

Annual Review of Use of Force Policy

All Department personnel authorized to carry weapons shall receive in-service training and updates on the Department's Use of Force Policy. This training may be part of scheduled in-service training day schedules or incorporated into the semi-annual qualifications required by all personnel authorized to carry weapons.

Semi-Annual Qualification

Commissioned personnel shall qualify once every six months, as assigned by the Personnel Services Unit Captain. All commissioned officers must qualify in the presence of a firearms instructor. Temporary exemptions from qualification, of up to six months, may be granted by the Chief of Police or the Chief's designee for medical reasons upon submission of a recommendation signed by a physician.

Pistol and Rifle Qualification Course

The service pistol and rifle qualification courses will be designed to determine the officer's familiarity in handling the firearms and to demonstrate the officer's proficiency in their use.

Each officer must be able to attain the minimum score established by the Personnel Services Unit in order to be considered qualified with the service pistol, alternate service pistol, or backup pistol and rifle. In addition to the qualifying course, each officer must demonstrate the ability to properly handle and fire their issued firearms under varying light conditions.

Any officer failing to obtain a minimum qualifying score on the pistol qualification course will be immediately rescheduled through the Personnel Services Unit for additional training. Until such time as minimum qualification is achieved, the unqualified officer will not be allowed to function as a police officer and must avoid any situation that would require them to take official police action. Once minimum qualification is achieved, an enhanced training schedule may be implemented for the officer by the Personnel Services Unit. The enhanced training schedule will remain in effect until such time as the Personnel Services Unit Captain determines that the officer's shooting proficiency has improved to the extent that the officer can be returned to the standard training schedule.

All commissioned officers of the rank of Sergeant and below will, upon request, receive a total of fifty (50) rounds of practice ammunition per month.

Range Procedures and Use

Safety requires caution on and about the firearms range and continuous attention by all to the careful handling of firearms. To assure safety, the range will be used only in accordance with current Department procedures. Department Firearms Instructors, regardless of rank, will be responsible for range safety and discipline. Directions given by Firearms Instructors are to be followed by all officers when the range is in operation for training and/or qualification. Prior to use, a range supervisor or firearms instructor will conduct a range briefing covering the following information (a range briefing form shall be completed and signed by the supervisor/instructor conducting the briefing):

- a. *the purpose for which the range shall be utilized and with any restrictions;*
- b. *documented safety procedures and range rules,*
- c. *designation of a responsible range supervisor during all times the range is in use;*
- d. *the type of weapons, ammunition, targets, and equipment permitted for use on the range;*
- e. *required personal safety equipment during use;*
- f. *training and certification requirements for range supervisory personnel, to include emergency medical response training for firearms instructors; and*
- g. *regulations regarding the storage of ammunition and weapons.*

All persons using the firing range will, at all times, obey posted rules.

The Personnel Services Unit Captain will be responsible for the operation of the firing range and the programming of all firing activities. The Department firing range may be in operation on a 24-hour basis. A range key will be kept in the Personnel Services Unit of the Police Department. Each Department firearm instructor will also be issued a key to the range.

Range Use by Commissioned Personnel

There will be a minimum of two officers present during all firing.

Until an officer has officially qualified, the accompanying officer must be a Department firearm instructor or a supervisor.

Range Use by Non-commissioned Persons

A firearms qualified law enforcement officer or a firearms qualified City of Bellevue firefighter must be present whenever one or more non-commissioned persons are permitted to use the firing range.

Persons under the age of 18 will not be allowed on/in the range while weapons are being fired.

No more than two non-commissioned persons will be allowed to use the range at any one time.

The Department will not furnish weapons or ammunition for use by any person who is not a commissioned member of this Department except as part of an officially sanctioned training program.

A waiver of liability must be signed by a non-commissioned person attending or using the range. The Personnel Services Unit will keep all signed waivers on file. Persons other than family members must sign a waiver each time they attend the range. The signed waiver of a family member who has completed the Department firearms safety course will continue to be in effect unless revoked by the Chief of Police. A list of eligible family members will be kept on file by the Personnel Services Unit.

BPD officers who have retired with a minimum of 20 years of service with the Department (other than mental related disability) are authorized to use the range. Retired officers will be subject to all rules except the presence of a commissioned officer is not required. All other rules herein apply. There will be a minimum of two persons present during all firing.

Violation of range rules or general firearms safety practices will result in revocation of range privileges.

Range Use by Outside Law Enforcement Agencies

Range use by outside law enforcement agencies will be governed by the provisions of the above policy.