

	STANDARD OPERATING PROCEDURE State Form 39870(R/S-06)	Reference Number TRA-010
	Subject Rifle Training and Qualification	
	Special Instructions Replaces TRA-010 dated April 16, 2012	Effective Date March 1, 2015

I. PURPOSE

Establish guidelines for a basic rifle training and annual qualification program for police employees who in the course of their assigned duties may be required or permitted to carry a Department issued or authorized non-issued rifle.

II. POLICY

Police employees who are required or permitted to carry a Department rifle or authorized non-issued rifle for duty purposes, shall complete the Department's prescribed basic rifle training course and shall be required to qualify annually.

III. PROCEDURE

A. Before being permitted to carry a rifle for duty purposes, police employees shall complete the Department's basic rifle training course. A firearms instructor familiar in the use of rifles shall administer the training.

1. The basic training shall include, but is not limited to:

- a. Safety related issues;
- b. Mechanical operation;
- c. Fundamentals of rifle marksmanship;
- d. Effects of weather on rifle shooting;
- e. Use of telescopic sights or alternative sighting systems;
- f. Liability issues; and
- g. Qualification.

2. Basic Department issued rifle training courses shall be conducted, as needed, and authorized non-issued rifle training will be conducted annually.

3. Police employees must successfully complete the basic rifle training and qualification course before being permitted to carry a rifle on duty.

B. Police employees failing to qualify during the annual qualification shall be prohibited from carrying that weapon in the course of their assigned duties, until such time as successful qualification takes place.

C. Qualification/remediation requirements and training course outlines shall be maintained:

1. For issued specialty weapons in the SWAT Firearms Manual; and

2. For authorized non-issued rifles in the Firearms Manual.

D. Authorized Rifles.

1. Any rifle obtained or purchased by the Department for its use;
2. Any rifle purchased for or permanently provided to the Department, meeting the non-issued rifle specifications; or
3. A police employee's (privately-owned) non-issued rifle from the specified make or style/design listed below and meeting all specifications outlined in this procedure:

a. Approved rifles

- (1) AR-15 style or design.
- (2) Benelli MR1.
- (3) Ruger Mini-14.
- (4) Sig Sauer 556.
- (5) Steyr AUG/A3 SA USA

b. Having a minimum barrel length of 16 inches;

c. .223 caliber only;

d. Loaded with a minimum of 10 and not more than 30 rounds regardless of magazine capacity;

e. Loaded with factory new ammunition:

- (1) 55gr. or 62gr,
- (2) Full Metal Jacket, Hollow Point, or a Bonded Tactical and
- (3) With a brass or nickel casing.

f. The type of ammunition carried in the rifle for duty use shall be used during qualification; and

g. Police employees will be allowed to qualify and carry only one (1) non-issued rifle.

NOTE: It is recommended personnel contact their firearms instructor to obtain information on approved rifle designs and appropriate ammunition before attempting to qualify.

E. Restrictions for authorized non-issued rifles:

1. The Department will not assume responsibility for loss, theft, or damage to a non-issued rifle.
2. The Department will not supply ammunition for training, qualification, or duty use.
3. At no time will a rifle be left inside the commission unsecured and/or in plain view.
4. Non-issued rifles shall not be capable of firing in a full automatic mode.
5. Armor Piercing and Tracer rounds are not authorized and are prohibited.

F. Non-issued rifles may be equipped with telescopic, electronic, or iron sights.

1. Any non-issued rifle, with a permanently mounted telescopic sight, must be carried in a rigid case while in the issued commission;
2. If the non-issued rifle is equipped with a removable telescopic sight, the sight must be carried in a rigid case while in the issued commission;
3. Any non-issued rifle with electronic sights must have an iron sight back-up system mounted on the rifle; and
4. A qualification course must be completed utilizing each sighting system in which the rifle is equipped.

G. Firearms Instructor Responsibilities:

1. Conduct training and administer established annual qualification courses under the direction of the Training Section;
2. Record qualification scores and forward those scores to the designated person for entry into the Training Records Database; and
3. Inspect all non-issued rifles for serviceability and document on the "[Request to Carry a Non-issued Handgun/ Rifle](#)" form, ensuring that the rifle and ammunition meet the specifications as outlined in Sections D-2, E-4, E-5, and F of this SOP.

H. Police employees carrying issued or non-issued rifles shall:

1. Successfully complete the initial training course;
2. Qualify annually;
3. Keep rifles properly zeroed and in proper working condition; and
4. Clean and properly lubricate the rifle.

I. The use of any rifle will follow the same guidelines as any issued weapon or authorized non-issued weapon as it pertains to the use of deadly force through the Department's rules, regulations, policies, and procedures

J. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.