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Robert Patton, Director Oklahoma Department of Corrections	Signature on File		

Firearms Qualification Standards

I. Firearms Qualification Standards

It is the policy of the Department of Corrections (DOC) 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, 4-4091M, 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 and the Office of Inspector General's fugitive apprehension agents are required to attend and successfully complete the Council on Law Enforcement Education and Training (CLEET) basic peace officer training.
 - a. Prior to attending CLEET, all probation and parole officers and fugitive apprehension agents will receive the agency's approved block of firearms instruction and demonstrate

proficiency by qualifying on CLEET approved firearms course of fire, with a minimum score of 72% on the handgun and 70% on the shotgun qualification course.

- b. Training will include the use, safety, care, and constraints involved in the use of firearms. (4-APPFS-3B-03M) Officers will be required to shoot a qualifying score with the handgun and shotgun while attending CLEET.
2. Probation and parole officers and the Office of Inspector General's fugitive apprehension agents who have previously attended CLEET will demonstrate firearms proficiency by qualifying on the CLEET approved firearms course of fire for the handgun with a minimum score of 72% and 70% on the shotgun qualification course prior to being issued a firearm.
 3. All correctional officer cadets will receive the agency's approved block of firearms instruction and demonstrate firearms proficiency by qualifying on the CLEET approved firearms course of fire for the handgun with a minimum score of 72% and 70% on the DOC shotgun buckshot/slug qualification course prior to completing their probationary period.
 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, safety, care and constraints involved in the use of firearms.

B. Failure to Demonstrate Initial Proficiency

Employees who fail to demonstrate the required weapon proficiency during initial qualification will be required to complete an additional eight hours of handling and marksmanship review. Employees who are unable to complete the required weapon proficiency test after completing the additional training will be terminated.

C. Continuing Firearm Proficiency Demonstration (4-4091M, 4-APPFS-3A-22M, 4-APPFS-3B-01M, 4-APPFS-3B-03M)

1. All employees hired into positions requiring the use of firearms in the line of duty must demonstrate proficiency by re-qualifying annually with a minimum score of 72% on the CLEET approved course of fire for the handgun.

2. All employees hired into positions requiring the use of shotguns in the line of duty must demonstrate proficiency by re-qualifying annually with a minimum score of 70% on the DOC shotgun buckshot/slug qualification course.
3. All employees hired into positions requiring the use of rifles in the line of duty must demonstrate proficiency by re-qualifying annually with a minimum score of 70% on the agency approved rifle qualification course.
4. Annual re-qualification must take place no later than the end of the month in which the employee last qualified in the previous year.
5. 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. (4-4204M, 4-4205M, 4-APPFS-3A-22M) At a minimum, the safety, care and handling course will contain the following:
 - a. A full briefing on range safety requires passing a written test with a score of 70%. Missed questions will be reviewed and corrected by the participant with the range master;
 - b. Demonstration and proficiency test on how to load and unload each weapon (4-4205M);
 - c. Demonstration and proficiency test on the use of the safety mechanism of each weapon;
 - d. Safety rules for the safe handling of all weapons, on and off duty;
 - e. Demonstration and proficiency test on how to safely draw a weapon from a holster and how to re-holster the weapon safely;
 - f. Firing positions and what to expect when the weapon discharges;
 - g. Fundamentals of marksmanship;
 - h. Legal and liability issues on the use of deadly force (4-APPFS-3B-01M); and
 - i. [OP-050108](#) entitled "Use of Force Standards and Reportable Incidents." (4-4204M, 4-APPFS-3B-02M)

D. Failure to Demonstrate Continuing Firearm Proficiency

1. If an employee fails to re-qualify, 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 re-qualify.
 - a. An employee must qualify with: a minimum score of 72% with the handgun; 70% on the shotgun courses if the employee is authorized to use shotguns, and 70% on the rifle course if the employee is authorized to use rifles. Such re-qualifications will be accomplished within 60 days of the date in which the employee failed to qualify, as outlined in Section I. item C. of this procedure.
 - b. It will be the facility/district/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 six 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 lesson plan.
3. Until qualified, the employee is not authorized to perform duties for DOC that requires the use of a firearm.
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 will be terminated.

II. Course of Fire

The Training Manager will ensure that the courses of fire used for firearm proficiency are established in writing and approved by the Office of the General Counsel, executive staff, and CLEET. The current courses will be maintained on file with the Employee Development Unit. All firearms training will be approved prior to the actual training course being conducted.

III. Firearm Instructors

The division managers will ensure that firearms instructors are CLEET certified, or certified instructors recognized by CLEET, and are available for firearm training as needed by the agency.

The duties of the firearm instructors are to coordinate and conduct firearm proficiency training in accordance with this procedure and [OP-040106](#) entitled "Purchase, Use, and Control of Firearms and Security Equipment."

IV. Firearms Standards for Commissioned Staff

A. Annual Proficiency Standards

All commissioned employees will be required to meet the annual proficiency standards as outlined in this procedure.

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

If a 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/district/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/district/unit head or designee.
3. The facility/district/unit head will notify the director, through the chain of command, that a 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 director will then notify the employee in writing that the employee's commissioning status with the agency has been revoked.
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

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-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 chief administrator of Employee Services is responsible for compliance with this procedure.

The associate director of Administrative Operations is responsible for the annual review and revision.

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

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-100203 entitled "Firearms Qualifications Standards" dated June 17, 2014

Distribution: Policy and Operations Manual
Agency Website