

**East Lansing Police Department  
Policy & Procedure**

<b>Subject: Training and Qualification</b>	<b>ELPD Policy #: 1 0 0 - 2 6</b>
<b>Effective Date:3-1-2022</b> <b>Revised Date:</b>	<b>Distribution: Departmental</b>
<b>MACP Accreditation Standard: Proficiency and Qualifications</b>	<b>MACP Standard: 1.10.2</b>

**I. PURPOSE**

This directive establishes procedures for firearms training and qualifications of sworn personnel, including less-lethal training and defensive tactics for sworn police officers, Parking and Code Enforcement (PACE) officers, and Jail Service Officers (JSO).

Police firearms training is one component of the overall in-service training program. Other aspects include less-lethal weapon training, defensive tactics, and training in the use of force concepts and case law. The Department will provide and promote a program of continued training development for its officers.

**II. POLICY**

It is the policy of the East Lansing Police Department (ELPD) to train its officers in the proper use of issued firearms and related equipment, including less-lethal weapons, and physical skills, such as defensive tactics.

The Response to Resistance (RTR) staff is responsible for providing job-related response to resistance discipline training, including exercises, which will assist the officers in preparing for their law enforcement duties while enhancing their safety skills. The staff is expected to prepare courses of fire and training scenarios to evaluate the firearms and tactics proficiency levels of sworn officers.

All sworn police officers, PACE, and JSO personnel are required to participate in the applicable RTR training and qualification opportunities and to demonstrate acceptable levels of judgment, safety, and proficiency. Each sworn officer is responsible for fully participating in the firearms, less-lethal weapons, defensive tactics, and general use of force training. It is expected that proficiency in the safe handling and use of departmental firearms, less-lethal weapons, and defensive tactics is maintained. The term "officer" generally refers to sworn, PACE, and JSO, as applicable within this directive. Training or qualification on any weapon system must be overseen by a certified instructor related to that weapon system.[1.10.2e]

**III. PROCEDURES**

A. Firearms Training and Assessment

1. The Chief of Police or his/her designee shall approve the firearms training and assessment programs for departmental officers. Training will occur through a variety of methods including but not limited to, classroom, range discussions, shift briefing training sessions, electronic delivery, skill development and assessments, scenarios, tabletop scenarios, and/or written tests.
  - Before the use of Department-issued weapons in the field, officers shall have completed an approved training and assessment program.
  
2. The RTR Supervisor shall schedule firearms training and assessment programs annually for sworn police officers.  
[1.10.2.a]
  - All departmentally approved firearms training must be conducted under the direction of a certified firearms instructor.  
[1.10.2.e]
  - Sworn officers are expected to attend their scheduled training session unless excused by the RTR Supervisor.
  - Unexcused absences will be tracked by the RTR supervisor and may require a makeup training day. Unexcused absences will be processed according to disciplinary procedures.
  - The RTR Supervisor may schedule additional training, beyond the base requirements, for any officer, to enhance or improve their existing skill levels.
  - Circumstances involving officers who should not be exposed to live-fire training or assessment because of temporary medical reasons will be considered on a case-by-case basis. The department may invoke restrictions and requirements for each situation.
  
3. Sworn police personnel are required to pass the annual RTR firearms assessment/qualification defined by the Department and as required by MCOLES to maintain their status as sworn police officers. [1.10.2.b]
  - All sworn officers are required to train and qualify annually with all firearms that they are authorized to use/carry while on or off-duty. This includes handguns, rifles, shotguns, and specialty weapons.
  
4. All officers are expected to 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, decision-making scenarios, force-on-force, close-quarter, and reactive type drills.

5. Officers are 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.

C. Response to Resistance Less-Lethal Weapon and Defensive Tactics Training

1. The following are the general use of force disciplines that ELPD officers will be trained in.
  - a. Police Officers: Firearms, Taser, PCA, Defensive Tactics, legal updates.
  - b. PACE Officers: PCA, Defensive Tactics.
  - c. Jail Service Officers: Taser, PCA, Defensive Tactics.
2. The RTR Supervisor shall ensure less-lethal and defensive tactics RTR training is conducted at least semi-annually through a variety of methods including but not limited to, classroom, range discussions, shift briefing training sessions, electronic delivery, skill development and assessments, scenarios, tabletop scenarios, and/or written tests. [1.10.2.c & 1.10.2.d]
  - a. Before the use of Department-issued weapons in the field, officers shall have completed an approved training and assessment program.

D. Training Equipment and Posting of Training Dates

1. All sworn officers must train with the firearms and equipment they are issued to carry on duty and in a manner consistent with how the equipment is expected to be carried on duty. Sworn officers must qualify with a “second, or secondary” handgun to remain eligible to carry that firearm.
  - a. The RTR Instructor will record qualification attempts with each firearm once completed.

2. Sworn officers shall wear issued eye and ear protection while participating in live-fire exercises. Officers shall wear department-issued body armor when firearms are utilized. Baseball-style hats should also be worn, with the brim forward to reduce the potential for eye injuries. In climate, weather gear may also be worn as necessary.
3. Notice of training sessions will be posted in advance by an RTR instructor to provide adequate notice to all officers. Training and qualification sessions will be held at facilities provided by the Department.

E. RTR Remedial Firearms Qualification/Assessment Training Procedure.

1. Remedial qualification/assessment training procedures are specifically outlined in Appendix C. [1.10.2.g]
2. Personnel who fail to meet the established firearms qualification/assessment standard will be promptly scheduled for remedial training as soon as possible. [1.10.2.g]
  - a. The RTR instructor(s) assigned to the designated training session where an officer fails to qualify, will develop a reasonable Performance Improvement Plan (PIP) related to the framework in Appendix C. Instructors will work with the officer(s) to correct the deficiencies as soon as possible.
  - b. The officer's work schedule may be adjusted to facilitate a prompt PIP and the opportunity for successful qualification.
  - c. Officers will be temporarily reassigned to non-enforcement duties if they cannot qualify with their duty handgun. Upon successful qualification, the officer will be returned to regular duty status. Officers will be allowed to continue to work their normal assigned duties if they do not qualify on their designated long-gun (rifle /shotgun) if they train and qualify on a different long gun weapon system. Once they qualify on their normally carried system, they will once again be allowed to carry it in an on-duty capacity.

F. Conduct of Officers During Training and Assessment

1. Personnel assigned to range training and assessment sessions shall comply with all range commands and the Cardinal Rules of Firearm Safety. Loud and unruly conduct will not be tolerated.
2. Unsafe handling of firearms while at training and assessment

sessions or careless/reckless discharge of a firearm will not be tolerated. Any sworn officer observed violating this order is grounds for removal from the range by the RTR Supervisor or his designee.

3. The RTR Instructors who witness the violation, shall notify the RTR Supervisor and a prepare written report outlining the prohibited conduct. This report will be forwarded to the RTR Supervisor before the end of the instructor's day.
4. The RTR Supervisor shall notify the training coordinator as soon as reasonably possible. The RTR Supervisor will then provide the Chief of Police with a detailed report within 24 hrs. when an officer is removed from the range.
5. Injuries received during RTR training necessitate prompt notification to the RTR Supervisor and training coordinator or his/her designee.

#### G. Firearms Training Records and Reports

1. The assigned RTR Instructor for the training day shall be responsible for ensuring the required attendance records for all officers are accurately and promptly completed and forwarded to the RTR Supervisor.
  - All officers are required to sign-in on the designated attendance form to verify their participation in the training session.
2. Upon completion of a firearms training or assessment/qualification session, the RTR Supervisor will promptly forward records to the Training Coordinator or his/her designee, by ensuring the following:
  - a. Prepare and distribute a report complete with the training records summarizing the session training objectives, courses of fire, attendance, and any known injures or incidents.
  - b. The number of rounds of ammunition each officer carries along with the capacity of each magazine they carry while on-duty will be tracked on the assessment qualification form.
  - c. Ensure the firearms training and/or qualification/proficiency records are accurate and all officers have complied with this directive. [1.10.2.f]

#### H. First Aid and Emergency Equipment

1. The RTR training instructor(s) conducting live-fire sessions must have appropriate first aid supplies and a form of communication equipment immediately available to summon emergency assistance if needed. Sworn officers are equally encouraged to have first aid supplies readily accessible.
2. The Ingham County 911 Communications Center shall be advised of live-fire training at the firearms range before the commencement of weapons handling.
3. During firearms training, all officers must adhere to the Firearms Safety Rules (Appendix B) and the Range Health Safety Rules. (See Appendix D).

I. Certification and Appointment of Range Instructors

1. The Chief of Police will appoint a command officer as the RTR Program Supervisor, and also the appropriate number of firearms/defensive tactics instructors. Proper training and certification of firearms instructors will be determined by the Chief of Police or his/her designee.
2. Additional officers or employees may be utilized during training or qualification sessions to assist the range instructors, with the approval of the RTR Supervisor.

J. Firearms Maintenance

1. Sworn officers duty firearms used during training or qualification shall be cleaned upon completion of the training session and before the officer's return to duty, except in situations approved by the RTR Supervisor.
2. Appropriate cleaning supplies and a place to clean firearms will be provided in conjunction with each training session.
3. All firearms shall have chambers cleared/inspected/open by each officer and at the least a partner, before entering the classroom to clean firearms at the end of the training day.
4. All issued and personally owned second firearms will be maintained in an operational state. The responsibility of user-level maintenance is vested with the officer the firearm was issued to or owned by.

5. Before leaving the range at the end of the firearms training or qualification sessions, and/or after cleaning a firearm, all firearms shall be function checked for proper operation under the direction of an RTR instructor.

#### IV. CANCELLATIONS

NA

Authorized By:

*CP #144*

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Chad Pride, Interim Chief of Police

7/22/2024

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Date

**Appendix A**  
**Firearms Training and Qualification Calendar**  
*Recommended*

<b>ACTIVITY</b>	<b>1st Quarter</b> <i>Jan-Mar</i>	<b>2nd Quarter</b> <i>Apl - Jun</i>	<b>3rd Quarter</b> <i>Jul - Sept</i>	<b>4th Quarter</b> <i>Oct - Dec</i>
Handguns & Long-guns Training		X		X
Qualification			X	
Low-Light				X
Simunitions	X			

\* The training schedule may be modified at the discretion of the Chief of Police or his designee.

\*\* The IRSRT officers are responsible for providing copies of the IRSRT training/qualification records to the Department Training Coordinator when those sessions occur away from regular department training sessions.

## Appendix B

### Cardinal Rules of Firearms Safety

1. **Treat all weapons as if they are loaded:** Check and double-check the condition of your weapon when appropriate.
  - **Know 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
2. **Keep your finger off the trigger and out of the trigger guard until you are on target, and you have decided to shoot.**
3. ***Never point a weapon at anyone or anything that you do not intend to shoot***
  - **Always point your weapon in a safe direction unless you intend otherwise.**
  - **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.
4. **Know your target, backstop, and the area behind the backstop.**
  - A safe direction is that direction that should a discharge occur, there would be no personal injury and little if any, property damage.

### Range Safety Rules

- **If you observe an unsafe condition, immediately take appropriate action to stop the training activity. Safety is everyone’s responsibility.**
- **Weapons will only be handled during a course of fire or under the direction of a range officer.**
- **No loaded firearms in the classroom unless secured in a holster. Rifles should be secured in the firearms rack on the range or a safe location.**
- **Weapons in the classroom shall have an open chamber with the bolts/slides locked to the rear and the magazine/source of ammunition removed from the weapon (including shotguns-no live ammunition in the tube magazine)**
- **Function Checks on each weapon system will be accomplished under the direction of a firearms instructor after cleaning and before leaving the training session.**

## **Appendix C**

### **Performance Improvement Plan**

#### **Failure to pass the RTR Qualification Assessments will involve the following:**

1. During annual firearms qualification and assessment, sworn officers will be given three opportunities on a specified date to qualify with their duty firearms. Failures will be documented by the RTR Instructor conducting qualification assessments. [1.10.2.e & 1.10.2.f]
2. If unsuccessful, the RTR staff will schedule the officer with an RTR Instructor for a minimum of two hours of instruction that shall cover the deficient areas. They will then be given three opportunities to qualify. If they are unsuccessful, the RTR Supervisor will be notified, and an email will be sent to notify Police Administration. [1.10.2.g]
3. If unsuccessful, the instructor will notify the RTR Supervisor, and the staff will make timely arrangements to have the officer assigned with an RTR Instructor for an eight-hour remedial training day. Training in deficient areas will be provided and the officer will be given two opportunities to qualify. [1.10.2.g]
4. If unsuccessful once again at qualifying with their duty firearms, the RTR Instructors who assessed the officer will meet with the RTR Supervisor and complete a memorandum summarizing recent firearms training and noted deficiencies in the sworn officer's shooting. The RTR Supervisor will then meet with the training coordinator in Police Administration to determine a course of action as directed by the Chief of Police. [1.10.2.g]

## Appendix D

### RANGE HEALTH SAFETY RULES

1. No smoking on the range
  - A. Smoking causes the acceleration of inhaled lead into the bloodstream.
  - B. Transfers lead from hands to cigarette, cigarette to mouth.
  
2. No eating on the range
  - A. Lead dust on hands and face can be ingested through contact with food.
  - B. Airborne lead can also contaminate food. If eating in the classroom, the table surface must be washed down by the officer, and officers must wash their hands with cold water when choosing to eat at that location. Coldwater decreases the rate of lead absorption.
  
3. Don't collect fired brass in baseball hats
  - A. Contaminates caps with lead dust. When placed back on the head, the lead is deposited into the hair and absorbed into the skin.
  
4. Be aware that face, arms, and hands are covered with lead after shooting
  - A. Shooters must wash thoroughly with cold water and plenty of soap.
  - B. Coldwater is preferred because hot water enhances the absorption of lead into the bloodstream by opening skin pores.
  - C. If water is not available, shooters should consider carrying a box of wet wipes or a bottle of water for this purpose. *Hero Wipes* are a good example of specific firearms cleaning wipes.
  - D. Be aware that hair and clothes are still contaminated
  - E. Shooters and firearms instructors should wear an outer garment, such as a jumpsuit or coveralls, or a clothes before going home.
  - F. Do not shake or blow off range clothes. This just spreads the lead dust around and can get on other shooters.
  - G. Wash range clothes separately to prevent cross-contamination.
  - H. Wearing range clothes in the family vehicle can and will contaminate this vehicle with lead. Change clothes before leaving the range.
  - I. Do change shoes before entering the residence
  - J. While firing and cleaning, disposable shoe coverlets can be used.
  - K. Shoes can transport lead into your home. Leave them outside.
  - L. 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.
  - M. Do avoid physical contact with family members until after a shower, shampoo, and change of clothes
  - N. Lead can be transferred by casual contact.
  - O. All physical contact should be avoided while the shooter or firearms instructor is still in range clothing.
  - P. Family and friends should not be hugged or kissed until after a shower and a change of clothes.