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<b>Section-10 Training</b>	<b>OP-100203</b>	<b>Page: 1</b>	<b>Effective Date: 08/16/2021</b> <b>Revision-01 dated: 03/03/2022</b> <b>Revisions on pages 4 and 9</b>
<b>Firearms Qualification Standards</b>	<b>ACA Standards: 2-CO-3A-01, 5-ACI-1D-20M, 5-ACI-3A-33M, 5-ACI-3A-34M, 4-APPFS-3A-04, 4-APPFS-3A-22M, 4-APPFS-3B-03M, 4-APPFS-3B-04</b>		
<b>Scott Crow, Director</b> <b>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 receive the appropriate training and demonstrate proficiency in the safety, care, handling, and prescribed use of the authorized rifle, shotgun and/or handgun prior to being assigned to a post or position involving the possible use of one or more of these weapons. (2-CO-3A-01, 5-ACI-1D-20M, 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) and office of Inspector General (OIG) agents are required to attend and successfully complete the Council on Law Enforcement Education and Training (CLEET) basic peace officer training academy. (4-APPFS-3A-22M)

2. Probation and Parole officers and OIG agents who have previously attended the CLEET academy will demonstrate firearms proficiency by qualifying on the CLEET approved firearms course for their issued firearms prior to being issued a firearm. All firearm and safety scoring will fall under CLEET standards.
3. All correctional officers, regardless of security level, will initially complete a 64-hour course in firearms safety, nomenclature, malfunctions and operation of all firearms (handgun, shotgun, and rifle) while attending the ODOC training academy. The correctional officer will be required to qualify with a passing score to complete this block of training. This 64-hour block will be taught by CLEET certified firearm instructors at a student instructor ratio of 1 to 4. All firearm and safety scoring will fall under CLEET standards. All CERT team members will be qualified with all three weapons, handgun, shotgun, and rifle with a passing score.
4. All correctional officers, minimum security through maximum security, will requalify with the handgun, shotgun and rifle for annual requalification. Community corrections officers will requalify annually with the pistol only.
5. All firearms training will follow a CLEET approved curriculum and include, but not be limited to the use of firearms, weapon and range safety, care and cleaning, as well as the constraints involved in the use of firearms. (5-ACI-1D-20M, 4-APPFS-3A-22M) Prerequisite courses for all firearms training are Firearms Safety and Use of Force and Reportable Incidents. A safety examination will be administered, with a passing score required.

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-ACI-1D-20M, 4-APPFS-3A-22M, 4-APPFS-3B-03M)

1. For requalification the employee must requalify with the weapon(s) they are required and authorized to carry on duty. Community Corrections - handgun only; minimum through maximum security -

handgun, rifle and shotgun; CERT team members - All three weapons handgun, shotgun and rifle.

2. Employees with a continuing requirement to carry firearms must successfully complete annual firearms requalification. If they have not successfully requalified with the authorized firearm(s) by the end of the 12<sup>th</sup> 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-ACI-3A-33M, 5-ACI-3A-34M, 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;
  - c. [OP-050108](#) entitled "Use of Force Standards and Reportable Incidents." (5-ACI-3A-33M);
  - d. Safety rules for the safe handling of all weapons, on and off duty;
  - e. Demonstration and proficiency test on loading and unloading each weapon (5-ACI-3A-34M); 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
  - f. 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 their authorized weapon to requalify.
  - a. An employee must qualify with a passing score with their assigned firearms. Such requalification 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 seven (7) 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, they 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, their employment shall be terminated.

## II. Course of Fire

The OIG 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. All firearms training will be approved by the OIG 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.

## III. Firearm Instructors

### A. Instructor Procedures

1. OIG or designee will ensure that firearms instructors are certified in accordance with state law and department policies. The OIG will ensure that firearms instructors are available for firearm training as needed by the agency.
2. (Revision-01 dated 03/03/2022) 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 utilize the "Firearms Training Record" ([DOC 100203A](#), attached) as the official source document for proof of firearms qualification, and upon proper completion will be forwarded to the facility-training officer. Additionally, firearms

instructors will forward all properly completed qualification rosters, scorecards, attendance rosters and any other qualification documentation to their facility-training officer for entry into the electronic training database and filing.

3. Firearms instructors will adhere to a 1:4 instructor to shooter ratio while conducting any live fire training on any firing range.
4. ODOC certified firearms instructors will issue a "Firearms Authorization Card" (Attachment A, not web accessible) 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. After completion of the CLEET Firearms Instructor School, Firearms instructors will be issued the new "Firearms Authorization Card" (Attachment A, not web accessible). Firearms instructors will only use the current authorized version of the "Firearms Authorization Card" (Attachment A, not web accessible) 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 Employees

##### A. Initial Qualification

1. All employees subject to limited commissioning prior to the completion of the CLEET basic peace officer training academy will receive ODOC's approved 64-hour block of firearms instruction for Probation and Parole officers provided by CLEET recognized instructor(s) and demonstrate proficiency by qualifying according to CLEET's approved course of fire with a passing score.
  - a. Employees failing to demonstrate initial proficiency at the completion of the initial 64-hour block of instruction with a

passing score will be required to complete a remedial training.

- b. Employees who are unable to acquire the minimum score required for weapons' proficiency after completing the additional training will not receive a limited commissioning prior to attending CLEET's basic peace officer training academy.
2. All commissioned employees are required to attend and successfully complete the CLEET basic peace officer training academy. (4-APPFS-3A-22M)
  - a. Commissioned employees failing to successfully complete CLEET's basic peace officer firearms block, will complete ODOC's approved 40-hour firearms block of instruction with a CLEET certified firearms instructor and return to CLEET as scheduled to demonstrate firearms proficiency by qualifying on the CLEET approved firearms course of fire for the handgun with a minimum passing score. Those employees will return to CLEET as required/scheduled by CLEET to qualify with their firearm.
  - b. Commissioned employees failing to return or to obtain CLEET firearms certification will be required to return to CLEET's basic peace officer academy and repeat the entire block of firearm instruction.
  - c. Commissioned employees failing to successfully complete CLEET's basic peace officer firearm certification subsequent to the above provisions above will be terminated.
3. All commissioned employees who have previously completed CLEET's basic peace officer academy and found current with training requirements by CLEET, will demonstrate firearms proficiency by qualifying on the CLEET approved firearms course of fire with a passing score.

**B. 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.

1. The CLEET certified commissioned employee will be allowed to perform CLEET's qualification course of fire three (3) times under the direction of CLEET instructor. Failing to show a passing score will result in the following:

- a. The CLEET certified commissioned employee will complete ODOC's approved eight (8) hour remedial firearms course with and CLEET recognized instructor within fifteen (15) days.
  - b. After the remedial course, the CLEET commissioned officer will be allowed to perform CLEET's qualification course of fire up to three (3) additional times.
2. All CLEET certified commissioned employees failing to meet annual proficiency standards outlined in this procedure the following steps will be taken:
- a. The OIG or administrator of Probation and Parole or designee 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. (4-APPFS-3B-04)
  - b. If the employee has been issued a state-owned firearm, the employee will immediately surrender the weapon to their immediate supervisor. (4-APPFS-3B-04)
  - c. The OIG or administrator of Probation and Parole or designee 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.
3. 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. The OIG or administrator of Probation and Parole or designee will provide the commissioned employee and training officer with directives to bring the commissioned employee compliant with policy, CLEET, and state statute.
  - b. 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.
  - c. 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.

4. If the commissioned employee fails to comply with directives to become compliant and is 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, their employment will be terminated.
5. CLEET certified firearms instructors shall use the CLEET [“Firearms Qualification Report”](#) to record qualifications of commissioned peace officers. The instructor will forward the report to the ODOC CLEET liaison for action. All ODOC required training forms will be filled out by instructor and forwarded to ODOC training.

#### V. References

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

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

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 Inspector General, chief administrators of Institutions/Community Corrections and Contract Services, facility/unit heads are responsible for compliance with this procedure.

The Inspector General 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 Qualification Standards" dated June 6, 2019

Distribution: Policy and Operations Manual  
Agency Website

<u>Attachment</u>	<u>Title</u>	<u>Location</u>
Attachment A	"Firearms Authorization Card"	Not web accessible

<u>Referenced Forms</u>	<u>Title</u>	<u>Location</u>
<a href="#">DOC 100203A</a> (Revision-01 dated 03/03/2022)	"Firearms Training Record"	Attached
CLEET Form	" <a href="#">Notice of Termination</a> "	<a href="#">CLEET</a>
CLEET Form	" <a href="#">Firearms Qualification Report</a> "	<a href="#">CLEET</a>