



<b>WRITTEN DIRECTIVE</b>	No. PD20-0303	Page: 1 of 12
Subject:  FIREARMS QUALIFICATIONS	Effective Date:	03-11-20
	Supersedes/ Amends:	PD17-0303
	Reference:	1.3.10, 1.3.11, 33.1.5 33.5.1



**I. Purpose**

The purpose of this directive is to establish firearms qualification requirements and procedures for employees of the Lynchburg Police Department.

**II. Policy**

It shall be the policy of the Lynchburg Police Department that employees qualify with authorized firearms.

**III. Procedure**

**A. GENERAL**

**1.3.10**

1. Police officers, armed special conservators of the peace, special police officers, and wildlife management specialists are authorized by the department to carry firearms which they have successfully qualified with as outlined in PD-0601, *Weapons Authorization*.
2. For the purposes of this and related directives, the terms *firearm*, *handgun* and *shotgun* will refer only to those weapons carried in relation to one's capacity as a police officer, armed special conservator of the peace, special police officer or wildlife management specialist.

**1.3.11 A**

3. Qualification will be conducted under the direction of a certified department firearms instructor.
  - a. The Chief of Police has designated the Support Division Lieutenant to be accountable for all department firearms training and qualification programs.

- 1) Qualification courses must be approved by the Chief of Police.
  - 2) The Support Division Lieutenant will be responsible for maintaining qualification course documentation, and making such documentation available to employees upon request.
  - b. Certified department firearms instructors will be under the supervision of the Support Division Lieutenant, or his designee, when performing firearms training or qualification functions.
4. To be certified by qualification, employees must:
- a. demonstrate familiarity with and safe use of firearms,
  - b. follow all range safety rules
  - c. adhere to set procedures and time limits for each course: violations will result in loss of points.
5. Firearms qualification scores will be recorded on a *Firearms Qualification Record* with all completed forms forwarded to the Support Division Lieutenant for filing.
6. The following guidelines will apply to the selection of holster and gun belt for qualifications:
- a. All police officers (except canine handlers) will wear the issued class B uniform holster and equipment belt during spring qualifications.
  - b. Police officers authorized to wear web or plain clothes holsters and gear in their regular duty, tactical, or CNT assignments will have the option of wearing this gear during fall qualifications.
  - c. Armed special conservators of the peace or special police officers serving with tactical teams will be allowed to wear the issued web holster and gun belt during all qualifications.
7. The following guidelines will apply to the selection of flashlights and weapon lights for night qualifications:
- a. All police officers, armed special conservators of the peace, and special police officers will be allowed to utilize the issued weapon light during all qualification sessions except those specifically designed to provide training with the issued department flashlight.

- b. All police officers, armed special conservators of the peace, and special police officers will receive annual training on shooting with the department issued flashlight in the event of the failure of their weapon light.
8. Awards may be issued for demonstrated proficiency with the service handgun, as outlined in the written directive entitled *Department Commendations* (PD-0210).

B. SERVICE FIREARMS

33.5.1

1. All police officers, armed special conservators of the peace, and special police officers will participate in annual service firearms qualifications, conducted during the spring unless they have been excused by the Chief of Police or a Deputy Chief due to extenuating circumstances.
  - a. Those employees excused from or not able to participate in an annual qualification session will be expected to attend a make-up session as soon as possible.
  - b. All employees must qualify at least once each year in order to meet Department of Criminal Justice Standards.
2. The following courses will be utilized for qualification with the issued service handgun:
  - a. the *Virginia 50 Round Tactical Course* (standard daylight qualification course), and
  - b. the Lynchburg Police Department *Close Combat Course* (standard night qualification course).
3. Both day and night courses will be fired.
4. Minimum qualifying score – 75 %.
5. The Lynchburg Police Department *Shotgun Course* will be utilized for qualification with the issued Remington model 870 shotgun, 12 gauge, with 20 inch barrel.
  - a. Qualification may be conducted under day or night conditions.
  - b. Minimum qualifying score -- 80%.

C. SPECIAL PURPOSE FIREARMS

1. A special purpose firearm is a department issued firearm other than a service firearm that may be carried by an employee as outlined in PD-0601, *Weapons Authorization*.
2. Special purpose firearms qualifications will be conducted annually unless indicated otherwise.
  - a. Qualification for special purpose firearms may be conducted, as appropriate, in conjunction with service firearms qualification.
  - b. Training sessions for special purpose firearms may be conducted:
    - 1) in addition to semi-annual qualification, and
    - 2) as frequently as deemed necessary by the Support Division Lieutenant.
3. Special purpose firearm qualification procedures will be as follows:
  - a. Qualification with issued short-barrel shotguns:
    - 1) The Lynchburg Police Department *Short Barrel Assault Shotgun Course* will be utilized for qualification.
    - 2) Qualification may be conducted under day or night conditions.
    - 3) Minimum qualifying score -- 80%.
  - b. Qualification with issued bolt-action rifles with telescopic sights:
    - 1) Any of the Lynchburg Police Department *Bolt-Action Rifle Courses* may be utilized for qualification.
    - 2) Qualification may be conducted under day or night conditions.
    - 3) Minimum qualifying score -- 100%.
  - c. Qualification with issued automatic and semi-automatic rifles:
    - 1) Any of the Lynchburg Police Department *Semi-Automatic Rifle Courses* may be utilized for qualification.

- 2) Qualification may be conducted under day or night conditions.
  - 3) Minimum qualifying score -- 90%.
- e. Qualification with the issued 40 mm launcher:
- 1) The Lynchburg Police Department *40 mm Launcher Course* will be utilized for qualification.
  - 2) Qualification may be conducted under day or night conditions.
  - 3) Minimum qualifying score -- 100%.
- f. Qualification with the issued 40 mm multi-launcher:
- 1) The Lynchburg Police Department *40 mm Multi-Launcher Course* will be utilized for qualification.
  - 2) Qualification may be conducted under day or night conditions.
  - 3) Minimum qualifying score -- 100%.

D. PERSONALLY OWNED HANDGUNS

1. Upon successful qualification, police officers are authorized to carry personally owned handguns as outlined in PD-0601, *Weapons Authorization*. This authorization generally refers to the use of a personally owned handgun as:
  - a. a service handgun in lieu of the issued service handgun while on duty with the approval of the Chief of Police,
  - b. a secondary (i.e. "backup") handgun while on-duty, and/or
  - c. an off-duty handgun.
2. Each police officer will be required to qualify on the day course with any personally owned handgun that the officer intends to carry while off duty.
  - a. The officer will be required to qualify annually with a personally owned handgun used for off-duty purpose.

- b. The officer will be required to qualify semi-annually on the day and night course with a personally owned handgun used as a secondary “backup” weapon on-duty.
  - c. The officer will be required to qualify utilizing the holster intended for the on-duty or off-duty use of the personally owned handgun.
  - d. If the officer intends to utilize the personally owned handgun in more than one capacity as outlined in III.D.1, the officer will be required to qualify on both day and night courses utilizing each applicable holster.
3. Each officer will be required to have their personally owned handgun and holster(s) inspected.
- a. The officer will be required to properly disassemble and reassemble each personally owned handgun that the officer intends to carry.
  - b. The officer will be required to utilize a department approved holster during qualification. All holsters will be subject to inspection prior to approval.
    - 1) Any holster must be specifically designed for the make and model of firearm it is intended to carry and must be of a quality similar to that of a duty holster.
    - 2) Any holster must have at least one level of retention and be in good working condition as determined by a department firearms instructor.
    - 3) Any holster must allow for one-handed drawing and reholstering of the firearm.
    - 4) Any holster the officer intends to use for on-duty carry of a secondary (i.e. backup) handgun in uniform must be designed to integrate with the officer’s soft body armor.
  - c. The officer will be required to wear a jacket or other item of clothing to conceal the handgun during qualification.
4. The qualification courses for personally owned handguns will be as follows:

- a. If requesting authorization of the personally owned handgun as a service handgun or a secondary handgun:
  - 1) the *Virginia 50 Round Tactical Course* (daylight course) and
  - 2) the Lynchburg Police Department *Close Combat Course* (night course).
- b. If requesting authorization of the personally owned handgun as an off-duty handgun:
  - 1) the *Virginia 50 Round Tactical Course* (daylight course)
- c. Minimum qualifying score – 75%
  - 1) Officers must supply qualification ammunition for any personally owned handgun that does not use department issued service ammunition.
    - a. Officers will refer to PD 0601 Addendum, *Authorized Ammunition* for details regarding department approved ammunition for personally owned and backup handguns.
  - 2) Scheduling of qualification for personally owned handguns will be as follows:
    - a. Firearms instructors will normally be available on annual qualification dates for personally owned handgun qualifications.
    - b. Any officer wishing to qualify with a personally owned handgun when annual qualifications are not in progress must schedule a date and time for qualification with the Support Division Lieutenant.
  - 3) Once successful qualification is complete, the officer will request authorization for carrying the personally owned handgun as outlined in PD directive 0601: *Weapons Authorization*.
    - a. The officer must indicate on the form if they intend to carry the weapon as secondary handgun while on-duty, a duty firearm for an assignment of limited duration, or as an off-duty handgun.

- b. The officer must complete a separate form (to include a separate qualification and inspection) for each intended use of the personally owned handgun.

E. RETIRED OFFICER QUALIFICATIONS

1. Retired officers will be required to qualify annually with any firearm he intends to carry. Qualification is required on a day course in accordance with applicable federal, state, and agency requirements.
2. The qualification courses for retired officer handguns will be the *Virginia 50 Round Tactical Course* (daylight course).
3. Minimum qualifying score – 75%.

F. SCHEDULING OF ANNUAL QUALIFICATION

1. Qualification sessions will be conducted annually, normally during the month of April.
2. The Support Division Lieutenant will be responsible for posting a sign-up sheet and notifying each Bureau Captain of the available dates and times for qualification.
3. Each Bureau Captain will be responsible for coordinating the scheduling of his personnel and notifying the Support Division Lieutenant.
4. The Support Division Lieutenant will coordinate the scheduling of the members of the command staff.

1.3.11 C

G. FAILURE TO QUALIFY

1. An employee who fails to attain a passing score with a *service firearm* (handgun or shotgun) by the end of their scheduled qualification session will be placed on restricted duty by the Range Officer.

33.1.5

- a. An employee placed on restricted duty will not return to regular duty until such time as proficiency is demonstrated and documented with the service firearm in question (see III.G.3).
- b. A police officer placed on restricted duty may not work any off-duty employment requiring police powers.



2. Upon placing an employee on restricted duty, the Range Officer will notify the officer's Deputy Chief and Bureau Captain by phone or email as soon as possible and before the officer's next scheduled tour of duty.
  - a. The Range Officer will complete a *Notification of Failure to Qualify* and forward it to the employee's Deputy Chief.
  - b. On receipt of such notification, the Deputy Chief will forward the *Notification of Failure to Qualify* to the Office of the Chief of Police for review and filing as indicated on the form.
3. An employee who fails to attain a passing score with a service firearm (handgun or shotgun) by the end of their scheduled qualification session will be scheduled for mandatory supplemental firearms training (specific to the firearm with which the officer was unable to qualify),
  - a. Supplemental firearms training will be conducted under the direct supervision of a certified department firearms instructor.
  - b. The goal of the mandatory firearms training session will be the improvement of the employee's firearms skills, through instruction and correction of deficient techniques.
    - 1) The firearms instructor will be alert for any perceived physical or mental disability contributing to the employee's inability to qualify.
      - a) Any such finding or suspicion will be brought to the immediate attention of the officer's Deputy Chief.
      - b) Upon identification of any such perceived disability, the officer's Deputy Chief will consult with the Chief of Police regarding an appropriate course of action.
    - 2) At the *end* of the daily supplemental session the employee may be permitted to attempt qualification.
    - 3) To qualify with a handgun, the employee must fire qualification scores three consecutive times after training.
    - 4) All other courses fired during the training period will be for training purposes only.

4. An employee who is still unable to qualify at the conclusion of the supplemental training session, except in the case of an identified temporary physical disability, will:
  - a. continue on restricted duty status, *and*
  - b. continue to receive supplemental firearms training until:
    - 1) such time as the employee qualifies, *or*
    - 2) a maximum period of 5 supplemental training days have elapsed.
  - c. be subject to discharge at the conclusion of the 5 day period, if still unable to qualify.
5. At such time that the employee qualifies:
  - a. The Range Officer will notify the employee's Deputy Chief by completing and submitting a *Notification of Successful Requalification*.
  - b. The notification will include the following information:
    - 1) officer's qualification scores, and
    - 2) amount of time spent in supplemental training prior to the officer's qualification, and
    - 3) number of rounds fired during the training.
  - c. On being notified, the Deputy Chief will:
    - 1) take the officer off restricted duty and restore him to full duty status,
    - 2) notify the Bureau Captain, and
    - 3) forward the *Notification of Successful Requalification* to the Chief of Police for filing as indicated on the form..
6. An officer who fails to attain a passing score with a *service firearm* (handgun or shotgun) during their initial qualification session is subject to disciplinary action, up to and including discharge should the officer fail to qualify during annual qualifications again within a two year period.

7. An officer who fails to attain a passing score with any *special purpose firearm* will not have qualified and will not be authorized to carry that firearm, either on-duty or off-duty.
9. An officer who fails to attain a passing score with a personally owned handgun will not have qualified and will not be authorized to carry that handgun on-duty or off-duty.

#### H. REMEDIAL FIREARMS

1. Remedial firearms will be coordinated by the Support Division Lieutenant.
2. Officers will be selected for participation in the remedial firearms program by the Deputy Chiefs based on input from the Support Division Lieutenant and the following criteria:
  - a. Any officer who fails to shoot a qualifying score will be selected for remedial firearms.
  - b. Any officer who shoots a score below 80% will be selected for remedial firearms.
  - c. Officers who display deficient and/or unsafe firearms handling skills will be evaluated for participation in remedial firearms.
3. The remedial firearms program will typically involve two hours of additional firearms training per week over a twenty to twenty-four week period.
  - a. Remedial firearms will include training modules designed to improve shooting skills and, as a result, qualification scores.
  - b. Remedial firearms training sessions will involve both day and night courses.
  - c. Officers assigned to remedial firearms will be required to attend all sessions unless excused by the Support Division Lieutenant or the Range Officer responsible for the session in question.
  - d. Officers who fail to attend at least 75% of the scheduled remedial firearms training sessions will be automatically

scheduled for the following remedial firearms program.

4. Officers will not be permitted to participate in the remedial firearms program more than three times during a three year period.

I. QUARTERLY FIREARMS

1. The purpose of quarterly firearms training is to provide additional training to all sworn personnel on specific topics related to officer safety and firearms proficiency.
2. Quarterly firearms training sessions will be coordinated by the Support Division Lieutenant.
3. All sworn personnel will be required to participate in quarterly firearms training unless excused by their Deputy Chief.

*Original Signed*

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Ryan M. Zuidema  
Chief of Police

March 11, 2020

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Date