



PORTAGE DEPARTMENT OF PUBLIC SAFETY POLICY AND PROCEDURE		ORDER NO. 200-57	
SUBJECT: Firearms Training			
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ISSUED BY: <i>Nicholas J. Arnold</i> Nicholas J. Arnold, Public Safety Director		REPLACES: CALEA STANDARDS: 1.3.11, 33.5.1	

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I. PURPOSE

The purpose of this order is to set forth the general rules to be followed regarding firearms training and to describe the procedures to be followed for departmental training.

II. POLICY

It is the policy of the Portage Department of Public Safety to conduct regular and periodic firearms training sessions for all sworn officers to ensure that the range activities are conducted in a safe and consistent manner, and that proper documentation of all training is completed. The training supervisor is in charge of the firearms program and is the chief range officer.

III. FIREARMS TRAINING

- A. The training unit will maintain the lesson plans for firearms training.
- B. The training will consist of the following:

1. Initial certification or annual proficiency with required department firearms.
2. Initial and annual review of all related department policies concerning firearms and the use of firearms.
3. Proper firearm use (maintenance, storage and reporting damage).
4. Decision making drills.
5. Proficiency is based on MCOLES approved Handgun and Rifle Skill Assessment Criteria. (See Appendix A)

IV. GENERAL RULES FOR DEPARTMENTAL TRAINING

- A. Each firearms training session will be recorded by the designated range officer who shall report the following information to the training supervisor:
 1. The firearms record: the designated range officer will record all scoring proficiency and turn in the completed firearms record to the chief range officer. The firearms record shall include the type and date of training, the name of each officer and weapon used. The range officer will document whether the officer passed or failed.
 2. A training record will also be completed during each firearms training and forwarded to the training supervisor.
- B. Officers will use only authorized firearms. Any other firearms used for test and evaluation must have prior approval from the Public Safety Director.
- C. All ammunition utilized during department firearms training must be department approved.
- D. General
 1. Access to the range will be scheduled in advance by the training supervisor.
 2. Only approved firearm ranges shall be utilized.
 3. The range officers assigned to firearms training will be in attendance at all times and will be responsible for the facility and activities during the exercise.
 4. Maintenance of the range shall be the responsibility of all range users and range officers. Damage found before firearms training

will be inspected and reported. Damage during firearms training will be reported in writing to the training supervisor. The range will be policed upon completion of each exercise.

5. Range safety is of paramount importance and shall be the responsibility of all users, and shall be enforced by range officers and the training supervisor.

V. PROCEDURES

- A. Firearms training shall be held annually and periodically during the year, in conformance with department policies.
- B. Training supervisor and range officer procedures and duties for department firearms training:
 1. Personnel will train with only department authorized firearms.
 2. Officers must demonstrate proficiency during the annual qualification and achieve a "pass" score. Proficiency is also based on MCOLES approved Handgun and Rifle Skill Assessment Criteria.
 - a. If an officer receives a "fail" rating, the range officers will conduct a "stage remedial" on site. The "stage remedial" is designed to aid an officer if he/she is having difficulty with either one stage of fire, round score, round accountability or skill refresher.
 - b. If an officer maintains a "fail" rating, the range officer will:
 - (1) Notify the on-duty supervisor.
 - (2) Notify the Patrol Lieutenant, who will notify the Senior Deputy Police Chief-Operations, who will determine where the officer is to report.
 - (3) Prepare a memorandum to the training supervisor, explaining the rating, along with recommendations for remedial training.
 - c. The training supervisor will document the course failure and forward to both Senior Deputy Chiefs, along with a remedial training recommendation.

- d. The Public Safety Director will be immediately notified if the officer fails to attend or complete the remedial training recommendations or requirements.
 - e. The officer will be notified of a final remedial training session. If the officer fails to pass the remedial training, appropriate disciplinary action will be taken.
 3. Range officers will inspect an officer's firearm prior to the training exercise.
 - a. Weapons will be inspected for functionality and cleanliness.
 - b. Results of the specified inspection will be recorded on the department firearms inspection sheet.
 - c. Officers will be instructed to have defective equipment repaired or replaced. An equipment repair notice will be completed and repairs done immediately.
 4. Range officers will be responsible to provide and relay all Firearms Range Safety Rules at the beginning of every training session. (Appendix B)
 5. The training supervisor will be responsible for all necessary range equipment prior to firearms training.
 6. The range officers will ensure the proper storage and condition of the equipment.
 7. Range officers will immediately report any missing equipment, materials or damage to the range, in writing, to the training supervisor.
 8. Range officers and users will be responsible for range clean up.
- C. Officers must demonstrate proficiency with each firearm carried on or off duty in an official capacity.
- D. Prior to tactical use, a certified instructor must certify an officer to use a specialty impact weapon (S.I.M.).

HANDGUN SKILL ASSESSMENT CRITERIA

Evaluation Scale

**Pass
(Acceptable)**

**Fail
(Unacceptable)**

BASIC HANDLING

1) PROPERLY GRIPS HANDGUN

PASS= Usually grips weapon properly while in holster - only occasional slight hesitation; Usually does not look away from area of responsibility while gripping gun in holster; rarely has to re-grip gun before firing.

FAIL= Does not properly grip weapon while in holster; takes eyes off area of responsibility to look toward weapon; frequently re-grips weapon before firing.

2) DRAWS HANDGUN SAFELY AND PROPERLY

PASS= Generally draws weapon quickly, smoothly and with minimum of motion, using only one hand - only occasional slight hesitation; eyes generally on area of responsibility, only looking away occasionally; finger always off trigger until decision made to fire; barrel never points above line of sight.

FAIL= Often hesitates when drawing weapon, often using two hands - motions exaggerated or not smooth; often looks at weapon, rather than at area of responsibility; finger occasionally enters trigger guard before decision appropriately made to fire and before weapon pointed at area of threat; occasionally points weapon above line of sight.

3) BALANCE AND STANCE

PASS = Always maintains proper shooting position relative to the situation; does not lose balance while shooting.

FAIL = Often fails to maintain proper stance/balance; often off balance while shooting.

4) HOLSTERS HANDGUN SAFELY AND PROPERLY

PASS= Generally holsters weapon quickly, smoothly and with minimum of motion, using only one hand (or as appropriate for specialized security holsters) - only occasional hesitation; always secures weapon immediately upon holstering; eyes generally on area of responsibility - looks away only occasionally; finger off trigger. Barrel never points above horizontal; always de-cocks weapon; thumb over hammer and/or end of slide; never holsters an empty weapon unless directed to do so by the range officer.

FAIL= Often hesitates when holstering weapon - often using two hands - motions exaggerated or not smooth; often fails to secure weapon upon holstering; often looks at weapon, rather than at area of responsibility; finger occasionally remains in trigger guard; occasionally points weapon above horizontal; occasionally fails to de-cock weapon; occasionally fails to place thumb over hammer and/or end of the slide; holsters an empty weapon without being directed to do so by the range officer.

BASIC FIREARMS PROFICIENCY

5) GRIPS HANDGUN PROPERLY FOR FIRING

PASS= Generally maintains proper grip strength and position, only occasionally has to re-grip weapon.

FAIL= Often has incorrect hand position and grip strength, occasionally causing stoppages; often changes grip on weapon between shots while shooting.

6) PROPERLY FUNCTIONS HANDGUN USING SIGHTS AND TRIGGER SIMULTANEOUSLY

PASS = Focuses on front sight while smoothly functioning trigger.

FAIL = Fails to continuously focus on front sight while functioning trigger, occasionally shifting focus to target; occasionally looks over rear sight; occasionally pushes weapon, or recoils with it.

LOW LIGHT PROFICIENCY

7) PROPERLY USES LIGHTING DURING LOW LIGHT EXERCISES

PASS= Always uses light conditions for personal advantage; uses available light to assist in correct target identification and acquisition; never backlights self or partner; utilizes lights to illuminate target.

FAIL= Fails to use available lighting to personal advantage; backlights self and partner; discloses self to adversary.

THREAT ASSESSMENT

8) PROPERLY IDENTIFIES AND ASSESSES THREATENING TARGET(S)

PASS = Is always aware of entire area of responsibility and can locate and identify threatening targets; Locates and identifies non-threatening targets, as well as those which have the potential to become threats; Assesses the threat level of hostile targets.

FAIL = Occasionally is unaware of portion of area of responsibility and occasionally has difficulty locating and identifying threatening targets; Occasionally has difficulty distinguishing threatening targets from non-threatening targets; Occasionally has difficulty identifying those targets which have the potential to become threats; Occasionally fails to accurately assesses the threat level of hostile targets.

9) DETERMINES THREAT VALIDITY

PASS= Always engages threatening target(s), when appropriate, usually with challenge and identification; usually engages closest/greatest threat first;

FAIL= Often fails to engage threatening target(s) and often fails to issue challenge and identify self; Seldom engages closest/greatest threat first;

10) REACTION TO SECONDARY ADVERSARIES

PASS = Always scans area of responsibility for secondary adversaries.

FAIL = Fails to scan area of responsibility for secondary adversaries, goes on to complete other tasks (holster weapon, etc.)

11) BEHAVES EFFECTIVELY UNDER STRESS

PASS = Always follows Commands, directives and courses of fire

FAIL = Occasionally fails to follow commands, directives and courses of fire; occasionally loses ability to properly function weapon system under stress

TACTICS

12) PROPERLY ISSUES VERBAL COMMANDS

PASS= Usually uses verbal commands identifying self as a police officer; usually gives clear and audible directions; never issues directions which counter directions issued by another officer, unless necessary for legal, tactical or safety considerations.

FAIL= Seldom issues verbal commands identifying self as a police officer; seldom gives clear and audible directions; often issues directions which counter directions issued by another officer; often fails to recognize other officer in control.

13) IDENTIFIES AND UTILIZES COVER AND CONCEALMENT

PASS= Always looks for cover; always initiates movement to cover for a better tactical position when threat is recognized; generally utilizes cover and concealment to best tactical advantage considering the suspect's perspective; demonstrates knowledge of the differences between cover and concealment; generally demonstrates proper shooting techniques from behind cover; generally recognizes suspect's vulnerability by firing through concealment, when appropriate; generally maintains distance from

cover for best optical effect. Always maintains covered, or tactically sound position until threat is eliminated.

FAIL= Occasionally fails to look for cover; occasionally fails to initiate movement to cover for a better tactical position when threat is recognized; fails to utilize cover and concealment to best tactical advantage considering the suspect's perspective; fails to demonstrate knowledge of the differences between cover and concealment; does not demonstrate proper shooting techniques from behind cover; fails to recognize suspect's vulnerability by firing through concealment, when appropriate; fails to maintain distance from cover for best optical effect. Occasionally fails to maintain covered, or tactically sound position until threat is eliminated.

14) PROPERLY USES ALTERNATIVES TO COVER AND CONCEALMENT

PASS = Alters profile when appropriate; uses tactical retreat when alternatives are unacceptable; keeps moving to avoid becoming a target; demonstrates ability to accurately fire at threat while moving.

FAIL = Fails to alter profile when appropriate; fails to use tactical retreat when alternatives are unacceptable; fails to keep moving to avoid becoming a target; fails to demonstrate ability to accurately fire at threat while moving.

15) RELOADS HANDGUN IN TACTICAL SITUATION

PASS= Usually aware of current state of ammunition supply; reloads revolver in smooth and efficient manner without attempting to fire on an empty chamber; usually reloads pistol in smooth and efficient manner before running out of ammunition.

FAIL= Often runs out of ammunition; often fumbles reloads and/or unable to reload under stress; often fails to recognize when empty.

16) AGGRESSIVELY ADDRESSES SYSTEM STOPPAGES

PASS = Always reactively recognizes system stoppages; always able to clear stoppage quickly and efficiently and resume firing, if necessary.

FAIL = Fails to reactively recognize system stoppages; not able to reactively clear stoppages in efficient manner.

SAFETY

17) GENERAL SAFETY

PASS = Always demonstrates total concern for safe weapon handling - never draws weapon unless under the direction of an instructor, and then only in a safe location and manner; always uses appropriate safety equipment (eye and ear protection, etc) when potential of live fire is present; never involved in "horse play" when on the range or in the ready area; never bends down or reaches forward of the firing line unless directed

to do so by range officer. Always follows all directions.

FAIL = Occasionally fails to handle weapon safely - displays weapon to others without direction of instructor and/or in unsafe location; occasionally has to be reminded to use eye and/or ear protection; picks up brass or equipment when others are firing. Occasionally fails to follow directions.

18) SAFETY DURING TRAINING EXERCISES

PASS = Always handles firearms safely - barrel always pointed in safe direction and finger always out of trigger guard, except when necessary to fire, even under stress; always follows directions from Range Master or instructor.

FAIL = Occasionally fails to handle firearm safely - barrel occasionally pointed in unsafe direction; finger occasionally enters trigger guard when in not firing; occasionally fails to follow directions given by Range Master or instructor.

PATROL RIFLE SKILL ASSESSMENT CRITERIA

1) PROPERLY GRIPS RIFLE

PASS = Usually grips the rifle with the primary hand on the pistol grip of the shoulder stock (butt stock); trigger finger is consistently behind the trigger guard or on the receiver over the guard; support hand is usually positioned on the forend so as not to cause pressure on the action or interference with the receiver; weapon is usually carried in a close high port position; consistently aware of position and direction of the muzzle.

FAIL = Often places hands improperly on the forend and shoulder stock; finger is occasionally inside of the trigger guard; weapon is occasionally carried in a manner that is not consistent with proper safety practices (e.g. slung over the shoulder, swinging along side of leg while walking, etc); is occasionally not aware of the position or direction of the muzzle.

2) POSITIONING

Standing

PASS = Feet are approximately shoulder width apart; weight on balls of the feet; knees are slightly bent; weight is shifted slightly forward; weapon-side foot slightly back; support hand under stock; strong hand at small of stock; stock high against the shoulder; hold strong-side elbow in.

FAIL = Feet are too close together or too wide apart for good balance; legs are straight and rigid; weight is too far forward or rearward causing student to lean and be off balance.

High-Kneeling

PASS = Dominate knee is on the ground; weak leg is extended toward target; ankle straight and shoe in contact with ground; toes pointed in direction of target for stability; back is straight; weight shifted for proper balance.

FAIL = Knee not positioned for good balance; back is curved or bent; rifle not shouldered properly; difficult to aim properly from position.

Low-Kneeling

PASS = Dominate knee is on the ground; weak leg is extended toward the target; ankle straight and shoe is in contact with the ground; rear end of officer is placed on ankle; upper arm is resting on flat portion of knee for stability (no bone on bone).

FAIL = Knee or rear not positioned for stability or good balance; back is curved or bent too far; rifle not shouldered properly; difficult to aim properly from position.

Prone

PASS = Both elbows on ground; shoulders level to ground; butt of rifle placed into strong shoulder; lower strong elbow to ground for stability; ankles flat on ground; legs spread slightly; strong side leg bent slightly; magazine should not touch ground.

FAIL = Elbow not positioned to maintain balance or stability; legs too close together; unable to position rifle or attain a good sight picture; magazine touches ground; support hand not in front of stock; rifle butt not placed in shoulder.

3) LOADING – ADMINISTRATIVE

PASS = Always performs a safety inspection before loading, checking to see the following: that the safety properly functions; that the safety is engaged; that the weapon is pointed in a safe direction; opening the action to visually inspect the chamber, receiver, and magazine; visually inspects the barrel for debris, pitting, and bugles; always checks the forend and shoulder stock for tightness and damage; always functions the action to ensure smooth operation; always checks the action release to ensure proper operation. After performing the safety/operation inspection the student loads the weapon in the following manner: always points the weapon in a safe direction; keeps the weapon pointed in a safe direction, applies the safety; turns the weapon to a muzzle down receiver up position; moves weapon to a close high port or low port position; loads magazine into magazine well; chambers a round; keeps finger off of the trigger and outside of the trigger guard.

FAIL = Occasionally fails to perform a safety and function inspection as prescribed; occasionally fails to keep the weapon pointed in a safe direction; occasionally fails to properly prepare the weapon for loading before inserting rounds into the magazine; occasionally fails to maintain a close high port position after loading; occasionally

places finger on the trigger or inside the trigger guard.

4) UNLOADING

PASS = Always ensures that the safety is engaged before starting the unloading process; always keeps the muzzle pointed in a safe direction (down whenever possible); always removes rounds from the magazine by releasing the magazine catch, though occasionally has some difficulty; always open action, extracting chambered round, if present; never extracts unfired rounds by functioning the action to cycle the rounds through the chamber; always inspects the magazine, chamber and receiver after unloading to ensure that the weapon is empty; ensures that the safety is on and the action is open before securing the weapon.

FAIL = Occasionally fails to check safety before starting the unloading process; unaware of muzzle position during unloading process; fails to open action to start unloading process; unloads by functioning the action to cycle rounds through the chamber and ejects them onto the ground; fails to inspect the magazine, chamber, and receiver after unloading; fails to check safety before securing the weapon.

SELECTION AND USE

5) SELECTS PATROL RIFLE WHEN APPROPRIATE

PASS = Understands the limitations and attributes of the patrol rifle depending on the ammunition selected; can articulate range of fired round; selects the rifle under appropriate circumstances (e.g. for a building search, armed encounter, alarm situation, etc); declines rifle when inappropriate (e.g. crowd situations, foot pursuits, etc).

FAIL = Can not articulate the limits of the rifle or the appropriate selection of ammunition; often makes the wrong weapon selection based on circumstances (e.g. selects rifle in crowded situations or in foot pursuits and fails to select the rifle for alarm situations, etc).

6) FIRING THE RIFLE

PASS = Usually mounts the rifle to the shoulder in a quick and smooth manner while the index finger releases the safety; usually fits the rifle tightly into the shoulder pocket; cheek is usually seated onto the comb; support hand is usually properly positioned on the forend without rearward or forward pressure on the action and the support arm elbow is usually in a vertical position under the weapon; the primary hand usually grips the stock in a proper manner and the primary arm elbow is usually in a position parallel to the ground; the trigger finger is consistently outside of the trigger guard until the decision to fire has been made.

FAIL = Often mounts the rifle to the shoulder using stumbling or exaggerated motions; often fails to release the safety; rifle is often placed outside of the shoulder pocket;

cheek is seldom placed onto the comb; support hand is often placed improperly on the forend causing pressure on the action or interference with the receiver when functioning the action; the primary arm elbow is often hanging down pulling the weapon out of the proper firing position; trigger finger is occasionally on the trigger before the decision to fire has been made.

SAFETY

7) SAFETY – GENERAL

PASS = Always: ensures the rifle is unloaded and the action is open during transport to/from building to vehicle or range; ensures the safety is always engaged; is always aware of the position and direction of the muzzle.

FAIL = Occasionally: fails to check rifle for loaded/unloaded condition; action is not always open during transport to/from building to vehicle or range; does not check position of safety; is not aware of position and direction of the muzzle.

8) SAFETY DURING TRAINING EXERCISES

PASS = Always performs safety and function inspections before employing the rifle in training exercises; always waits for commands before proceeding; is constantly aware of the direction and position of muzzle of his and others weapons; fires only the prescribed course of fire; engages safety after each phase of fire.

FAIL = Occasionally: does not perform a safety and function inspection before employing the rifle in training exercises; does not wait for commands before proceeding; is not aware of the direction and position of the muzzle of his weapon and often not aware of other's weapons; fires other than the prescribes course of fire; does not engage the safety after each phase of fire.

PORTAGE FIREARMS/RANGE SAFETY RULES

- Everyone is responsible for safety while on the range. If anyone observes an unsafe situation, immediately report it to the range officer.
- Treat all firearms as if they were loaded. Never assume that a weapon is unloaded. Always confirm by making your own visual inspection. In this case, never, means never!
- Never let the muzzle of your weapon cover anything you are not willing to destroy.
- Keep muzzles down range or in a safe direction at all times.
- Keep finger off trigger until you are ready to fire weapon.
- All handguns are to remain holstered unless you are on the firing line.
- All long guns will be slung or carried with the muzzle up or down and with the safety “on” unless the student is on the firing line.
- Range officers will always explain or demonstrate what the next drill is going to entail.
- If you are not 100% clear on what you are supposed to do, ask the range officer.
- Always make positive identification of target.
- Be aware of ballistic penetration capabilities and what could happen if bullet passes through target.
- If weapon fails/malfunctions during range operations, attempt to clear the weapon by performing an immediate action drill.
- If you need assistance, keep weapon pointed down range, raise hand to signal range officer.
- If, for any reason, you feel you cannot go through with the drill or you need to take a break, bring it to the range officer’s attention.
- The use of eye protection, ear protection and body armor is mandatory while on the range.
- At the command of “cease fire,” everyone will immediately stop what they are doing.
- No one will walk downrange without the permission of the range officer.
- Any injuries should be immediately reported to any range officer.
- All weapons will be made safe on the firing line and inspected by the range officer to ensure they are empty before they are taken into the weapon cleaning area.
- **There will be no horseplay during firearms training or with the firearm at any time!!!**
- Any safety violations committed by a participant during the course will be dealt with by the range officer in charge. **Any of the following violations could result in the immediate termination of the participant from the course:**
 - (1) Participant repeatedly fails to respond to range officer commands.
 - (2) An unsafe unintentional discharge of weapon.
 - (3) Sweeping a loaded weapon across someone’s body.