



*Kern County Sheriff's Office*  
**Policies and Procedures**

<b>TITLE: FIREARMS - TRAINING</b>		<b>NO: G-200</b>	
<b>APPROVED: Donny Youngblood, Sheriff-Coroner</b>			
<b>EFFECTIVE: August 1, 1990</b>	<b>REVIEWED: 11/10/2017</b>	<b>REVISED: 02/06/2014</b>	<b>UPDATED: 11/10/2017</b>

## **POLICY**

All Sheriff's Office members who are authorized to carry a firearm are required to participate in regularly scheduled firearms training and qualifications. Members will plan to participate so that vacation and C.T.O. will not preclude their attendance within the scheduled period.

The mandatory firearms training schedule will be published by the Rangemaster in advance of the scheduled training so that all armed members of the Sheriff's Office will have due notice prior to the beginning of the training period. Armed members who fail to participate in scheduled firearms training are subject to discipline and shall explain in writing to their Chief Deputy their reason for not participating.

Any member required to participate in firearms training who is unable to attend due to long term illness, injury, maternity, or other excusable reason, will provide written notification to the Training Section, through their chain of command, as soon as possible. This notification will be accompanied by a doctor's excuse or statement to the effect the individual is unable to participate and will be sent to the P.O.S.T. Administrative Coordinator. If members are sick on the day of their scheduled training, they are required by Policy M-300 to notify the Training Section.

Any member required to participate in firearms training who misses a mandatory firearms training or qualification session may be reassigned by their Chief Deputy to an administrative position until they can be rescheduled to qualify. This includes those who fail to attend due to vacation, leave of absence, medical status, disciplinary status, or other excusable reasons. Upon return to full duty status, an officer who has failed to participate in mandatory firearms training will notify the Rangemaster and the Training Section of the change in status and will be scheduled for the training or qualification as soon as practical.

## **PROCEDURE**

During qualifications, members who fail to qualify the first time will be given an opportunity to remediate one time. Members who fail to qualify after two attempts may be immediately assigned to an unarmed assignment until they attend and successfully complete remedial firearms training. Successful completion of the qualification course includes a passing score and proficient handling of the weapon. Should a member fail qualifications repeatedly, demonstrate a lack of ability to safely handle a firearm, the member may be permanently removed from an armed assignment.

If a Sheriff's Office member fails the qualification course, the Rangemaster will:

- Notify the individual's Division Commander, Section Lieutenant, or the Watch Commander of the failure prior to the individual leaving the Range, or;
  - If practical, the Rangemaster may provide immediate remedial training, followed by another opportunity to qualify. (The Rangemaster will provide written notification of the remedial training to the individual's Division Commander).
- If verbal notification was made to the Division Commander, the Rangemaster will follow up that notification with written documentation.
  - In the case of a reserve deputy who is on duty, range staff will make the immediate verbal notification to the reserve's assignment commander and written notification to the Volunteer Services Commander and the reserve's area commander.
- Schedule the individual for remedial firearms training as soon as practical, but not more than 30 days (unless otherwise approved by the Administrative Services Bureau Chief Deputy) and provide written notification to the individual's Division Commander upon successful completion of the remedial training.
- Notify the Training Section Lieutenant in writing of the failure.

A Commander receiving verbal notification that one of their officers is at the Range and has failed to qualify will:

- Reassign the individual to an administrative or unarmed position pending successful completion of remedial firearms training.
- Immediately notify his/her Chief Deputy of the failure and the course of action taken.

The Chief Deputy will:

- Approve or disapprove the reassignment and determine if the individual's peace officer powers will be revoked pending successful completion of remedial firearms training.

The Training Section Lieutenant will:

- Provide written notification to the Chief Deputy in charge of the Administrative Services Bureau of those individuals who fail qualifications or have demonstrated problems in safely and efficiently handling a firearm.
- Ensure the Training Section has an effective plan for scheduling remedial training for those members who need to attend.

G-200-2

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**DIRECTIVE A**

All scheduled firearms training courses will be completed using weapons as specified in § G-700 and G-701 of this manual, using ammunition issued or approved by the Rangemaster. Shotguns and special weapons (such as tactical rifles) training will be conducted by the Rangemaster or Assistant Rangemaster.

The Rangemaster will keep a current record of all qualification results and submit these records to the Training Section. The Rangemaster will note any performance which indicates an officer needs additional training. The Training Section will arrange for such additional instruction through the use of Training Orders.

**DIRECTIVE B**

**Members will adhere strictly to all verbal and posted firearms safety rules and will fire weapons only at authorized targets.**

Members will:

- Treat all firearms as though they are loaded;
- Never point a firearm at anything they are not willing to shoot or destroy;
- Keep their fingers off the weapon’s trigger, and outside the trigger guard until they are on target, and they have made the decision to fire;
- Be sure of their target, and be aware of its surroundings.

Members will familiarize themselves with and adhere to § M-240, Training Rules-Firearms, of this manual

**DIRECTIVE C**

Other safe, approved firearms may be fired on the Sheriff’s Range, with the approval of the Rangemaster or Assistant Rangemaster, at times when it will not interfere with scheduled firearms training.

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