

 ROCKFORD POLICE DEPARTMENT GENERAL ORDER - NUMBER 20.04 -		DISTRIBUTION SWORN PERSONNEL	PAGE 1 OF 6
ORDER TITLE FIREARMS TRAINING PROGRAM/FIREARMS QUALIFICATION	SERIES NO. 20	SERIES TITLE / SUBJECT PERSONNEL STRUCTURE	
TOPICS / REFERENCE Firearms, Firearms Qualification, Firearms Training, Qualification, Training			APPENDICES A, B, C, D
EFFECTIVE / ORIGINAL ISSUE DATE October 24, 2005	REISSUE / EFFECTIVE DATE October 12, 2010	EXPIRATION DATE This order remains in effect until revised or rescinded	
CALEA (5th Edition Standards) 1.3.10 • 1.3.11 • 1.3.12			

POLICY

It is the policy of the Rockford Police Department to maintain a pro-active Firearms Training and Qualification program.

PURPOSE

The purpose of this General Order is to establish procedures for the training and qualification of sworn officers in the use and safety of duty and off-duty weapons.

These guidelines are not meant to be all-inclusive, since each incident must be dealt with on an individual basis, but are intended as broad guidelines to assist the employees and supervisors involved.

This General Order is comprised of the following numbered sections.

- I. GENERAL PROCEDURES**
- II. RESPONSIBILITIES OF THE TRAINING UNIT**
- III. RESPONSIBILITIES OF BUREAU COMMANDERS**
- IV. RANGE SAFETY AND CONDUCT**
- V. RESPONSIBILITIES OF OFFICERS**
- VI. EFFECTIVE DATE**
- VII. REVIEWS, REVISIONS AND CANCELLATIONS**

APPENDICES

- A.** Department Qualification Course of Fire #40– (Handgun)
- B.** Twenty-Five (25) Round Low Light Qualification Course of Fire #47– (Handgun)
- C.** State of Illinois Mandated Course of Fire – (Handgun)
- D.** Forty (40) Round AR-15 Rifle Qualification Course of Fire – (AR-15)

I. GENERAL PROCEDURES

- A.** All officers will participate in Firearms Training Sessions, including Command Staff personnel. Excused absences will be allowed for the following reasons:

1. Training dates are on officers regularly scheduled days off.
 2. Officer is attending court.
 3. An officer is on vacation.
 4. Officer has been assigned a special assignment without enough notice to reschedule the training.
 5. An officer is attending a Department authorized school, or is on authorized leave of absence.
 6. An officer has a medical excuse.
 - a. Any officer assigned to light-duty must qualify with their duty weapon prior to being returned to full-duty status.
 7. An officer is on administrative leave.
 8. Civil emergency.
- B.** All officers are required to qualify four (4) times a year during designated qualification months. The four qualifying courses of fire are:
1. Department Qualification Course of Fire (**Appendix A**).
 2. Twenty-Five (25) Round Low Light Shoot Qualification Course of Fire (**Appendix B**).
 3. State of Illinois Mandated Course of Fire (**Appendix C**).
 4. Forty (40) Round AR-15 Rifle Qualification Course of Fire (**Appendix D**).
- C.** Officers must qualify with the make, model, and caliber weapon they carry on duty. Officers who carry a second or off-duty weapon will be required to qualify annually with such weapon(s).
- D.** Training sessions and open shoots will be held on the first week of every month. Range hours will be 0800 hours to 1600 hours, and 1800 hours to 0400 hours, or on an as needed basis.
1. Only weapons authorized for on-duty and off-duty carry as described in General Order **50.01- Department Firearms and Ammunition (Appendix A)** will be used during training sessions and open shoots.
 2. See **Appendices** of this Order for the Department Qualification Course of Fire for each of the following:
 - a. Department Qualification Course of Fire #40 – **Appendix A**
 - b. 25 Round Low Light Shoot Qualification Course of Fire – **Appendix B**
 - c. Illinois Local Governmental Law Enforcement Officers Training Board Mandated Course of Fire – **Appendix C**
 - d. 40 Round Rifle Qualification Course of Fire – **Appendix D**.
 3. Officers will draw and fire weapons only as directed by Range Officers.

4. The minimum acceptable qualification score required to pass a scheduled qualification training session will be 70% or a score of 350 points out of a possible 500 points.
 5. The minimum acceptable qualification score is approved by the Illinois Local Governmental Law Enforcement Officers Training Board.
 6. Assigned Range Officers will score targets.
- E.** Officers who are unable to attain a minimum acceptable qualification score at any required qualification shoot will be subject to the following:
1. If the weapon is a secondary weapon, off-duty weapon, and/or any specialty weapon, the officer will forfeit their right to carry or use such weapon(s), on or off-duty, until successfully attaining the minimum acceptable qualification score.
 - a. Any officer failing to qualify a secondary weapon, off-duty weapon and/or specialty weapon during a required qualification shoot and is found carrying or using such weapon(s) on or off-duty, will face disciplinary action.
 2. If the weapon is the officer's primary duty weapon, the officer will be immediately provided a second opportunity to attain the minimum acceptable qualification score.
 3. If the officer is unable to attain the minimum acceptable qualification score during their second attempt, they will be immediately reassigned to non-enforcement duties and advised that a mandatory remedial training session will be scheduled for them.
 4. Within one week of their failure to qualify, the Training Unit will schedule a four-hour remedial firearm training session for the officer. The range officer will document the training methods used in remedial training.
 5. The officer will be given three opportunities to attain a minimum acceptable qualification score during their remedial training session.
 6. If the officer is unable to attain the minimum acceptable qualification score during remedial training, the Deputy Chief of the Administrative Services Bureau will be notified and the officer's individual situation will be reviewed.
 7. The Deputy Chief of the Administrative Services Bureau will advise the Chief of Police on appropriate action to be taken up to and including ordering a fitness-for-duty evaluation. The Chief of Police will decide on the final action to be taken.
- F.** Officers will train to fire weapons in a variety of environmental conditions and circumstances including indoor/outdoor and daylight/low-light. Examples of firearms training includes but is not limited to, the following.
1. Department Qualification Course of Fire (Two-time annually –indoors and outdoors).
 2. Low Light/Red Light conditions – Handguns (see **Appendix B**).
 3. Outside Tactical Shoot in the elements to include:

- a. Moving targets/reactive targets
 - b. Shooting and moving/use of cover
 - c. Point shooting
 - d. Rifle Qualifications/AR-15. (see **Appendix D**)
4. Discretionary Target Training may include:
- a. Duel-a-tron Shoot/Don't Shoot picture targets
 - b. Fats/Prism Video System
 - c. Paintball/Simulations scenario based training
 - d. Other improved forms of discretionary targets approved on a case by case basis.
- G.** Officers will receive training in the Use of Force/Resistance, to include Deadly Force in accordance with General Order *1.09 – Use of Force*, during the Department's scheduled outside tactical firearms qualification shoot and physical encounter control training session.

II. RESPONSIBILITIES OF THE TRAINING UNIT

- A.** The Training Unit is responsible for scheduling all firearms training sessions.
- B.** The Training Unit Supervisor is the designated Range Master.
- C.** The Training Unit will notify each Bureau Deputy Chief, Shift Commander and Special Unit Supervisors in writing of all scheduled training.
- D.** The Training Unit will notify each Bureau Deputy Chief, Shift Commander and Special Unit Supervisors in writing, within two working days of the conclusion of the scheduled training session, of any officers under their command who failed to attend scheduled training sessions. The notice will also include an assigned make-up date for the affected personnel.
- E.** The Training Unit will notify the Deputy Chief of the Administrative Services Bureau in writing, within two weeks of the conclusion of the scheduled training session, of all unexcused absences for the scheduled training session, the number of unexcused absences for those officers during the calendar year, and the average score for all personnel year-to-date.
- F.** The Training Unit is responsible for keeping accurate records of firearms training and scores.
- G.** The Training Unit Supervisor will submit a written report to the Deputy Chief of the Administrative Services Bureau pertaining to those officers who fail to qualify. Included in this report will be recommended course of action to rectify the problems the officer may be experiencing with firearms qualification.
- H.** The Administrative Services Bureau Deputy Chief will review reports of any officer failing to qualify as described in Section **I**, **E** of this order, and will make recommendations to the Chief of Police with regards to disciplinary action and fitness-for-duty evaluations.

III. RESPONSIBILITIES OF BUREAU DEPUTY CHIEFS

- A. Each Bureau Deputy Chief, Shift Commander, Training Sergeant or their designee, will advise and, schedule officers to attend mandatory qualification or open-shoot training sessions.

IV. RANGE SAFETY AND CONDUCT

- A. Every officer is responsible for their safety as well as the safety of all other persons present while on the range.
- B. Range Officers are in command of all personnel regardless of rank. Willful disobedience of established rules and regulations or directions and orders from Range Officers cannot be allowed, and will be grounds for possible disciplinary action while on the range.
 - 1. Such conduct includes, but is not limited to, unsafe weapons handling, intentionally shooting targets not assigned you, failure to obey range commands, use of other than authorized weapons or ammunition, or any other action that may be deemed as unsafe to any person present.
- C. Loading and unloading weapons will take place **only in designated areas**. The only time a weapon is to be unholstered in the cleaning area is during the cleaning process after a shoot or at the direction of a Range Officer or Armorer.
- D. Violation of any part of this section requires the Range Officer to submit a written report to the Training Unit Sergeant explaining the details and circumstances of the incident.

V. RESPONSIBILITIES OF OFFICERS

- A. Each officer will comply with all provision of this General Order regardless of rank or duty assignment.
- B. Each officer will shoot and qualify with the same make, model, and barrel length of the weapon they carry while on duty or off-duty.
 - 1. Each officer normally carrying a secondary weapon will report this information to the Range Officer when qualifying for annual qualification.
- C. Whenever an officer purchases an authorized weapon to be carried on duty or as a secondary or off-duty weapon, they must contact the Training Unit and register the weapon in the Department's firearm database.
 - 1. The officer must then qualify with said weapon and any authorized accessories prior to being allowed to carry the weapon in any capacity.

VI. EFFECTIVE DATE

- A. The Department's policy on Firearms Training Program became effective on October 24, 2005.

VII. REVIEWS, REVISIONS AND CANCELLATIONS

- A. This General Order will be reviewed each **October** by the **Supervisor of Training Unit** and, when necessary, revised or cancelled in accordance with the

procedures for reviewing written directives established in General Order *10.01 – Written Directives*.

- B. This order is a revision of and supercedes General *Order 20.04 – Firearms Training Program/Firearms Qualification* issued October 24, 2005.
- C. Any employee with suggestions for revisions and/or improvements to this order are encouraged to submit their ideas to the **Deputy Chief of the Administrative Services Bureau**.

BY ORDER OF

Chet Epperson
Chief of Police

APPENDIX A

DEPARTMENT QUALIFICATION COURSE OF FIRE #40 - HANDGUN

YARDS	PROCEDURES	TIME LIMIT	TOTAL ROUNDS
3	Draw/Present and fire two rounds- Repeat 5 times	4 seconds	10
6	Draw/Present and fire five rounds - Repeat	10 seconds	10
6	Draw and fire 5 rounds / reload and fire 5 rounds	20 seconds	10
12	Draw and fire 5 rounds / reload and fire 5 rounds	24 seconds	10
	Right hand Barricade – Fire 5 rounds		
18	Left hand Barricade – Fire 5 rounds (Option- fire from prone or kneeling position)	20 seconds	10
TOTAL ROUNDS			50
MAXIMUM SCORE			500
MINIMUM SCORE TO PASS (70%)			350

APPENDIX B

TWENTY-FIVE (25) ROUND LOW LIGHT SHOOT QUALIFICATION COURSE OF FIRE #47

YARDS	PROCEDURES	TIME LIMIT	TOTAL ROUNDS
4	2 rounds from the holster	4 seconds	10
7	5 rounds, re-load, 5 rounds from the holster	25 seconds	10
10	Weapon in dominant hand and flashlight in off-hand, shooter will fire 5 rounds. NOTE: Weapon mounted light may be used if equipped	25 seconds	5

Targets Used Law Enforcement Target Company – Silhouette B21Rc (BRPD)

Targets are scored for center mass hits only

TOTAL ROUNDS 25

MAXIMUM SCORE 25

MINIMUM SCORE TO PASS (70%) 18

APPENDIX C
STATE OF ILLINOIS MANDATED COURSE OF FIRE FOR ACTIVE
OFFICERS

**For Duty Handgun Qualification, all stages of fire will commence from a secured holster.
 Shooter will reload without command as needed between stages of fire.**

YARDS	STAGE	PROCEDURES	TIME LIMIT	TOTAL ROUNDS
5	1	Draw and fire 2 rounds	6 seconds	
	2	Draw and fire 2 rounds	6 seconds	
	3	Draw and fire 2 rounds	6 seconds	
	4	Draw and fire 2 rounds	6 seconds	
	5	Draw and fire 2 rounds	6 seconds	
	6	Draw and fire 2 rounds	6 seconds	12
7	7	Draw and fire 3 rounds	7 seconds	
	8	Draw and fire 3 rounds	7 seconds	
	9	Draw and fire 3 rounds	7 seconds	
	10	Draw and fire 3 rounds	7 seconds	12
15	11	Draw and fire 3 rounds	10 seconds	3
25	12	Draw and fire 3 rounds	15 seconds	3
TOTAL ROUNDS				30
MAXIMUM SCORE				30
MINIMUM SCORE TO PASS (70%)				21

APPENDIX D

Forty (40) Round AR-15 Rifle Qualification Course of Fire

YARDS	PROCEDURES	TIME LIMIT	TOTAL ROUNDS
15	2 rounds: With the weapon in a low-ready position, safety on safe, shooter will raise the weapon and fire on command, two shots in four seconds. Repeat the drill for a total of ten shots.	4 seconds	10
25	10 rounds: With the weapon loaded with five rounds, shooter will take a ready position behind a barricade. On command, shooter will fire five rounds, reload behind cover, and fire the remaining five rounds, in thirty seconds.	30 seconds	10
50	10 rounds: Shooter will assume a standing position. On command shooter will quickly assume an approved low position other than prone. Kneeling, sitting and squatting are approved positions. Shooter will fire five rounds, reload, and fire five more rounds. Shooter will fire all ten shots, including the change of positions from standing to low and the reload in 50 seconds.	50 seconds	10
100	10 rounds: Shooter will load 10 rounds and assume a standing position. On command, shooter will assume a prone position and fire 10 rounds in 90 seconds, including the change of position.	90 seconds	10

Targets Used: Silhouette #B21TCB (RPD)

All hits in the scoring zone will be counted as 10. All hits on silhouette, but outside the scoring ring will be counted as a 2

TOTAL ROUNDS	40
MAXIMUM SCORE	400
MINIMUM SCORE TO PASS (70%)	280