be on an approved range course or as directed by the Range Master. In addition to regular qualification schedules, the Range Master shall be responsible for providing all sworn personnel with regular practical training designed to simulate field situations, including shoot-no-shoot situations.

## **202.11 - NON-QUALIFICATION**

If an officer is unable to qualify for any reason, including injury, illness, duty status or scheduling conflict, that officer shall submit a memorandum to his/her immediate supervisor prior to the end of the required shooting period. Members who do not possess a certificate of firearms proficiency or who fail to qualify over a six month period will be relieved from field assignment and appropriate disciplinary action may follow.

Sworn members who fail to qualify Day or Night Qualification will be subject to the following requirements:

- (a) Any officer failing two attempts to achieve a Department mandated proficiency of 80% and scoring less than the State mandated minimum of 70% with the duty weapon will be declared as **"unfit for duty"** and not allowed to return to duty. The officer will be suspended from duty **without pay**. The officer may use any leave (other than sick) time they are entitled to until they are returned to duty. The officer will be required to attend remedial training as scheduled. (remedial training will be paid time) After remedial training a re-qualification will be given and the officer must achieve the Department mandated 80%.
- (b) Any officer failing two attempts to achieve the Department mandated 80% but scores the State mandated 70% on at least one attempt with the duty weapon will be allowed to return to duty but will be required to attend a remedial training. After the remedial training a re-qualification will be given and the officer **must** score the Department mandated 80%.
- (c) Officers shall be given credit for a range qualification after remedial training and a qualifying score is obtained.
- (d) Remedial training will be conducted at the earliest time possible
- (e) No range credit will be given for the following:
  - 1. Unauthorized range makeup.
  - 2. Failure to qualify after remedial training.
- (f) Any officer failing to score the Department mandated 80% after remedial training will be declared **"unfit for duty"** and not allowed to return to duty and may face termination.

***A certified Department firearms instructor must conduct the remedial training. Remedial training will be a maximum of four hours, one hour of classroom instruction and three hours on the firing range. Training and re-qualification will be documented.***

## **202.12 RANGEMASTER DUTIES**

The range will be under the exclusive control of the Range Master. All members attending will follow the directions of the Range Master. The Range Master will maintain a roster of all members attending the range and will submit the roster to the Training Coordinator after each range date. Failure of any officer to sign in and out with the Range Master may result in non-qualification.

The range shall remain operational and accessible to department members during hours established by the Department.

The Range Master has the responsibility of making periodic inspection, at least once a year, of all duty weapons carried by officers of this department to verify proper operation.

The Range Master has the authority to deem any privately owned weapon unfit for service. The officer will be responsible for all repairs to his/her personal weapon, and it will not be returned to service until it has been inspected by the Range Master.

The Range Master has the responsibility to ensure each officer on a yearly basis can demonstrate proficiency in the care and cleaning of the weapon (*37 Texas Administration Code § 217.21(b)(2)*).

## **202.13 - FIREARMS INSTRUCTOR PROFICIENCY**

Each firearms instructor shall meet the proficiency requirements in *37 Texas Administration Code § 221.19*.

## **202.14 - MAINTENANCE AND REPAIR**

Personal and department owned firearms shall be inspected annually to determine the safety and functioning of the weapon (*37 Texas Administration Code § 217.21(b)(1)*).

Firearms carried on duty shall be maintained in a clean, serviceable condition. Since the use of personally owned weapons is at the option of the individual officer, that officer will be responsible for the furnishing, maintenance and repair of such weapon.

## **202.15 - CARRYING FIREARMS OUT OF STATE**

Qualified active fulltime officers and qualified retired officers of this department are authorized to carry a concealed firearm in all other states subject to the following conditions (*18 USC § 926B and C*):

- (a) The officer shall carry his/her department identification card whenever carrying a weapon.
- (b) Qualified retired officers shall also carry certification of having met firearms qualification within the past 12 months.
- (c) The officer is not the subject of any current disciplinary action.
- (d) The officer may not be under the influence of alcohol or any other intoxicating or hallucinatory drug.
- (e) The officer will remain subject to this and all other department policies (including qualifying and training).

- (f) Officers are cautioned that individual states may enact local regulations that permit private persons or entities to prohibit or restrict the possession of concealed firearms on their property, or that prohibit or restrict the possession of firearms on any state or local government property, installation, building, base or park. Federal authority may not shield an officer from arrest and prosecution in such locally restricted areas. Visiting active and retired peace officers from other states are subject to all requirements set forth in *18 USC § 926B and C*.