

1.3.9 Weapons Qualifications, and Proficiency

I. POLICY

It is the policy of the Johnstown Police Department that all personnel shall qualify and demonstrate their proficiency with authorized Department and approved personal weapons, unless otherwise indicated, before being authorized to carry the weapon in an official capacity. It is the responsibility of the Johnstown Police Department to provide the necessary instruction, proficiency training, and qualification guidelines concerning all weapons authorized for use by member.

II. PURPOSE

The purpose of this general order is to provide guidelines to personnel with regard to identifying qualification and proficiency training procedures for members and to ensure each member is capable of demonstrating safe and proficient use of all approved personal and Department weapons.

III. DEFINITIONS

For the purpose of this regulation, the listed terms shall have the following meanings:

- A. Firearms: As defined in 18 Pa. CS, Section 6102

- B. Handgun: A revolver or pistol designed to be fired with one hand.

- C. Pistol: A semi-automatic handgun

- D. Weapon: Includes handguns and firearms. It also includes any other instruments of offensive or defensive combat used or designed to be used to destroy, defeat, or injure another person. Weapons are further defined as:
 - 1. Lethal weapon: Any firearm, whether loaded or unloaded, or any device designed as a weapon and capable of producing death or serious bodily injury, or any other device or instrument which, in the manner which it is used or intended to be used, is calculated or likely to produce death or serious bodily injury.

2. Less lethal weapon: A weapon, device, or instrument, which by design, purpose, and intended or actual use, is neither calculated, nor likely to produce death or serious bodily injury.

IV. DUTIES AND RESPONSIBILITIES

A. Chief of Police

1. Ensure that proficiency training on the proper application and tactics for using all authorized weapons and use of force policies and procedures are included in each training cycle.
2. Ensure that Firearms instructors provide proficiency training for members by demonstrating the proper assembling, loading, and firing of less lethal weapons.
3. Ensure that all members comply with this and other applicable Department directives concerning weapons qualification and proficiency training procedures.
4. Ensures the Department maintains a sufficient number of Firearms Instructors for qualification processes.
5. Ensures a sufficient number of Firearms instructors are assigned to each weapons qualification and proficiency training, so that there are at least one Firearms instructor per five shooters on the firing line at all times.
6. Ensure replacement firearms and magazines are readily available.
7. Ensure that members who are issued a replacement pistol outside of qualification are given the opportunity to fire the weapon to ensure it is properly functioning and no sight adjustment is necessary. In this instance, no additional qualification is required.
8. Initiate an Internal Affairs investigation when a member fails to qualify during their final attempt with the Department-issued pistol.
9. Initiate an Internal Affairs investigation when a member either on or off duty, accidentally fires a Department weapon.
10. Determine if requalification is appropriate based on the results of an Internal investigation where a member either on or off duty has

accidentally fired a Department weapon with which they are currently qualified.

NOTE: If found appropriate, requalification shall take place within 30 days of the completed Internal Affairs investigation.

B. Firearms Instructors:

1. Have the authority and responsibility to monitor and control all range and classroom activity associated with weapons qualifications and proficiency training.
2. Ensure the safe and efficient handling, use, and firing of all firearms and weapons during weapons qualification and proficiency training.
3. Conduct weapons qualification and proficiency training, according to the requirements of this regulation.
4. Conduct a monthly inspection of all Department weapons maintained in the Department weapons locker. These inspections shall be logged on the weapons inventory log.

NOTE: Any weapon found to be dirty shall be properly cleaned by a Firearms Instructor. Any weapon found to be unsafe or in need of repair shall be sent for repair following approval of the Chief of Police or his designee.

5. Conduct an inspection of all members' issued and personal handguns prior to qualification and proficiency training. Any issued pistol or personal weapon found to be malfunctioning, in need of repair, missing parts, or altered in a manner inconsistent with safety and/or Department regulations shall not be fired or carried on duty until corrections or repairs are made.
6. Firearms Instructors shall ensure that each member is qualifying with their issued pistol by comparing the serial number of the weapon with the list of issued serial numbers. If there is any inconsistency or discrepancy the member shall not qualify until the situation has been resolved.
7. Document all qualifications, failures to qualify, and remedial training provided to members at the conclusion of the qualification through official correspondence to the Chief of Police.
8. Immediately notify the Chief of Police of any work related injury or incident which occurs during qualification or proficiency training.

C. Members

1. Qualify and attend all required weapons proficiency training.
2. Handle and fire all weapons with due regard for safety.
3. Obey all range commands of Firearms Instructors during weapons qualification and proficiency.
4. Present all issued and personal weapons to a Firearms Instructor for inspection according to the provisions of this regulation. Personal weapons found to be malfunctioning, in need of repair, missing parts, or altered in any manner inconsistent with safety and or Department regulations shall no longer be approved to be carried on or off duty. Once the deficiency has been corrected and the weapon has been re-inspected by a Department Firearms Instructor authorization will be reinstated should a qualification not be warranted.

V. REQUEST TO CARRY PERSONAL HANDGUN

- A. Members desiring to carry a personal handgun on duty shall submit formal correspondence through channels to the Chief of Police.
1. This correspondence shall be forwarded to a Department Firearms instructor for concurrence or non-concurrence.
 2. In those cases of non-concurrence the Firearms Instructor shall prepare companion correspondence which outlines the reasoning for non-concurrence.
 3. In all other cases they shall print "APPROVED" with their initials, date, and badge number on the original request. This correspondence will then be forwarded to the Captain of Police Administration for remarks prior to final submission to the Chief of Police.

VI. RENDERING MEDICAL AID

After employing any force, including lethal or less lethal weapons, members shall render appropriate medical aid and request further medical assistance, when necessary for the suspect and any other injured individuals, as soon as it is safe to do so. Any aid provided shall be documented in the appropriate report.

VII. WEAPONS QUALIFICATION AND PROFICIENCY TRAINING

- A. Qualification and Proficiency Training Period: All members are required to qualify and complete proficiency training with all authorized weapons. The qualification period shall be September 1 through November 15 of each year and scheduled during on-duty time. Any variation to this time period shall require approval from the Chief of Police.
- B. Qualification Requirements:
1. Issued pistol: All members shall qualify on the Department Pistol Qualification Course (DPQC) with the issued pistol.
 2. Department shotguns: Members shall be required to qualify on the Department Shotgun Qualification Course with the Department issued shotgun.
 3. Department patrol rifle: All members shall qualify on the Department Patrol Rifle Qualification Course with the Department issued patrol rifle.
 4. Dim light firing: All members are required to qualify on the Dim Light Combat Course with the issued pistol.
 5. Personal Handgun On-Duty (Backup): Members are required to qualify on the Modified Department Pistol/Revolver Combat Course with any personal handgun they intend to carry during duty hours. They shall provide their own factory-loaded ammunition. Reloaded ammunition is strictly prohibited. The qualification is in addition to and only after first successfully qualifying with the Department issued handgun.
 6. Personal Handgun Off-Duty: Members are required to qualify on the Department Pistol/Revolver Qualification Course with any personal handgun they intend to carry during off duty hours. They shall provide their own factory-loaded

ammunition. Reloaded ammunition is strictly prohibited. The qualification is in addition to and only after first successfully qualifying with the Department issued handgun.

C. Proficiency Training Requirements:

A. Members shall be required to complete all stages of the proficiency training to include:

- a. One-handed operation of the Glock pistol.
- b. Firing the Department issued shotgun.
- c. Patrol Rifle Proficiency Course
- d. Dim-light Proficiency Course

D. Range Supervision: A Firearms Instructor shall supervise all weapons qualifications and proficiency training related to weapons and weapons qualification and proficiency training. The Firearms Instructor is responsible for the safety and conduct of each individual on the range. Members participating in any portion of qualification or proficiency training shall obey all commands of the Firearms Instructor.

E. Ear and Eye Protection: All members shall wear some type of approved ear protection and eye protection. The Firearms Instructor shall provide ear and eye protection for those members who appear at the range without them and shall ensure that all participating members utilize them during all live firing.

F. Ballistic Vests: All members shall wear their issued ballistic vest while participating in all live firing exercises.

VIII. SIGHT FAMILIARIZATION

Prior to beginning the qualification course, each member shall fire a total of 12 rounds, without time constraints, using the issued pistol for the purpose of sight familiarization. Any sight problems shall be brought to the attention of the Firearms Instructor prior to beginning the qualification course.

IX. STOPPAGE AND JAM-CLEARING DRILLS

Prior to the beginning of the qualification course, each member shall perform stoppage and jam-clearing drills, under the direction of a Firearms Instructor, with their strong and off hand using the issued pistol.

X. DEPARTMENT PISTOL QUALIFICATION COURSE (DPQC)

- A. Target: The DPQC shall be fired with the member's issued pistol on an approved TQ-19 silhouette target.
- B. Leather Gear: Members shall use the issued leather gear and all of its issued components.
- C. Attire: Members are permitted to wear their issued uniform or plain clothes.
- D. Two Attempts: Members who qualify on the first attempt shall not fire the course a second time. Members who do not qualify on the first attempt shall be given every opportunity by the Firearms Instructor to immediately complete a second attempt. Members failing on their second attempt may be given a third attempt if time permits. Members who fail to qualify shall be guided by this regulation.
- E. Phases I and II: The DPQC shall be fired under the direction of a Firearms Instructor in two phases; 30 rounds each, and consisting of several stages.

XI. DEPARTMENT SHOTGUN QUALIFICATION COURSE (DSQC)

- A. Target: The DSQC shall be fired with the issued Department shotgun on an approved TQ-19 silhouette target.
- B. Two Attempts: Members who qualify on the first attempt shall not fire the course a second time. Members who do not qualify on the first attempt shall be given every opportunity by the Firearms Instructor to immediately complete a second attempt. Members failing on their second attempt may be given a third attempt if time permits. Members who fail to qualify shall be guided by this regulation.
- C. Phase I and II: The DSQC shall be fired under the direction of a Firearms Instructor in five phases; with multiple rounds in each stage totaling ten total rounds being fired.

XII. DEPARTMENT PATROL RIFLE QUALIFICATION COURSE (DPRC)

- A. Target: This round of fire shall be fired with the issued Department rifle on an approved silhouette target.

- B. Two Attempts: Members who qualify on the first attempt shall not fire the course a second time. Members who do not qualify on the first attempt shall be given every opportunity by the Firearms Instructor to immediately complete a second attempt. Members failing on their second attempt may be given a third attempt if time permits. Members who fail to qualify shall be guided by this regulation.
- C. Phase I and II: The DSQC shall be fired under the direction of a Firearms Instructor in five phases; 50 rounds total, and consist of several stages.

XIII. DIM LIGHT COMBAT COURSE (DLCC)

- A. Target: The DLCC shall be fired with the member's issued pistol on an approved silhouette target.
- B. Two Attempts: Members who qualify on the first attempt shall not fire the course a second time. Members who do not qualify on the first attempt shall be given every opportunity by the Firearms Instructor to immediately complete a second attempt. Members failing on their second attempt may be given a third attempt if time permits. Members who fail to qualify shall be guided by this regulation.
- C. Flashlights: Because this course is fired during a period of reduced visibility, members shall be equipped with a personal flashlight in good working order.
- D. Firearms Instructors: At least one Firearms instructor per three shooters on the firing line shall be present on the range during the dim light. At no time shall less than two Firearms Instructors be present on the range for dim light firing.
- E. Phase I and II: The DSQC shall be fired under the direction of a Firearms Instructor in multiple phases; 50 rounds total, and consist of several stages.

XIV. PERSONALLY OWNED OFF-DUTY WEAPON (PWOD)

- A. Target: The DPQC shall be fired with the member's personally owned revolver or pistol on an approved silhouette target.

- B. Two Attempts: Members who qualify on the first attempt shall not fire the course a second time. Members who do not qualify on the first attempt shall be given every opportunity by the Firearms Instructor to immediately complete a second attempt. Members failing on their second attempt may be given a third attempt if time permits. Members who fail to qualify shall be guided by this regulation.
- C. Phases I and II: The DPQC shall be fired under the direction of a Firearms Instructor in two phases; 30 rounds each, and consisting of several stages. Members are required to have two magazines in their possession. The revolver or pistol shall be properly secured in a holster.

XV. PERSONALLY OWNED BACK UP WEAPON (PWBU)

- A. Target: The DPQC shall be fired with the member's personally owned revolver or pistol on an approved silhouette target.
- B. Two Attempts: Members who qualify on the first attempt shall not fire the course a second time. Members who do not qualify on the first attempt shall be given every opportunity by the Firearms Instructor to immediately complete a second attempt. Members failing on their second attempt may be given a third attempt if time permits. Members who fail to qualify shall be guided by this regulation.
- C. Phases I and II: The DPQC shall be fired under the direction of a Firearms Instructor in two phases; 30 rounds each, and consisting of several stages. Members are required to have two magazines in their possession. The revolver or pistol shall be properly secured in a holster.

XVI. QUALIFICATION SCORING

- A. DPQC, DLCC, PWOD, and PWBU: Hits on the target shall be scored as follows:
 - 1. Innermost, small rectangle = 5 points.
 - 2. Innermost, light gray silhouette = 4 points.

3. Outermost, black silhouette = 3 points.
4. All other = 0 points.

B. DSQC: Hits on the target shall be scored as follows:

1. Rifled slugs:
 - a. Innermost, small rectangle = 2 points.
 - b. All other hits in the silhouette = 1 point.
2. With "OO" Buck, each hit in the silhouette = 2 points.

C. DPRC: Hits on the target shall be scored as follows:

1. Innermost, small rectangle = 2 points.
2. Outermost, larger rectangle = 1 points.
3. Any other hit on silhouette = 0 points.

NOTE: Members must score 90 percent on each phase.

D. Possible Scores: The highest possible score for each combat course is:

1. DPQC and PWOD = 300 points.
2. DLCC = 180 points.
3. PWBU = 150 points.
4. DSQC = 100 points.
5. DPRC = Phase I 100 points.

XVII. RECORDING OF FIREARMS SCORES

A. Individual scores shall be recorded by the Firearms Instructor for the applicable range session.

XVIII. SUBMISSION TO MUNICIPAL POLICE OFFICER TRAINING AND EDUCATION CENTER (MPOTEC)

- A. It shall be the responsibility of the Captain of Police Administration to report all qualification results to MPOTEC. This shall be completed no later than two weeks after the final qualification.

XIX. FAILURE TO QUALIFY

- A. Restricted Status: Any member who scores less than 90 percent with the Department patrol rifle, and any member who scores less than 75 percent on any other Department combat course has failed to qualify, and shall not be authorized to carry the nonqualified weapon. When members fail to qualify with the Department-issued pistol, Firearms Instructors shall directly contact the Chief of Police or Captain of Police Administration as soon as practical, who shall ensure that the member is placed on restricted status pending successful qualification.
- B. DPQC, PWOD, PWBU, DSQC, DPRC, and DLCC: In accordance with this regulation, Firearms Instructors shall immediately attempt to requalify any member who has failed to qualify on their first attempt. Members who fail this second attempt shall be afforded one additional attempt to qualify under the supervision of a Firearms Instructor. This additional opportunity may succeed the second opportunity if time permits. When the third attempt to qualify cannot be immediately conducted, members and enforcement officers shall be afforded that attempt within 30 days.
1. Issued pistol:
 - a. Members who fail to qualify on their third attempt are required to attend a remedial training course conducted and documented by the appropriate Firearms Instructor.
 - b. The remedial training course shall be no longer than two training days. During the remedial training, members will practice the appropriate Department combat course under the supervision of a Firearms Instructor.

- c. At the end of the remedial training, members shall be afforded one attempt to qualify. If a member does not qualify, an Internal Investigation will be immediately initiated to determine further administrative action.
 2. Department shotgun or Department patrol rifle: Members who fail to qualify on their third attempt have failed to qualify and shall not carry the nonqualified weapon during that qualification year.
 3. Personal handguns:
 - a. Members who fail on their third attempt to qualify shall not be provided a further opportunity during that current year's qualification period.
 - b. Remedial training shall not be provided for members failing to qualify with their personal handgun.
- C. Failure to Participate in Qualification: Any member who fails to participate in any Department weapons qualification due to an extended absence or physical disability shall not carry the affected weapon(s). Should the member fail to participate in the Department's DPQC or DLCC, that member shall be assigned administrative duties, until such time as qualification is completed.

Effective Date: May 22, 2018

By Order Of:



Robert F. Johnson
Chief of Police