

	<b>RUTGERS UNIVERSITY POLICE DEPARTMENT WRITTEN DIRECTIVE SYSTEM</b>		<b>12:1</b>
	<b>FIREARMS TRAINING PROGRAM</b>		
	<b>Effective Date: 11-06-2009</b>	<b>Supersedes: 40 (07-26-2004)</b>	

### 12:1-1 **PURPOSE**

The purpose of this directive is to establish and codify this department's philosophy and guidelines regarding its firearms training program.

### 12:1-2 **POLICY**

The critical nature of law enforcement requires police officers to be armed to protect themselves and others. Loaded firearms must be regarded as dangerous instruments requiring an elevated degree of reasonable care and caution.

It is the policy of this department to provide ample training to its sworn members in the safe handling and use of a firearm. Minimally, this agency will adhere to the tenets set forth in the New Jersey Attorney General's Guidelines regarding Firearm Qualification.

This directive in no way will restrict this agency from providing more training than what is provided for by the Attorney General.

### 12:1-3 **GENERAL**

- a. All sworn personnel must successfully complete the required biannual firearm qualification for their duty sidearm.
- b. All sworn personnel must be issued copies of and be instructed in the directives governing the use of firearms and other agency weapons before being authorized to carry a firearm or other agency weapons. This issuance and instruction shall be documented and forwarded to the Office of the Chief of Police pursuant to Directive 1:1-8.
- c. All sworn personnel must successfully complete the required biannual firearm qualification for any off-duty sidearm they wish to carry unless the weapon is substantially similar to the duty firearm. The determination whether the off-duty weapon(s) is/are substantially similar will be made by the supervising firearm instructor. At a minimum, off-duty sidearms must be test fired under the supervision of a firearm instructor to verify operability.
- d. All sworn personnel are encouraged to successfully complete the required biannual firearm qualification for the duty shotgun.
- e. All sworn personnel must report for training at the location and time designated by the supervising firearm instructor and must abide by the host agency's rules and regulations pertaining to the facility.
- f. All sworn personnel engaged in firearm qualification shall be under the direct supervision of the firearm instructors while on the practice range.
- g. All sworn personnel must wear clothing compatible with their duty uniform of the day or plainclothes assignment. The duty supervising firearm instructor will make the final determination if the clothing worn is acceptable.

- h. All sworn personnel must be equipped with their duty sidearm, duty holster, duty magazines, duty magazine pouches, flashlight, body armor, and any other equipment deemed necessary by the supervising firearm instructor or designee.
- i. All personnel are required to wear ear and eye protection while engaged in live firing exercises. Personnel **shall not** be permitted to choose to engage in qualification exercises without this protective equipment.
- j. Training in Directives 1:8 Use of Force, 10:17 Motor Vehicle Pursuit, 12:3 Oleoresin Capsicum, 12:4 Monadnock Expandable Baton (MEB) and 11:6 Police Shotgun shall be conducted during the time period designated for biannual qualification.
- k. The Chief of Police, or designee, may designate additional topics for instruction to be conducted during the biannual qualification.
- l. Off-duty sidearms must have an approved holster and sufficient ammunition for qualification and potential remedial training, if required. The supervising firearm instructor, or designee, shall inspect the off-duty sidearm prior to qualification and will make these determinations.
- m. The supervising firearms instructor shall adequately supervise all firearms training. All safety precautions and range rules shall be strictly enforced.
- n. All firearms instructors must be certified by the Police Training Commission to instruct firearms in a basic recruit training program or possesses equivalent training as outlined in Section 6 of the Firearms Qualification and Requalification Standards as promulgated by the New Jersey Attorney General.
- o. All low-light eye wear must be approved by the supervising firearm instructor, or designee.

#### **12:1-4 GENERAL FIREARM SAFETY**

- a. Treat all firearms at all times, as if they are loaded.
- b. Never point a firearm at anyone or anything unless its use is indicated under the provisions of Directive 1:8.
- c. Keep your finger off of the trigger until you are ready to shoot.
- d. Firearms shall never be left unsecured. This includes while at your usual place of abode or at work. Personnel should be familiar with the provisions of N.J.S.A 2C:58-15 which make it a disorderly persons offense for any person who knows or reasonably should know that a minor is likely to gain access to a loaded firearm at a premises under the person's control if the minor gains access to the firearm, unless the person:
  - 1. Stores the firearm in a securely locked box or container;
  - 2. Stores the firearm in a location which a reasonable person would believe to be secure; or
  - 3. Secures the firearm with a trigger lock.
- e. When handling a firearm, point it in a safe direction to check its loaded/unloaded status. Make it safe if loaded. While at the range and when unholstered, all firearms shall be pointed down range under the direction of the range instructor.

- f. Unless being worn as a sidearm, firearms should be secured during transportation in a vehicle in a gun case or similar receptacle with ammunition stored separately.
- g. Never holster a sidearm with the hammer cocked.
- h. When handing a firearm to another person, follow the below prescribed procedures:

Semi-Automatic handguns:

- Point muzzle in a safe direction;
- If weapon is so equipped, engage the manual safety device;
- Remove the magazine;
- Lock the slide to the rear;
- Visually inspect the firing chamber to ensure that the weapon is empty;
- Hand weapon to the recipient butt first, magazine out, slide locked to the rear.

Revolvers:

- Point muzzle in a safe direction;
- Open cylinder and eject any live ammunition;
- Place fingers through the cylinder window grasping by the top strap;
- Hand weapon to the recipient butt first, cylinder open and empty.

Rifles/Carbines/Shotguns:

- Point muzzle straight up with the muzzle above the head of the tallest person;
- Engage safety device;
- Remove magazine (semi-automatic), if applicable;
- Remove shells from magazine tube (shotgun), if applicable;
- Lock bolt to the rear (semi-automatic), if applicable;
- Lock slide to the rear (shot-gun), if applicable;
- Visually inspect firing chamber/breech to ensure that the weapon is empty;
- Hand weapon to the recipient muzzle up, bolt/slide open and empty.

**12:1-5**

**RANGE RULES**

- a. All officers must present police identification with badge when/if asked by the host facility staff at the main entrance or at any time while at the facility.
- b. All off-duty weapons must be unloaded/locked in the trunk of a vehicle or stored and locked out of sight in a vehicle at all times while on the property, except during actual re-qualification.
- c. All weapons must be secured in a holster when not stored. Officers will be instructed when and how to load and unload weapons by a firearm instructor. Never leave a firearm unattended.
- d. Pay attention to the firearm instructors and obey all commands issued by a firearm instructor.
- e. Do not hand a loaded weapon to another person unless specifically instructed by a firearm instructor.
- f. Weapons must be pointed downrange at all times when unholstered. Never permit the muzzle to cover any part of your body or of anyone else on or off the firing line, particularly when drawing, holstering or loading a firearm.

- g. All personnel are required to wear ear and eye protection while engaged in live firing exercises. Personnel ***shall not*** be permitted to choose to engage in qualification exercises without this protective equipment.
- h. Qualifying personnel are prohibited from entering into and/or removing ammunition and equipment from storage areas (van, vehicle, walk-in container) unless specifically authorized by a firearm instructor.
- i. Once one shooter on the firing line is loaded, the firing line is to be considered hot until completion of the course of fire.
- j. Know your target and what is behind it.
- k. Keep your finger off of the trigger and out of the trigger guard when drawing or holstering a weapon.
- l. Do not dry fire firearms at the range unless under a firearm instructor's supervision and direction.
- m. Officers are required to clear any malfunctions (see 12:5-5) on their own and exhaust all clearing techniques prior to an instructor rendering assistance.
- n. Do not anticipate commands while on the firing line.
- o. No talking is permitted on the firing line with or to a firearm instructor unless calling attention to an immediate hazard or potentially dangerous situation.
- p. Smoking while on the firing line or while cleaning a weapon is strictly prohibited.
- q. Do not change firing positions, change hands, or move from point to point with a cocked weapon unless under the direction of a firearm instructor.
- r. Never advance on or leave the firing line unless specifically told to by a firearm instructor.
- s. All weapons must be verified by a firearms instructor to be unloaded, before being permitted to leave the firing line.
- t. Officers must field strip their weapons, adequately clean them, and have them inspected by a firearm instructor prior to leaving the range facility.
- u. All weapons must be cleaned prior to reporting for any duty assignment.
- v. All shooters shall assist in policing the range of spent shell casings, etc. prior to being dismissed.

#### **12:1-6 QUALIFICATION/REQUALIFICATION COURSES**

The following are the qualification/re-qualification courses established by the New Jersey Attorney General:

- a. Handgun Qualification Course (HQC1), Appendix A of the New Jersey Attorney General's Guidelines on Semi-Annual Qualification and Requalification Standards.
- b. Handgun Qualification Course (HQC2), Appendix B of the New Jersey Attorney General's Guidelines on Semi-Annual Qualification and Requalification Standards.

- c. Handgun Night Qualification Course (HNQC), Appendix C of the New Jersey Attorney General's Guidelines on Semi-Annual Qualification and Requalification Standards.
- d. Shotgun Qualification Course (SQC) and Shotgun Night Qualification Course (SNQC), Appendix D of the New Jersey Attorney General's Guidelines on Semi-Annual Qualification and Requalification Standards.
- e. Automatic/Semi-Automatic Subgun Qualification Course (ASQC), Appendix E of the New Jersey Attorney General's Guidelines on Semi-Annual Qualification and Requalification Standards.
- f. Automatic/Semi-Automatic Night Subgun Qualification Course (ASNQC), Appendix F of the New Jersey Attorney General's Guidelines on Semi-Annual Qualification and Requalification Standards.
- g. Automatic/Semi-Automatic Police Rifle Qualification Course (ARQC), Appendix G of the New Jersey Attorney General's Guidelines on Semi-Annual Qualification and Requalification Standards.
- h. Police Carbine Qualification Course (PCQC), Appendix H of the New Jersey Attorney General's Guidelines on Semi-Annual Qualification and Requalification Standards.
- i. Police Carbine Qualification Night Course (PCQNC), Appendix I of the New Jersey Attorney General's Guidelines on Semi-Annual Qualification and Requalification Standards.
- j. Scoped Rifle Qualification Course (SRQC), Appendix J of the New Jersey Attorney General's Guidelines on Semi-Annual Qualification and Requalification Standards.
- k. Prior to participating in any qualification exercise, officers will be instructed in practice exercises as determined by the Supervising Firearms Instructor or designee. For the duty handgun, these qualification exercises will be the same as or the functional equivalent of the Handgun Qualification Course (HQC1).
- l. Officers are required to demonstrate proficiency by achieving a passing score on the appropriate qualification course for all approved firearms.
- m. Officers will be afforded one (1) opportunity to achieve a passing score on the appropriate qualification course. Any officer who fails to demonstrate proficiency in use of a firearm will be dismissed from the qualification session and required to receive immediate remedial training until they can achieve a passing score or in the opinion of the supervising firearms instructor it becomes evident that the deficiency is so severe that immediate correction will not suffice. In the event an officer is unable to achieve a passing score, the following procedure will be evoked:
  - 1. The officer shall not return to regular duty and will be placed on a restricted status.
  - 2. The supervising firearms instructor will complete a memorandum to the Division Commander and Chief of Police detailing the failure to qualify with a copy placed in the officer's training file. (An email will satisfy the memorandum requirement.)

3. The supervising firearms instructor will arrange remedial instruction at the next available opportunity, usually within 48 hours.
  - The length of remedial instruction will be determined by the supervising firearms instructor (or designee) based on the needs of the individual officer. The officer may also be provided with a reasonable amount of time to determine if there is a medical or vision problem affecting their ability to achieve a passing score.
  - If the officer qualifies during the remedial instruction, the instruction will be completed. If the officer is still unable to qualify this procedure will be repeated until the officer is able to achieve a passing score, however will not exceed four (4) sessions without an administrative review.
4. An officer who is unable to achieve a passing score on the first day of qualifications will be required to re-qualify quarterly (every three (3) months) for one (1) year.
5. An officer who does not achieve a passing score with their duty weapon shall not carry that weapon other than to transport it to and from an approved range for firearms practice and/or remedial instruction.
  - Only the Chief of Police or designee may disarm an officer for not achieving a passing score. This is not intended to preclude a duty supervisor from disarming an officer in the appropriate situation as supported by the Written Directive System.
- n. An officer with privately owned, agency approved off duty handgun(s) that fails to achieve a passing score on the required day and night qualification courses with that weapon on the first day of qualifications will not be permitted to carry that handgun. The officer will not be permitted to re-qualify until the next scheduled semi annual qualification date.
- o. Off-duty handguns which are determined to be functionally similar to this agency's duty handgun are not required to be fired for qualification purposes. These firearms must be presented to the supervising firearms instructor (or designee) for inspection and may be required to be fired during each of the agency's qualification periods.
- p. Shooters shall only fire the specific amount of rounds they are told to fire. The only exception would be when instructed otherwise by a range instructor. If additional rounds are fired, the shooter may be removed from the line.
- q. Late shots or shots fired after the specified time has elapsed may be deducted from the final score.
- r. Shooters must also demonstrate proficiency in the safe handling of their agency issued or personally owned firearms.
- s. Only firearm instructors will score the targets.

#### **12:1-7 PROGRAM OVERSIGHT**

- a. The Chief of Police shall designate a subordinate to serve in the role of supervising firearms instructor.
- b. The supervising firearms instructor shall have functional authority in all matters both relating to and involving agency owned firearms & qualification protocols.

- c. The supervising firearms instructor's responsibilities are delineated within Chapter 12 Directives, Attorney General & County Prosecutor Guidelines and Police Training Commission's (PTC) Rules. The supervising firearms instructor shall also be responsible for ensure the provisions of 12:1-8 are completed as prescribed below.

#### **12:1-8 RECORD KEEPING**

- a. All shooters are required to legibly complete a Firearms Qualification Report Card at each qualification/requalification. This report is the official record of firearms training. This report also contains areas to document the mandatory training (Use of Force, Pursuit Policy, and Oleoresin Capsicum) that this department conducts. Firearm instructors must ensure that this record keeping is fully completed prior to dismissing the shooter.
- b. Within two weeks after the conclusion of each semi-annual firearms qualification session and any subsequent remedial/make-up session, the Supervising Firearms Instructor shall complete a firearms qualification after action report that must be submitted to the Chief of Police.
  - This after action report will contain the names of all members who have attended training, those who successfully qualified, and those who failed to attend with the reason for non-attendance.
- c. The Supervising Firearms Instructor shall prepare and submit written documentation to the respective County Prosecutor by January 15<sup>th</sup> of the following calendar year certifying that this mandatory training has been conducted. A copy shall be forwarded to the Chief of Police.
- d. The Supervising Firearms Instructor shall maintain records of all firearms training.
- e. The Supervising Firearms Instructor will submit an inventory list of all department firearms to the Chief of Police by the last day of January of each year or upon request.
- f. The Supervising Firearms Instructor will submit a list of each officer who qualifies with a personally owned off duty weapon and a complete description of the tested and approved weapon. Specific policies and procedures related to off-duty firearms are governed by Directive 12:9.
- g. The Supervising Firearms Instructor shall create and maintain a record on each firearm approved for use by this agency.
  - The record should list the type, description, identifying model, and serial numbers of each firearm, as well as the identity of the owner or assignee.
  - The record should also include the name of the official making the approval, the date of approval, the course fired, and all scores used to qualify the user on the demonstration of proficiency.

#### **12:1-9 REVIEW, INSPECTION, AND APPROVAL PROCESS FOR WEAPONS**

- a. Prior to authorizing any change of any agency weapons, the Chief of Police may select a committee to review the feasibility of adopting a new weapon.
- b. Committee members may include the agency training officer, armorer, weapons instructor(s), and any other members selected by the Chief of Police.

- c. The Chief of Police will assign a chairperson whose responsibility will be to oversee the review process. All recommendations will be forwarded to the Chief of Police in writing by the committee chair, in the time frame specified, and will include all support documentation and reference materials.
- d. The Chief of Police will make the final determination concerning the adoption of any new weapon. All weapons must be inspected, test fired, and approved by a firearms instructor/armorer prior to issuance.