

# **OCEANSIDE POLICE DEPARTMENT**



## **FIREARMS TRAINING AND ADMINISTRATIVE PROCEDURES**

January 2024

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<b>TABLE OF CONTENTS</b>		<b>PAGE NO.</b>
<b>I.</b>	<b>INTRODUCTION</b>	10
	1.1 Purpose	10
	1.2 Mission	10
	1.3 Review	10
<b>II.</b>	<b>ORGANIZATION</b>	10
	2.1 Firearms Training Unit	10
	2.2 Firearms Instructors	10
	2.2.1 Instructor Selection	11
	2.3 Department Armorers	11
	2.4 Firearms Program Coordinator	11
	2.5 Assistant Program Coordinator	12
<b>III.</b>	<b>SAFETY</b>	12
	3.1 Range and Weapons Training Safety	12
	3.2 Applicability	13
	3.2.1 The Four Rules of Firearms Safety	13
	3.3 Responsibility for Safety	14
	3.4 Student Conduct	14
	3.4.1 Mandatory Safety Brief	14
	3.4.2 Administrative Unloading Procedures	15
	3.5 Instructor Assignments	15
	3.5.1 Lead Instructor and Range Safety Officer	16
	3.6 Mandatory Personal Protective Equipment	16
	3.7 Student Uniforms and Equipment	16
	3.7.1 Instructor Uniforms and Equipment	17
	3.8 Instructor to Student Ratio	17
	3.9 Weapon Orientation	18
	3.10 Weapon Loading and Unloading	18
	3.11 Equipment Inspections	19
	3.12 Weapon and Ammunition Handling	19
	3.13 Steel Targets	19

3.14	Non-Live-Fire Training	20
3.15	Use of Simunitions FX	21
3.16	Student Staging Area	21
3.17	Emergency Communications Plan	21
3.18	Emergency Medical Equipment and Treatment	22
3.19	Treatment of Minor Injuries	22
3.20	Treatment of Serious Injuries	22
3.21	Treatment Facilities	23
3.22	Reporting of Training-Related Injuries	23
<b>IV.</b>	<b>GENERAL TRAINING PROCEDURES</b>	<b>23</b>
4.1	POST-Mandated Firearms Training	23
4.1.1	Firearms Qualification	24
4.2	Training Quarters Defined	24
4.3	Qualification Frequency	24
4.3.1	Qualification With More Than One Primary Sidearm	25
4.3.2	Qualification With More Than One Backup Sidearm	25
4.4	SWAT Personnel	25
4.4.1	SES Personnel	25
4.5	Failure to Qualify	26
4.5.1	Failure to Qualify – Duty Sidearm	26
4.5.2	Failure to Qualify – Shotgun	26
4.5.3	Failure to Qualify – Off-Duty/Backup Weapon	26
4.5.4	Failure to Qualify – Patrol Rifle / Carbine	27
4.5.5	Qualification Attempts – Duty Sidearm	27
4.5.6	Qualification Attempts –Patrol Rifle / Carbine	27
4.5.7	Qualification Attempts – Off-Duty/Backup Firearms	27
4.5.8	Off-Duty and Backup Firearms	27
4.5.9	Patrol Rifles & Carbines	28
4.5.10	Remington 870 Shotgun	28
4.6	Remedial Training Procedures – Primary Duty Firearm	28
4.6.1	Failure to Qualify After Second Attempt	29

4.6.2	Failure to Qualify After Third Attempt	29
4.7	Remedial Training	29
4.7.1	Remedial Training Plans	29
4.7.2	Scheduling Remedial Training & Qualification	30
4.8	Firearms Skills and Tactics Training	30
4.8.1	Training Format	31
4.8.2	Gunfighting Principles	31
4.8.3	Performance Evaluation	32
4.8.4	Training Remediation	33
4.8.5	Annual Training Plan	33
4.9	Training Documentation	33
<b>V.</b>	<b>FIREARMS QUALIFICATION</b>	34
5.1	Primary Duty Handgun	34
5.1.1	Purpose	34
5.1.2	Course Design	34
5.1.3	Course Overview	35
5.1.4	Remediation	36
5.1.5	Duty Handgun Time Standards	36
5.1.6	Qualification Targets	37
5.1.7	Selection and Use of Targets	38
5.1.8	Scoring	38
5.1.9	Remediation and Scoring	39
5.1.10	Required Ammunition	39
5.1.11	Stage-1: Engage Target from Close Contact / 5-Feet	40
5.1.12	Stage-2: Engage Target Strong-Hand Only / 3-Yards	40
5.1.13	Stage-3: Speed Reload / 5-Yards	41
5.1.14	Stage-4: Failure to Stop / 7-Yards	42
5.1.15	Stage-5: Tactical Reload / 10-Yards	42
5.1.16	Stage-6: Immediate Action / Squatting /15-Yards	43
5.1.17	Malfunctions	44
5.1.18	Holstered Starting Position	46

5.1.19	The Unholstered Pistol	46
5.1.20	Ready Positions - Characteristics	47
5.1.21	High and Low Ready	47
5.2	Remington 870 Shotgun	48
5.2.1	Purpose	48
5.2.2	The Shotgun Qualification COF	49
5.2.3	Stage-1: Skills Assessment	49
5.2.4	Stage-2: Standing / Cover (.00 Buckshot) / 15-Yds.	50
5.2.5	Stage-3: Kneeling / Cover (.00 Buckshot) / 15-Yards	51
5.2.7	Stage-4: Engage Target Standing & Kneeling /20-Yards	52
5.3	Patrol Rifle / Carbine	53
5.3.1	Authorized Patrol Rifle Variants	53
5.3.2	Purpose	54
5.3.3	Patrol Rifle Qualification COF & Scoring	54
5.3.4	Remediation	55
5.3.5	Stage-1: 50-Yards Kneeling	55
5.3.6	Stage-2: 50-Yards Standing to Kneeling	56
5.3.7	Stage-3: 45-Yards Standing	57
5.3.8	Stage-4: 20-Yards Engage from Cover & Reload	58
5.3.9	Stage-5: 15-Yards Failure to Stop	58
5.3.10	Remediation & Scoring Procedures	59
5.4	Off-Duty/Backup Firearm Qualification COF	60
5.4.1	Purpose	60
5.4.2	Course Overview	61
5.4.3	Remediation	61
5.4.4	OD/BU Time Standards	62
5.4.5	Qualification Targets	62
5.4.6	Selection and Use of Targets	62
5.4.7	Scoring	62
5.4.8	Marking the Target	63
5.4.9	Required Ammunition	63

5.4.10	Stage-1: Strong-Hand Only from the Holster – 3-Yards	63
5.4.11	Stage-2: 2-Handed From the Holster – 5-Yards	64
5.4.12	Stage-3: From the Ready – 7-Yards	64
5.4.13	Stage-4: 2-Handed From the Holster – 10-Yards	65
5.4.14	Malfunctions	65
5.4.15	Starting Positions & Ready Positions	66
5.5	Retired Officers Firearms Qualification Program	66
5.5.1	Title 18 USC 926C Compliance	66
5.5.2	Retired Officer CCW Application	67
5.5.3	Retired Officer Qualification Frequency	67
5.5.4	Retired Officer Qualification Schedule & Attempts	67
5.5.5	Revocation of Retiree CCW Authorization	68
5.5.6	Retired Officer Qualification Standard	68
5.5.7	Stage-1: From Ready – Strong-hand Only – 3-Yards	69
5.5.8	Stage-2: Draw from Concealment - 5-Yards	69
5.5.9	Stage-3: Low Ready – 7-Yards	70
5.5.10	Stage-4: Low Ready – 10-Yards	70
5.5.11	Additional Retiree COF Requirements	71
5.6	SWAT Firearms Qualification	71
5.6.1	SWAT Pistol Standards	72
5.6.2	SWAT M4 Carbine Standards	72
5.6.3	MP5 Submachinegun Standards	72
5.6.4	SWAT Long-Rifle Standards	73
5.7	Other Firearms and Equipment	73
<b>VI.</b>	<b>RANGE OPERATIONS</b>	<b>73</b>
6.1	Hours of Operation	74
6.2	Open Range	74
6.3	Range Maintenance	74
6.3.1	Impact Area Maintenance	75
6.3.2	Target System Preventative Maintenance	75
6.3.3	Range Cleanup	76

6.3.4	Recycling Procedures	76
6.3.5	Range Use Waiver	77
6.4	Lead Safety	77
6.5	Reserved	78
<b>VII.</b>	<b>TRAINING</b>	78
7.1	Annual Training Plan	78
7.2	Quarterly Training Plan	79
7.3	Lesson Plans	79
7.4	Perishable Skills Program (PSP) Training	80
7.5	Training Quarters	81
<b>VIII.</b>	<b>FIREARM MAINTENANCE &amp; ARMORY PROCEDURES</b>	81
8.1	Purpose	81
8.2	Applicability	81
8.2.1	Serviceability Inspection of Personal Firearms	82
8.2.2	Repair of Personal Firearms	82
8.3	Inspection Maintenance Levels	82
8.3.1	Mandatory Pre-Issue Inspections	83
8.4	Frequency of Inspections	83
8.5	Deadline Procedures	84
8.5.1	Member Responsibilities	84
8.5.2	Armorer Responsibilities	84
8.6	Firearm Replacement	85
8.7	Ammunition Needs Assessment	85
8.7.1	Duty Ammunition Replacement	85
8.7.2	Off-Duty & Backup Weapon Ammunition	86
8.7.3	Duty Shotgun and Patrol Rifle Ammunition	86
8.7.4	Department Issued & Authorized Duty Ammunition	86
8.8	Firearms & Equipment Inventory	88
8.8.1	Command Responsibility	89
8.8.2	Member Responsibility	89
8.9	Approved Duty Firearms	89



8.9.1	De-listed Firearms	90
8.9.2	The Approved Duty Firearm List	91
8.9.3	Authorized Off-duty / Backup Firearms	92
8.9.4	Shotguns	93
8.9.5	Patrol Rifles & Carbines	93
8.9.6	SWAT Firearms	94
8.9.7	Special Enforcement Section Firearms	94
<b>IX.</b>	<b>OFFICER-INVOLVED SHOOTING INVESTIGATIONS</b>	<b>94</b>
9.1	Department Policy and Purpose	94
9.2	Qualifying Events	95
9.3	Non-Qualifying Events	95
9.4	Callout Procedures	96
9.5	Armorer's Investigative Responsibilities	96
9.6	The Armorer's Inspection	96
9.7	The FET's Role	99
9.8	Report Writing	99
9.9	Live-Fire Function Testing	99
9.10	Forensic Examination of Firearms	99
9.11	Replacing an Officer's Seized Duty Sidearm	100
9.11.1	Duty Sidearm Replacement/Department Issued	100
9.11.2	Duty Sidearm Replacement/Not Department Issued	100
<b>X.</b>	<b>RETENTION OF DEPARTMENT FIREARM UPON RETIREMENT</b>	<b>101</b>
10.1	Department Policy and Purpose	101
10.2	Initiating the Firearm Transfer Request	101
10.2.1	Local Records Check	101
10.2.2	Required Documentation	101
10.3	Retiring Member's Responsibilities	102
10.4	Reimbursement Fee	102
10.5	Firearm Program Coordinator Responsibilities	103
<b>XI.</b>	<b>APPENDIX</b>	<b>104-147</b>

## **I. INTRODUCTION**

### **1.1 PURPOSE**

This manual provides an organized reference for Department firearms training and administrative procedures. The guidance in this manual supplements Department Policy.

### **1.2 MISSION**

The mission of the Firearms Training Unit (FTU) is to provide sworn members with the training necessary to competently deploy firearms in the field. We will provide training that is job-relevant and realistic. our instructional goals are safety, marksmanship, gun handling, use of force, and decision-making.

### **1.3 REVIEW**

The Chief of Police or designee shall review this manual annually to ensure it complies with current laws, POST training standards, and agency best practices.

## **II. ORGANIZATION**

### **2.1 FIREARMS TRAINING UNIT**

The Firearms Training Unit (FTU) is comprised of sworn personnel selected for their instructional ability, firearms proficiency, and desire to provide relevant and realistic firearms training to their fellow police officers.

### **2.2 FIREARMS INSTRUCTORS**

A firearms instructor provides relevant skills training, facilitates firearms qualifications, and develops firearms training that enhances officer performance in the field. Members

selected to be FTU instructors must complete a POST basic firearms instructor course within one year of selection. FTU Instructors who facilitate training certifications for the patrol rifle, submachinegun, or pistol-optic transition course must complete a POST-certified instructor course specific to the firearm or subject they will be teaching.

### **2.2.1 INSTRUCTOR SELECTION**

The Support Division Captain selects prospective firearms instructors from a pool of interested officers via a competitive application process. The Firearms Program Coordinator is responsible for overseeing the selection process and recommending candidates for assignment to the FTU. Firearms Instructors serve at the discretion of the Support Division Captain and may be removed from their assignment to the FTU with or without cause.

### **2.3 DEPARTMENT ARMORERS**

Armorers inspect firearms and firearms-related equipment for proper function and serviceability. Armorers also make necessary repairs and parts upgrades to ensure that all issued firearms are serviceable and in good working order. Armorers are not authorized to make permanent aesthetic or major functional modifications to issued firearms. Before inspecting, maintaining, or repairing any firearm, prospective armorers shall attend an approved armorer's course for each type of firearm they maintain.

### **2.4 FIREARMS PROGRAM COORDINATOR**

The Firearms Program Coordinator (FPC) is responsible for the management of the Department's firearms training program. Encompassed within the FPC's responsibilities are the firearms training program curriculum, operation of the firearms training range, and management of the armory. The FPC is responsible for ensuring our firearms

training program meets or exceeds all federal, state, and departmental standards governing firearms training for law enforcement officers. The FPC takes a lead role in the development and implementation of all Department firearms training and the development of the FTU instructor cadre. The Support Division Captain selects the Program Coordinator from a pool of interested FTU instructors via a competitive application process.

## **2.5 ASSISTANT PROGRAM COORDINATORS**

The Assistant Coordinator (AC) is capable of performing the day-to-day management of the firearms training program in the FPC's absence. Additionally, the AC is also responsible for identifying logistical needs, training support requirements, and firearms training curriculum development. The Firearms Program Coordinator selects two Assistant Coordinators from the existing pool of FTU instructors.

## **III. SAFETY**

### **3.1 RANGE AND WEAPONS TRAINING SAFETY**

The firearms training environment should accurately represent the operational conditions officers are most likely to encounter in the field. This philosophy ensures the skills and tactics that officers learn on the range transfer seamlessly to their actual operating environment. Safety applies equally to both environments. Officers do not abandon the principles of safety when they leave the range. Training can be accomplished safely without compromising realism. To achieve this, training must be well-planned, pressure-tested, and strictly monitored. The goal of firearms training is to develop the individual officer's gunfighting skills. By demanding high standards of performance and accountability, we enhance safety on and off the range.

## 3.2 APPLICABILITY

Firearms training can be dangerous, if not properly planned and supervised. The majority of the individual officer's exposure to the practical use of firearms will take place during training. Safety with firearms applies equally to the training environment and the officer's operational practices in the field. The practice of safety with firearms must be so ingrained that it is part of the officer's mindset both on and off duty. The following safety procedures apply to all firearms training supervised by the FTU at any training venue. These procedures promote safe and realistic training. Eliminating unnecessary risk and accounting for the possibility of serious physical injury is critical to ensuring the safest training environment possible. These procedures should serve as a guide for ensuring a response plan is in place in the event a student or instructor sustains an injury during training.

### 3.2.1 THE FOUR RULES OF FIREARMS SAFETY

The four rules of firearms safety are foundational to safe firearms handling during training and field operations:

1) **All guns are always loaded** — *Always verify and re-verify the condition of your firearm. When unloading, always re-verify the chamber is empty and the ammunition source has been removed.*

2) **Never let the muzzle cover anything you are not prepared to destroy** — *The muzzle of your firearm should be oriented in a safe direction off-target until you have made the conscious decision to shoot. This applies to both training and operational environments. Avoid pointing your firearm directly at another person unless you are legally justified to use deadly force.*

3) **Keep your finger off the trigger until your sights are on the target** – *Your trigger finger must be off the trigger and outside the trigger guard until you have decided to shoot.*

4) **Be sure of your target and the target's background** – *Verify your intended target and anything nearby that may be hazarded by your gunfire.*

### **3.3 RESPONSIBILITY FOR SAFETY**

Everyone participating in any firearms training event is responsible for the safe handling and use of their firearms. This includes both instructors and students. These safety procedures apply to any training event involving the use of firearms. When a training location or plan requires additional safety procedures, participating personnel shall follow the additional safety requirements specific to the training event and the approved training plan.

### **3.4 STUDENT CONDUCT**

Members participating in firearms training are expected to conduct themselves safely and professionally at all times. The lead FTU instructor on site shall brief all training participants on their expected conduct during the safety brief.

#### **3.4.1 MANDATORY SAFETY BRIEF**

An FTU member shall provide all training participants with a safety brief at the beginning of every training session. Members shall not participate in training until they have received a safety brief from an FTU instructor. The safety brief includes:

- The training location and designated range fan and direction of live fire.
- The type of firearm(s) to be used during training.
- The location and designation of key personnel and equipment.

- The four firearms safety rules.
- Designated uniform and personal protective equipment.
- Instructor-to-student ratio.
- Weapon loading, unloading, and firearm accountability.
- Location of the staging area.
- Emergency communications plan.
- Emergency medical equipment location and treatment procedures.
- Injury reporting.

#### **3.4.2 ADMINISTRATIVE UNLOADING & FIREARM STAGING PROCEDURES**

Students shall unload their firearm(s) upon arrival at the range for training. An FTU member will direct students to unload their firearms(s) at one of the designated firing lines. Students shall not unload firearms in the range parking lot or in any manner inconsistent with maintaining the safety of all onsite personnel. Members shall secure their unused firearms in the staging area. A properly secured firearm is holstered, placed out of view in an equipment bag, or stored in a closed firearm container. If applicable, students may stage unloaded long guns (patrol rifles, shotguns, etc.) with the action open and detachable magazine removed.

#### **3.5 INSTRUCTOR ASSIGNMENTS**

Before an FTU member facilitates Department firearms training, the member must complete a POST basic firearms instructor course. During any firearms training involving six or more students, two trained FTU instructors should be present. Small group open-range and other informal firearms training sessions should be staffed with a minimum of one trained instructor.

### **3.5.1 LEAD INSTRUCTOR & RANGE SAFETY OFFICER**

All Department firearms training events will have an assigned lead instructor. The lead instructor is the on-site FTU instructor responsible for the facilitation of a training event. The lead instructor is responsible for ensuring all training documentation is complete and submitted to the Training Unit. The lead instructor is also the designated Range Safety Officer (RSO). The chief responsibility of the RSO is to monitor the training event for unsafe conditions and take corrective action as needed to ensure training is conducted safely per the approved lesson plan.

### **3.6 MANDATORY PERSONAL PROTECTIVE EQUIPMENT (PPE)**

During live-fire training, students, instructors, and on-site visitors shall wear hearing protection specifically designed to mitigate the hazardous noise levels associated with gunfire. All personnel participating in, supervising, or observing live-fire training shall also wear ballistic eye protection (shooting glasses, goggles, etc.). Eye and ear protection shall be available at the training site. Depending on the training plan, students may be required to wear their issued body armor during the training event. The training plan will specify all required individual personal protective equipment (PPE).

### **3.7 STUDENT UNIFORMS AND EQUIPMENT**

Clothing worn by students during firearms training should be comfortable and not impede the ability to move, change position, and safely manipulate the firearm. Appropriate training attire includes the police uniform and any non-uniform clothing that meets the aforementioned requirements. Protective clothing (e.g., jackets, raincoats, etc.) may be worn as needed. Clothing that interferes with the safe manipulation of the firearm shall not be worn.



### **3.7.1 INSTRUCTOR UNIFORMS AND EQUIPMENT**

Ideally, FTU members wear their issued FTU uniform during any scheduled firearms training. When assigned to conduct training during their normal work hours, FTU members may wear their designated OPD uniform in place of the FTU uniform. The Firearms Training Unit uniform consists of the following clothing items:

- Headwear: Tan Flex-Fit baseball-style cap with embroidered FTU logo on the front and the word “INSTRUCTOR” embroidered on the outside edge of the back of the cap.
- Shirt: Make - 5:11 color - Silver-tan, model – tactical polo short-sleeve (x1) and long-sleeve (x1). FTU logo embroidered on the left shirt breast and the word “INSTRUCTOR” is embroidered on the right breast.
- Pants: 5:11, color – Tundra, model - Apex cargo pants.
- Jacket: Make - 5.11 color – Ranger green Model - Chameleon Soft Shell Jacket with embroidered FTU logo on the concealed right-side front pocket pullout and embroidered OPD badge on the concealed left-side front pocket pullout. Back pullout embroidered or labeled with “FTU” in yellow lettering. The back pullout lettering should be approximately 3-inches in height for enhanced visibility.

### **3.8 INSTRUCTOR TO STUDENT RATIO**

An appropriate instructor-to-student ratio is essential for safe and effective training. The following ratios apply to all Department firearms training events:

- During static live-fire training the instructor-to-student ratio is 1:5. Static live-fire includes any training in which the student's position is fixed during a live-fire sequence.
- During live-fire training in which the student is in motion the instructor-to-student ratio is 1:4. Movement is a change of position in which the student is walking or running.

### **3.9 WEAPON ORIENTATION DURING TRAINING**

When in use, firearms shall be oriented in a safe direction. A safe direction is generally towards the designated impact area. Reloading and malfunction clearance techniques may briefly orient the muzzle away from the impact area. This is acceptable as long as the student is demonstrating safe weapon-handling technique. The on-site FTU instructor(s) will monitor students during training event and correct unsafe firearm orientation conditions immediately.

### **3.10 WEAPON LOADING AND UNLOADING**

Loading and unloading a firearm for training is an administrative activity. When loading or unloading a firearm, FTU members and students should be focused on correct technique and safe weapon handling over the speed at which the unloading process is accomplished. FTU members facilitating training will ensure the following loading and unloading procedures are followed by all personnel:

- Arrival at the range: Move to a safe location on the live-fire portion of the range and safely unload all firearms to be used for training. Do not unload firearms in the range parking lot.

- Orientation: Keep the muzzle of the firearm oriented in a safe direction when loading or unloading.
- Long guns: Unload all long guns (shotguns, carbines, etc.) before you stage the firearm. Long guns shall be unloaded before leaving the firing line.
- Holstered firearms: During training, students and FTU instructors may, because of the training plan, maintain a loaded and holstered sidearm. In such cases, The firearm shall remain holstered when the member is not on the live-fire portion of the range.

### **3.11 EQUIPMENT INSPECTIONS**

The equipment that students use during firearms training must be safe and serviceable. FTU members facilitating training will inspect student equipment to ensure it is safe and serviceable before the training session begins.

### **3.12 WEAPON AND AMMUNITION HANDLING**

FTU members shall maintain constant awareness of the condition (loaded or unloaded) of firearms members use during training. Firearms used for dry-fire practice or other non-live-fire demonstrations shall be unloaded. An FTU member facilitating training shall inspect all firearms modified to fire Simunitions FX™ or similar non-lethal training ammunition before using them in any force-on-force training. Members shall not use live ammunition and Simunitions FX™ (or similar) during the same training exercise or training drill.

### **3.13 STEEL TARGETS**

When used, steel targets shall be commercially manufactured from AR500-grade steel specifically for live-fire training. Privately manufactured (i.e., homemade) steel targets

shall not be used for live-fire training. The assigned RSO facilitating training shall inspect all steel targets used during the training event for serviceability and damage before employing them for live-fire training. Steel targets exhibiting excessive wear or damage shall not be used for any training event. Steel core and armor-piercing ammunition shall not be used when training with steel targets. Steel target standoff distances are as follows:

- Handguns: 12-yard minimum standoff between the shooter and the steel target.
- Rifle (5.56 / .223): 50-yard minimum standoff between the shooter and the steel target.
- Rifle (.308): 100-yard minimum standoff between the shooter and the steel target. Steel targets shall not be engaged with rifle calibers larger than .308.
- 12-gauge .00-buckshot: a 20-yard minimum standoff between the shooter and the steel target.
- 12-gauge slug: 100-yard minimum standoff between the shooter and the steel target.

### **3.14 NON-LIVE-FIRE TRAINING**

Before conducting any scenario or training exercise where unloaded firearms are used, the RSO will confirm the participants' weapons are unloaded. Live ammunition and unauthorized firearms are not permitted in a non-live-fire training environment. A real firearm shall not be used in any scenario in which a student is required to intentionally point a firearm at another person. When a training exercise requires a firearm to be

pointed at another member, a replica (red or blue) gun, simulated firearm (e.g., as a SIRT™ pistol), or inert barrel replacement insert will be used. This section does not apply to weapons modified to fire Simunition FX™ ammunition when appropriate safety protocols are in place.

### **3.15 USE OF SIMUNITIONS FX**

If a scenario or training exercise includes the use of Simunition FX™ ammunition, specially modified weapons will be used in place of inert or modified firearms. The use of Simunitions ammunition requires the use of additional personal protective equipment for the participant's head (full-face), eyes, neck, and groin. At no time will a training scenario or exercise incorporate the simultaneous use of Simunition FX™ ammunition and live ammunition.

### **3.16 STUDENT STAGING AREA**

The staging area is a pre-identified location designated for both safety and personnel accountability during training. Personnel not actively participating in the training event or exercise will remain in the designated staging area designated by the RSO during the active training event.

### **3.17 EMERGENCY COMMUNICATIONS PLAN**

The RSO shall have an OPD police radio at the training site to summon assistance in the event of an emergency during training. The radio may be a portable (hand-held) or vehicle-mounted radio. The radio serves as the primary means of communication in the event of a life-threatening medical emergency. If the injury being reported is not life-threatening, the onsite firearms instructor may use a cell phone to make notifications or

summon assistance. The availability of a cell phone does not waive the requirement to have a police radio on-site during firearms training.

### **3.18 EMERGENCY MEDICAL EQUIPMENT AND TREATMENT**

A first aid kit and a gunshot trauma kit shall be on-site during all firearms training events. The kit includes the supplies necessary for the emergency treatment of gunshot injuries and a standard first aid kit for minor injuries. The RSO shall identify the location of this kit during the safety brief. This kit shall be available for immediate use during all firearms training sessions.

### **3.19 TREATMENT OF MINOR INJURIES**

Minor injuries include but are not limited to, small cuts, abrasions, bruises, etc. These injuries can be treated with the contents of the on-site first aid kit and do not require stitches or the expert-level treatment of a medical professional. The FTU instructors facilitating the training will provide first aid as needed. The RSO will evaluate all non-life-threatening injuries to determine reporting requirements.

### **3.20 TREATMENT OF SERIOUS INJURIES**

Serious injuries include but are not limited to, severe lacerations (requiring stitches), gunshot wounds, severe sprains, and broken bones. Serious injuries cannot be adequately treated with the contents of the on-site first aid kit, and require the expert-level treatment of a medical professional. In the event of a serious injury, The FTU instructors facilitating the training event will provide first aid to the level of their training. The RSO shall immediately notify OPD dispatch and request OFD respond to treat and / or transport the injured officer / student to an appropriate medical facility.

### **3.21 TREATMENT FACILITIES**

In the event a member sustains a serious injury, the Fire Department or designated emergency vehicle operator will transport the injured member to a pre-identified medical treatment facility. The RSO will include the name and address of these medical treatment facilities in the training safety brief. When on scene, the Oceanside Fire Department, or designated EMS first responder will determine the mode of transportation (air or ground) and location (TCMC, Palomar, Scripps, etc.) where the patient is taken for treatment.

### **3.22 REPORTING OF TRAINING-RELATED INJURIES**

When a member sustains a serious injury, the RSO shall report the injury to the Training Sergeant on the same day the injury occurs. The reporting requirement does not apply to minor injuries. The injured member is responsible for following the injury reporting procedures outlined in Department policy (P&P Volume II section 315.02). The Training Unit shall notify POST of any serious injury or death that occurs during the presentation of a POST-approved program of instruction.

## **IV. GENERAL TRAINING PROCEDURES**

### **4.1 POST-MANDATED FIREARMS TRAINING**

The California Commission on Peace Officer Standards and Training (POST) requires law enforcement recruits to complete 24 hours of firearms training as part of the basic academy syllabus. After the academy, sworn officers must complete a minimum of four hours of firearms sustainment training biennially to comply with POST's Perishable Skills Program (PSP) requirements. POST does not mandate firearms qualification standards for law enforcement agencies. POST directs law enforcement agencies to develop

internal qualification systems and training programs that are aligned with POST's standards. The firearms training the FTU provides our members must prepare them to use their firearms effectively in the situations and environments they are most likely to encounter in the course of their law enforcement duties.

#### **4.1.1 FIREARMS QUALIFICATION**

Qualification is the administrative process of the FTU confirming a member meets the minimum established standard of performance and proficiency with a duty-use firearm. A duty-use firearm is defined as any firearm the member carries on or off-duty (P&P Volume I section 520.07.1). Sworn members, excluding those assigned to SWAT, shall complete qualification annually. An officer achieves *qualified status* by meeting or exceeding the performance standards of the established qualification course of fire (COF).

#### **4.2 TRAINING QUARTERS DEFINED**

Each calendar year is divided into four training quarters. The first quarter is from January 1 to March 31; the second quarter is from April 1 to June 30; the third quarter is from July 1 to September 30; and the fourth quarter is from October 1 to December 31.

#### **4.3 QUALIFICATION FREQUENCY**

Members complete all firearm qualifications annually during the first quarter. Members must qualify with their primary duty sidearm(s), off-duty / backup firearm(s), patrol rifle, and shotgun. Members assigned to SWAT shall complete their SWAT-specific firearms qualifications quarterly.



#### **4.3.1 QUALIFICATION WITH MORE THAN ONE PRIMARY SIDEARM**

There are occasions when a member needs to qualify with more than one primary duty sidearm. The need is typically centered on the member's duty assignment and/or firearm concealability needs. The following guidance applies to qualification with an additional primary sidearm:

- A member may qualify with up to two primary duty firearms.
- When in the field, a member shall not carry more than one primary duty sidearm. If carried, the second firearm is carried concealed as a backup firearm.
- A member with a record of poor firearms qualification performance is limited to qualifying with one primary sidearm.

#### **4.3.2 QUALIFICATION WITH MORE THAN ONE BACKUP SIDEARM**

Members may qualify with up to two off-duty / backup firearms. A member shall not carry a backup firearm in place of a primary firearm unless the member has completed the primary sidearm qualification COF with the firearm to be carried.

### **4.4 SWAT PERSONNEL**

Officers assigned to the SWAT team shall qualify quarterly with their primary sidearm and the M4 carbine. Successful completion of SWAT firearms qualification constitutes the team member's quarterly firearms qualification requirement(s).

#### **4.4.1 SES PERSONNEL**

Members assigned to the department's Special Enforcement Section (SES) are required to qualify annually as outlined in section 4.3 of this manual. SES detectives who have

completed a POST patrol rifle course and received instruction specific to the MP5 submachinegun, may also qualify with and deploy the MP5 submachine gun.

#### **4.5 FAILURE TO QUALIFY**

##### **4.5.1 FAILURE TO QUALIFY – PRIMARY SIDEARM**

Department policy prohibits members who are not currently qualified with their primary firearm from carrying the primary firearm on or off-duty (see Dept. Policy vol. I sec. 520.03 & vol. II sec. 1015). This includes members in a modified duty status (light duty, FMLA, etc.). A member absent from training and not currently qualified must complete firearms qualification before carrying the primary firearm on or off duty. The member's authorization to carry and deploy the primary firearm is restored upon successful completion of the qualification COF.

##### **4.5.2 FAILURE TO QUALIFY - SHOTGUN**

A member who fails to qualify with the Remington 870 shotgun is prohibited from deploying the shotgun. This also applies to the deployment of the less-lethal bean-bag shotgun. The member's authorization to carry and deploy the shotgun is restored upon successful completion of the qualification COF.

##### **4.5.3 FAILURE TO QUALIFY – OFF-DUTY/BACKUP WEAPON**

Members who fail to qualify with their off-duty or backup firearm after three attempts in a single training session are prohibited from carrying that OD / BU firearm in an on-duty or off-duty (CCW) capacity. A member who fails to pass the OD / BU qualification COF three times in a single session shall not attempt OD / BU qualification COF again with the same firearm until the member attends remedial training with an FTU instructor.

#### **4.5.4 FAILURE TO QUALIFY – PATROL RIFLE / CARBINE**

A member who fails to qualify with the patrol rifle / carbine after three attempts in a single training session is prohibited from deploying the patrol rifle in the field. The member must complete remedial training before any subsequent attempt to pass the patrol rifle / carbine qualification COF. Remedial training procedures are outlined in section 4.6 of this manual.

#### **4.5.5 QUALIFICATION ATTEMPTS – DUTY SIDEARM**

Members may make three attempts in a single training session to complete duty sidearm qualification. A member who fails three consecutive iterations of the qualification COF in a single training session shall complete remedial training. Remedial training procedures are outlined in section 4.6 of this manual.

#### **4.5.6 QUALIFICATION ATTEMPTS - PATROL RIFLE / CARBINE**

Members may make three attempts in a single training session to pass the patrol rifle / carbine / submachinegun qualification COF. Members who fail to pass the COF standards after two consecutive training sessions (with remedial training / see 4.5.4) are prohibited from deploying the patrol rifle / carbine / submachinegun.

#### **4.5.7 QUALIFICATION ATTEMPTS - OFF-DUTY/BACKUP FIREARM**

Members may make three attempts in a single training session to complete the OD / BU firearm qualification. Before making a second attempt to qualify, members who fail the OD / BU test shall complete remedial training with an FTU instructor.

#### **4.5.8 OFF-DUTY AND BACKUP FIREARMS**

An off-duty firearm is a personally owned firearm carried concealed on the member's person when off-duty and in public. A member may also carry the primary duty firearm

off-duty. A backup weapon is a firearm carried concealed on the member's person in addition to the primary firearm while on duty. It is the member's responsibility to maintain proficiency with the off-duty and/or backup firearm. Off-duty and backup firearms shall be equipped in compliance with Department policy (see P & P vol. I sec. 520.01 & 520.02).

#### **4.5.9 PATROL RIFLES & CARBINES**

Patrol rifles and carbines are carried at the option of those officers who have completed a POST-certified rifle / carbine training course that complies with Penal Code §33220(b) and POST Regulation 1081.

#### **4.5.10 REMINGTON 870 SHOTGUN**

The Remington 870 12-gauge pump-action shotgun is the Department's authorized shotgun for field deployment. The Firearms Training Unit shall develop and administer a standardized shotgun qualification course. Members shall qualify annually with the shotgun. Members may qualify using authorized ammunition (.00 buckshot and/or the 1-ounce rifled slug).

#### **4.6 REMEDIAL TRAINING PROCEDURES – PRIMARY DUTY FIREARM**

Mandatory remedial training is triggered when a member fails to qualify after three consecutive attempts in a single training session. A member who fails to qualify with the primary duty firearm is not field-deployable. Failure triggers remediation which the member must complete before making any subsequent attempt to qualify. The FTU Program Coordinator shall prepare a memo documenting the member's training performance and forward it to the member's supervisor and the Training Unit Lieutenant. The member's supervisor will coordinate with the FTU to schedule remedial training.

#### **4.6.1 FAILURE TO QUALIFY - SECOND ATTEMPT**

Members who fail to qualify during a second scheduled training session shall participate in a second remedial firearms training session before attempting to qualify for a third and final time. Members are not field-deployable until they have completed the qualification COF.

#### **4.6.2 FAILURE TO QUALIFY AFTER THIRD ATTEMPT**

Additional remedial training and/or qualification attempts beyond three attempts are at the discretion of the Chief of Police.

### **4.7 REMEDIAL TRAINING**

Members must maintain proficiency with the firearms they deploy in the field. A member demonstrates a minimally acceptable level of proficiency by meeting the established firearm qualification standards. When a member fails to achieve these standards, the FTU will provide remedial training. The purpose of remedial training is to diagnose and correct the member's firearms-specific deficiencies. Re-shooting the qualification COF until a member passes the standard is not remedial training. Remediation is training that addresses and corrects the member's deficiency(s). Following remedial training, a member demonstrates proficiency via successful completion of the standardized qualification COF.

#### **4.7.1 REMEDIAL TRAINING PLANS**

Remedial training is formal training supported by a training plan. An FTU instructor will design and administer the remedial training plan. The FTU instructor assigned to conduct remedial training shall review the remedial training plan with both the member and the member's supervisor. The assigned FTU instructor shall prepare a memo

documenting the results of the remedial training. The memo should include a summary of the member's remedial training performance, whether or not the member passed qualification, and any recommended additional training.

#### **4.7.2 SCHEDULING REMEDIAL TRAINING & QUALIFICATION**

The member's supervisor is responsible for coordinating the remedial training schedule with the FTU. The following guidelines apply to planning and scheduling remedial firearms training:

- Remedial training should be scheduled as soon as practical and align with the member's regular work schedule.
- A subsequent attempt to qualify may only take place when the member has completed remedial training.
- Ideally, remedial training is conducted during the member's assigned work schedule.

#### **4.8 FIREARM SKILLS AND TACTICS TRAINING**

Firearms training provides members with an opportunity to practice already-acquired skills, learn new skills, and improve their knowledge of practical gunfighting tactics, techniques, and procedures. The FTU provides officers with training in the use of firearms and the tactics and methods of firearms use in armed combat. A well-rounded firearms training program should include counter-ambush techniques, movement, shooting at both close and long-range, non-standard shooting positions, and low-light skills. The FTU facilitates all training via a formally prepared training plan. The training plan shall include learning objectives, a curriculum explaining how the learning objectives are presented, and measurable performance assessments. Every firearms training event

should culminate in a relevant practical exercise, scenario-based training activity, or drills that reinforce the desired training outcomes.

#### **4.8.1 TRAINING FORMAT**

FTU instructors prepare firearms training following a standardized written format. All drills and training the FTU provides are memorialized in the Firearms Training Plans and Records File on the Department's J-Drive. This file is located in the restricted access Firearms Training Unit folder. Each training quarter, the FTU determines the skills to be incorporated into the training session based on guidance from POST, agency-specific needs, and the lessons learned throughout the law enforcement community. The FTU Program Coordinator will develop a standardized lesson plan and training drill format for the FTU to prepare firearms training material. The FTU Program Coordinator will verify all planned training meets the intended training requirements and is both relevant and safe to perform.

#### **4.8.2 GUNFIGHTING PRINCIPLES**

The police officer's use of a firearm in defense of self or others is a low-frequency high-consequence event. A police officer does not magically become a gunfighter when confronted with life-threatening circumstances. Skill is developed through training and experience. Experience gained through direct exposure to actual gunfights is rare. This makes the quality of your training even more important. The gunfighting principles of gun-handling, marksmanship, and mindset serve as the foundation of an effective training program:

- **Gun-handling** is the ability to operate a firearm safely and competently in both routine and non-routine situations. Gun handling is mastery of the firearm in

hand. You know how it works and how it must be maintained. Most importantly, you demonstrate a strict adherence to the safe handling of your firearm at all times.

- **Marksmanship** is the capacity to use one's firearm efficiently. A police officer demonstrates marksmanship through effective decision-making, shot placement, and the ability to self-assess performance errors. A police officer must be capable of effective marksmanship in conditions influenced by physical and mental stress and adverse environmental conditions. Marksmanship skills are developed and maintained through practice and repetition of correct technique.
- **Mindset** is the mental preparation to survive and prevail in a violent encounter. Mindset is not paranoia. It is the acceptance that violence is possible. As an armed professional, you are committed to being morally and physically prepared to use force in a manner that is lawful, reasonable, and proportional to the threat. Mindset is developed through a combination of training and practical experience.

#### **4.8.3 PERFORMANCE EVALUATION**

Evaluation of the student in training is an essential part of outcome-based training. A student's performance can only be evaluated when there is a standardized metric for comparison. When designing live-fire drills and scenario-based exercises, always include a performance goal and / or a minimum standard of performance. Standards should be based on marksmanship (the ability to place accurate fire on target), time (the



ability to complete a task within a realistic timeframe), and skill competency (the demonstration of correct technique).

#### **4.8.4 TRAINING REMEDIATION**

When a member fails to meet the standards of a formal training exercise, it is the responsibility of the FTU to provide remedial training. The goal of remedial training is to bring the affected member's performance up to the level necessary to meet the established training standards. Remedial training is tailored to the specific needs of the member. The FTU schedules remedial training with the affected member's supervisor.

#### **4.8.5 ANNUAL TRAINING PLAN**

The Program Coordinator will develop and publish an annual training plan. The annual training plan serves as a guide for the firearms training the FTU will facilitate during the calendar year. The annual training plan shall include learning objectives, training topics covered, and the training schedule by quarter.

#### **4.9 TRAINING DOCUMENTATION**

All formal training is supported by a written lesson plan. At a minimum, the lesson plan includes the learning objectives, a detailed description of the concepts and information to be covered in the lesson, how the training is to be presented, and a breakdown of the drills and exercises designed to achieve the training objectives. The facilitating instructors will record the individual member's training performance on a firearms training roster. The roster shall include the member's name, ID number, the firearm(s) used, and the training results (go or no-go). The facilitating FTU member will forward a copy of the completed training roster to the Program Coordinator and submit all original rosters to the Training Unit.

## **V. FIREARMS QUALIFICATION**

### **5.1 PRIMARY DUTY HANDGUN**

Effective 1 January 2024, all sworn members (excluding SWAT) will complete firearms qualification annually during the first training quarter. The primary duty firearm is the handgun the officer deploys in the field when on duty. Members who have been issued a Department firearm shall qualify with the issued firearm. Members who have elected to use an approved personally-owned primary firearm will qualify with that firearm. Members may qualify with one additional primary firearm, as an option to meet their specific work-assignment requirements.

#### **5.1.1 PURPOSE**

The purpose of Department firearms qualification is to provide a means for verifying members meet the Department's minimum performance standards for the firearms they deploy in the field. Qualification is a test of baseline skill and should not be relied on as a training tool for skill development.

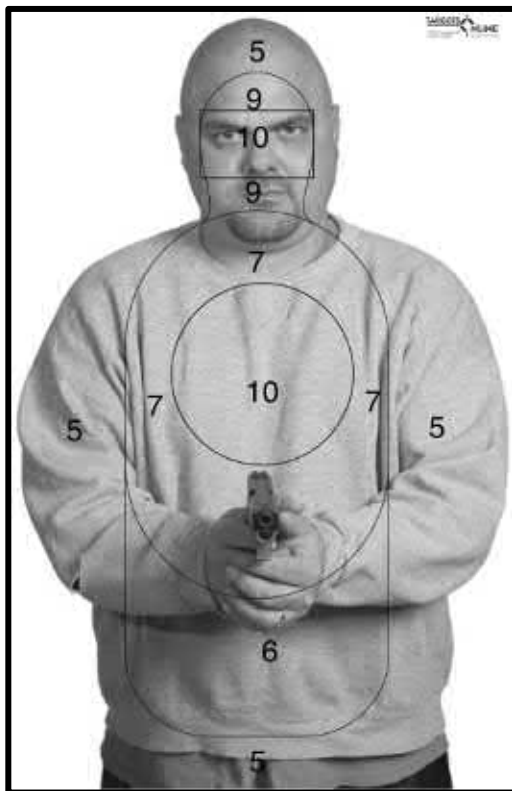
#### **5.1.2 COURSE DESIGN**

The U.S. Department of Justice prepares an annual report identifying the contributing factors and circumstances in which police officers are feloniously assaulted and killed. According to the 2019 DOJ data, more than 70% of the officers killed by gunfire were within 50-feet of their assailants. 63% were within 20-feet of their assailants, and almost 32% were within 5-feet. The qualification COF is designed with the 5-feet to 15-yard engagement distances in mind. The COF includes 10 stages starting at 5-feet and ending at 15-yards. The COF is a test of specific marksmanship and gun-handling skills. The test is not a training event. It is a standardized verification that a member meets the

minimum standard for deployment of their primary duty firearm. The test utilizes a photorealistic target with marked scoring zones (see Figure-1).

### 5.1.3 COURSE OVERVIEW

The qualification course is a standardized live-fire test of the member's proficiency with the primary duty firearm. To achieve qualified status, a member must: 1) place all rounds fully within the qualification target's photorealistic silhouette, 2) demonstrate safe and efficient gun-handling skills, and 3) meet the 80% / 80% test performance standard. The 80% / 80% standard means the shooter must score 80% or better on marksmanship (minimum of 288-points) and make at least 8 of the 10 stage time standards. The numbers on the target are used to calculate the shooter's score.



**FIGURE-1: STANDARDIZED QUALIFICATION TARGET**

#### 5.1.4 REMEDIATION

Remediation is the process of re-testing a full or partial iteration of the qualification COF. Remediation is triggered when the member misses a shot, fails more than two of the time standards, and/or fails to achieve an aggregate score of 88% (288-points) or better. Scoring of the member's target is done after the member completes the initial run of the COF. An explanation of the conditions triggering remediation follows:

- **Missed shot:** A miss is a bullet impact that misses the target silhouette completely or that breaks the edge of the photorealistic target image (regardless of depth). Misses are calculated as minus 10-points per miss when calculating the shooter's raw score.
- **Missed time standard:** A missed time standard occurs when the shooter's recorded time exceeds the established stage par time. For example, if the par time is 2.85-seconds and the shooter completes the drill in 2.86-seconds, the shooter has missed the established par time by .01-seconds. The 80% test standard allows the shooter to miss two stage par times without penalty. After two missed par times, the shooter must remediate any additional stage(s) missed.
- **Score failure:** A shooter who fails to achieve a minimum score of 288-points (80%) must remediate the entire COF. Calculate the shooter's score after completing all 10-stages of the test.

#### 5.1.5 DUTY HANDGUN TIME STANDARDS

The qualification COF is a six-stage test with 10 individual drills. When a stage is repeated twice (stages 1, 2, 4, and 6), the iterations are sub-labeled "A", and "B"

respectively. Each stage has an established minimum time standard. To meet the established time standard, the member must shoot the drill at or below the indicated par time. Table-1 provides a by-stage breakdown of the duty handgun COF.

**DUTY HANDGUN COF**

<b>Stage</b>	<b>Starting position</b>	<b>Distance to target</b>	<b>Rounds fired</b>	<b>Stage par times</b>
1A	Holstered	5-feet	3	2.85-seconds
1B	Holstered	5-feet	3	2.85-seconds
2A	Holstered	3-yards	3	3.0-seconds
2B	Holstered	3-yards	3	3.0-seconds
3	Holstered	5-yards	6	10-seconds
4A	Low ready	7-yards	3	3.5-seconds
4B	Low ready	7-yards	3	3.5-seconds
5	Low ready	10-yards	6	12-seconds
6A	Holstered	15-yards	3	13-seconds
6B	Holstered	15-yards	3	13-seconds

**TABLE-1**

**5.1.6 QUALIFICATION TARGETS**

The qualification target is a life-sized photorealistic threat target with marked scoring zones superimposed over the photorealistic target image. The outer dimensions of the target are 23-inches wide by 35-inches tall. Center mass (body) is marked with an 8-inch circle superimposed on the target’s chest. Center-mass head is marked with a 3x5-inch rectangle centered on the target’s face. A secondary bottle-shaped scoring zone is also centered on the target image. The secondary scoring measures 29-inches top to bottom. The outer scoring zone is 5-inches wide at the head, and 11.5-inches wide at the torso. The numbers indicate the score value for each bullet impact in the target’s

scoring region (see Figure-1). These targets are available from Targets Online ([www.targetsonline.com](http://www.targetsonline.com)). The target model is *TQC-95 (OPD)*.

### **5.1.7 SELECTION AND USE OF TARGETS**

The OPD qualification target depicted in Figure-1 is the standardized qualification target. The FTU instructor administering the qualification COF shall ensure members have a clean (unused) target for each full iteration of the COF.

### **5.1.8 SCORING**

Once the member has completed the COF, an FTU instructor will score the member's target. This is the raw score applied to determine the member's performance rating. The scoring process begins with confirmation that all 36-round impacted within the target body (no misses or edge-impacts). A permanent marker can be used to mark bullet impacts, if needed. Next, calculate the member's score by applying the target scoring values printed on the target. For example, a bullet impacting in the center-mass of the target (8-in. circle) is scored as 10-points. A bullet impact in the right forearm is scored as 5-points. Record shots that strike the outside edge of the photorealistic silhouette or miss the silhouette completely, are recorded as misses (0 points). Misses and edge shots trigger remediation of the stage where the miss / edge-shot occurred. Use the following guide to determine the member's shooting performance rating based on the raw score:

- **287-points of less:** COF failure.
- **288 to 320-points (80-88%):** Basic performance standard.
- **321 to 341-points (89-94%):** Intermediate performance standard.
- **342 to 360-points (95-100%):** Advanced performance standard.

### 5.1.9 REMEDIATION AND SCORING

Remediation does not add or subtract points from a shooter's raw score unless the member is remediating the entire course of fire. The member remediates an individual stage (or stages) to demonstrate acceptable marksmanship (no misses) and/or to meet the established par time of the failed stage.

### 5.1.10 REQUIRED AMMUNITION

The shooter begins the qualification COF with a minimum of 36-rounds distributed in their pistol magazines. Magazines that exceed a 20-round capacity are not permitted during the qualification COF.

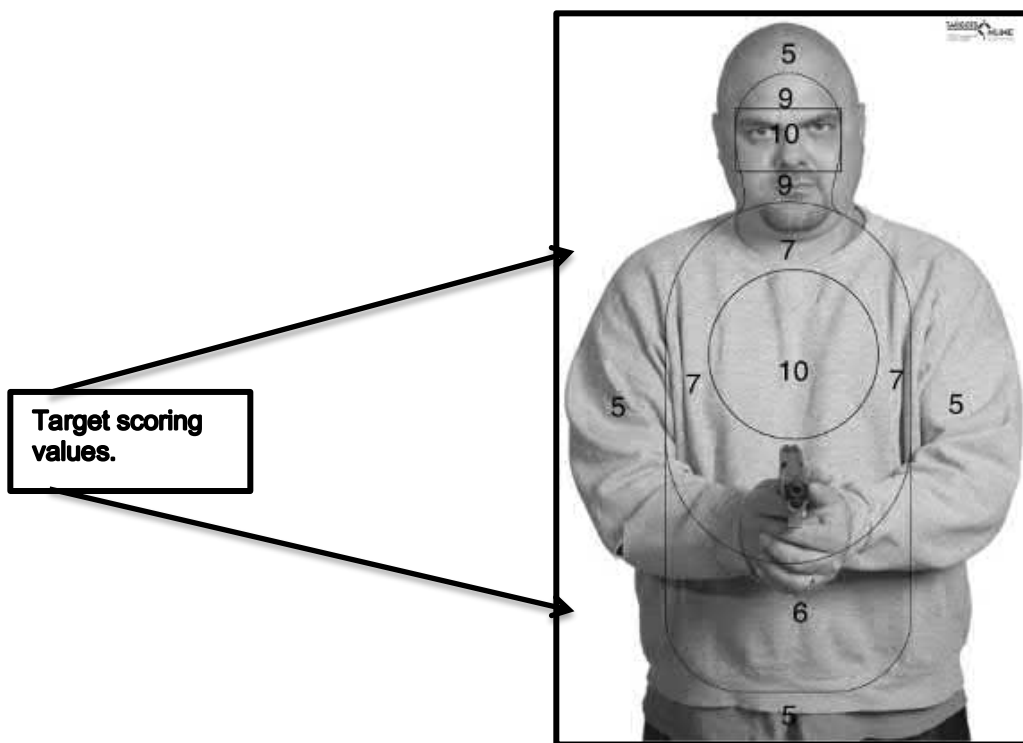


FIGURE-2: SCORING AREAS

### 5.1.11 STAGE-1: ENGAGE TARGET FROM CLOSE CONTACT – 5-FEET

Stage-1 begins at the 5-foot line. The shooter's firearm is holstered, and all holster retention devices are secured. On signal (target movement from edge to face orientation), the shooter draws to retention. "Retention" means the pistol is held close to the body with the muzzle oriented in the direction of the target. When properly executed, the retention position orients the muzzle of the pistol at the center of the target's torso. The shooter fires 3-rounds into the target's center-mass. The par-time is 2.85-seconds. The shooter performs this drill twice.

#### Stage-1: Duty Handgun

Distance	Starting Position	Rounds Fired / Repetitions	Time Limit
5-feet	Holstered and facing the target	3 / 2	2.85-seconds
Sequence: Draw to retention and fire three rounds center-mass. Assume a two-handed grip on the firearm, assess, and holster.			

### 5.1.12 STAGE-2: ENGAGE TARGET FROM STRONG-HAND ONLY – 3-YARDS

Stage-2 begins at the 3-yard line. The firearm is holstered with all holster retention devices secured. The shooter positions both hands above the waistline. The strong-side hand is not in contact with the holster or firearm grip. On signal (target movement), the shooter draws the pistol into a strong-hand-only firing grip. The shooter acquires an acceptable sight picture and fires 3-rounds center-mass. The shooter performs this drill twice. The par-time is 3-seconds or less.



## Stage-2: Duty Handgun

Distance	Starting Position	Rounds Fired / Repetitions	Time Limit
3-yards	Holstered and facing the target	3 / 2	3-seconds
Sequence: Draw to strong-hand-only grip and fire three rounds center-mass. Assess and holster.			

### 5.1.13 STAGE-3: SPEED RELOAD – 5-YARDS

Stage-3 begins at the 5-yard line. The firearm is holstered with all holster retention devices secured. The shooter positions both hands above the waistline. The strong-side hand is not in contact with the holster or firearm grip. This drill requires the shooter to demonstrate the speed-reload during target engagement. The pistol is loaded with 3-rounds (1-round chambered and 2-rounds in the magazine). A second fully loaded magazine is stored in the shooter's magazine pouch. On signal (target movement), the shooter draws the pistol into a two-hand firing grip, acquires an acceptable sight picture, and fires 3-rounds center-mass. With the firearm now empty, the shooter responds by performing a speed-reload. After completing the reload, the shooter fires three additional rounds center-mass. The shooter performs this drill once. The par-time is 10-seconds or less.

## Stage-3: Duty Handgun

Distance	Starting Position	Rounds Fired / Repetitions	Time Limit
5-yards	Holstered and facing the target	6 / 1	10.0 seconds
Sequence: Draw to 2-hand grip, fire 3-rounds center-mass, perform a speed reload, and fire 3-rounds center-mass. Assess and holster.			

#### 5.1.14 STAGE-4: FAILURE TO STOP– 7-YARDS

Stage-4 begins at the 7-yard line. The shooter begins the drill at the low-ready. The failure to stop drill ( aka the *failure drill* or *Mozambique drill*) requires the shooter to transition between two target areas (chest and head) during the same firing sequence. The drill simulates hitting a threat center-mass with no discernable effect. The shooter immediately transitions to a head shot to incapacitate the threat's central nervous system. On signal (target movement), the shooter acquires an acceptable sight picture and fires 2-rounds center-mass. Immediately after the second round is fired, the shooter visually acquires a second sight picture on the center-mass of the target's head. The shooter fires 1-round center-mass head. The shooter performs this drill twice. The par-time is 3.5-seconds or less.

#### Stage-4: Duty Handgun

Distance	Starting Position	Rounds Fired / Repetitions	Time Limit
7-yards	At the low ready facing the target	3 / 2	3.5 seconds
Sequence: Acquire an acceptable sight picture, fire 2-rounds center-mass body, acquire a second sight picture center-mass head, and fire 1-round center-mass head. Assess and holster.			

#### 5.1.15 STAGE-5: TACTICAL RELOAD – 10-YARDS

Stage-5 begins at the 10-yard line. The shooter begins the drill at the low-ready. This drill requires the shooter to demonstrate the tactical reload of the pistol during target engagement. The shooter should have at least 4-rounds loaded in the pistol and a second loaded magazine in the magazine pouch. On signal (target movement), the shooter acquires an acceptable sight picture and fires 3-rounds center-mass. Immediately after the 3<sup>rd</sup> round is fired, the shooter performs a tactical (in-battery) reload

of the pistol. The shooter is required to stow the magazine extracted from the pistol on his or her person. When the reload is complete, the shooter will fire an additional 3-rounds into the target's center-mass. The shooter performs this drill once. The par-time is 12-seconds or less.

**Stage-5: Duty Handgun**

Distance	Starting Position	Rounds Fired / Repetitions	Time Limit
10-yards	Low ready position facing the target	6 / 1	12.0 seconds
Sequence: Acquire an acceptable sight picture, fire 3-rounds center-mass, perform a tactical reload, and fire 3-rounds center-mass.			

**5.1.16 STAGE-6: IMMEDIATE ACTION – 15-YARDS**

Stage-6 begins at the 15-yard line standing behind the simulated position of cover. The shooter's pistol is holstered. The shooter's firearm is loaded (magazine inserted) with the chamber empty. During the drill this will simulate a failure to fire event. On signal (target movement), the shooter draws, acquires an acceptable sight picture, and attempts to fire. The weapon will fail to fire because of the initial firearm setup. The shooter responds by kneeling behind cover and performing immediate action to clear the firearm and get it back into service. From a kneeling position, the shooter will engage the target with 3-rounds center-mass. The shooter performs this drill twice. The par-time is 13-seconds or less.

**Note:** Immediate action consists of 1) ensuring the magazine is fully seated, 2) manually cycling the slide to clear the pistol's chamber, and 3) reacquiring the target to engage it as needed.

## Stage-6: Duty Handgun

Distance	Starting Position	Rounds Fired / Repetitions	Time Limit
15-yards	Holstered and standing behind pre-positioned simulated cover.	3 / 2	13.0 seconds
Sequence: Draw while standing and attempt to fire. Perform immediate action as you kneel behind cover. Engage the target with 3-rounds center-mass.			

### 5.1.17 MALFUNCTIONS

A malfunction is an unintended interruption of a firearm's cycle of operation. Malfunctions may be caused by 1) faulty ammunition, 2) a failure of the operating system interrupting the firearm's cycle of operation, or 3) operator error. Whatever the cause, the shooter is responsible for diagnosing and clearing malfunctions when they occur. During the qualification COF, the shooter is responsible for clearing the malfunction and completing the drill. The following malfunction procedures apply to all qualification COFs.

- Diagnose and attempt to clear the malfunction. Once the malfunction is cleared, complete the sequence of fire.
- If the shooter clears the malfunction without assistance and all required rounds are fired, score the iteration normally (center-mass, outside center-mass, or miss). The drill's time standard is secondary to clearing the malfunction.
- If the shooter clears the malfunction but does not fire all required rounds, the officer's performance shall be recorded as a stage fail. The shooter must remediate the affected stage.

- If a second subsequent malfunction occurs during the same sequence of fire, the firearms instructor will direct the shooter to unload his/her weapon so that it can be inspected. If the instructor detects no obvious mechanical problems, the shooter will reload and continue the qualification COF at the point where the malfunction occurred.
- For example, the malfunction is disabled due to a mechanical failure. The facilitating FTU directs the affected shooter off the firing line. An FTU armorer will conduct a detailed inspection and repair of the firearm. If the affected firearm is the member's primary duty sidearm, an authorized FTU member will issue the affected member a loaner firearm.
- If a member is removed from a qualification session because of a malfunctioning firearm, the incomplete session shall not be counted against the officer's authorized attempts to qualify.



**FIGURE 3: HOLSTERED STARTING POSITION (*note the hands are not in contact with the pistol or holster*).**

### 5.1.18 HOLSTERED STARTING POSITION

Stages 1, 2, 3, and 6 of the duty firearm qualification COF start with the firearm holstered. The holster's security features (straps, snaps, etc.) are engaged. The shooter's primary hand is not in contact with the firearm or holster, and both of the shooter's hands are positioned above the waist and not in contact with the firearm.



Figure 4. Low-ready and compressed low-ready.

### 5.1.19 THE UNHOLSTERED PISTOL

The decision to unholster the pistol during a tactical encounter must be based on a reasonable perception of danger. Brandishing a firearm at the ready in the presence of a suspect may not include the legal justification to use deadly force when the firearm is unholstered. For the officer, real time threat analysis requires discipline and continuous situational awareness. When the legal justification to use deadly force (i.e., an imminent threat of death or SBI) is absent, the firearm should not be pointed directly at the suspect. Brandishing the firearm at the ready (muzzle off target) to affect suspect control is reasonable when the officer can articulate a sufficient degree danger absent an imminent threat that justifies such action.

### 5.1.20 – READY POSITIONS - CHARACTERISTICS

A ready position is a safe way to hold the unholstered pistol so that it is ready for immediate use. Key characteristics of an effective ready position include a fully formed grip on the pistol, safe muzzle orientation, and an unobstructed field of view. A fully formed grip places the pistol in both hands ready to transition to full presentation onto the target. Safe muzzle orientation means the pistol is pointed in a direction that ensures an errant discharge will not result in personal injury to the operator or another person. The environment dictates the safest muzzle direction, and it may change as the situation evolves. An unobstructed field of view means the ready position does not interfere with the operator's ability to collect visual information. Blocking your ability to see by placing the pistol in your line of sight limits your ability to make accurate threat assessments.

### 5.1.21 – HIGH AND LOW READY

Circumstances will drive the decision on how you carry and present the pistol outside the holster. The low-ready and the high-ready presentation are simple techniques that are safe and account for the legal ramifications and limitations associated with brandishing a firearm in the performance of your law enforcement function.

- **Low-Ready:** The traditional low-ready position, also referred to as the *guard position*, places the firearm in both hands with the shooter's grip fully formed. With the pistol in hand, lock the wrists and extend the arms forward at a 30 to 40-degree downward angle. The muzzle is now oriented at the ground approximately 6-feet in front of the threat / target.

To transition from the low-ready presentation to muzzle on-target, bring the pistol up to your eyes by rotating the shoulders upward until you acquire the sight(s).

- **Compressed low-ready:** The compressed low-ready position alleviates fatigue associated with holding the traditional low-ready position for extended periods. In the compressed low-ready position, your hands are positioned with a fully-formed 2-handed grip on the pistol, and your wrists are locked. Your upper arms are down at your sides. Your elbows are bent and compressed towards your body. Extend your forearms forward at a downward angle until the muzzle is oriented at the ground in front of the threat / target. To transition from the compressed low-ready to full presentation of the pistol, bring the pistol up to your eyes by straightening the arms and rotating the shoulders upward until you acquire the sight(s).

## **5.2 REMINGTON 870 SHOTGUN**

### **5.2.1 PURPOSE**

The purpose of shotgun qualification is to verify officers are proficient in the manipulation and deployment of the Remington Model 870 12-gauge shotgun. The shotgun qualification COF tests:

- Loading and unloading procedures.
- Activation / de-activation of the weapon safety.
- Cycling of the weapon's action.
- Shooting at close and intermediate distance.
- Marksmanship.



## 5.2.2 THE SHOTGUN QUALIFICATION COF

The shotgun qualification COF is a multi-stage test that evaluates both live-fire and non-live-fire skills. The member must pass all five stages of the qualification course to be considered qualified to deploy the shotgun with .00 buckshot. To be qualified to deploy with the 1-ounce slug round, the member must pass the slug-specific COF and the shotgun manipulation skills assessment. Members will perform all stages of the shotgun qualification COF under the supervision of a Department Firearms Instructor.

## 5.2.3 SHOTGUN STAGE-1 - SKILLS ASSESSMENT

Stage-1 is the manipulation skills assessment. The shooter demonstrates safe and efficient weapon handling while completing 5 specific tasks (see below). To pass stage-1, the member must satisfactorily perform all 5 manipulation skills.

### Stage-1: Shotgun Skills Assessment

Distance	Starting Position	Rounds Fired / Repetitions	Scoring Procedures
15-yards	Shotgun is tabled unloaded with the action open.	0/1	The shooter must perform all tasks safely and correctly.
Sequence: <ol style="list-style-type: none"><li>1) Safely verify the weapon is unloaded.</li><li>2) Load (1) inert dummy round via the ejection port, close the action, place the weapon on safe, and come to the low ready.</li><li>3) Unload the weapon and close the action.</li><li>4) Load (4) dummy rounds into the magazine tube, chamber a dummy round, and place the weapon on safe.</li><li>5) Demonstrate low ready / demonstrate high-ready.</li><li>6) Unload the weapon and leave the action open. Table the shotgun.</li></ol>			



**Figure-5. Shotgun low-ready & high-ready**

#### **5.2.4 SHOTGUN STAGE-2: STANDING / COVER (.00 BS) – 15-YARDS**

Stage-2 is a live-fire marksmanship drill utilizing .00 buckshot ammunition. The member begins the drill by loading the shotgun with 2-rounds of .00 BS ammunition. The member loads the first round onto the shell carrier and into the chamber via the ejection port. The member loads the second round into the magazine tube and places the shotgun on safe. Once shotgun is loaded, the shooter assumes a low-ready presentation behind a simulated position of cover. Two full-size steel pepper-popper targets are positioned 2-yards apart and 15-yards forward of the shooter. On signal (shot timer), deactivate the weapon safety and fire one-round at each popper. The student must knock both targets down to pass the stage. Failure to knock one or both of the steel targets down constitutes a stage fail and triggers remediation of the failed stage. The time standard for stage-2 is 6-seconds. At the end of the stage direct the shooter to remain at the ready with the action open.

## Stage-2: 15-yards – Engage Multiple Targets Standing

Distance / par-time	Starting Position	Rounds Fired / Repetitions	Scoring Procedures
15-yards / 6-seconds	Standing behind simulated cover	2/1 (2-rounds total)	Both targets must fall with a 1-round hit to pass the stage.
Sequence: Load the shotgun (1-chamber / 1-mag. tube) and place the weapon on-safe. Assume a low-ready carry behind designated cover. On signal, fire 1-round at each steel popper. Both targets must fall to pass the stage.			

### 5.2.5 SHOTGUN STAGE-3: KNEELING / COVER (.00 BS) – 15-YARDS

Stage-3 is a live-fire marksmanship drill utilizing .00 buckshot ammunition. The member begins the drill by loading the shotgun with 2-rounds of .00 BS (1-round into the chamber and 1-round into the magazine tube). Once loaded, the shooter places the shotgun on safe and assumes a kneeling low-ready presentation behind simulated cover. Two full-size steel pepper-popper targets are positioned 2-yards apart and 15-yards forward of the shooter. On signal (shot timer), de-activate the weapon safety and fire one-round at each popper. The student must knock both targets down to pass the stage. Failure to knock one or both of the steel targets down constitutes a stage fail and triggers remediation of the failed stage. The time standard for stage-3 is 6-seconds. At the end of the stage shooter moves to the 20-yard (stage-4) position and remains at the ready with the action open.

**Stage-3: 15-yards – Engage Multiple Targets Kneeling**

Distance / Par-time	Starting Position	Rounds Fired / Repetitions	Scoring Procedures
15-yards / 6-seconds	Kneeling behind simulated cover	2/1 (2-rounds total)	Both targets must fall with a 1-round hit to pass the stage.
Sequence: Load the shotgun (1-chamber / 1-mag. tube) and place the weapon on-safe. Kneel at the low-ready behind designated cover. On signal, fire 1-round at each steel popper. Both targets must fall to pass the stage.			

**5.2.7 SHOTGUN STAGE-4: ENGAGE TARGET STANDING & KNEELING – 20 YARDS**

Stage-4 is a live-fire marksmanship drill utilizing .1-ounce slug ammunition. The member begins the drill by loading the shotgun with 4-rounds of 1-ounce slug ammunition (1-round into the chamber and 3-rounds into the magazine tube). Once loaded, the shooter places the shotgun on safe and assumes a low-ready presentation behind simulated cover. Position a full-size (23 x 35-in.) paper target with IALEFI-Q bottle center (or similar) 20-yards forward of the shooter. On signal (shot timer), de-activate the weapon safety and fire 2-rounds into the target’s center-mass, transition to a kneeling position, and fire 2-rounds into the target’s center-mass from the kneeling. To pass the stage, all four rounds must fall within the target CM (inside the bottle center. A shot impact outside the CM Failure triggers remediation of the entire stage. The time standard for stage-4 is 12-seconds. At the end of the stage direct the shooter to verify the shotgun is unloaded with the action open.

#### **Stage-4: 20-yards – Engage Target Standing & Kneeling w/ 1-oz. slug**

Distance / Par-time	Starting Position	Rounds Fired / Repetitions	Scoring Procedures
20-yards / 12-seconds	Standing behind simulated cover	4/1 (4-rounds total)	All 4-rounds must impact within the target's CM scoring bottle to pass the stage.
Sequence: Load the shotgun (1-chamber / 3-mag. tube) and place the weapon on-safe. Stand at the low-ready behind designated cover. On signal, fire 2-rounds CM on the Q-target, kneel, and fire 2-rounds CM on the Q-target. All 4-rounds must impact inside the scoring bottle to pass.			

### **5.3 PATROL-RIFLE / CARBINE**

The Chief of Police authorizes members who have completed a POST-certified patrol-rifle course and passed the Department's patrol-rifle qualification COF to deploy the semi-automatic AR-15 patrol-rifle in the field (Policy & Procedure Manual sec. 520.08.4). Members assigned to SWAT are authorized to deploy the select-fire (semi-auto / full-auto) variant of the AR-15 carbine. The SWAT Operations & Administrative Procedures Manual provides additional guidance regarding the deployment of these weapons by SWAT personnel.

#### **5.3.1 AUTHORIZE PATROL RIFLE VARIANTS**

The Department-approved patrol rifle is the Colt AR-15 law enforcement carbine chambered in 5.56. Semi-automatic AR-15 variants chambered in 5.56 that are produced by manufacturers other than Colt (S&W, Sig Sauer, Daniel Defense, DPMS, etc.) are also authorized for field deployment. A member may deploy a personally-owned AR-15 carbine, as long as the weapon is legally possessed and registered with the California Department of Justice as an assault weapon.

### 5.3.2 PURPOSE

The purpose of the patrol rifle qualification course is to verify our members have a baseline level of proficiency in the manipulation and deployment of the AR-15 patrol rifle.

The patrol-rifle qualification COF tests both dry and live-fire skills, including:

- Loading, reloading, and unloading.
- Manipulation and use of the weapon's safety and other mechanical features.
- Marksmanship.
- Zero confirmation.
- Variable shooting positions.

### 5.3.3 PATROL RIFLE QUALIFICATION COF & SCORING

The patrol rifle qualification COF is a multi-stage 30-round test of the member's proficiency with the AR-15 patrol rifle. It is a test to verify the member meets the minimum standard for field deployment of the AR-15. To be considered qualified, the member must make the par-time for all stages of the COF and achieve a basic standard score of 80% or higher (240-points). The COF utilizes a standardized qualification target (see Figure-1). The maximum possible score on the test is 300-points (100%). Use the following guide to determine the shooter's performance based on the final score:

- **239-points or less:** COF failure.
- **240 to 266-points (80-88%):** Basic performance standard.
- **267 to 284-points (89-94%):** Intermediate performance standard.
- **285 to 300-points (95-100%):** Advanced performance standard.

### 5.3.4 REMEDIATION

Remediation of the patrol-rifle COF is necessary when the member fails to meet the COF standards. A member is permitted up to three attempts to successfully complete the patrol-rifle COF. An attempt may be the entire COF or a single stage, depending on the circumstances. A member who fails to complete the COF in three attempts in a single training session, or who voluntarily stops the test prior to completing the COF test-sequence, shall be documented as a test fail. Members who fail the patrol rifle COF are prohibited from deploying the patrol rifle for the remainder of the quarter in which the COF failure occurred. Remediation is necessary under the following circumstances:

- **Low score:** The shooter scores less than 240-points (less than 80%) – remediate the entire COF.
- **Missed shot(s):** Missed shots are scored as -10-points each from the shooter’s final score. Remediate only if the shooter scores is less than 240-points.
- **Time failure:** A missed par-time (shots fired over time) – remediate the stage where the time failure occurred.

### 5.3.5 STAGE-1: 50-YARDS KNEELING

The first stage of the patrol rifle qualification COF begins at the 50-yard line. Direct the shooter to load the patrol rifle with a magazine of 15-rounds and place the selector lever on “safe.” The shooter’s second magazine is secured in a magazine pouch or pocket. The second magazine is loaded with 3-rounds. Direct the shooter to assume a kneeling position at the low-ready. On signal (target movement / shot-timer buzzer), the shooter fires 5-rounds CM in a par-time of 20-seconds or less. After the shooter has fired all 5-rounds, place the selector lever on safe.

### Stage-1: Patrol Rifle – 50-yards Kneeling

Distance / Par-time	Starting Position	Rounds Fired / Repetitions	Scoring Procedures
50-yards / 20-seconds	Kneeling	5/1 (5-rounds total)	Score the qualification target only after all stages are complete.
Sequence: Assume a kneeling position at the low ready. The selector lever is on “safe.” On signal, fire 5-rounds CM.			

### 5.3.6 STAGE-2: 50-YARDS STANDING TO KNEELING

The second stage of the patrol rifle qualification COF begins at the 50-yard line. The shooter’s carbine is already loaded with 10-rounds in the magazine from the preceding stage. Direct the shooter to assume a balanced fighting stance at the low-ready (Figure-6). On signal (target movement / shot-timer buzzer), the shooter transitions to a kneeling position. From kneeling, the shooter fires 5-rounds CM in a par-time of 30-seconds or less. When the shooter has fired all 5-rounds direct them to place the selector lever on safe.



**Figure-6. Patrol rifle low-ready**



## Stage-2: Patrol Rifle – 50-yards Standing to Kneeling

Distance	Starting Position	Rounds Fired / Repetitions	Scoring Procedures
50-yards / 30-seconds	Begin standing and transition to kneeling	5/1 (5-rounds total)	Score the qualification target only after all stages are complete.
Sequence: Stand at the low ready. The selector lever is on “safe.” On signal, kneel and fire 5-rounds CM from the kneeling.			

### 5.3.7 STAGE-3: 45-YARDS STANDING

The third stage of the patrol rifle qualification COF begins at the 45-yard line. The shooter’s carbine is already loaded with 5-rounds in the magazine from the preceding stage. The selector lever is on “safe.” Direct the shooter to assume a balanced fighting stance at the low-ready. On signal (target movement / shot-timer buzzer), the shooter fires 5-rounds CM in a par-time of 35-seconds or less. Direct the shooter to perform a speed-reload with a magazine of 3-rounds, after all rounds have been fired. After the reload is complete the shooter places the selector lever on safe. Reload the empty magazine with 2-rounds and store it in a magazine-pouch or pocket.

## Stage-3: Patrol Rifle – 45-yards Standing

Distance / Par-time	Starting Position	Rounds Fired / Repetitions	Scoring Procedures
45-yards / 35-seconds	Standing	5/1 (5-rounds total)	Score the qualification target only after all stages are complete.
Sequence: Assume a standing position at the low ready. The selector lever is on “safe.” On signal, fire 5-rounds CM from standing, perform a speed-reload, and place the weapon on safe.			

### 5.3.8 STAGE-4: 20-YARDS ENGAGE FROM COVER & RELOAD

The fourth stage of the patrol rifle qualification COF begins at the 25-yard line. The shooter's carbine is already loaded with 3-rounds in the magazine from the preceding stage. The selector lever is on "safe." The shooter has an accessible second magazine of 2-rounds secured on his or her person. Direct the shooter to assume a balanced fighting stance at the low-ready fully behind the simulated position of cover. The shooter's target is out of view. On signal (target movement / shot-timer buzzer), the shooter fires 3-rounds CM, performs a speed-reload, and fires 2-rounds CM in a par-time of 20-seconds or less. The shooter performs this drill twice. At the conclusion of the first iteration, direct the shooter to re-set by loading a magazine of 3-rounds into the carbine and staging a second magazine of 7-rounds on his or her person. After reloading, the shooter verifies the selector lever is on "safe."

#### Stage-4: Patrol Rifle – 20-yards Engage from Cover & Reload

Distance / Par-time	Starting Position	Rounds fired/Repetitions	Scoring Procedures
20-yards / 20-seconds	Standing behind	3-reload-2 / 2 Reload behind cover (10-rounds total)	Score the qualification target only after all stages are complete.
Sequence: Assume a standing position at the low ready behind cover. The selector lever is on "safe." On signal, fire 3-rounds CM from standing, perform a speed-reload behind cover, and fire 2-rounds CM. Place the weapon on safe.			

### 5.3.9 STAGE-5: 15-YARDS FAILURE TO STOP

The fifth and final stage of the patrol rifle qualification COF begins at the 15-yard line. The shooter's carbine is already loaded with 5-rounds in the magazine from the preceding stage. The selector lever is on "safe." Direct the shooter to assume a

balanced fighting stance at the low-ready. On signal (target movement / shot-timer buzzer), the shooter fires 4-rounds CM in the target body and 1-round CM into the target's head in a par-time of 10-seconds or less. The shooter performs this drill once. This concludes the patrol rifle qualification COF. Direct the shooter to unload the patrol rifle and verify it is clear and safe. "Clear and safe" is chamber empty, bolt home, dustcover closed, and weapon on safe.

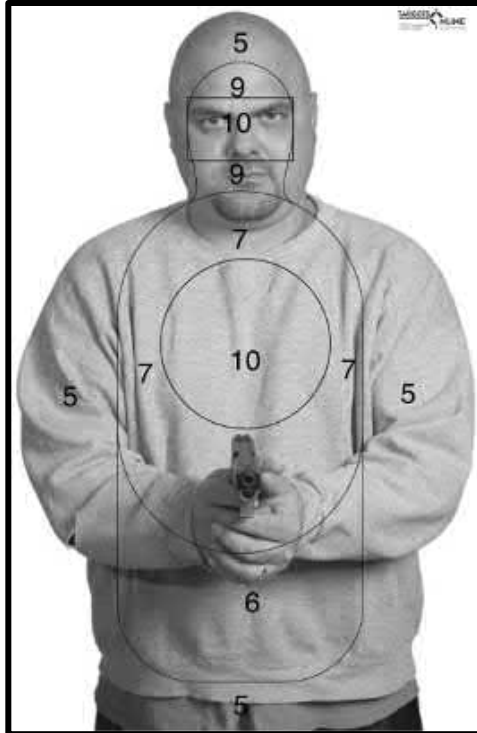
**Stage-5: Patrol Rifle – 15-yards Failure to Stop**

Distance / Par-time	Starting Position	Rounds fired/Repetitions	Scoring Procedures
15-yards / 10-seconds	Standing	5 / 1 (5-rounds total)	Score the qualification target only after all stages are complete.
Sequence: Assume a standing position at the low-ready. The selector lever is on "safe." On signal, fire 4-rounds CM (torso) and 1-round CM (head). Unload and verify the weapon is clear and safe. This concludes the COF for patrol rifle qualification.			

**5.3.10 REMEDIATION & SCORING PROCEDURES**

The patrol rifle COF is scored following the same procedures used for the primary duty handgun COF outlined in section 5.1 of this manual. The patrol rifle qualification COF also utilizes the Department's standardized qualification target (see figure-7). Each of the 30-rounds fired has a maximum scored value of 10-points for center-mass hits and progressively fewer points the farther from center-mass the bullet impacts the target. To pass the COF, the shooter must achieve a minimum score of 240-points (80%), and make all of the stage par-times.

- Subtract 10-points from the member's final Score each miss (edge strike or off-target).
- Subtract 10-points for each shot fired over the stage par time.



**Figure-7: Standardized qualification target.**

#### **5.4 OFF-DUTY/BACKUP FIREARM QUALIFICATION COF**

Department policy (P & P vol. I sec. 520.01) authorizes members to carry a backup firearm in addition to their primary duty firearm. Department policy also authorizes members to carry and use firearms while in an off-duty status (P & P vol. I sec. 520.02). Members who deploy an off-duty or backup firearm other than the primary duty sidearm must also qualify annually with their selected off-duty/backup firearm.

##### **5.4.1 PURPOSE**

The primary purpose of off-duty/backup firearm qualification is to verify members are proficient with their secondary firearm(s). This test also confirms that the member can safely draw the firearm from concealment.

## 5.4.2 COURSE OVERVIEW

The off-duty/backup qualification course is a four-stage 12-round COF utilizing the standardized qualification target and scoring system. To achieve qualified status, the member must place all 12 of the rounds fully within the target silhouette; Achieve an 80% aggregate score (96-points); and meet all of the stage time standards. The target is scored as follows:

- **Center-mass** – any shot impact striking the center-mass scoring zone (see Figure-1). Each center-mass hit earns the shooter 10-points.
- **Outside center-mass** – any shot impact that does not strike the target's center-mass. Impacts are scored at the indicated target value. Shot impacts which break the line between two different scoring values on the target are scored at the higher value.
- **Miss** – a shot impact that breaks the outside edge of the photorealistic silhouette or misses the target completely is scored as 0-points.

## 5.4.3 REMEDIATION

A shooter may remediate the off-duty/backup qualification COF twice, after the initial attempt. Following the initial attempt, a shooter who does not pass the off-duty/backup COF may remediate the entire test or an individual stage. A shooter who fails to meet the 80% aggregate score standard must remediate the entire test. A shooter who fails a time standard or fires a missed shot must remediate the stage where the miss and/or time penalty occurred.

#### 5.4.4 OFF-DUTY/BACKUP FIREARM TIME STANDARDS

The time standards for the off-duty/backup qualification COF are the same as the time standards for the duty handgun qualification COF. The officer must fire all of the stage's designated rounds within the established time limit to pass. Exceeding the established time limit shall result in a stage failure and trigger a remediation of the stage where the time failure occurred. The following table includes the minimum and maximum time performance standards for each stage of the off-duty/backup firearm qualification COF. Holstered drills begin with the firearm concealed on the shooter's person by a cover garment (jacket, shirt, etc.).

Stage	Starting position	Distance to target	Iterations/rounds fired per iteration	Maximum performance time
1	Holstered / concealed	3-yards	1/3	3.0 sec.
2	Holstered / concealed	5-yards	1/3	4.0 sec.
3	At the ready	7-yards	1/3	4.5 sec.
4	Holstered / concealed	10-yards	1/3	5.0 sec.

#### 5.4.5 QUALIFICATION TARGETS

The off-duty/backup qualification COF utilizes the standardized Department firearms qualification target (see Figure-7).

#### 5.4.6 SELECTION AND USE OF TARGETS

The shooter shall begin each iteration of the COF with a clean (unused) qualification target.

#### 5.4.7 SCORING

At the conclusion of the off-duty / backup COF, the FTU instructor shall visually confirm all rounds have impacted within the shooter's target silhouette. Misses and edge-shots

are scored as 0-points. All other on-target bullet impacts are scored individually at the value indicated on the qualification target. The maximum score possible is 120-points. The shooter must score a minimum of 96-points (80%) to pass the off-duty / backup qualification COF. Use the following guide to determine the shooter's performance based on the final score:

- **95-points of less:** COF failure.
- **96 to 105-points (80-88%):** Basic performance standard.
- **106 to 112-points (89-94%):** Intermediate performance standard.
- **114 to 120-points (95-100%):** Advanced performance standard.

#### **5.4.8 MARKING THE TARGET**

At the beginning of the COF, the shooter's target should be clean and free of any markings other than an optional target number and/or shooter's name. After the shooter completes the COF, the instructor should use a suitable marking pen to verify bullet impacts on the target. If two or more impacts pass through the same location, the instructor is responsible for confirming the key-holed shots.

#### **5.4.9 REQUIRED AMMUNITION**

The off-duty/backup qualification course is a 12-round COF. The Department currently provides ammunition in 9mm, 40 S&W, and 45 ACP. Shooters shall provide their own ammunition for firearms chambered in 380 ACP.

#### **5.4.10 STAGE-1: STRONG-HAND ONLY FROM THE HOLSTER – 3-YARDS**

Stage-1 begins at the 3-yard line. The firearm is holstered with all holster retention devices secured. The shooter positions both hands above the waistline. The strong-side hand is not in contact with the holster or firearm. On signal (target movement),

the shooter draws the pistol into a strong-hand-only firing grip, acquires an acceptable sight picture, and fires 3-rounds center-mass. The shooter performs this drill once.

The par-time is 3-seconds or less.

**Stage-1: Off-duty / Backup Firearm**

Distance	Starting Position	Rounds Fired / Repetitions	Time Limit
3-yards	Holstered (concealed) facing the target	3 / 1	3-seconds
Sequence: Draw to strong-hand-only grip and fire three rounds center-mass. Assess and holster.			

**5.4.11 STAGE-2: 2-HANDED FROM THE HOLSTER – 5-YARDS**

Stage-2 begins at the 5-yard line. The firearm is holstered with all retention devices secured. The shooter positions both hands above the waistline. The strong-side hand is not in contact with the holster or firearm. On signal (target movement), the shooter draws the pistol into a two-hand firing grip, acquires an acceptable sight picture, and fires 3-rounds center-mass. The shooter performs this drill once. The par-time is 4-seconds or less.

**Stage-2: Off-duty / Backup Firearm**

Distance	Starting Position	Rounds Fired / Repetitions	Time Limit
5-yards	Holstered (concealed) facing the target	3 / 1	4-seconds
Sequence: Draw to a two-hand firing grip and fire three rounds center-mass. Assess and holster.			

**5.4.12 STAGE-3: FROM THE READY – 7-YARDS**

Stage-3 begins at the 7-yard line. The firearm is held at the low-ready (muzzle off-target). On signal (target movement), the shooter presents the firearm to the target,



acquires an acceptable sight picture, and fires 3-rounds center-mass. The shooter performs this drill once. The par-time is 4.5-seconds or less.

**Stage-3: Off-Duty / Backup Firearm**

Distance	Starting Position	Rounds Fired / Repetitions	Time Limit
7-yards	At the ready facing the target	3 / 1	4.5 seconds
Sequence: Begin at the low-ready. On signal, fire three-rounds center-mass, assess, and holster.			

**5.4.13 STAGE-4: FROM THE HOLSTER – 10-YARDS**

Stage-4 begins at the 10-yard line. The firearm is holstered with all retention devices secured. The shooter positions both hands above the waistline. The strong-side hand is not in contact with the holster or firearm. On signal (target movement), the shooter draws the pistol into a two-hand firing grip, acquires an acceptable sight picture, and fires 3-rounds center-mass. The shooter performs this drill once. The par-time is 5-seconds or less.

**Stage-4: Off-Duty / Backup Firearm**

Distance	Starting Position	Rounds Fired / Repetitions	Time Limit
10-yards	Holstered (concealed) facing the target	3 / 1	5.0 seconds
Sequence: On signal, draw to a two-hand firing grip, fire three-rounds center-mass, assess, and holster.			

**5.4.14 MALFUNCTIONS**

Standard malfunction procedures outlined in section 5.1.17 of this manual apply to the off-duty / backup COF.

#### **5.4.15 STARTING POSITIONS & READY POSITIONS**

Stages 1,2, and 4 of the off-duty/backup COF begin with the shooter's firearm holstered. All holster retention devices are secured. The holstered firearm is concealed by a cover garment. The shooter's hands are not in contact with the holster or firearm. Stage-3 of the off-duty/backup COF begins at the low-ready (muzzle oriented off target).

#### **5.5 RETIRED OFFICERS FIREARMS QUALIFICATION PROGRAM**

Retired police officers in good standing may petition the Chief of Police for authorization to carry a concealed firearm and have their retired ID cards include a CCW endorsement. Approval of a retired officer's CCW endorsement is contingent upon the retired member's successful completion of the department's retiree CCW qualification COF. Under PC §25475(a), retired members shall qualify annually to maintain their CCW privilege. The Chief of Police may revoke a retired member's CCW privilege at any time for good cause.

##### **5.5.1 TITLE 18 USC §926C COMPLIANCE**

The Law Enforcement Officers Safety Act of 2004 (H.R. 218) exempts active-duty peace officers and qualified retired peace officers from state laws that prohibit the carrying of concealed firearms. The provisions of H.R. 218 are codified in chapter 44 of title 18, United States Code (§926B - §926C). A retired Oceanside peace officer seeking a CCW exemption under §926C must meet the following requirements:

- Before separation from active peace officer status, the retired officer served as a law enforcement officer for 10 or more years.
- Qualify annually with the firearm(s) to be carried.
- Cannot be prohibited under Federal or state law from possessing a firearm.

### **5.5.2 RETIRED OFFICER CCW APPLICATION**

Retired members in good standing may apply for a CCW endorsement that complies with PC §25460 (c). CCW applications are filed through the office of the Chief of Police. The retired member must first complete the retiree firearm qualification COF. Upon successful completion of the retiree qualification COF and approval of the retired officer's CCW application, the retired member shall receive a department identification card with CCW endorsement per PC §25460 (c).

### **5.5.3 RETIRED OFFICER QUALIFICATION FREQUENCY**

State and Federal law both mandate qualification frequency for retiree CCW annually. Refer to PC §25475(a) and Title 18 §926C for additional guidance. The retiree shall qualify annually with each firearm he/she intends to carry under either authority.

### **5.5.4 RETIRED OFFICER QUALIFICATION SCHEDULE AND ATTEMPTS**

The FTU schedules retiree qualification sessions on the last Friday of the month January through October. There are no scheduled retiree qualification sessions scheduled in November or December. Session times are published on the monthly training schedule. Including remediation, a retiree may attempt to complete the retiree qualification COF three times in a single session for each firearm. If a retiree fails to pass the COF after three attempts, the retiree's performance is recorded as a fail on the range roster. The retiree may attempt to pass the COF with the same firearm at the next scheduled retiree qualification session.

### **5.5.5 REVOCATION OF RETIREE CCW AUTHORIZATION**

The FTU Program Coordinator will make a formal recommendation to the Chief of Police that a retiree's CCW authorization be revoked [per PC §25470(a)] under the following conditions:

- The retiree fails to pass the retiree qualification COF after three attempts (three separate sessions) in a calendar year.
- The retiree demonstrates a pattern of unsafe weapon handling or inability to follow established range safety protocols.

### **5.5.6 RETIRED OFFICER QUALIFICATION STANDARD**

The retiree qualification COF meets the requirements outlined in PC §25475(a) and Title 18 §926C. This test establishes the agency's minimum standard of performance for a retired peace officer to carry a concealed firearm. The test is not training. Retired members are encouraged to practice their firearms skills and seek additional training on their own. The test consists of 12-rounds. The COF tests the shooter's marksmanship, firearm manipulation proficiency, and safety. The maximum score possible on the test is 120-points. The shooter must score a minimum of 96-points (80%) to pass. Use the following guide to determine the shooter's performance based on the final score:

- **95-points or less:** COF failure.
- **96 to 105-points (80-88%):** Basic performance standard.
- **106 to 112-points (89-94%):** Intermediate performance standard.
- **114 to 120-points (95-100%):** Advanced performance standard.

### 5.5.7 STAGE-1: STRONG-HAND ONLY – 3-YARDS

Stage-1 begins at the 3-yard line. The firearm is held in the strong-hand at the low-ready. The shooter's support hand position is left to the shooter's discretion as long as the support-hand and arm remain behind the muzzle of the firearm at all times. On signal (target movement), the shooter presents the pistol to the target, acquires an acceptable sight picture, and fires 3-rounds center-mass. The shooter performs this drill once. The par-time is 3-seconds or less.

#### Stage-1: Off-duty / Backup Firearm

Distance	Starting Position	Rounds Fired / Repetitions	Time Limit
3-yards	Low-ready facing the target	3 / 1	3-seconds
Sequence: Low-ready (strong-hand-only) – on signal, fire 3-rounds center-mass, assess, and holster.			

### 5.5.8 STAGE-2: DRAW FROM CONCEALMENT – 5-YARDS

Stage-2 begins at the 5-yard line. The firearm is holstered and concealed on the shooter's person. Concealment means the pistol is holstered and covered by the shooter's garment (shirt, jacket, etc.). On signal (target movement), the shooter clears the cover garment, draws the pistol into a two-handed grip, acquires an acceptable sight picture, and fires 3-rounds center-mass. The shooter performs this drill once. The par-time is 4.5-seconds or less.

## Stage-2: Off-duty / Backup Firearm

Distance	Starting Position	Rounds Fired / Repetitions	Time Limit
5-yards	Holstered w/ firearm concealed facing the target	3 / 1	4.5-seconds
Sequence: Holstered (concealed) – on signal, clear garment, draw into a 2-hand grip, fire 3-rounds center-mass, assess, and holster.			

### 5.5.9 STAGE-3: LOW-READY – 7-YARDS

Stage-3 begins at the 7-yard line. The firearm is held at the low-ready. The shooter's On signal (target movement), the shooter presents the pistol to the target, acquires an acceptable sight picture, and fires 3-rounds center-mass. The shooter performs this drill once. The par-time is 4.5-seconds or less.

## Stage-3: Off-duty / Backup Firearm

Distance	Starting Position	Rounds Fired / Repetitions	Time Limit
7-yards	Low-ready facing the target	3 / 1	4.5-seconds
Sequence: Low-ready – on signal, fire 3-rounds center-mass, assess, and holster.			

### 5.5.10 STAGE-4: LOW-READY – 10-YARDS

Stage-1 begins at the 10-yard line. The firearm is at the low-ready. On signal (target movement), the shooter presents the pistol to the target, acquires an acceptable sight picture, and fires 3-rounds center-mass. The shooter performs the drill once. The par-time is 5-seconds or less.

#### Stage-4: Off-duty / Backup Firearm

Distance	Starting Position	Rounds Fired / Repetitions	Time Limit
10-yards	Low-ready facing the target	3 / 1	5-seconds
Sequence: Low-ready– on signal, fire 3-rounds center-mass, assess, and holster.			

#### 5.5.11 ADDITIONAL RETIREE COF REQUIREMENTS

In order to ensure safety and consistency in the way in which each retiree’s performance is evaluated, the following additional guidance applies to the administration of this COF:

- Stage-2 is fired from concealment. This means the shooter’s clothing covers the pistol and prevents it from being viewed without moving or repositioning the cover garment.
- At the beginning of stage-2, the shooter’s hands are not in contact with the cover garment.
- The shooter’s pistol is secured in a holster specifically designed to accommodate the specific make/model pistol the shooter is carrying.
- The COF uses the standardized qualification target (see Figure-7) and scoring system already described in this manual.

#### 5.6 SWAT FIREARMS QUALIFICATION

SWAT firearms training and qualification is conducted in accordance with the training procedures outlined in the Special Weapons and Tactics Administrative and Operations Manual. The SWAT team, in consultation with the FTU Program Coordinator, shall design and implement SWAT-specific firearms qualification standards for the pistol and the M4 carbine. The standardized target for all SWAT COFs is the SEB qualification

target. The SEB target is available from both Targets Online ([www.targetsonline.com](http://www.targetsonline.com)) and Law Enforcement Targets ([www.letargets.com](http://www.letargets.com)).

### **5.6.1 SWAT PISTOL STANDARDS**

The SWAT handgun qualification course of fire (COF) requires 27 rounds of 9MM handgun ammunition and 3 pistol magazines. During qualification, the SWAT team member wears the issued SWAT kit (ballistic helmet, eye protection, body armor, gun belt with holster, and gloves). This COF uses the standard SEB qualification target. See appendix-1 for the SWAT pistol qualification COF.

### **5.6.2 SWAT M4 CARBINE STANDARDS**

To complete the SWAT M4/AR15 qualification COF the officer will need 39 rounds of .223 / 5.56MM rifle ammunition, three 30-round rifle magazines, the duty handgun, and two rounds of 9MM ammunition. When this COF is fired for qualification, the SWAT team member wears the issued SWAT kit (ballistic helmet, eye protection, body armor, gun belt with holster, and gloves). This COF uses the standard SEB qualification target. See appendix-2 for the SWAT M4 qualification COF.

### **5.6.3 MP5 SUBMACHINEGUN STANDARDS**

If trained and qualified, Special Enforcement Section detectives may optionally deploy with a MP5 submachinegun. The MP5 qualification course of fire (COF) requires 30 rounds of 9MM ammunition to complete. When fired for qualification by a member of the Special Enforcement Section, the member shall wear range-appropriate attire with ear and eye protection. The COF uses the standard SEB qualification target. See appendix-3 for the full MP5 course breakdown.



#### **5.6.4 SWAT LONG RIFLE STANDARDS**

SWAT team members assigned to the team's long rifle element qualify quarterly with their assigned precision rifles. Qualification includes cold-bore zero verification, multiple targets, threat discrimination, non-standard positions, malfunctions, and low-light skills.

#### **5.7 OTHER FIREARMS AND EQUIPMENT**

Other firearms and equipment include but are not limited to, weapons introduced into the Oceanside Police Department arsenal as a result of advancements in firearms technology, mission-specific weapons, and equipment. The FTU in concert with the Training Unit is responsible for seeking appropriate instructor training and certification. The FTU is responsible for the development of training programs for initial user certification and sustainment training. Less-lethal weapons such as the bean-bag shotgun, pepper-ball launcher, and 40mm launcher collectively fall under the purview of the Less-Lethal Training Unit. The Less-Lethal Training Unit is responsible for obtaining appropriate instructor training for all less-lethal weapon systems.

### **VI. RANGE OPERATIONS**

The Oceanside Police Department's firearms range is currently located at the city's San Luis Rey water treatment facility at 3950 North River Road in Oceanside. The current range site will close permanently in April of 2024. The Pala Firearms Range is the Department's temporary training site pending construction of a new firearms range in the city.

## **6.1 HOURS OF OPERATION**

The hours of operation for live-fire training at the current range site are 9 AM to 8 PM. (Monday – Friday). Saturdays are reserved for special training events only. The range is closed for live-fire activity on all Sundays and specified holidays. The Training Unit publishes a monthly range schedule with specified dates and hours of operation. The range schedule is distributed via the department email system to all sworn members.

## **6.2 OPEN RANGE**

Open range is a voluntary training session scheduled at least 4-times per month for all sworn personnel. Open range training provides an opportunity for our sworn personnel to practice and refine their individual firearms skills. The FTU Instructor(s) assigned to run an open range enhance participant experience by running drills and assisting members with targeted training to improve their skills.

## **6.3 RANGE MAINTENANCE**

Scheduled preventive maintenance and infrastructure upkeep help to ensure a safe and functioning range facility is always available for our officers' training needs. Typically, maintenance is scheduled at the end of the 4<sup>th</sup> quarter.

### **6.3.1 IMPACT AREA MAINTENANCE**

The current range impact area is a rectangular concrete tub filled with crushed recycled rubber. The impact area safely captures bullets and other projectiles and prevents contamination of the surrounding environment. The impact area is covered by an overhead wooden structure to prevent runoff. Regular range use results in contamination of the impact area medium with debris (paper, plastic, lead, etc.). This debris is hazardous material which must be cleaned out regularly to prevent contamination of the

environment and to mitigate any potential health risks to our members. The FTU Program Coordinator is responsible for scheduling annual maintenance and cleanup of the impact area. The Oceanside Police Department currently contracts with Liberty Manufacturing, a lead reclamation company, for annual impact area maintenance. Liberty Manufacturing is located in Los Angeles and is available for scheduling via telephone.

### **6.3.2 TARGET SYSTEM PREVENTIVE MAINTENANCE**

The automated target system at the current range consists of the control box, pneumatic target stands, air compressor, and air-filter/dryer.

- **Control box:** The weatherproof control box (located at the 25-yard line) requires minimal maintenance. Keep the control box closed during operation to prevent damage to the switches and internal components. Visually verify the control box's power lines are intact. When not in use, the control box should be turned off and the door to the box closed.
- **Target stands:** Eight target control boxes are mounted in the concrete channel at the base of the range impact area. Each control box contains the working components for operating the air-driven piston that turns the target stand mounted on top of the control box. The target stands and control boxes require minimal maintenance. Occasionally, an individual target stand will stop turning. If this happens, it is usually the result of the target's piston (inside the control box) needing adjustment or an air-line becoming dislodged. Remove the target stand and protective cover to gain direct access to the

piston and other working components. Adjust the piston and/or air lines as needed.

- **Air compressor and filter/dryer:** The air compressor produces air for the turning target system. The Filter/dryer unit removes moisture from the compressed air before it is sent into the air lines to charge the turning target system. Maintenance of the air compressor consists of a regular visual inspection of the connection points and tank to ensure both are free of damage or corrosion. Operator-level maintenance of the air filter/dryer includes a visual inspection of the external fittings, connection points, and powerline for damage. If the compressor or filter/dryer stops working, the target stands will not function. If this happens, the filter system and/or radiator will need to be serviced by a trained technician.

### **6.3.3 RANGE CLEANUP**

At the end of each range training session, the lead FTU instructor verifies all brass is collected and placed in the designated recycling containers. Collect all trash and transfer it to the on-site dumpster. Properly store all training aids (matting, barricades, steel targets, and target stands) in preparation for the next scheduled training event (if applicable). Verify both CONEX boxes are closed and locked.

### **6.3.4 RECYCLING PROCEDURES**

Spent brass cartridges are collected as recyclable waste at the end of every training session. The collected brass is used to offset the cost of lead mitigation. The Oceanside Police Department currently contracts with Liberty Manufacturing for lead mitigation services at our firearms range. Liberty Manufacturing is currently located at 2233 E. 16<sup>th</sup>

Street, Los Angeles, CA 90021. Liberty Manufacturing can be reached via telephone at (323) 581-9171. Lead removal should be scheduled annually.

### **6.3.5 RANGE USE WAIVER**

Anyone participating in or observing firearms training at the OPD range who is not an employee of the City of Oceanside must acknowledge and sign a Waiver of Liability form. This requirement applies to retirees, on-site visitors, and law enforcement officers from other agencies. The lead FTU instructor present at the training event is responsible for submitting all completed waivers to the Training Unit. See appendix-4 for the waiver format and language.

## **6.4 LEAD SAFETY**

When lead-core ammunition is used for training, understanding the hazards, and mitigating risks are important considerations. Lead is a component of every round our officers carry in the field and of every training round we fire at the range. Lead is a heavy metal poisonous to humans. Lead dust is also a serious health hazard if inhaled or ingested. In terms of risk, carrying ammunition daily is generally safe. Training with lead component ammunition is also safe as long as personnel are aware of the potential risks and take simple precautions to mitigate them. Lead dust can be transferred from person to person via clothing or physical contact. To avoid the health risks associated with lead exposure and the potential for the transfer of lead dust beyond the firearms range the following safety guidance is provided:

- Avoid eating on the range.
- Wash hands, face, and any other exposed skin thoroughly with cool soap and water as soon as practical after departing the range area.

- Clothing used at the range is exposed to lead. Exposed clothing should be washed/cleaned separately from other clothing. Avoid wearing the shoes used at the range inside your home.
- Avoid physical contact with others until you shower and change your clothes.

## **6.5 RESERVED FOR NEW TRAINING SITE PROCEDURES**

### **VII. TRAINING**

#### **7.1 ANNUAL TRAINING PLAN**

The annual training plan outlines the Department's firearms training for the calendar year. The plan serves as a guide for the training the FTU will provide. The annual training plan contributes to the standardization of training, quality of instruction, and after-action review. The Program Coordinator prepares the annual firearms training plan and submits it to the Assistant Chief (via the Training Unit) for approval. The annual training plan is not a detailed lesson plan. It is an outline of the training we intend to accomplish during the upcoming calendar year. The outline includes training goals, performance outcomes, and measures of effectiveness to verify student achievement of our outcomes. The FTU Program Coordinator prepares and submits the annual training plan in outline format.

#### **7.2 QUARTERLY TRAINING PLAN**

The quarterly training plan provides detailed information and guidance for the training to be conducted during the designated quarter. The quarterly training plan follows the annual training plan. The quarterly training plan includes a list of required logistical resources, a detailed lesson plan based on the learning outcomes identified in the annual training plan, a thorough explanation of all drills and skills introduced, and a

comprehensive reference list of source material used to develop the plan. The FTU Program Coordinator is responsible for reviewing and approving the content of the quarterly training plan.

### **7.3 LESSON PLANS**

In addition to ensuring training standardization and formally memorializing the plan for future reference, the lesson plan serves as a guide for the instructor. A lesson plan includes the following:

- **Introduction:** This section provides a brief overview of the training you are providing. This includes the training outcomes you intend to achieve, the measures of effectiveness for verifying achievement of the training outcomes, and the performance standards to which we will hold the students.
- **Purpose:** The lesson purpose explains why the training is important and how it relates to the student's job.
- **Lesson plan body:** This section provides detailed information about the training to be provided and how it will be presented to the students. Student needs are not all the same. The lesson plan should be flexible enough to allow instructors to vary the presentation as needed to best accommodate the students. A lesson plan is not just a drill-sheet and diagram. Drills are one part of the entire lesson plan used as a means to verify the student's grasp of a particular skill or technique.
- **Set-up:** This section details how the training area (range) is setup to conduct the training. The setup must be detailed enough to ensure the training is safe and drills are run consistently.

- **Resources:** This section is a comprehensive breakdown of the logistical requirements needed to facilitate the training.
- **References:** This is a list of references and source material used in preparation of the lesson plan. References include, but are not limited to, agency policy, books, training videos, training course material, and training-related websites, and other (outside) firearms training experts.

#### **7.4 PERISHABLE SKILLS PROGRAM (PSP) TRAINING**

The Commission on Peace Officer Standards and Training (POST) mandates a minimum of 4-hours of firearms perishable skills training. POST requires this training to be conducted biennially. Specific training requirements are listed in section D-2 of the POST Administrative Manual (PAM). The FTU Program Coordinator is responsible for overseeing the preparation of the POST PSP training plan for submission to POST. The Training Unit submits the plan to POST for final approval:

- **Expanded course outline(ECO):** The ECO follows POST's standard template for perishable skills training. The sample ECO can be found on the POST website at <https://post.ca.gov/perishable-skills-program>.
- **Hourly distribution:** The hourly distribution is a time-sequenced breakdown of the training plan. The hourly distribution includes the topic covered and the time allotted to present the topic. The hourly distribution follows the expanded course outline.
- **Training Safety Procedures:** Safety is an essential part of every firearms training event. The California Code of Regulations §1052 requires agencies presenting certified courses to have a formal written safety policy. In



response, POST published *Guidelines for Student Safety in Certified Courses* in 2019. The perishable skills program (PSP) safety policy addresses general firearms safety, site-specific safety considerations, responding to emergencies, and injury reporting.

## **7.5 TRAINING QUARTERS**

The training year is calendar-based and divided into four training 3-month long training quarters. The first quarter (January-March) is dedicated to completing all annual firearms qualifications. The remaining training quarters are dedicated exclusively to training and reinforcing previously learned skills.

## **VIII. FIREARMS MAINTENANCE & ARMORY PROCEDURES**

### **8.1 PURPOSE**

Firearms, like any mechanical device, are subject to the effects of use-induced wear and mechanical failure. The modern duty firearm is built to very high standards of performance and durability. Even high-quality firearms eventually fail and break, with enough time and use. The purpose of these procedures is to establish maintenance and repair protocols for the duty firearms deployed by our members. This section also outlines the procedures for the operation of the armory.

### **8.2 APPLICABILITY**

While this program is geared primarily towards the maintenance of department-issued weapons, the FTU armorers will also inspect personally owned duty-use firearms on a case-by-case basis. For example, before a personally owned firearm is certified for duty/off-duty use, the member shall submit the weapon to a Department armorer for a serviceability inspection.

### **8.2.1 SERVICEABILITY INSPECTION OF PERSONAL FIREARMS**

A serviceability inspection of a personally owned firearm is limited to ensuring the firearm complies with current Department policy and established practices. The firearm must also pass a live-fire function test (demonstrated by the officer actually using the firearm). Members are responsible for the maintenance and repair of all personally owned firearms deployed for duty use.

### **8.2.2 REPAIR OF PERSONAL FIREARMS**

Members electing to qualify with and carry a personally owned firearm as their primary firearm are responsible for the repair and maintenance of those weapons. If requested, a Department armorer may inspect a personally owned firearm to diagnose the cause(s) of any significant mechanical failures, however, the weapon will not be repaired at the Department's expense. The inspecting armorer shall direct the member to have the necessary repairs completed by a certified private gunsmith.

## **8.3 INSPECTION & MAINTENANCE LEVELS**

Duty firearms are subject to three levels of inspection and maintenance. They are in ascending order of detail a level-1, level-2, and level-3 inspection.

- **Level-1 inspection:** The reoccurring preventive maintenance and visual inspection conducted by the member who uses the firearm. The member field strips the firearm for cleaning and inspection. No further disassembly is necessary / authorized.

- **Level-2 inspection:** The detailed inspection, maintenance, and repair of a firearm performed by a trained FTU armorer. Depending on the maintenance needed, the armorer may completely or partially disassemble the firearm.
- **Level-3 inspection:** Maintenance or repair work performed by an outside entity (gunsmith, manufacturer, etc.). Required repair and maintenance of a Department firearm exceeding the scope of the FTU armorer's training may be referred to a qualified outside entity to complete the necessary repair(s).

**8.3.1 MANDATORY PRE-ISSUE INSPECTIONS**

Before a Department firearm is issued for duty-use, a Department armorer shall conduct a level-2 inspection of the weapon to be issued. All issued firearms shall be subject to a live-fire reliability test using factory ammunition.

**8.4 FREQUENCY OF INSPECTIONS**

Department armorers are responsible for conducting level-two firearm inspections. Armorers shall use the provided inspection checklists for the Glock handgun, M4 carbine / AR15 rifle, MP5 submachine gun, and Remington 870 shotgun. Ideally, the frequency of level-two inspections are performed on the following schedule:

<b>Weapon</b>	<b>Level-2 Inspection Frequency</b>
Duty Handguns (All Glock models)	Every 24-months
Patrol Rifles / Carbines	Every 24-months
SWAT M4 Carbines	Every 12-months
SES MP5 Submachine Guns	Every 12-months
Remington 870 Shotguns	Every 24-months

## **8.5 DEADLINE PROCEDURES**

“Deadline” refers to removing a firearm from service. The inspecting armorer shall deadline any weapon that fails a level-two inspection. The weapon shall remain deadlined until such time that an armorer has completed all necessary repairs. If the deadlined firearm is an officer’s primary sidearm, the inspecting armorer shall arrange to have the affected officer issued a temporary replacement firearm until the officer’s original firearm is returned to service.

### **8.5.1 MEMBER RESPONSIBILITIES**

A member shall notify the FTU immediately when their issued duty firearm is damaged or broken. A failure of function requiring the attention of an armorer is any malfunction not correctable by immediate or remedial action. This includes damage and improper mechanical function. If an armorer is not on duty, the member will send an email describing the weapon’s condition, make, model, and serial number to the FTU email distribution list (*policearmory@oceansideca.org*). The member will place a green plastic repair tag (*same as bulk property tag*) on the weapon’s trigger guard. This will indicate the weapon is down for service. The officer will place the weapon in any available FET temporary evidence storage locker located in the FET Office. The member will place the locker key in the FTU mailbox.

### **8.5.2 ARMORER RESPONSIBILITIES**

Once a repair request is received, an armorer shall respond in person or via email indicating the request has been received. The responding armorer shall also notify the FTU program Coordinator the repair request has been received. The responding armorer will obtain the gun locker key from the FTU mailbox and retrieve the firearm. The armorer

will inspect (level-2) the firearm and attempt to repair it, if necessary. If replacement parts are needed and not on hand, the responding armorer shall arrange to order replacement parts. The FTU Coordinator or Assistant Coordinators will assist in the acquisition of any needed replacement parts. The FTU Coordinator shall issue the member a loaner firearm if needed. Once repaired and test-fired, the armorer shall return the firearm to the member and collect the loaner firearm back from the member.

## **8.6 FIREARM REPLACEMENT**

If a member's department-issued weapon is damaged and cannot be repaired, the FTU shall issue the officer a new department firearm. A member using a personally-owned firearm that becomes unserviceable may be issued a department firearm unless the member elects to replace the firearm at his/her own expense.

## **8.7 AMMUNITION NEEDS ASSESSMENT**

The Firearms Program Coordinator shall identify the Department's annual operational and training ammunition needs for all firearms and calibers currently authorized by policy. The Program Coordinator shall submit an annual memorandum that lists the ammunition type, caliber, and purpose to the Administration Division Captain and the Training unit for review.

### **8.7.1 DUTY AMMUNITION REPLACEMENT**

The Department replaces issued duty ammunition biennially for the officer's primary sidearm. The FTU issues new duty ammunition during POST perishable skills program (PSP) firearms training. The FTU will collect all old duty ammo for use in testing and training, when the member receives the new ammunition.

### **8.7.2 OFF-DUTY & BACKUP WEAPON AMMUNITION**

The Department does not provide duty ammunition for off-duty / backup firearms. If needed, members may procure this ammunition through private purchase. See Vol. I sections 520.1 and 520.9.1 of the Department Policy & Procedures Manual for additional guidance.

### **8.7.3 DUTY SHOTGUN AND PATROL RIFLE AMMUNITION**

Members are issued 4-rounds of 12-gauge rifled slug or .00 buckshot at the time of their annual qualification. The member's previously issued shotgun ammunition is used during the shotgun qualification COF. Members currently qualified to deploy the AR15 patrol rifle are issued 30-rounds of 5.56mm duty ammunition at the time of their qualification with the patrol rifle.

### **8.7.4 DEPARTMENT ISSUED & AUTHORIZED DUTY AMMUNITION**

Duty ammunition is the ammunition an officer deploys when armed on-duty or off-duty. The Firearms Program Coordinator shall generate a list of approved duty ammunition for all deployed firearms and publish it in this manual (see Vol. I P&P sec. 520.9.1). Reloaded ammo is not authorized for field deployment. Ammunition authorized (not issued) for deployment is procured at member expense.

#### **Issued Handgun Ammunition**

<b>Manufacturer</b>	<b>Designation</b>	<b>Caliber</b>	<b>Bullet Weight &amp; Bullet Type</b>
Winchester	RA9T	9mm	147 gr. JHP
Winchester	RA40T	40 S&W	180 gr. JHP
Winchester	RA45T	45 ACP	230 gr. JHP

**Authorized (not issued) Handgun Ammunition\***

Manufacturer	Designation	Caliber	Bullet Weight & Bullet Type
Winchester	Ranger T-Series	.380 / 9mm / 40 S&W / 45 ACP	Weight varies by caliber (all are JHP)
Winchester	Ranger T-Series / Defender	38 / 9mm / 40 S&W / 45 ACP / 10mm Auto	Weight varies by caliber (all are JHP)
Federal	Premium Personal Defense (Hydra-Shok)	380 ACP / 38 / 38 +P / 9mm / .357 40 S&W / 45 ACP / 10mm Auto	Weight varies by caliber (all are JHP)
Remington	Golden Saber	380 ACP / 38 +P / 9mm / .357 40 S&W / 45 ACP / 10mm Auto	Weight varies by caliber (all are JHP)
Speer	Gold Dot	380 ACP / 9mm / 40 S&W / 45 ACP / 10mm Auto / 38 / .357	Weight varies by caliber (all are JHP)

**Issued Shotgun Ammunition**

Manufacturer	Designation	Caliber	Shell Length & Type
Winchester	RA12RS15S	12-gauge	2 ¾ in. 1-oz. Slug
Federal	LE13200	12-gauge	2 ¾ inch 00 Buckshot
Federal	LEB127RS	12-gauge	1-oz. Slug

**Authorized (not issued) Shotgun Ammunition**

Manufacturer	Designation	Caliber	Shell Length & Type
Remington	12B00	12-gauge	2 ¾ inch 00 Buckshot
Remington	12B00	12-gauge	2 ¾ inch 00 Buckshot
Remington	RL12RS	12-gauge	2 ¾ in. 1-oz. Slug
Federal	PB127LRS	12-gauge	2 ¾ in. 1-oz. Slug

**Issued Rifle / Carbine Ammunition**

Manufacturer	Designation	Caliber	Bullet Weight & Bullet Type
Winchester	Q3131	5.56mm	55 gr. FMJ

### Authorized Rifle / Carbine Ammunition

Manufacturer	Designation	Caliber	Bullet Weight & Bullet Type
Winchester	Ranger Ballistic Silver Tip & Pointed Soft point	5.56mm	55 gr. SP
Federal (American Eagle)	AE223 & AE223N	.223 (5.56mm)	55 gr. & 62 Gr. FMJ
Federal	XM556SBCT3	5.56mm	62 gr. BSP
Remington	PRA223RC & R223R6	.223	55 gr. BT & 62 gr. HP Match
Federal	Tactical Tip Match King T308T	.308 Win.	168 gr.

### 8.8 FIREARMS & EQUIPMENT INVENTORY

A formalized inventory control procedure is critical to ensuring accountability of all Department firearms and other mission-essential equipment. The Firearms Program Coordinator and Assistant Coordinators shall establish a records-keeping system that ensures accountability of all issued firearms and all firearms stored in the armory and other designated storage locations throughout the Department. The records-keeping system may be paper-based, electronic, or a combination of both formats, as long as the system accurately reflects the make, model, serial number, and location of every weapon in the inventory. The Firearms Program Coordinator and Assistant Coordinators shall conduct a complete inventory of all Department firearms annually during the first quarter. In addition to the annual inventory, the Professional Standards Unit will complete an annual audit of the armory inventory records. The annual audit is typically conducted during the 1<sup>st</sup> quarter.



### **8.8.1 COMMAND RESPONSIBILITY**

Units with assigned weapons (SES, SWAT, MFF, and TSU) are responsible for the internal inventory of the firearms assigned to their specific units. This inventory should include a serialized accountability of Department-issued firearms that are issued to their assigned personnel.

### **8.8.2 MEMBER RESPONSIBILITY**

Every firearm a member designates as a duty firearm is subject to inspection by a Department Armorer. This applies to all primary, off-duty, and backup firearms. The member shall make these firearms available for inspection by a Department armorer, before deploying the firearm in the field. The Firearms Program Coordinator shall record the make, model, caliber, serial number, barrel length, and color of all duty firearms on the Personally Deployed Weapon (PDW) List.

### **8.9 APPROVED DUTY FIREARMS**

Volume I sec. 520.08 of the Policy & Procedure Manual directs the Firearms Program Coordinator to publish a list of approved primary duty firearms in this manual. The primary duty firearm is the sidearm a member carries when in uniform (Class-A, B, or C). The Department-issued primary sidearm is the Glock model 17, model 45, or model 47. In place of the issued firearm, a member may also carry a personally owned example of any of the issued firearm models (G17, G45, or G47). All authorized primary duty firearms are listed on the approved primary duty firearm list (see 8.9.2).

- Limitations: The Firearms Program Coordinator may rescind a member's choice of personally-owned primary duty firearm, based on the member's history of poor marksmanship and/or gun-handling with the chosen firearm.

- Size restrictions: Approved primary duty firearms fall into two size categories - mid-size or full-size. All approved primary firearms are semi-automatic pistols. Examples of full-size pistols include the Glock-17, S&W M&P 2.0, and the Staccato 2011 P. Examples of approved mid-size pistols include the Glock-19 the Commander length (4.1-in. to 4.25-in. barrel) 1911, and the Staccato 2011 C2.
- Exceptions: Members working plain-clothes assignments where firearm concealability is critical may designate a sub-compact pistol (e.g., Glock-26, Sig Sauer P365XL, etc.) or micro-compact pistol (Glock 43, Sig Sauer P365, etc.) as a primary duty firearm when in plain clothes. The member must complete the duty firearm qualification COF with the selected compact / sub-compact firearm. The sub-compact and micro-compact pistols are not used in place of the member's full or mid-size primary duty firearm when wearing the class-A, class-B, or class-C uniform.
- Return of issued firearm: Depending on the needs of the Department, a member using a personally-owned primary duty-firearm may be required to turn-in the issued firearm.

### **8.9.1 DE-LISTED PRIMARY DUTY FIREARMS**

A de-listed firearm is a previously approved primary firearm that is no longer on the Department's approved primary firearms list. For example, full-size Glock pistols chambered in 40 S&W and 45 ACP are no longer authorized. De-listed manufacturers include Berretta, Heckler & Koch, Sig Sauer, and Para-Ordnance. A member with 10 or more years of service currently deploying a de-listed firearm is grandfathered. The

member's grandfathered status is effective until the member leaves the agency or transitions to a different firearm on the approved primary firearms list.

### 8.9.2 THE APPROVED PRIMARY DUTY FIREARM LIST

#### Department-approved Duty Sidearm List

Make	Approved Models
Glock	17, 19, 45, 47, and 34 – chambered in 9mm Luger.
Smith & Wesson	M&P 2.0 (4.25-in. barrel model) - chambered in 9mm Luger.
Staccato	2011 P and C2 – chambered in 9mm Luger.
1911 single-action pistol	Specifications: Barrel Length 4.25-in. (Commander) and up to 5-in. (Government). Produced by a reputable manufacturer (Colt, Kimber, Springfield, etc.) – chambered in 9mm Luger or 45 ACP.

A primary duty firearm shall meet the following criteria:

- Pistol action: The pistol utilizes a semi-automatic action design that is striker-fired or single-action (1911 only). Members shall not use a primary duty firearm that is double-action-only (DAO) or double-action / single action (DA / SA).
- Magazine-fed: The pistol uses a detachable magazine with a minimum capacity of 15-rounds for pistols chambered in 9mm Luger and a minimum of 8-rounds for the 1911 chambered in 9mm Luger or 45 ACP.
- Magazines carried: The member shall have a minimum of three magazines for the primary duty firearm. This includes the magazine loaded in the pistol.

- Caliber: The primary duty firearm is chambered in 9mm Luger (all pistols) or 45 ACP (1911 only).
- Holster: The primary duty firearm holster shall conform to existing uniform regulations. Holster features shall include hands-free retention of the firearm at any orientation, the trigger is inaccessible when holstered, and a retention-release mechanism that can be operated with one hand. Members shall not use a holster utilizing the trigger finger to release the firearm from the holster (ex. Blackhawk Serpa holster).
- Magazine pouch: The magazine pouch conforms to existing uniform regulations. The pouch may have an open or closed top. Regardless of retention design, the pouch must retain the magazines securely until needed.
- Pre-deployment inspection: The member must submit the firearm to a Department armorer for inspection.
- Qualification: The member has passed the primary duty-firearm qualification COF.

### **8.9.3 AUTHORIZED OFF-DUTY AND BACKUP FIREARMS**

A backup firearm is a pistol or revolver the member carries in addition to the primary duty firearm. The backup firearm is concealed on the member's person. An off-duty firearm is a handgun a member carries concealed on the person when not on duty. A member may elect to use his / her primary duty sidearm as an off-duty firearm. When on duty, members shall not carry a backup firearm in place of their primary firearm. A designated off-duty or backup firearm shall meet the following criteria:

- Firearm type: Factory semi-automatic (SA) pistol, double-action (DA) revolver, or double-action-only (DAO) revolver.
- Caliber: Chambered in 380 ACP, 38 Special, 357 Magnum, 9mm Luger, 40 S&W, 45 ACP, or 10mm Auto.
- Capacity: The weapon holds a minimum of 5-rounds of ammunition in the magazine or cylinder.
- Holster: The holster is suitable for concealed carry. Additionally, the holster maintains the firearm securely inside the holster until needed. Retention may be via friction, external strap, and/or mechanical release.
- Pre-deployment inspection: The member submits the firearm to a Department armorer for inspection.
- Qualification: The member has passed the standardized off-duty / backup-firearm qualification COF.

#### **8.9.4 SHOTGUNS**

The Remington 870 pump-action shotgun is the Department's approved shotgun for both uniformed and non-uniformed deployment. Members may—at their own expense--deploy with a personally owned Remington 870 equipped with an 18-inch barrel. Optionally, members may equip their personally-owned shotguns with a tactical light, sling, and red-dot optical sight.

#### **8.9.5 PATROL RIFLES & CARBINES**

Upon successful completion of an approved training course, officers may deploy with a Department-approved semiautomatic rifle or carbine chambered in 5.56mm.

### **8.9.6 AUTHORIZED PATROL RIFLES / CARBINES**

The Department's authorized patrol rifle is the AR15 chambered in 5.56mm (see policy in Vol. I sec. 520.08.7). The FTU Program Coordinator facilitates the acquisition and outfitting of all Department patrol rifles and carbines. A variety of manufacturers produce the AR15 under various model names. The basic features and characteristics of all of these weapons are the same. Members may request authorization from the Chief of Police to purchase and equip a personally owned patrol rifle. Members shall outfit their personally owned patrol rifles per current policy.

### **8.9.7 SWAT FIREARMS**

Per the Special Weapons and Tactics Administrative and Operations Manual, members of the Department's SWAT team train with and deploy the M4 carbine chambered in 5.56mm and the Glock-17 pistol. Refer to the SWAT Operations and Administrative Manual for guidance on other firearms deployed by the SWAT team.

### **8.9.7 SPECIAL ENFORCEMENT SECTION FIREARMS**

In accordance with Department policy (Vol. IV sec. 400), members assigned to the Special Enforcement Section who are trained and currently qualified with the MP5 sub-machinegun may deploy that weapon in the field. Qualification with the MP5 is via the Department's standardized MP5 qualification COF.

## **IX. OFFICER INVOLVED SHOOTING INVESTIGATIONS**

### **9.1 DEPARTMENT POLICY & PURPOSE**

In accordance with Chapter-12 of the Consolidated Use of Force Policy Manual, officer-involved shootings (OIS) involving a death are investigated in accordance with the County-wide OIS Protocol and Department policy. In accordance with the protocol, the

San Diego Police Department is the investigating agency for all officer-involved shootings occurring within the geographic boundaries of the City of Oceanside. The OPD Professional Standards Unit conducts a concurrent administrative OIS investigation to verify policy compliance. See Volume III (section 1060) of the Policy & Procedure Manual for additional information. This procedure compliments existing policy and is intended to support the investigative process. This section is intended to serve as a guide for FTU armorers tasked with assisting with the administrative OIS investigation.

## **9.2 QUALIFYING EVENTS**

A qualifying event is defined as any intentional or unintentional discharge of a duty firearm in an operational setting. Depending on the circumstances, The Chief of Police has the discretion to direct the FTU to examine the involved firearm(s) in training-related events when deemed appropriate. Qualifying events include any intentional or unintentional firearm discharge occurring during a use of force event, the discharge of a firearm resulting in the injury or death of a person, or the discharge of a firearm resulting in the injury or death of an animal.

## **9.3 NON-QUALIFYING EVENTS**

The unintentional discharge of a firearm that does not result in injury, death, or property damage does not typically trigger this procedure. For example, the negligent or unintentional discharge of a firearm on an authorized training range that does not result in injury or death is not investigated as an OIS. The Firearms Training Unit Coordinator shall, however, review all such incidents. The primary purpose of this review is to confirm existing safety procedures were followed, make necessary changes to enhance existing safety measures, and avoid a reoccurrence of the same type of event in the future.

## **9.4 CALLOUT PROCEDURES**

The Firearms Training Unit Coordinator maintains a roster of FTU members who have been trained as armorers. Only trained armorers should be tasked with the inspection of agency firearms used in a qualifying event as defined in section 9.2 of this manual.

## **9.5 ARMORER'S INVESTIGATIVE RESPONSIBILITIES**

The armorer's focus is limited to the firearm(s) and ammunition used by the involved officer(s). The armorer's responsibilities include:

- Collection of the involved firearm(s) and ammunition.
- Visual analysis of the firearm's physical condition (loaded, unloaded, etc.).
- Determining whether or not the firearm function properly.
- An inventory of the quantity and type of ammunition associated with the firearm.
- Arranging for the involved member to be issued a replacement firearm if needed.
- Prepare a numbered officer's report that documents the armorer's inspection.

## **9.6 THE ARMORER'S INSPECTION**

The armorer's inspection follows a standardized checklist. Incident-specific circumstances and/or guidance from the Professional Standards Unit, may require more or less information than the standardized checklist requires. A checklist form is useful for ensuring all necessary information is collected during the inspection and incorporated into the armorer's final report.

- Notification date and time: Record the date and time of the armorer's callout.
- Event date, time, & location: Record the date and time that the qualifying incident occurred.



- Case number: Record the OPD case number assigned to the investigation. The armorer's report will be memorialized under the same case number.
- Involved officer(s): Record the name of each of the involved officers whose weapons are to be inspected.
- Weapon make, model, & caliber: Record the weapon manufacturer, the model number, and caliber of every involved weapon. If more than one officer is involved, ensure that each weapon is tied to the correct officer in the report. Depending on the circumstances and guidance received from the Professional Standards Sergeant, the involved weapon list may include firearms carried by the involved officers, but not used during the event. Describe the quantity, type, and manufacturer of the ammunition with the weapon and in the officer's possession.
- Weapon serial number and ownership status: Document the serial number of each involved weapon and whether the weapon is a Department-issued firearm or a personally owned weapon.
- Location from which the weapon is recovered: Document both the time and the location where the firearm is taken into the armorer's custody. This could be the station, the crime scene, or other designated location as directed by the lead investigator.
- Name of person releasing the weapon to the armorer: Document the name of the person who releases the firearm into the armorer's custody.
- Describe the condition of the firearm: Document the physical condition of the firearm as received. Was the weapon loaded? Did the weapon have a magazine inserted? Was a live round chambered? Photograph the condition of the

weapon's chamber (loaded or unloaded) before clearing the weapon. If present, collect the chambered round and keep it separate from all other ammunition.

- Visual inspection: Describe the physical condition of the assembled firearm. Are there signs of excessive wear or damaged parts? Are there any foreign substances on the weapon's surface (soil, blood, etc.)?

- Unloaded function check: Once the weapon is unloaded, perform a non-live-fire function check in all of the weapon's operational and firing modes (safe, semiautomatic, and automatic) as appropriate.

- Disassembled inspection: Break the weapon down into its main components. For example, the Glock-17 main components are the frame, slide, recoil spring assembly, and barrel. Describe wear, damage, and the presence or absence of any gunshot residue or fouling.

- Modifications and accessories: List and describe all after-market accessories such as weapon lights, night sights, red dot sight system, grip enhancements, etc. Identify any internal modifications or installed after-market parts.

- Ammunition: List and describe the quantity and type of ammunition in each magazine or speed-loader in the involved member's possession at the time of the event. List the bullet type (full-metal jacket, hollow-point, etc.), bullet weight (if known), caliber, and manufacturer.

## **9.7 THE FET's ROLE**

The Field Evidence Technician (FET) documents the evidence collection (photos, the weapon, ammunition, etc.) and includes all relevant information in the FET report. Include the name of the FET who assists in the processing of the firearm in the armorer's

report. Document the location where the weapon is stored when the armorer's inspection is complete.

## **9.8 REPORT WRITING**

The armorer's inspection report focuses on the member's duty-firearm. If conducted, the armorer's interview with the involved officer should be limited to questions about the involved officer's firearm. Incident-specific details are outside the scope of the armorer's firearm inspection. The armorer documents the inspection results in a numbered officer's report.

## **9.9 LIVE-FIRE FUNCTION TESTING**

The live-fire test confirms the weapon functions properly with live ammunition. If the weapon has more than one setting (e.g., safe, semiautomatic, and automatic), the armorer should test the firearm in each setting.

## **9.10 FORENSIC EXAMINATION OF FIREARMS**

Department armorers are not trained to conduct scientific analyses of firearms or ammunition. Armorers are trained to describe the weapon, its condition, and whether or not the firearm functions as designed. Armorers are trained to identify ammunition calibers, bullet types, and manufacturers. The examination of a firearm or ammunition beyond the aforementioned parameters should be outsourced to the San Diego Sheriff's Crime Lab or other qualified evidence processing entity.

## **9.11 REPLACING AN OFFICER'S SEIZED DUTY SIDEARM**

The collection of evidence during an officer-involved shooting investigation will include the seizure of the involved officer's firearm. The collection of the firearm should be done in a manner that avoids traumatizing the involved officer and does not compromise the

integrity of the investigation. The decision about where and when to collect the officer's firearm is the responsibility of the investigating detectives. This means collection could take place in the field or at the station. The armorer should be prepared to help, if needed. Once the officer's firearm has been collected, the FTU armorer must coordinate an appropriate time to issue the involved officer a temporary replacement sidearm.

#### **9.11.1 DUTY SIDEARM REPLACEMENT – DEPARTMENT-ISSUED**

If the involved officer's primary duty sidearm is a department-issued firearm, the responding armorer shall arrange to issue the officer a temporary replacement sidearm from on-hand inventory. In addition to the replacement firearm, the armorer shall also issue replacement magazines and duty ammunition. The involved officer should qualify with the replacement firearm as soon as practical.

#### **9.11.2 DUTY SIDEARM REPLACEMENT – NOT DEPARTMENT-ISSUED**

If the involved officer's primary (duty) firearm is a personally-owned weapon, the responding armorer shall arrange to issue the officer a Department firearm from on-hand inventory. In addition to the replacement firearm, the armorer shall also issue a replacement holster (if needed), magazines, and duty ammunition. The involved officer should qualify with the replacement firearm as soon as practical.

### **X. RETENTION OF DEPARTMENT FIREARM UPON RETIREMENT**

#### **10.1 DEPARTMENT POLICY AND PURPOSE**

A sworn member retiring in good standing may request to purchase his or her issued primary duty firearm. The procedure for facilitating the transfer of the firearm to the member is outlined in the Department's firearms policy (Vol. I section 520.11). The

procedures outlined in this section complement existing policy and include guidance for facilitating the lawful transfer of an issued firearm to a retiring member.

## **10.2 INITIATING THE FIREARM TRANSFER REQUEST**

The retiring member must submit a written request to purchase the issued firearm to the FTU Coordinator. In addition to the member's projected retirement date, the member's request should include the make, model, and serial number of his/her issued firearm. The FTU forwards the request to the Chief's office for review. The Chief of Police will decide whether or not to approve the request. To be eligible, a member must be retiring in good standing. Members who are retiring for reasons of mental disability are not eligible to purchase their issued sidearm.

### **10.2.1 LOCAL RECORDS CHECK**

The retiring member must complete a local records check through the OPD Records unit. The purpose of the records check is to confirm the member is not prohibited from purchasing or possessing a firearm. Once completed, the Records Unit will forward the completed records check to the Chief's Secretary.

### **10.2.2 REQUIRED DOCUMENTATION**

The Chief's Secretary completes a memo for the Chief's signature authorizing the transfer of the firearm from the Department to the retiring member. The FTU Coordinator must provide the Chief's Secretary with the name and address of the Federal Firearms License (FFL) holder facilitating the transfer. The memo must be signed by the Chief of Police or official designee. A copy of the signed memo shall be maintained by the FTU Coordinator in the *Transferred Firearms File*. Once the transfer is complete, the member must provide a copy of the Dealer Record of Sale (DROS) to the FTU Coordinator. The

copy of the DROS is maintained with the copy of the Chief's authorization memo in the FTU's Transferred Firearm File.

### **10.3 RETIRING MEMBER RESPONSIBILITIES**

The retiring member is responsible to produce all necessary personal documentation at the time of the transfer. Required documentation includes a valid California identification card or driver's license with a current physical address, a secondary government-issued document (e.g., vehicle registration, water bill, etc.) with a matching address, and the OPD police identification card. The member is responsible for covering all DROS fees charged by the FFL holder.

### **10.4 REIMBURSEMENT FEE**

Once the transfer is complete, the member shall submit a reimbursement fee for the firearm to the Chief's Office. The reimbursement fee is the cost charged to the member by the Department for the pistol for the pistol's fair market value. For example, the fair market value of an issued Glock-17 service pistol with moderate to severe wear is approximately \$150 to \$250. If the member has 20 or more years of service with OPD, the Chief of Police may waive the reimbursement fee. The member shall make payment for the weapon to the City via personal check or money order. The FTU Coordinator shall turn the check/money order over to the Chief's Secretary for processing.

### **10.5 FIREARM PROGRAM COORDINATOR RESPONSIBILITIES**

Upon completion of the transfer, the FTU Coordinator shall strike the transferred firearm's serial number from the Department's firearms inventory list.

## APPENDIX

## Appendix-1: SWAT Pistol Qualification COF

### STAGE-1

<u>Distance</u>	<u>Action</u>	<u>Rounds / Target</u>	<u>Time Standard</u>
5 Yards	Load & Holster	N/A	N/A
<b><u>From the Holster</u></b>			
5 Yards	Double tap	2 rounds upper square	3.0 seconds
<b><u>From the Low Ready</u></b>			
5 Yards	Double tap	2 rounds upper square	2.0 seconds
5 Yards	Failure drill	2 rounds upper square 1 round in triangle	3.0 seconds
5 Yards	Speed reload 245 rounds upper square	2 rounds upper square-reload	7.0 seconds
5 Yards	Tactical reload 245 rounds upper square	2 rounds upper square-reload	12.0 seconds
5 Yards	Clear malfunction Failure to fire	Attempt to fire-clear malfunction 2 rounds upper square	5.0 seconds
5 Yards	Clear Malfunction Double feed	Clear malfunction-reload 2 rounds upper square	15.0 seconds
5 Yards	Multiple Targets 245 rounds lower square (right tgt.)	2 rounds upper square (your tgt.)	3.5 seconds

**STOP AND SCORE TARGET:**

10-points for each round inside the upper / lower square & triangle

5-points for each round on the target body

**TOTAL POINTS POSSIBLE FOR THIS STAGE: 230**

### SWAT PISTOL STAGE-2

<u>Distance</u>	<u>Action</u>	<u>Rounds / Target</u>	<u>Time Standard</u>
<b><u>Moving &amp; Shooting</u></b>			

**NOTE:** Commands are: *Ready move – activate shot timer – and stop.* The shot timer should signal the officers to fire approximately 1.5 to 2 seconds after the command to move is given.

5 Yards	On the move Backward	2 rounds body of target	2.0 seconds
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15 Yards	On the move Forward	2 rounds body of target	2.5 seconds
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5 Yards Unload and clear / score targets

**SCORING SHOTS FIRED ON THE MOVE:** 10-points for each round in the body (anywhere)

**TOTAL POSSIBLE SCORE FOR THIS STAGE: 40**

**COMBINE POINTS FROM STAGES 1 AND 2 FOR THE OFFICER'S TOTAL SCORE:**

**270 points possible**

**245 points (90%) to pass**



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## Appendix-2: SWAT M4 Qualification COF

### SWAT M4 CARBINE STAGE-1

<u>Distance</u>	<u>Action</u>	<u>Rounds / Target</u>	<u>Time Standard</u>
5 Yards	Load & Holster handgun Rifle is unloaded	N/A	N/A
<b><u>From the Low Ready with Rifle</u></b>			
5 Yards Transition	Dry-fire rifle, transition to handgun, fire 2-rounds upper square (handgun)		3.5 seconds
5 Yards Load Rifle	N/A		N/A
7 Yards Double tap	2 rounds upper square		2.0 seconds
7 Yards Double tap	2 rounds upper square		2.0 seconds
7 Yards Double tap	2 rounds upper square		2.0 seconds
7 Yards Failure drill	2 rounds in the upper square 1 round in the triangle		3.0 seconds
7 Yards Failure drill	2 rounds in the upper square 1 round in the triangle		3.0 seconds
7 Yards Reload	N/A		N/A
7 Yards Failure drill	2 rounds in the upper square 1 round in the triangle		3.0 seconds
7 Yards Multiple targets	2 rounds upper square (your tgt.) 2 rounds lower square (right tgt.)		3.5 seconds
7 Yards Reload targets	2 rounds upper square – tactical reload 2 rounds upper square		9.0 seconds
7 Yards Reload targets	2 rounds upper square – tactical reload 2 rounds upper square		9.0 seconds
7 Yards Reload	N/A		N/A

**STOP AND SCORE TARGET:**

10-points for each round inside the upper / lower square and triangle

5-points for each round on the target body

**TOTAL POINTS POSSIBLE FOR THIS STAGE: 290**

### SWAT M4 CARBINE STAGE-2

<u>Distance</u>	<u>Action</u>	<u>Rounds / Target</u>	<u>Time Standard</u>
<b><u>Moving &amp; Shooting</u></b>			

**NOTE:** Commands are: *Ready move* – *activate shot timer* – and *stop*. The shot timer should signal the officers to fire approximately 2 seconds after the command to move is given.

7 Yards	On the move Backward	2 rounds body of target	2.5 seconds
25 Yards	On the move Forward	2 rounds body of target	3.5 seconds

**SCORING SHOTS FIRED ON THE MOVE:**

10-points for each round in the body of the target (anywhere)

**TOTAL POSSIBLE SCORE FOR STAGE-2: 40**

**SWAT M4 CARBINE STAGE-3**

**Non-Standard Positions**

25 Yards	Standing	2 rounds body of target	3.0 seconds
25 Yards	Standing to kneeling or squat	2 rounds body of target	4.5 seconds
50 Yards	Standing	2 rounds body of target	4.0 seconds
50 Yards	Standing to kneeling	2 rounds body of target	6.0 seconds
50 Yards	Unload and clear / score targets		

**SCORING SHOTS FIRED FROM NON-STANDARD POSITIONS:**

10-points for each round in the body of the target (anywhere)

**TOTAL POSSIBLE SCORE FOR STAGE-3: 80**

**410 points possible / 370 points (90%) to pass**

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### Appendix-3: MP5 Qualification COF

#### MP5 SUBMACHINE GUN STAGE-1: 25 Yards Stationary

<u>Distance</u>	<u>Action</u>	<u>Rounds / Target</u>	<u>Time Standard</u>
25 Yards	Load	N/A	N/A
25 Yards	Standing	2 rounds upper square	5.0 seconds
25 Yards	Standing	2 rounds upper square	5.0 seconds
25 Yards	Standing	2 rounds upper square	5.0 seconds

**STOP AND SCORE TARGET:**

10-points for each round inside the upper square

5-points for each round on the target body

#### MP5 SUBMACHINE GUN STAGE-2: Moving & Shooting

**NOTE:** Commands are: *Ready move – activate shot timer – and stop*. The shot timer should signal the officers to fire approximately 1.5 to 2 seconds after the command to move is given.

15 Yards	On the move forward	2 rounds upper square semi-auto	4.0 seconds
15 Yards	On the move forward	2 rounds upper square semi-auto	4.0 seconds
15 Yards	On the move forward	2 rounds upper square semi-auto	4.0 seconds
10 Yards	Failure drill on the move	2 rounds upper square 1 round triangle (semi)	5.0 seconds
10 Yards	Failure drill on the move	2 rounds upper square 1 round triangle (semi)	5.0 seconds
10 Yards	Reload	N/A	N/A
7 Yards	Full auto pairs on the move	2 round burst upper square 2 round burst lower square	3.0 seconds
7 Yards	Full auto pairs on the move	2 round burst upper square 2 round burst lower square	3.0 seconds
7 Yards	Reload	N/A	N/A
7 Yards	Full auto pairs on the move	2 round burst upper square 2 round burst lower square	3.0 seconds
7 Yards	Unload and clear / score targets		

**STOP AND SCORE TARGET:**

10-points for each round inside the upper / lower square and triangle

5-points for each round on the target body

**TOTAL POINTS POSSIBLE FOR STAGE-2: 240**

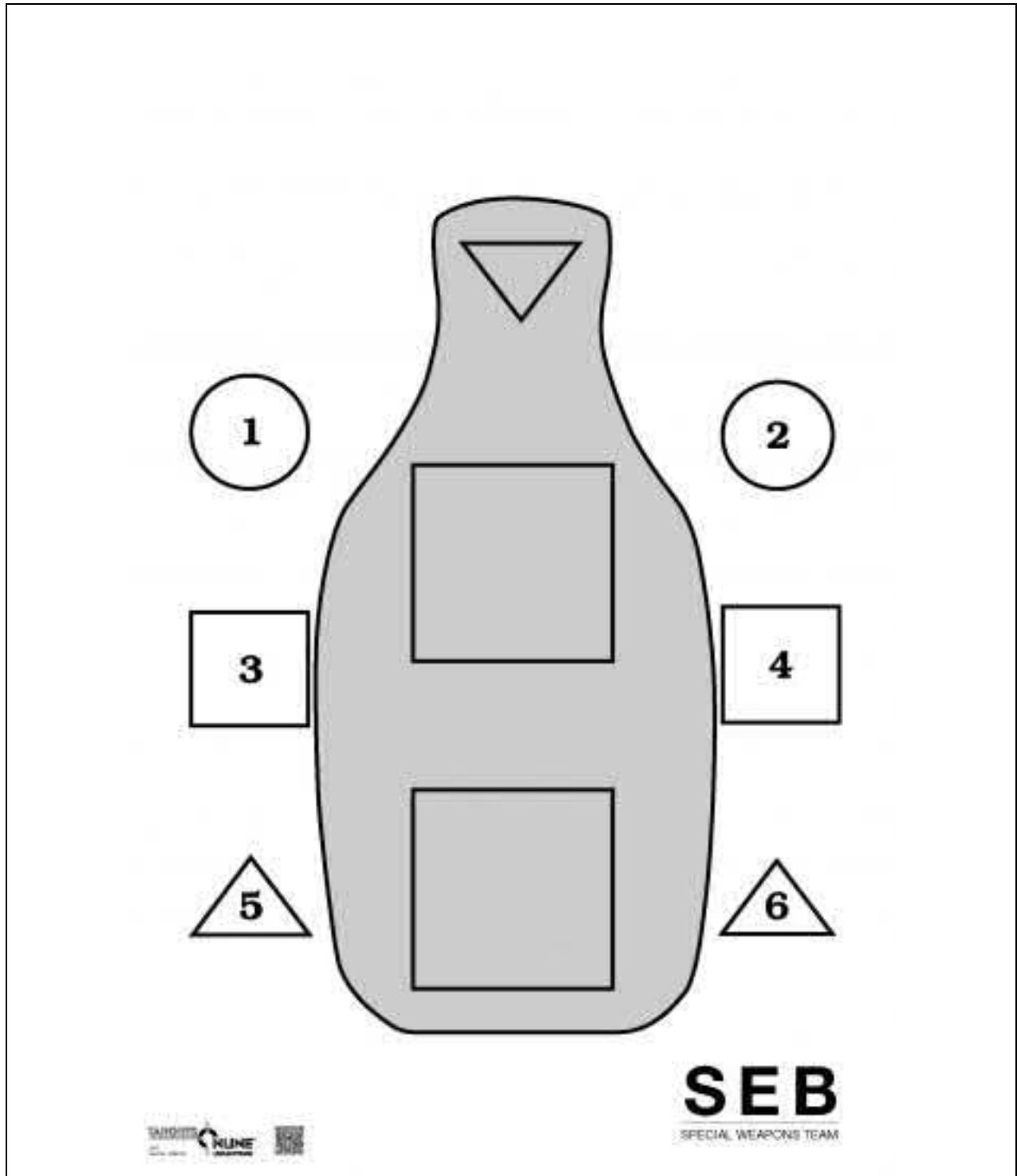
**COMBINE POINTS FROM STAGES 1 AND 2 FOR THE OFFICER'S TOTAL SCORE:**

**300 points possible**

**270 points (90%) to pass**

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Appendix-4 – The SWAT SEB Target



SEB TARGET USED FOR SWAT TEAM QUALIFICATION

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## Appendix-5: Hold-harmless Waiver

### City of Oceanside Police Department Firearms Range Waiver of Liability

I, \_\_\_\_\_, hereby acknowledge that I am voluntarily entering the City of Oceanside Police Department Firing Range (the "Range"). I further acknowledge and understand that "shooting and other activities" includes any and all activities of any kind whatsoever in which I engage or observe while at the Range.

I ACKNOWLEDGE AND UNDERSTAND THAT SHOOTING ACTIVITIES ARE INHERENTLY HAZARDOUS and involve both known and unanticipated risks which could result in damage, destruction of property and physical or emotional injury, including paralysis or death, of myself or of other persons. The risks include but are not limited to: being shot by or shooting myself or others; partial or total loss of eyesight or hearing; inhalation or other harmful contact with lead or other contaminants; and being struck by flying or falling objects. I understand that such risks cannot be eliminated without compromising the essential qualities of shooting activities. INITIAL \_\_\_\_\_

I FURTHER ACKNOWLEDGE AND UNDERSTAND THAT the nature and condition of the Range facilities, premises, and environment is such that both known and unanticipated hazards exist which create or contribute to both known and unanticipated risks inherent in entering on to the Range, in using Range facilities and in engaging in or observing any activities of any kind whatsoever while at the Range. The hazards include, but are not limited to: slippery, loose, or falling soil, rocks, and other debris, unimproved, unmaintained, or uneven terrain, walkways, steps, and roads, poisonous or dangerous plants, reptiles, insects, and other animals; and falling trees and branches. I understand that such hazards and risks cannot be eliminated without compromising the essential qualities of the Range facilities, equipment, premises, and environment. INITIAL \_\_\_\_\_

I FURTHER ACKNOWLEDGE AND UNDERSTAND THAT the City of Oceanside Police Department, its agents or employees, have no duty to undertake first-aid or rescue operations or procedures in the event any such property damage or physical or emotional injury occurs, and that any such operations or procedures may result in the compounded or increased damages or injuries. INITIAL \_\_\_\_\_

I FURTHER ACKNOWLEDGE AND UNDERSTAND THAT the City of Oceanside Police Department, its agents or employees, make no warranty as to the design, manufacture, maintenance, condition, or fitness for any particular purpose of the range facilities or equipment, including, but not limited to, firearms, ammunition, eye/hearing protection, and first aid supplies. INITIAL \_\_\_\_\_

As lawful consideration for being permitted by the City of Oceanside Police Department to enter on to the Range, to use Range facilities or equipment and to engage in or observe shooting and other activities at the Range, as a guest or applicant, I agree as follows:

I EXPRESSLY AGREE TO ACCEPT AND ASSUME ANY AND ALL RISKS KNOWN OR UNKNOWN EXISTING ON THE RANGE, AND ANY, AND ALL RISKS IN ENTERING ON TO THE RANGE, AND IN USING RANGE FACILITIES OR EQUIPMENT AND IN ENGAGING IN OR OBSERVING SHOOTING AND OTHER ACTIVITIES AT THE RANGE. INITIAL \_\_\_\_\_.

I AGREE to abide by all Range rules. INITIAL \_\_\_\_\_

I AGREE that I, my next of kin, heirs, guardians, representatives and assigns HEREBY RELEASE AND FOREVER DISCHARGE AND AGREE NOT TO SUE THE CITY OF OCEANSIDE AND/OR POLICE DEPARTMENT (I understand the City of Oceanside includes any and all officers, agents, employees, attorneys, volunteers, guests and affiliated individuals or organizations) from and against any and all claims, demands, damages, expenses, causes of action, attachments of property, or liability of any kind whatsoever, that I, my next of kin, heirs, guardians, representatives, or assigns may have for property

damage, personal injury, or death resulting from me entering on to the Range, using Range facilities or equipment, or engaging in or observing shooting and other activities at the Range, even if such claims, demands, damages, expenses, causes of action, attachments of property, or liability result partially or wholly from any act or acts, including those arising from the sole negligence of the city, to include negligent, or omitted first aid, or rescue operations or procedures, by the City of Oceanside Police Department. INITIAL\_\_\_\_\_

I AGREE that I, my next of kin, heirs, guardians, representatives and assigns HEREBY AGREE TO INDEMNIFY AND HOLD HARMLESS THE CITY OF OCEANSIDE AND ITS POLICE DEPARTMENT from and against any and all claims, demands, damages, expenses, causes of actions, attachments of property, or liability of any kind whatsoever, including reasonable attorney's fees and costs, that I, my next of kin, heirs, guardians, representatives or assigns, or anyone else may have for property damage, personal injury or death, whether suffered by me or anyone else, resulting from me entering on to the Range, using Range facilities or equipment, or engaging in or observing shooting and other activities at the Range, even if such claims, demands, damages, expenses, causes of action, attachments of property, or liability result partially or wholly from any act or acts, including those arising from the sole negligence of the city, to include negligent or omitted first-aid or rescue operations or procedures, by the City of Oceanside or its Police Department. INITIAL\_\_\_\_\_

I ACKNOWLEDGE AND AGREE that this Waiver shall be interpreted and enforced under the laws of the State of California, and that the venue for any action or proceeding shall be State of California, without regard for the conflict of law rules of the State of California. INITIAL \_\_\_\_\_

I FURTHER ACKNOWLEDGE AND AGREE that this Waiver is intended to be as broad and inclusive as permitted by law, and that if any provision or portion is held to be invalid, void or otherwise unenforceable, I agree and intend that the remaining provisions or portion shall continue and remain in full legal force and effect. INITIAL \_\_\_\_\_

I have carefully read this Waiver of Liability and fully know and understand its contents. I acknowledge that no other inducement, assurance, or guarantee has been made to me in consideration of my signing this Waiver, which I sign voluntarily and of my own free will.

I UNDERSTAND THAT BY MY SIGNATURE, I AM GIVING UP SUBSTANTIAL RIGHTS, THAT I AM AGREEING NOT TO SUE THE CITY OF OCEANSIDE AND/OR ITS POLICE DEPARTMENT AND RELEASING AND HOLDING HARMLESS THE CITY OF OCEANSIDE AND/OR ITS POLICE DEPARTMENT OF ALL LIABILITY.

Signed on (date) \_\_\_\_\_, at (city) \_\_\_\_\_, California

Signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

On (date) \_\_\_\_\_, I witnessed the above-named individual sign the Firearms Range Waiver of Liability.

Signature: \_\_\_\_\_

Printed name & title: \_\_\_\_\_

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## Appendix-6: PRIMARY DUTY FIREARM QUALIFICATION COF

**Stage-1A & 1B:** Begin *holstered* at 5-feet.

Sequence: On signal (target movement), draw and fire 3-rounds from retention.

Time: 2.85-seconds or less.

Iterations: 2.

Total rounds fired: 6.

**Stage-2A & 2B:** Begin *holstered* at 3-yards.

Sequence: On signal (target movement), draw to a strong-hand-only firing grip and fire 3-rounds center-mass.

Time: 3-seconds or less.

Iterations: 2.

Total rounds fired: 6.

**Stage-3:** Begin *holstered* at 5-yards.

Sequence: On signal (target movement), draw to a two-handed firing grip, fire 3-rounds center-mass, perform a speed reload from slide-lock, and fire additional 3- rounds center-mass.

Time: 10-seconds or less.

Iterations: 1.

Total rounds fired: 6.

**Stage-4A & 4B:** Begin at the *low-ready* at 7-yards.

Sequence: On signal (target movement), fire 2-rounds center-mass (*chest*) and 1-round center-mass (*head*).

Time: 3.5-seconds or less.

Iterations: 2.

Total rounds fired: 6.

**Stage-5:** Begin at the *low-ready* at 10-yards.

Sequence: On signal (target movement), fire 3- rounds center-mass, perform a tactical reload (*retain magazine*), and fire additional 3-rounds center-mass.

Time: 12-seconds or less.

Iterations: 1 (5).

Total rounds fired: 6.

**Stage-6A & 6B:** Begin *holstered* at 15-yards. The pistol is loaded with the chamber empty.

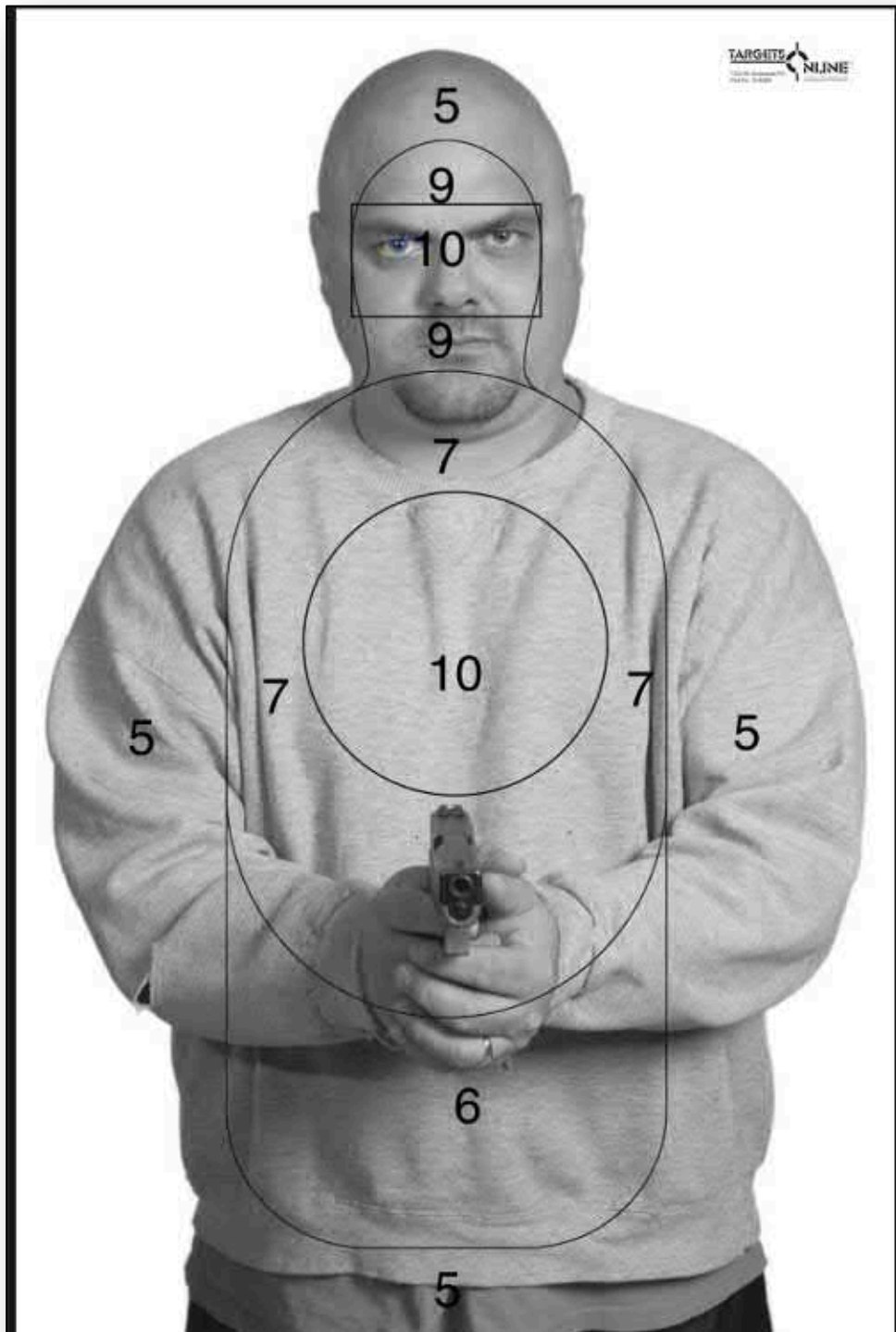
Sequence: On signal (target movement), draw to a two-handed firing grip, acquire an acceptable sight-picture and attempt to fire. When the weapon fails to fire, kneel behind simulated cover, and apply immediate action. Fire 3-rounds center-mass from the kneeling.

Time: 13-seconds or less.

Iterations: 2.

Total rounds: 6.

# OPD Qualification Target



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## **Appendix-7: OFF-DUTY / BACKUP QUALIFICATION COF**

This is a 12-round COF is used for qualification with both the off-duty and backup firearm.

### **Stage descriptions:**

Stage-1 3-yds: 3-rounds CM SHO begin holstered / time standard: 3-sec.

Stage-2 5-yds: 3-rounds CM (2-handed) begin holstered / time standard 4-sec.

Stage-3 7-yds: 3- rounds CM (2-handed) begin at low ready / time standard 4.5-sec.

Stage-4 10-yds: 3-rounds CM (2-handed) begin holstered / time standard 5-sec.

### **Scoring:**

12-rounds = 120-points (10-points max per round fired)

- Advanced score: 95% - 100% (114 - 120 points)
- Intermediate score: 89% - 94% (106 - 112 points)
- Basic score: 80% - 88% (96 - 105 points)

Note-1: To successfully complete the COF, the shooter must meet or exceed all par times AND shoot a basic score or higher (96+).

Note-2: Using the Department's qualification target, the shooter's score is determined based on the shot placement of the initial 12-rounds fired (*before remediation*). The shooter remediates for time and/or misses after the FTU instructor calculates the shooter's raw score.

Note-3: If the shooter's initial score is less than 96-points (80%), the shooter must remediate the entire COF.

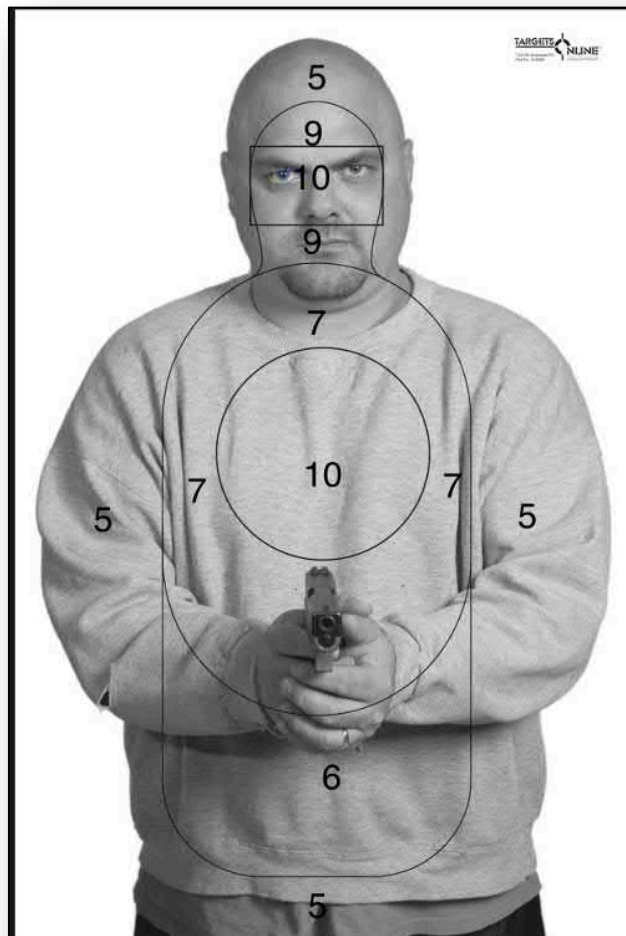
### **Remediation is triggered by:**

- Misses (including edge shots) 0- points
- Shot(s) fired over stage time standard

### **Additional COF requirements:**

- All holstered drills should be fired from concealment. Concealment is defined as the pistol being fully covered by the shooter's clothing (shirt, coat, pants-pocket, etc.).

- The shooter's pistol must be secured in a holster specifically designed to accommodate the shooter's make/model firearm.
- The shooter's hands are not in contact with the pistol or cover garment before the signal to start stage-1 and stage-2.
- When in uniform and shooting the OD/BU COF, the shooter's duty-belt, and duty holster (standard patrol kit) are not worn.





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## Appendix-8: PATROL RIFLE QUALIFICATION COF

This is the 30-round patrol rifle qualification COF. All stages begin with the selector lever on safe.

**Loadout sequence:** Stage loadouts guide the shooter for setup in drill sequence. Do not exceed the indicated loadouts for each stage.

- **Stage 1:** Begin the COF with the patrol rifle loaded with a magazine of 15-rounds. The second magazine is loaded with 3-rounds and secured on the shooter's person. No reload on stage-1.
- **Stage-2:** Begin the COF with the patrol rifle loaded with a magazine of 10-rounds. The second magazine is loaded with 3-rounds and secured on the shooter's person. No reload on stage-2.
- **Stage-3:** Begin the COF with the patrol rifle loaded with a magazine of 5-rounds. The second magazine is loaded with 3-rounds and secured on the shooter's person. Speed reload after last round is fired on stage-3
- **Stage-4A:** Load the patrol rifle with a magazine of 3-rounds. Magazine #2 is loaded with 2-rounds and secured on the shooter's person.
- **Stage-4B:** Load the patrol rifle with a magazine of 3-rounds. Magazine #2 is loaded with 7-rounds and secured on the shooter's person.
- **Stage-5:** Load the patrol rifle with a magazine of 5-rounds.

### Stage descriptions:

**Stage-1 50-yds:** kneeling at low ready - 5-rounds CM - / time standard: 20-sec.

**Stage-2 50-yds:** standing to kneeling - 5-rounds CM - begin standing at low ready transition to kneeling / time standard 30-sec. *All shots are fired from the kneeling.*

**Stage-3 45-yds:** standing at low ready - 5-rounds CM / time standard 35-sec.

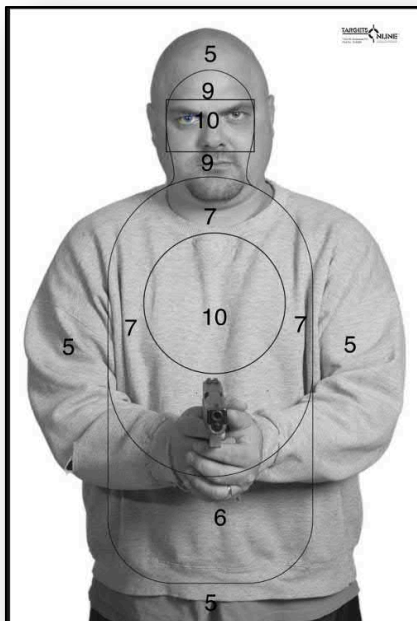
**Stage-4A 20-yds:** standing barricade - begin standing behind barricade w/ target out of view: / 3-rounds CM-speed reload-2-rounds CM / time standard 20-sec.

**Stage-4B 20-yds:** standing behind barricade - begin standing behind barricade w/ target out of view: / 3-rounds CM-speed reload-2-rounds\* CM / time standard 20-sec.

**Stage-5 15-yds:** standing at low ready - 4-rounds CM 1-round CM head (failure to stop) / time standard 10-sec.

**Scoring:** 30-rounds = 300-points (use qualification target scoring)

- Advanced score: 95% - 100% (285-300 points)
- Intermediate score: 89% - 94% (267 - 284 points)
- Basic score: 80% - 88% (240 - 266 points)



Note-1: To pass the COF, the shooter must meet all par times AND shoot a basic standard score or higher (240 +).

Note-2: Use the Department's qualification target (TQC 95 / OPD), the shooter's score is determined based on the shot placement of the initial 30-rounds fired (*before remediation*). The shooter remediates for time and/or misses.

### **Remediation and scoring:**

- 1) Shooter fails to score 240-points (80%) – remediate the entire COF.
- 2) A miss (including edge shots) is scored as -10-points each. A miss does not trigger a stage remediation unless the shooter's score is sub-80% (full course remediation).
- 3) A shooter who does not make a stage the par-time receives 0-points for each shot fired over the par time.

**Additional COF requirements:** All stages begin at the low ready. Low ready is muzzle depressed (approx. 30-40-deg.) below the target. When at the ready, the shooter is not viewing the target through the optical sight.

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## Appendix-9 Retiree CCW Qualification COF

This 12-round qualification COF meets the mandated requirements for the certification of a retired peace officer to carry a concealed firearm as outlined in PC sections 26300-26325, PC §25465, and PC §25475. This course of fire also meets the requirements for the retired officer to carry a concealed firearm outlined in Title 18 U.S.C 926C (LEOSA).

### Stage descriptions:

Stage-1 3-yds: 3-rounds CM SHO begin at low ready / time standard: 3-sec.

Stage-2 5-yds: 3-rounds CM (2-handed) begin holstered / time standard 4.5-sec.

Stage-3 7-yds: 3- rounds CM (2-handed) begin at low ready / time standard 4.5-sec.

Stage-4 10-yds: 3-rounds CM (2-handed) begin at low ready / time standard 5-sec.

### Scoring:

12-rounds = 120-points (10-points max. per round)

- Advanced score: 95% - 100% (114 - 120 points)
- Intermediate score: 89% - 94% (106 - 112 points)
- Basic score: 80% - 88% (96 - 105 points)

Note-1: To successfully complete the COF, the shooter must meet all par times AND shoot a basic standard score (96 +).

Note-2: Using the Department's qualification target, the shooter's score is determined based on the shot placement of the initial 12-rounds fired (*before remediation*). The shooter remediates for time and/or misses after the FTU instructor calculates the shooter's raw score.

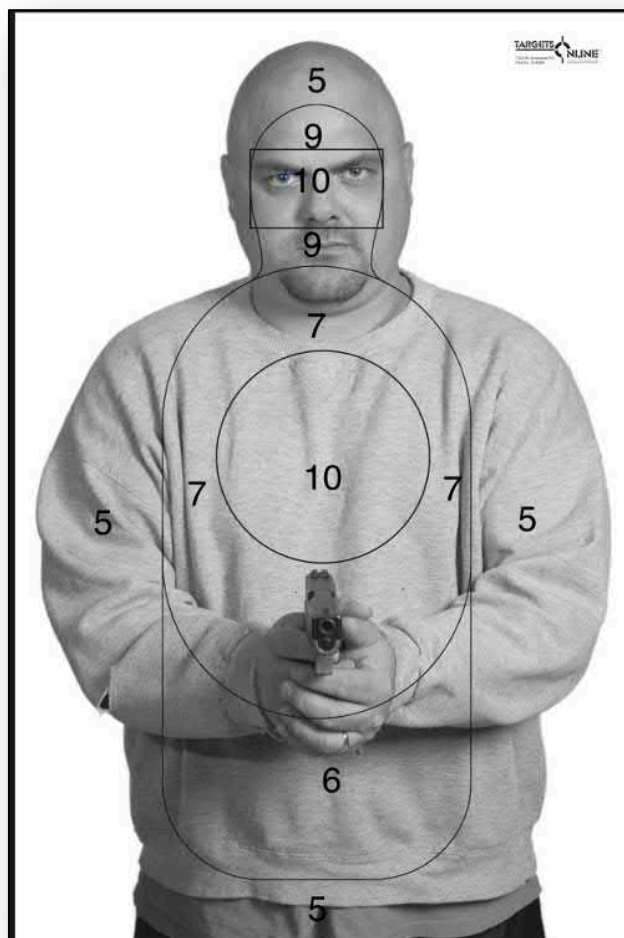
Note-3: If the shooter's initial score is less than 80%, the shooter must remediate the entire COF.

### Remediation is triggered by:

- 1) Misses (including edge shots) 0- points.
- 2) Shot(s) fired over stage time standard.
- 3) The shooter does not score 80%.

**Additional COF requirements:**

- All holstered drills are fired from concealment. Concealment is defined as the pistol being fully concealed from view by the shooter's clothing (shirt, coat, pants pocket, etc.).
- The shooter's pistol is secured in a holster specifically designed to accommodate the shooter's make/model pistol.
- The shooter's hands are not in contact with the pistol or cover garment before the signal to start stage-2.



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**Appendix-10**  
**ARMORER INSPECTION CHECKLIST**  
**FOR THE GLOCK 17 AND 9MM VARIANTS**

**General Information**

**Date:**

Make: GLOCK	Model / Barrel Length: <input type="checkbox"/> 17 <input type="checkbox"/> 45 <input type="checkbox"/> 47 <input type="checkbox"/> Other	Serial Number:
Department Weapon: <input type="checkbox"/>	Personal Weapon: <input type="checkbox"/>	Assigned to:
Remarks:		Inspecting Armorer:

**Weapon fully assembled / unloaded:**

Inspect slide and frame exterior for damage and corrosion	Go <input type="checkbox"/>	No Go <input type="checkbox"/>	Comments:
Inspect empty magazines for damage & function (w/ snap caps)	Go <input type="checkbox"/>	No Go <input type="checkbox"/>	Comments:
Insert empty magazine w/ slide forward & lock slide (repeat for each magazine)	Go <input type="checkbox"/>	No Go <input type="checkbox"/>	Comments:
Load 1 magazine w/ snap cap, chamber snap cap, & extract snap cap	Go <input type="checkbox"/>	No Go <input type="checkbox"/>	Comments:
Check magazine release function w/ empty magazine	Go <input type="checkbox"/>	No Go <input type="checkbox"/>	Comments:

**Field strip and inspect slide and frame:**

**Slide:**

Inspect front sight for fit and damage	Go <input type="checkbox"/>	No Go <input type="checkbox"/>	Comments:
Inspect rear sight for fit and damage	Go <input type="checkbox"/>	No Go <input type="checkbox"/>	Comments:
Inspect rear cover plate for damage	Go <input type="checkbox"/>	No Go <input type="checkbox"/>	Comments:
Inspect slide for corrosion and damage	Go <input type="checkbox"/>	No Go <input type="checkbox"/>	Comments:
	Go <input type="checkbox"/>	No Go <input type="checkbox"/>	Comments:



Inspect extractor for corrosion and damage			
Inspect barrel & barrel lug for damage	Go <input type="checkbox"/>	No Go <input type="checkbox"/>	Comments:
Inspect recoil spring assembly for damage	Go <input type="checkbox"/>	No Go <input type="checkbox"/>	Comments:

**Frame / receiver:**

Inspect receiver body, frame rails, and magazine well for damage	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go	Comments:
Inspect slide stop for fit and damage	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go	Comments:
Inspect ejector for damage	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go	Comments:
Visually inspect internal components for damage	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go	Comments:
Inspect trigger & trigger bar for function	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go	Comments:

**Disassemble and inspect slide / reassemble and function check:**

Inspect extractor	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go	Comments:
Inspect extractor depressor plunger assembly	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go	Comments:
Inspect firing pin safety and spring	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go	Comments:
Disassemble & inspect firing pin assembly	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go	Comments:
Clean and inspect firing pin channel	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go	Comments:
Reassemble slide	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go	Comments:
Reassemble weapon and function check	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go	Comments:

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**APPENDIX-11**  
**SWAT WEAPON ANNUAL INSPECTION CHECKLIST**  
**FOR AR-15 & ALL VARIANTS**

**General Information**

**Date:**

Make:	Model / Barrel Length:	Serial Number / Stock Number:
Department Weapon: <input type="checkbox"/>	Personal Weapon: <input type="checkbox"/>	Assigned to:
Remarks:		Inspecting Armorer:

**Weapon fully assembled / unloaded:**

Inspect upper & lower receiver exterior for damage	Go <input type="checkbox"/>	No Go <input type="checkbox"/>	Comments:
Inspect upper & lower receiver exterior for corrosion	Go <input type="checkbox"/>	No Go <input type="checkbox"/>	Comments:

**Field strip and inspect three main groups:**

**Lower receiver:**

Inspect stock / collapsible stock – check for cracks, excessive movement, locks into closed & open positions (s) properly	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go	Comments:
Inspect buffer & buffer retainer– check for damage (gauges, cracks, or other deformities)	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go	Comments:
Inspect buffer spring – check for rust, length, or other deformities	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go	Comments:
Inspect pistol grip – inspect for cracks, looseness, or other damage	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go	Comments:
Inspect selector lever – check for function & rotate from safe to each available firing position	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go	Comments:
Inspect magazine release button & catch – check parts for damage & check for function w/ empty magazine	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go	Comments:

Inspect bolt catch – check for damage or excessive movement	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go	Comments:
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**Lower receiver (continued):**

Inspect trigger, disconnect, trigger, trigger spring, hammer, hammer spring, and trigger guard (inspect for damage)	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go	Comments:
Inspect lower receiver exterior for damage	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go	Comments:

**Upper receiver (remove hand guards):**

Inspect flash suppressor – check for fit, alignment, and damage	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go	Comments:
Inspect barrel exterior – check for bulges, damage, and corrosion	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go	Comments:
Inspect front sight assembly – check for damage or misalignment	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go	Comments:
Inspect front sight post – check for damage and detent function	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go	Comments:
Inspect forward assist – check for damage and function	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go	Comments:
Inspect ejection port and ejection port cover – check for damage and function	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go	Comments:
Inspect charging handle – check for damage and latch spring function	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go	Comments:
Inspect gas tube – check for dents, damage, or looseness (note: also check inside receiver)	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go	Comments:
Inspect chamber face and feed ramp – check for damage or corrosion	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go	Comments:
Inspect hand guards – check for damage (cracks) and fit (note:	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go	Comments:

different models / types may be in use)			
Check delta ring, weld spring, and snap ring for proper tension, corrosion, and damage	Go <input type="checkbox"/>	No <input type="checkbox"/> Go <input type="checkbox"/>	Comments:
Headspace – check with go/no go gauges	Go <input type="checkbox"/>	No Go <input type="checkbox"/>	Comments:

**Bolt Carrier Group:**

Inspect bolt - check face and body for damage, gas rings for fit and alignment, surface for excessive carbon	Go <input type="checkbox"/>	No Go <input type="checkbox"/>	Comments:
Check extractor – check for damage, wear, and extractor spring tension	Go <input type="checkbox"/>	No Go <input type="checkbox"/>	Comments:
Inspect bolt carrier – check key for looseness, check carrier body for damage, check for excess carbon	Go <input type="checkbox"/>	No Go <input type="checkbox"/>	Comments:
Inspect firing pin – check for damage	Go <input type="checkbox"/>	No Go <input type="checkbox"/>	Comments:
Inspect cam pin – check pin for damage and free movement in bolt carrier slot	Go <input type="checkbox"/>	No Go <input type="checkbox"/>	Comments:
Inspect firing pin retaining pin - check pin for damage and free movement in bolt carrier slot	Go <input type="checkbox"/>	No Go <input type="checkbox"/>	Comments:

**Reassemble and inspect the following:**

Take down pins – function smoothly and lock into position	Go <input type="checkbox"/>	No <input type="checkbox"/> Go <input type="checkbox"/>	Comments:
Selector lever – rotates between safe & each firing position without binding	Go <input type="checkbox"/>	No <input type="checkbox"/> Go <input type="checkbox"/>	Comments:
Disconnecter/trigger/hammer function - proper operation & smooth recovery	Go <input type="checkbox"/>	No <input type="checkbox"/> Go <input type="checkbox"/>	Comments:
Bolt catch – holds bolt in locked back position with & without magazine	Go <input type="checkbox"/>	No <input type="checkbox"/> Go <input type="checkbox"/>	Comments:

Bolt catch – releases bolt when depressed with & without magazine	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go	Comments:
Trigger pull measured – between 5.5 and 8.5 pounds	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go	Comments:
Function check (unloaded) – done with weapon in each firing position	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go	Comments:
Inspect mechanical front sight (if present) – check for function and damage	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go	Comments:
Inspect mechanical rear sight (if present) – check for function and damage	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go	Comments:

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**Appendix-12**  
**SWAT WEAPON ANNUAL INSPECTION CHECKLIST**  
**FOR HK MP-5 & ALL VARIANTS**

**General Information**

**Date:**

Make:	Model / Trigger Group:	Serial Number / Stock Number:	Assigned to:
Sight Type/ Mounting Rail		Remarks:	Inspecting Armorer:

**Weapon fully assembled / unloaded:**

Inspect receiver and trigger group for exterior damage	Go <input type="checkbox"/>	No Go <input type="checkbox"/>	Comments:
Inspect receiver and trigger group exterior for corrosion	Go <input type="checkbox"/>	No Go <input type="checkbox"/>	Comments:

**Field strip and inspect three main groups:**

**Receiver:**

Inspect muzzle – check for dents, burs, bulges, or other damage	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go <input type="checkbox"/>	Comments:
Inspect barrel – check for dents, burs, bulges, bends, and finish	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go <input type="checkbox"/>	Comments:
Inspect front sight assembly – check for damage or misalignment, (if missing install front sight post)	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go <input type="checkbox"/>	Comments:
Inspect stock / collapsible stock – Function, crack, bent, or broken, sling mount, rear takedown pin	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go <input type="checkbox"/>	Comments:
Cocking tube – dents, splits, or burrs, or damaged lever receiver	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go <input type="checkbox"/>	Comments:
Cocking lever – cracks, dents, bulges, excessive wear, pin using parts	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go <input type="checkbox"/>	Comments:
Barrel extension – Carbon, rust, breakage (if broken, weapon is no longer serviceable)	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go <input type="checkbox"/>	Comments:



Inspect Magazine well, Magazine release mechanism – Magazine release lever and bushing, Push button and sling clip for function, and wear	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go	Comments:
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**Receiver (continued):**

Hand guard/ Lighting Assembly – Cracks, chips, splits, pins in place, excessive movement, light function/ batteries (CR123)	Go <input type="checkbox"/>	No Go <input type="checkbox"/>		Comments:
Inspect chamber face – check for damage or corrosion	Go <input type="checkbox"/>	No Go <input type="checkbox"/>		Comments:

**Trigger Group (remove selector and separate group from pistol grip):**

Inspect selector – for damage, wear, and fit	Go <input type="checkbox"/>	No Go <input type="checkbox"/>		Comments:
Inspect pistol grip – inspect for cracks, looseness, or other damage	Go <input type="checkbox"/>	No Go <input type="checkbox"/>		Comments:
Inspect trigger, trigger spring, trigger axel, catch axel, catch with roller (inspect for damage)	Go <input type="checkbox"/>	No Go <input type="checkbox"/>		Comments:
Inspect hammer, hammer spring, ejector, and release lever (inspect for damage)	Go <input type="checkbox"/>	No Go <input type="checkbox"/>		Comments:

**Bolt Group:**

(Prior to disassembly of bolt group) Recoil Spring Guide Assembly – Should bear weight of assembled bolt group	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go	Comments:
Recoil Spring Guide Assemble – If bolt group drops free when holding the end recoil spring guide assembly, replace due to guide ring wear	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go	Comments:
(Disassemble bolt group) Bolt head carrier – Damage, bends, cracks	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go	Comments:

Inspect firing pin – check for damage	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go	Comments:
Inspect firing pin spring – compare spring length to new unused spring (replace is missing any coils)	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go	Comments:
Extractor and extractor spring – fit and damage, copper colored spring (if bent or missing one leg replace)	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go	Comments:
Inspect rollers – check for roundness gouges or imperfections (measure with calipers)	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go	Comments:
Inspect locking piece – should have no markings (do not stone or file shoulder angles)	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go	Comments:

**Reassemble and inspect the following:**

Take down pins – function smoothly and lock into position	Go <input type="checkbox"/>	No Go <input type="checkbox"/>	Comments:
Selector lever – rotates between safe & each firing position without binding	Go <input type="checkbox"/>	No Go <input type="checkbox"/>	Comments:
Function check (unloaded) – done with weapon in each firing position	Go <input type="checkbox"/>	No Go <input type="checkbox"/>	Comments:
<p><b>MEASURE BOLT GAP</b>  After the function check the bolt is to be locked to the rear. To check the gap, point the weapon toward the floor, release the bolt and let it snap forward. Put the selector on semi. Pull the trigger to let hammer fall. Turn the weapon upside down and insert a feeler gauge through the magazine well into the gap between the bolt head and bolt carrier. Record the measurement once a firm drag is obtained on a gauge.</p>	Go <input type="checkbox"/>  .010" min. .018" max.  .25mm min. .50mm max.	No Go <input type="checkbox"/>  If Gap more than .18"/.50mm or less than .10"/.25mm, rollers must be changed	Feeler Gauge measurement:  Comments:
Inspect Sling - Cuts or frays, mounting hardware missing or broken	Go <input type="checkbox"/>	No Go <input type="checkbox"/>	Comments:

Inspect Magazines – Lips bent, split, broken, housing dented, rust, dirty, missing, or damaged follower, With weapon assembled ensure proper seating and release or magazines	Go <input type="checkbox"/>	No Go <input type="checkbox"/>	Comments:
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**Appendix-13**  
**ARMORER INSPECTION CHECKLIST**  
**FOR THE REMINGTON 870 SHOTGUN**

**General Information**

**Date:**

Make: REMINGTON	Model / Barrel Length: <input type="checkbox"/> 870 / _____ inches	Serial Number:
Department Weapon: <input type="checkbox"/>	Personal Weapon: <input type="checkbox"/>	Assigned to:
Remarks:		Inspecting Armorer:

**Weapon fully assembled / unloaded:**

Verify the shotgun is unloaded	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go	Comments:
Overall condition of the weapon (finish, stock to receiver fit, missing components, physical damage, etc.)	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go	Comments:

**Field strip and inspect the shotgun's primary components**

Remove magazine end cap and remove barrel - inspect end cap and barrel exterior for damage.	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go	Comments:
Remove magazine spring retainer, magazine spring, and follower – inspect for damage.	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go	Comments:
Inspect bore, sight(s) and chamber for damage.	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go	Comments:
Inspect magazine tube for damage	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go	Comments:
Remove fore-end and fore-end assembly from receiver. Remove fore-end tube nut and separate fore- end from fore-end assembly. Inspect all three components	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go	Comments:
Breech-bolt and slide assembly are exposed when fore-end is removed. Separate these two components. Inspect both components for damage.	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go	Comments:

Remove recoil pad and separate the stock from the receiver. Inspect both components for damage.	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go	Comments:
Remove trigger plate pins - separate trigger group from the receiver. Inspect for damage.	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go	Comments:

**Detailed inspection of the breech bolt**

Disassemble the breech bolt – visually inspect individual components.	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go	Comments:
Inspect extractor for damage and wear.	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go	Comments:
Inspect extractor plunger and spring for damage and wear.	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go	Comments:
Inspect the firing pin, firing pin retaining pin, and firing pin retractor spring for damage and wear.	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go	Comments:
Inspect breech bolt for damage and wear.	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go	Comments:
Inspect locking block assembly for damage and wear.	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go	Comments:

**Detailed inspection of trigger assembly:**

Note: Disassembly of the trigger group is not required.				
Inspect overall condition of the fully assembled trigger group.	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go	Comments:
Inspect shell carrier and carrier dog for proper freedom of movement and damage.	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go	Comments:
Inspect safety for proper movement and function.	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go	Comments:
Inspect hammer for excessive wear and damage. Verify proper engagement between the hammer and sear.	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go	Comments:

Inspect sear spring for damage.	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go	Comments:
Inspect trigger for damage	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go	Comments:
Inspect action bar lock for proper operation and damage.	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go	Comments:

**Reassemble the shotgun and function check:**

Reassemble the shotgun. Verify fit of all components during reassembly process.	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go	Comments:
Load the magazine tube with four dummy rounds. Verify rounds are retained in magazine tube by shell latches.	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go	Comments:
Cycle each dummy round from the magazine to the chamber and eject. Verify rounds cycle properly (feeding, extraction, and ejection).	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go	Comments:
Perform five-point safety check.	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go	Comments:
Reassemble the shotgun.	Go <input type="checkbox"/>	No <input type="checkbox"/>	Go	Comments:

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**Appendix-14**

**OIS INSPECTION WORKSHEET**

Date / Time of Notification: \_\_\_\_\_ OIS Date / Time: \_\_\_\_\_  
\_\_\_\_\_

Case Number: \_\_\_\_\_ Location of OIS: \_\_\_\_\_

Name of involved officer(s): \_\_\_\_\_

Weapon Make/Model/Caliber: \_\_\_\_\_

Serial Number: \_\_\_\_\_ Department Weapon  Personal Weapon

Location of weapon when recovered by inspecting armorer: \_\_\_\_\_

Name of person who releases weapon to inspecting armorer: \_\_\_\_\_

Condition of Weapon (loaded / unloaded / round chambered): \_\_\_\_\_

Ammunition (type, quantity, manufacturer, etc.) \_\_\_\_\_

Visual Inspection of Weapon (assembled): \_\_\_\_\_  
\_\_\_\_\_

Unloaded Function Check: Does the weapon's action function correctly when manually cycled?  
\_\_\_\_\_

Operator-level Disassembly (list and describe the condition of the weapon's primary components):  
\_\_\_\_\_

Debris present consistent with having been fired (yes / no): \_\_\_\_\_

Damaged or Broken Parts: \_\_\_\_\_  
\_\_\_\_\_

Name of FET processing weapon for evidence: \_\_\_\_\_

Storage location: \_\_\_\_\_

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