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<b>Firearms Qualification Standards</b>	<b>ACA Standards: 2-CO-3A-01, 5-1D-4091M, 5-3A-4204M, 5-3A-4205M, 4-APPFS-3A-04, 4-APPFS-3A-22M, 4-APPFS-3B-01M, 4-APPFS-3B-02M, 4-APPFS-3B-03M, 4-APPFS-3B-04</b>		
<b>Joe M. Allbaugh, Director Oklahoma Department of Corrections</b>		<b>Signature on File</b>	

## Firearms Qualification Standards

### I. Firearms Qualification Standards

It is the policy of the Oklahoma Department of Corrections (ODOC) that all employees whose duties require the use of firearms demonstrate proficiency in the safety, care, handling, and prescribed use of the authorized rifle, shotgun or handgun prior to being assigned to a post or position involving the possible use of one of these weapons. (2-CO-3A-01, 5-1D-4091M, 4-APPFS-3A-22M, 4-APPFS-3B-03M)

#### A. Initial Qualification

All employees hired into positions requiring the use of firearms will meet all eligibility requirements in accordance with [OP-110235](#) entitled "Hiring and Promotional Procedures," physical evaluation in accordance with [OP-140116](#) entitled "Employee Physical Examinations and Medical Screenings," mental health screening in accordance with [OP-110235](#) entitled "Hiring and Promotional Procedures," and substance abuse testing in accordance with [OP-110603](#) entitled "Pre-employment Drug Testing Program" prior to issuance of a weapon. (4-APPFS-3A-04)

1. All probation and parole officers (P&P), Office of Fugitive Apprehension and Investigations agents (FAI), and authorized

Security Threats and Intelligence (STI) agents are required to attend and successfully complete the Council on Law Enforcement Education and Training (CLEET) basic peace officer training academy.

2. Probation and parole officers, FAI agents, and STI agents, who have previously attended the CLEET academy will demonstrate firearms proficiency by qualifying on the CLEET approved firearms course of fire for the handgun with a minimum score of 72% and if required 70% on the shotgun qualification course prior to being issued a firearm.
3. All correctional officers regardless of security level will initially qualify with a handgun prior to completing their probationary period. All correctional officers at minimum security thru maximum security will initially qualify with both the handgun and shotgun prior to completing their probationary period. All CERT team members will be qualified with all three weapons, handgun, shotgun and rifle with a minimum score determined by agency policy.
4. All employees hired into positions requiring the use of rifles in the line of duty will receive the agency's approved basic rifle training block of instruction and qualify with a minimum score of 70% on the approved rifle qualification course prior to completing their probationary period.
5. All firearms training will include, but not be limited to: the use of firearms, weapon and range safety, care and cleaning, and constraints involved in the use of firearms. Prerequisites courses for all firearms training are Firearms Safety and Use of Force and Reportable Incidents.

B. Failure to Demonstrate Initial Proficiency

Employees failing to demonstrate the required weapons' proficiency during initial qualification shall complete remedial training. Remedial training is an additional block of instruction on safe weapons handling and intensive marksmanship review and practice to include requalification on the approved course of fire for that weapon. Remedial training will focus on correcting identified shooting errors through extensive coaching and dry fire practice. Employees who are unable to acquire the minimum score required for weapons' proficiency after completing the additional training shall be terminated.

C. Continuing Firearm Proficiency Demonstration for Authorized Staff Under Title 57 to include the Correctional Officer Series and Others Approved by the Agency Director (5-1D-4091M, 4-APPFS-3A-22M, 4-APPFS-3B-01M, 4-APPFS-3B-03M)

1. For requalification the officer must requalify with the weapon they are required to carry on duty. Community corrections-handgun only; minimum thru maximum security-handgun and shotgun; CERT team members-All three weapons, handgun, shotgun and rifle. Employees with a continuing requirement to be armed with the rifle in their current position will requalify.
  2. Employees with a continuing requirement to carry firearms must successfully complete annual firearms requalification no later than the end of the month in which the employee last qualified in the previous year. If they have not successfully requalified with the authorized firearm(s) by the end of the 12th month, the employee is unqualified.
  3. All employees authorized to use firearms in the line of duty are required to complete the firearms safety test and demonstrate both care and handling skills during their annual re-qualification training. (5-3A-4204M, 5-3A-4205M, 4-APPFS-3A-22M) At a minimum, firearms training courses will contain the following:
    - a. Fundamentals of marksmanship;
    - b. Legal and liability issues on the use of deadly force (4-APPFS-3B-01M); and
    - c. [OP-050108](#) entitled "Use of Force Standards and Reportable Incidents." (5-3A-4204M, 5-3A-APPFS-3B-02M); and
    - d. Safety rules for the safe handling of all weapons, on and off duty; and
    - e. A full briefing on range safety requiring passing a written test with a score of 70%. Missed questions will be reviewed and corrected by the participant with the instructor; and
    - f. Demonstration and proficiency test on loading and unloading each weapon (5-3A-4205M); use of the safety mechanism of each weapon; how to safely draw a weapon from a holster and how to re-holster the weapon safely; and
    - g. Firing positions and what to expect when the weapon discharges.
- D. Failure to Demonstrate Continuing Firearm Proficiency for Authorized Staff Under Title 57 to Include the Correctional Officer Series and Others Approved by the Agency Director
1. If an employee fails to requalify, the employee will be offered the opportunity to return to the range for remedial firearm training.

Relays shot during remedial training will not count towards the employee's qualifying relays.

2. The employee will have the opportunity to return to the firing range with his/her authorized weapon to requalify.
  - a. An employee must qualify with a minimum score of 72% with the handgun; 70% on the shotgun course if the employee is authorized to use shotguns, and 70% on the rifle course if the employee is authorized to use rifles. Such requalifications will be accomplished within 60 days of the date in which the employee failed to qualify.
  - b. It will be the facility/region/unit head's responsibility to ensure that each employee has the opportunity to return to the range to demonstrate weapon proficiency. Each employee will be given up to five (5) relays to successfully complete the prescribed course of fire. Training will be in accordance with approved lesson plans and approved number of rounds as indicated in the approved course of fire.
3. Until qualified, the employee is not authorized to perform duties for ODOC that requires the use of a firearm. Employees on extended leave, deployment, FMLA, pregnancy etc. whose weapon qualification expires while out are unqualified. These employees shall not be used in gun bearing duties however can be utilized in other duties/post. These employees have two months to requalify with their assigned duty weapon from the date they return to duty.
4. After additional time and training, if the employee again fails to demonstrate firearm proficiency and an alternate job is not available, or if the employee does not meet minimum requirements for other employment opportunities with the agency and the employee refuses alternate employment, his/her employment shall be terminated.

## II. Course of Fire

The director of Training will ensure that the curriculum/courses of fire used for firearm training are established in writing. The current approved courses will be maintained on file with training. All firearms training will be approved prior to the actual training course being conducted. The handgun qualification course of fire shall be the same as required by CLEET for peace officers. Approved ODOC courses of fire are attached to this policy.

## III. Firearm Instructors

### A. Instructor Procedures

1. The regional directors/facility heads and directors of Probation and Parole Services, OFAI, and STI will ensure that firearms instructors are certified in accordance with state law and department policies. Regional directors will ensure that firearms instructors are available for firearm training as needed by the agency.
2. Firearms instructors will coordinate and conduct firearm proficiency training in accordance with this procedure, [OP-100101](#) entitled "Training and Staff Development", the approved lesson plans and courses of fire, and [OP-040106](#) entitled "Purchase, Use, and Control of Firearms and Security Equipment." Firearms instructors will forward all properly completed qualification rosters, score cards, attendance rosters and any other qualification documentation to their facility training officer for entry into the electronic training data base and filing.
3. Firearms instructors will adhere to a 1:5 instructor to shooter ratio while conducting any live fire training on any owned or borrowed firing range.
4. ODOC certified firearms instructors will issue a "Firearms Authorization card" to those employees who satisfactorily complete the prescribed course of fire and achieve the minimum standard.
  - a. Firearms instructors will ensure that the employee's name and employee's identification number are on the card and legible.
  - b. Firearms instructors will insert the date the employee qualified with the specific firearm, and sign the card in ink as an indication that the employee met the minimum standard for qualification. Firearms instructors will insert their own employee identification number or CLEET firearms instructor number after their signature.
  - c. Firearms instructors will only use the current authorized version of the "Firearms Authorization card" and are not authorized to modify the card in any fashion.
5. Firearms instructors will be current and qualified on all weapons and courses of fire they instruct. Firearms instructors are not authorized to certify themselves on any firearms course.

#### IV. Firearms Standards for CLEET Certified Commissioned Staff

##### A. Annual Proficiency Standards

All CLEET certified commissioned employees will be required to meet the annual proficiency standards as outlined in this procedure and "Council on

Law Enforcement Education and Training, Police Officer Annual Firearms Requalification, Minimum Requalification Standards” OAC 390:27-1-2.

Firearms instructors shall utilize the CLEET “Firearms Qualification Report” to record qualifications of commissioned peace officers “Council on Law Enforcement Education and Training, Police Officer Annual Firearms Requalification, Proof of requalification.” The instructor will forward the report to the ODOC CLEET liaison for action.

B. Failure to Qualify (4-APPFS-3B-04)

If a CLEET certified commissioned employee fails to demonstrate annual proficiency in accordance with the provisions outlined in this procedure the following steps will be taken:

1. The facility/region/unit head will notify the employee in writing that the employee is no longer authorized to carry/use a firearm in the line of duty and to surrender immediately the commissioning card to the employee’s immediate supervisor.
2. If the employee has been issued a state owned firearm, the employee will immediately surrender the weapon to the facility/unit head or designee.
3. The facility/region/unit head will notify the agency director or designee, through the chain of command, that a CLEET certified commissioned staff member has failed to demonstrate annual firearm proficiency and that the employee is no longer eligible to be commissioned by the agency.
4. The agency director or designee will then notify the employee in writing that the employee’s commissioning status with the agency has been revoked. ODOC will notify CLEET through the ODOC CLEET liaison that the employee’s commissioned status has been revoked.
  - a. Within 30 days of an ODOC Commissioned CLEET certified peace officer’s termination or resignation, ODOC will report, in writing, the full circumstances of the termination or resignation to the executive director of CLEET.
  - b. ODOC will complete and submit a [“Notification of Termination”](#) to the ODOC/CLEET liaison for any ODOC commissioned peace officer who is terminated or has resigned. The ODOC/CLEET liaison will then submit the [“Notification of Termination”](#) to CLEET.
5. If a permanent employee, the employee will have 45 days to apply for a position within the agency in which they meet minimum qualifications and which does not require the use of firearms. If the

employee does not obtain alternate employment within 45 days, his/her employment will be terminated.

V. References

57 O.S. Section 510

Oklahoma Administrative Code (OAC) 390:27-1-2 & OAC 390:27-1-5 Council on Law Enforcement Education and Training, Police Officer Annual Firearms Requalification

Policy Statement No. P-100100 entitled "Training and Staff Development Standards"

OP-040106 entitled "Purchase, Use, and Control of Firearms and Security Equipment"

OP-050108 entitled "Use of Force Standards and Reportable Incidents"

OP-100101 entitled "Training and Staff Development"

OP-110235 entitled "Hiring and Promotional Procedures"

OP-110603 entitled "Pre-employment Drug Testing Program"

OP-140116 entitled "Employee Physical Examinations and Medical Screenings"

VI. Action

The regional directors/unit heads and director of Probation and Parole Services are responsible for compliance with this procedure.

The deputy chief of Operations is responsible for annual review and revisions.

Any exceptions to this procedure will require written approval of the agency director.

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-100203 entitled "Firearms Qualifications Standards" dated June 23, 2015

Distribution: Policy and Operations Manual  
Agency Website