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## Firearms Qualifications

### 315.1 QUALIFICATION PERIODS

The Chief of Police, Assistant Chief, Division Commanders and lieutenants are required to demonstrate proficiency with their authorized duty firearm at least quarterly. Quarters are January-March, April-June, July-September and October-December.

All sworn personnel of the rank of sergeant and below are required to demonstrate proficiency with their authorized duty firearm at least once during each bi-monthly period, commencing with January-February of each year.

Proficiency will be demonstrated by completing a qualifying course at a department designated range. Participation in mandatory department scheduled qualifications may take the place of the semi-annual, quarterly or bi-monthly qualification period in which it occurs.

### 315.2 DISCIPLINARY/REMEDIAL ACTION

If an employee fails to respond to the range during the designated qualification period, he/she shall receive the following disciplinary and/or corrective action. In addition, a copy of the employee's Unexcused Failure to Qualify Notification shall be forwarded to his/her command level manager.

- (a) The employee shall immediately contact the Office of Professional Development (OPD) Sergeant to explain the absence. The employee shall respond to the designated range on the first open range day and qualify. The employee must also provide proof of qualification to OPD.
- (b) If this is the first unexcused absence during the bi-monthly period within the last twelve months, the employee will receive a supervisor's observation.
- (c) If this is the second unexcused absence within the last twelve months, the employee will receive a written letter of reprimand.
- (d) If this is the third unexcused absence within eighteen months of the second unexcused absence, the employee will receive one day off without pay or other action as deemed appropriate by the Chief of Police.

If an employee attempts to demonstrate proficiency by shooting the prescribed course, but fails to meet the minimum requirements, the following steps shall be taken:

- (a) Immediately remediate with the Range Master and an additional course in an attempt to qualify.
- (b) If the employee still fails to meet the minimum requirements, they shall notify the Office of Professional Development Sergeant who will schedule additional remedial instruction within ten days.
- (c) If the Office of Professional Development Sergeant determines that the employee cannot meet the minimum requirements after the remedial instruction, the sergeant shall submit a memo to the employee's Area Commander/Lieutenant detailing the problem.

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- (d) An employee who does not meet minimum requirements for demonstrated proficiency in the use of firearms may not be allowed to carry firearms in the course of their employment and will have limitations placed on their peace officer powers and job assignment and may be subject to termination.

#### **315.3 RANGE INFORMATION**

Qualification will be completed at a department approved range during the hours designated by the Range Master. It is the responsibility of all personnel using the range to properly sign in, and follow the directions of the Rangemaster and properly records their scores (if applicable). The Rangemaster maintains the authority and ability to assess a sworn employee's level of proficiency and to determine if the employee has qualified during the testing event.

The department will pay for all range fees. Ammunition will be supplied for .380, .38, 9mm, .40 and .45 caliber weapons. The employee will supply ammunition of any other caliber. When using any department-approved range, employees shall be aware of and comply with all regulations at the range site. While at the range site, personnel will follow the directions of the Range Master.

Employees may shoot at the department approved range in addition to special scheduled qualifications; however, employees will be limited to a maximum of 3 courses of fire per qualification period for such practice.

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