



DEPARTMENTAL REGULATIONS
CONCORD POLICE DEPARTMENT

03/27/2019

Chief of Police

GENERAL ORDER 39
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AUTHORIZED DUTY FIREARMS, OFF DUTY FIREARMS, AND ACCESSORY EQUIPMENT

A. POLICY STATEMENT

An officer's duty weapon can be one of the most important tools available to an officer in a life or death situation. It is important that each officer is confident in the reliability of the firearm and proficient in its use. The Concord Police Department is committed to ensuring each officer has the opportunity to be equipped with a firearm in which they are confident and with which they are proficient. Therefore, the department has established a standard in order to ensure each officer has the opportunity to choose from a list of optional firearms, and receive adequate and appropriate training in their use.

B. GENERAL

1. This policy shall apply to all Sworn and Reserve Police Officers of the Concord Police Department.
 - .1 Pursuant to Penal Code Sections 830.1 and 830.6, Sworn and Reserve Police Officers, respectively, are granted specified authority, including the authority to carry and use the weapons referred to in this policy, while engaged in the performance of their official duties.
2. It is the intent of this General Order to designate the sidearms, ammunition, and necessary accessory equipment that will be authorized for on-duty use, and to designate the minimum standards of training and proficiency in use of on and off duty weapons.
3. It is the responsibility of the Concord Police Department to furnish training in the use of Department-authorized firearms to enable an officer to acquire a prescribed standard of proficiency with his/her weapon and to minimize the danger to innocent citizens should an officer be required to discharge his/her weapon.
4. Any firearm(s) or intermediate force option weapon(s), authorized by this policy, that an officer intends to carry while on-duty, or in any other circumstances when the officer is acting in an official capacity as a Concord Police Officer or Reserve Police Officer, must be reviewed, inspected and approved by appropriate training staff, before they are put into service. Any weapon that training staff determines to be unsafe or not meeting department specifications shall not be carried while on duty, or in any other circumstances when the officer is acting in an official capacity as a Concord Police Officer or Reserve Police Officer.
 - .1 Firearms and intermediate force option weapons shall be reviewed and inspected by Department armorers.
5. This policy shall apply to all non-sworn employees authorized to carry any of the weapons enumerated in this policy.

C. DEPARTMENT-AUTHORIZED DUTY FIREARMS

1. All on-duty officers shall be armed with a Department-authorized firearm as their primary duty weapon.

- .1 The standard department-issue duty sidearm is the Smith & Wesson M&P series 9mm, striker-fire action semi-automatic pistol.
- .2
2. Officers are authorized to carry optional primary duty weapons as an alternative to the Department-issued firearm.
 - .1 All costs associated with the initial purchase of any optional duty weapon shall be borne by the officer. This includes not only the weapon, but also the required magazines, holster, and magazine pouches.
 - .2 The weapon shall be semi-automatic, and of 9mm, .40 caliber, or .45 caliber.
 - .3 Double-action pistols shall be manufactured by one of the following manufacturers:
 - .01 Beretta
 - .02 Glock
 - .03 Heckler & Koch
 - .04 Sig-Sauer
 - .05 Smith & Wesson
 - .06 Springfield Armory
 - .4 After successful completion of a Department authorized transition course, officers may elect to carry a M1911 series pistol or P35/High Power as an optional duty weapon.
 - .01 M1911 pistols must meet the following minimum requirements:
 - .001 Modern M1911 series pistol.
 - .002 Extended thumb safety
 - .003 "Beavertail" style grip safety.
 - .004 High visibility sights
 - .005 Controls appropriate for hand dominance of shooter.
 - .02 Before being carried on duty, all M1911 and P35/High Power pistols must be inspected and approved by a qualified CPD armorer.
 - .5 Any qualification process necessary, outside of the normally scheduled Departmental qualifications, is the responsibility of the individual officer and will not be compensated.
 - .6 Optional duty weapons shall be inspected by a certified armorer every calendar year. All costs associated with the maintenance and repair of an optional duty weapon shall be the responsibility of the Department.
 - .7 The responsibility of the Department is to approve weapons on an individual basis, and to evaluate performance demonstrated by the officer.

- .8 Officers choosing to carry their personally owned duty weapon may also be issued a department-owned weapon at their request.
3. Officers may, at their option, purchase standard service wood, plastic, or rubber grips for use on their primary on-duty weapons. Ivory or decorative grips are not authorized.
 - .1 Custom grips shall require approval by the Armory Committee in writing.
4. Other firearms authorized for use by specified members of the Concord Police Department, who are trained and have demonstrated proficiency in their use, include:
 - .1 Department issued shotgun
 - .01 Remington, Model 870, pump action, 12-ga.
 - .2 Officers shall demonstrate proficiency in the use of the shotgun at least one time per calendar year while under the instruction and supervision of a Department recognized firearms instructor, using a Department recognized proficiency course of fire.
 - .3 Officers are authorized to use a personally owned shotgun as an alternative to the department issued shotgun. The personally owned shotgun shall meet the following minimum specifications:
 - .01 Remington, Model 870, pump action, 12-ga.
 - .02 Capable of receiving 2 3/4 inch and 3 inch "magnum" 12-ga. Shotgun shells.
 - .03 Shall have a barrel 18 inches in length and a stock approved by Department armorers. .
 - .04 The shotgun may include the following modifications:
 - .001 Extended magazine tube.
 - .002 Sling
 - .003 Optical, iron, or "ghost ring" type sights subject to approval by Department armorers.
 - .004 Tactical light.
 - .005 Additional, external ammunition carrier (i.e., "Sidesaddle" or "Speedfeed" stock)
 - .05 Prior to carrying a personally owned shotgun for duty use, the officer is responsible for having the weapon examined by a department armorer.
 - .06 Prior to carrying a personally owned shotgun for duty use, the officer shall demonstrate proficiency in the safe handling of the use of the weapon, including all intended modifications, under the supervision of a Concord Police Department firearms instructor using the established proficiency course of fire.
 - .001 Any qualification process necessary, outside of the normally scheduled department qualifications, shall be the responsibility of the individual officer and will not be compensated.
 - .07 All costs associated with the maintenance of a personally owned shotgun shall be the responsibility of the Department.

.08 Any personally owned shotgun used for on-duty purposes shall be loaded with department authorized and issued ammunition.

.3 Patrol Carbines

.01 Heckler & Koch, MP-5 Submachine Gun

.001 The department-issued patrol submachine gun is the H&K model MP-5, select fire, 9mm.

.002 The H&K MP-5 may be used by sworn supervisors and officers, with the prior authorization of the Field Operations Commander, who have successfully completed department approved training and certification in the use and handling of the weapon.

.003 Sworn officers authorized to deploy the H&K MP-5 shall show proficiency and qualify (FAQ) with the weapon twice per calendar year. Officers are also required to attend one 4 hour recertification course adopted by the department each calendar year. One of the required qualifications (FAQ) will be a component of the recertification courses.

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.005 Refer to attached diagram page depicting intended seasonal FAQ and qualification sessions.

.006 Officers authorized to use the Heckler & Koch MP-5 shall return them to the armory at the conclusion of their work shifts before going off-duty.

.02 XM-15/AR-15 Series Patrol Rifle

.001 The department-issued patrol rifle is the model XM-15/AR-15, semi-automatic, .223 caliber rifle.

.002 The patrol rifle may be used by sworn supervisors and officers, with the prior authorization of the Field Operations Commander, who have successfully completed department approved training and certification in the use and handling of the weapon.

.003 Sworn officers authorized to deploy the Patrol Rifle shall show proficiency and qualify (FAQ) with the weapon twice per calendar year. Officers are also required to attend one 4 hour recertification course adopted by the department each calendar year. One of the required qualifications (FAQ) will be a component of the recertification courses.

.005 Refer to attached diagram page depicting intended seasonal FAQ and qualification sessions.

.006 Officers who are authorized to use a patrol rifle may use a personally owned rifle as an alternative to the department issued rifle. The personally owned rifle shall meet the following minimum specifications:

.0001 AR-15 series rifle and carbine, semi-automatic only, .223 caliber.

- .0002 16" minimum barrel length, including flash suppressor
 - .0004 The rifle shall include the following accessories:
 - .00001 Sling
 - .00002 Optical or iron type sights, subject to approval by Department armorers.
 - .00003 Tactical light.
 - .007 Prior to carrying a personally owned rifle for duty use, the officer is responsible for having the weapon examined by a department armorer.
 - .008 Prior to carrying a personally owned rifle for duty use, the officer shall demonstrate proficiency in the safe handling of and qualify (FAQ) in the use of the weapon, including all intended modifications, under the supervision of a Concord Police Department firearms instructor.
 - .009 Any proficiency and qualification process necessary, outside of the normally scheduled department qualifications, shall be the responsibility of the individual officer and will not be compensated.
 - .010 All costs associated with the maintenance of a personally owned rifle shall be the responsibility of the Department.
 - .011 Any personally owned rifle used for on-duty purposes shall be loaded with department authorized and issued ammunition.
- .4 Weapons approved for use by SWAT personnel
- .01 Heckler & Koch MP-5 and MP-5SD.
 - .02 AR-10 and AR-15 series rifle and carbine, including M-16 and M-4 variants.
 - .03 Remington Model 700, .308 caliber rifle
 - .04 Winchester Model 70.
 - .05 Heckler & Koch Model 91
 - .06 M-14 series rifle, Including M1A, M21.
 - .07 SWAT officers are authorized to use personally owned weapons as alternatives to the department issued SWAT weapons. Personally owned weapons shall meet the specifications contained in this section and are subject to approval by Department armorers.

D. CARRY AND STORAGE OF DEPARTMENT-AUTHORIZED FIREARMS

1. Any firearm owned/possessed by an officer within the scope of his/her employment must be stored in a place and condition that prevents possession and/or discharge by unauthorized persons. This policy includes direction for both on and off duty storage of weapons.

- .1 While on duty any firearm not being worn on the body shall be secured in a secure vessel or container.
- .2 While off duty, sworn personnel shall store any department issued firearm in the following manner.
 - .01 Inside their locked CPD locker.
 - .02 Inside their locked desk within the CPD facility
 - .03 Inside a locked vessel or container.
 - .04 In the case where the firearms may be accessible to children the following safety precautions shall be followed. A child is a person under 18 years of age.
 - .001 The firearm shall be kept in a locked container or in a location that a reasonable person would believe to be secure.
 - .002 The firearm is locked with a locking device that has rendered the firearm inoperable.
2. Off-duty officers shall be armed with an authorized weapon while operating a department vehicle.
 - .1 Officers en route to or returning from training or conferences outside this County are excluded from this requirement.
3. If a Police Officer or Reserve Officer chooses to carry a firearm while off-duty, he/she shall have a badge and a department issued identification card in his/her possession.

E. INVENTORY OF DEPARTMENT FIREARMS

1. The Police Department Training Manager shall maintain a computerized inventory of all firearms owned by the department.
 - .1 Only the Training Sergeant or armory personnel may issue or transfer a Department owned firearm to authorized department members.
 - .01 The issuance or transaction of any department owned firearm shall be documented on the form titled FIREARM ACTION SHEET (CP-136). The form shall be forwarded to a Department Armorer or the Training Manager, who will then update the computerized firearms inventory. The FIREARM ACTION SHEET (CP-136) will then be maintained in a hardcopy history file for the weapon issued or transferred.
 - .02 Any Department owned firearm that is in need of repair or service shall be delivered to the Training Sergeant or department armorer. A replacement firearm will be issued to the employee until such time as their normal duty weapon can be repaired or serviced.
 - .2 When a sworn officer retires or resigns in good standing with the Concord Police Department, he/she may keep their duty weapon with authorization from the Chief of Police.
 - .01 When an officer retires or resigns and the Chief of Police authorizes that individual to retain his/her firearm, the Office of the Chief of Police shall draft a letter to that affect. The letter shall be directed to the Training Sergeant.

.02 Prior to the officer retiring, the Training Sergeant shall update the computerized inventory and make certain that the proper entry is made into the California Department of Justice Automated Firearms System (AFS).

.3 The firearms of officers who choose to carry an authorized optional duty weapon shall be recorded in the officer's training records.

F. AUTHORIZED OFF-DUTY FIREARMS AND BACK-UP WEAPONS

1. Authorized off-duty and back-up weapons can be minimally a .22 caliber and no greater than a .45 caliber. Officers who carry a 9mm, 40 or 45 caliber weapon shall use ammunition as described in this General Order. All other caliber of ammunition shall conform to the manufacturer's specifications and shall not exceed the recommended threat level of the Departmental-issued protective vest.
2. Officers of the Concord Police Department are not required to carry firearms while off-duty, except as required under this policy.
3. Department firearms instructors are authorized to provide qualification and proficiency testing to officers in this category. Such testing may include:
 - .1 Understanding of nomenclature and operation of the weapon.
 - .2 Maximum and minimum effective range of ammunition used in the weapon.
 - .3 Actual firing and accuracy (See section M.3 for FAQ requirements)
 - .4 Any other requirement imposed by the firearms instructor, including the safe carrying of off-duty weapons.
4. Firearms instructors shall not be required to provide training or proficiency testing with what they believe to be an unsafe weapon.
5. The Department shall not furnish ammunition for testing or training in calibers other than that normally issued by the Department.

G. AUTHORIZED AMMUNITION

1. The only ammunition that shall be carried for use with the authorized on-duty firearms and less lethal weapons will be ammunition that is approved and issued by the Department.
2. Ammunition for back-up and off-duty weapons shall be of factory specification and shall be furnished by the officer, if of a caliber other than that routinely issued by the Department for duty use.

H. AUTHORIZED LEATHER EQUIPMENT

1. All duty belt and accessories worn by uniform personnel will be black basket weave.
 - .1 Those uniform personnel electing to wear a class C uniform may elect to wear a black nylon duty belt and accessories at the officer's expense.
2. Holsters and ammo carriers are issued by the Department for Department-issued pistols.
 - .1 The authorized department issue holster for on duty uniform personnel is the Safariland ALS level II+ retention holster.

.2 Optional Duty Holsters

- .01 As an option, Officers may use the department issue Safariland SSIII/070 level III retention holster.
- .02 Officers may elect to use a personally owned holster as an alternative to the department issued holsters. The authorized optional holsters for on duty uniform personnel are the Safariland SLS level II retention holster and the Safariland Raptor level II or III retention holster.
 - 001 On duty uniform personnel may elect to use a personally owned swivel holster as an alternate to department issued holsters. The authorized swivel holster must be equipped with built-in sight tracks and an adjustable barrel-tension device. The holster may have a 4" or 6" drop and shall swivel only in the forward position.
- .03 Optional holsters must be purchased at the officer's expense.
- .04 All costs associated with the maintenance and replacement of optional holsters are the responsibility of the officer
- .3 The authorized department issue holster for non-uniform duty personnel is the Safariland ALS paddle or belt holster.
- .4 Non-uniform on-duty personnel may utilize a holster that is compatible with their weapon so long as it holds the weapon in a secure manner and prevents the weapon from being discharged when it is fully inserted into the holster.
- .5 A holster or secure container, compatible with the weapon, so long as it holds the weapon in a safe manner and prevents the weapon from being discharged when it is fully inserted into the holster, is required for all back-up weapons carried on-duty.

I. METHOD OF CARRYING AUTHORIZED ON-DUTY FIREARMS

- 1. All sworn personnel shall wear their authorized duty weapon or back-up weapon while on duty, in an approved holster, unless specifically exempted by the nature of their assignment.
- 2. Semi-automatic pistols shall be carried in the holster with a round in the chamber.
 - .1 The decocking lever, if so equipped, can be positioned in either the "up" or "down" position.
 - .2 If so equipped, the hammer on double-action pistols shall be in the down or "de-cocked" position while the gun is holstered.

J. RESERVE AMMUNITION CARRIERS

- 1. While on duty, uniform personnel shall carry a minimum of two loaded magazines, in addition to the one in the weapon, in a double pouch. A minimum of thirty-six rounds shall be carried while on duty, by uniform personnel.
- 2. Non-uniform personnel shall carry handcuffs and a minimum of one extra magazine of ammunition.

K. INSPECTION AND HANDLING OF WEAPONS

1. Department armorers shall inspect Department-issued duty weapons every calendar year to verify proper maintenance, operation, and cleanliness.
 - .1 The Training Unit will arrange for prompt replacement of any duty firearm not passing inspection that cannot be quickly remedied. The replacement firearm will be the standard Department-issue.
 - .2 Weapons shall not be handled unnecessarily while on or off duty.
 - .01 Sand traps shall be located within the Department as bullet traps.
 - .02 Weapons shall be loaded, unloaded, or checked in the area of the sand trap only while pointed directly into the sand trap.
2. Intermediate force option weapons shall be reviewed, inspected and approved by a department use of force instructor before an officer is authorized to carry the weapon.
 - .1 If a weapon is found to be defective or to not conform with the specifications set forth in this General Order, the weapon shall not be approved for use.

L. AUTHORIZED INTERMEDIATE FORCE OPTION WEAPONS AND SUPPORTING EQUIPMENT

1. All on-duty, intermediate force option weapons will be issued or authorized by the department.
2. No unauthorized force option instruments will be carried by members of the department.
3. The authorized intermediate force option weapons for the Concord Police Department are:
 - .1 The 26" or 29" straight wooden baton
 - .2 The 24" side-handle aluminum baton
 - .3 An expandable style baton in either a 21" or 26" length, manufactured by ASP, Monadnock, or Peacekeeper R.C.B.
 - .4 The 42" wooden riot baton
 - .5 The kubaton or yawara stick
 - .6 Duty flashlights
 - .7 Authorized chemical agents
 - .8 The Taser, model X26P
 - .9 Sage 37mm Less Lethal
 - .10 Other authorized SWAT intermediate force options
4. Chemical Agents
 - .1 The authorized duty chemical agent is oleoresin capsicum (OC) of a brand issued by the department.
 - .01 CN/CS/OC gas and specific tactical applications such as ferret rounds, gas grenades and projectiles, and their necessary delivery systems (12 gauge shot gun, 37mm / 40 mm) are

authorized for SWAT as directed by supervisory and/or command personnel. Officers shall have satisfactorily completed a P.O.S.T. approved course of instruction in the use of chemical agents (12403 PC).

- .2 On-duty uniformed officers shall carry OC at all times.
 - .3 On-duty uniformed non-sworn personnel are authorized to carry OC after completing department approved training.
5. Authorized Batons
- .1 Duty batons are limited to those authorized by the department.
 - .2 The straight baton will be issued by the Department. Personnel may also purchase their own straight baton at their own expense as long as the baton conforms to department specifications. Personnel desiring a side-handle baton may obtain one from the Training Manager or purchase it at their own expense.
 - .3 The department will furnish an expandable tactical baton to officers in plain-clothes assignments, K-9, or SWAT.
 - .4 Batons will not be modified, will not have strings or straps, or will not be multi-function, i.e., gas-discharge, Taser, etc.
 - .5 On-duty uniformed officers will have a duty baton readily available at all times.
 - .6 The kubaton or yawara stick is a plastic or wood device up to 8 inches in length, up to 1 ½ inches in diameter, and is an added optional impact weapon.
6. The Taser
- .1 The use of the Taser is limited to sworn officers who have received department approved training.
 - .2 The use of the Taser is also authorized to be used by non-sworn detention personnel in the custody setting and while transporting prisoners only. The non-sworn employee must have received and be current in department-approved training in the use of the device before he/she is authorized to use the Taser.
 - .3 Tasers will be issued for use in a manner determined and overseen by the Training Unit. Personnel carrying the Taser will conduct a “Spark Test” at the beginning of each shift.
 - .02 In the event a Taser fails to function properly, the Taser will be removed from service and the Training Unit shall be notified.
 - .4 On-duty uniformed patrol officers whose primary duties involve the enforcement of laws in the field are authorized to use the Taser and shall carry it at all times.
 - .01 The Taser will be carried only in a left or right cross-draw or weak-side draw configuration. The Taser shall not be carried in a standard strong side draw manner, nor will it be carried by any other method than that prescribed in this policy.

- .02 Officers wearing the class B uniform are to carry the Taser in a waist holster of a style and type determined by the Armory Committee and approved by the Chief of Police.
- .03 Officers wearing the class C uniform may carry the Taser in a “drop” or thigh holster of a style and type determined by the Armory Committee and approved by the Chief of Police.
- .04 Police Managers have the option to carry the Taser.
- .5 Taser Audits
 - .01 When a suspect is subjected to a Taser application, the acting officer(s) shall include the serial number of the Taser in the incident report.
 - .001 After a use of force involving a Taser application, acting officer(s) shall conduct a download of the Taser(s) used in the incident as soon as practical.
 - .0001 Downloads made to *Evidence.com* through the use of the SYNC application
 - .002 Officers who are issued a department owned Taser, or who use a personally owned Taser, shall conduct a download of their assigned Taser within the first two weeks of each shift period.
 - .0002 Downloads made to *Evidence.com* through the use of the SYNC application
 - .003 Prior to removing any Taser from inventory for manufacturer service or repair, the training bureau will ensure the Taser is downloaded to preserve the electronic data.
 - .0003 Downloads made to *Evidence.com* through the use of the SYNC application.
- .6 Accidental Taser Discharge
 - .01 In the event an accidental Taser discharge results in injury or exposure, the officer shall render appropriate first aid and summon emergency medical attention.
 - .02 In all cases of an accidental discharge, the officer shall verbally notify the on-duty supervisor as soon as time and circumstances permit.
 - .001 The on-duty supervisor shall cause a thorough investigation to be conducted. The supervisory officer shall also cause a detailed written memorandum of the results of the investigation to be submitted to the Chief of Police through channels.
- 7. Intermediate Force Option Sage 37mm
 - .1 Use of the Sage 37mm is limited to sworn officers who have previously received departmental approved training.
 - .2 At Police Headquarters, the Sage 37mm and intermediate force option ammunition shall be stored and secured in the armory. Lethal and intermediate force option shotguns and ammunition shall not be stored in the same location at Police Headquarters.
 - .3 At the beginning of each shift, any Police Officer who carries a Sage 37mm in their vehicle shall visually inspect the weapon for barrel obstructions and proper function.
 - .01

8. Other authorized SWAT intermediate force options
 - .1 The following are authorized for SWAT when deployed by trained personnel as directed by supervisory and/or command personnel.
 - .01 Sponge Baton projectiles and their delivery systems (37mm / 40 mm).
 - .02 Sting ball projectiles.
 - .03 Smoke grenades
 - .04 Distraction device.
9. Officers may, at their option, purchase and carry on their duty belts, lock type folding knives with a blade length of no more than four inches, flex cuffs, hobble, quick link attached to handcuffs, and devices for holding flashlights, tape recorders, and folding knives. Such additional equipment, if visible, shall be black, basket-weave in design, and conform in appearance and quality to that issued by the Department.
10. Officers may, at their option, purchase and carry high intensity flashlights.

M. TRAINING & QUALIFICATION

1. The Department shall afford continual training/re-training in Department weaponry. All department members who are authorized to carry any of the weapons enumerated in this General Order, shall be instructed in the provisions of all use of force policies, and shall demonstrate proficiency in the use of agency-authorized weapon(s) before being authorized to carry the weapon(s). A weapons instructor who is certified to provide instruction in the use of the specific weapon(s) shall monitor the training and proficiency. The training and proficiency shall be documented and recorded by the Training Sergeant.
 - .1 All training shall be provided by an instructor recognized and approved by the department.
 - .2 Copies of the department's use of force policies can be made available to the employee at the time of the training on request or as necessary to reinforce the training.
2. Officers will qualify (FAQ) with their primary handgun carried on-duty one time per calendar year, using a documented course of fire adopted by the Concord Police Department.
 - .2 In addition to the once per calendar year FAQ, it will be mandatory (except for Police Managers) that all officers attend and show proficiency with their primary on-duty handgun two times per calendar year during a Tactical Firearms Proficiency/In-Service Training course.
 - .1 The Tactical Firearms Proficiency courses may include an FAQ as needed.
 - .3 Qualifications and proficiency testing shall include the actual firing of the weapon(s). Refer to attached diagram page depicting intended seasonal FAQ and qualification sessions
3. Officers intending to carry a concealed (back-up) firearm on-duty or a concealed firearm off-duty pursuant to this General Order, are required to qualify (FAQ) with the weapon one time per calendar year with a departmental firearms instructor. A documented qualification course of fire adopted by the Concord Police Department for concealed carry (on or off-duty) will be used and certification of such qualification and proficiency shall be maintained by the Training Bureau.
 - .1 Exception is made for weapons carried for the purposes of sports or recreation.

4. All intermediate force option weapons shall be employed by members of the Concord Police Department pursuant to department-approved guidelines and training, and only after the member has completed department approved training and/or certification.
 - .1 Personnel authorized to carry the Taser shall receive training and demonstrate proficiency with the use of this option at least one time per calendar year.
 - .2 Personnel authorized to carry and deploy the Sage 37mm shall receive training and demonstrate proficiency with the use of this option one time per calendar year.
 - .3 Refer to attached diagram page depicting intended seasonal FAQ and qualification sessions
 - .4 Qualifications and proficiency on other specialized intermediate force options specific to SWAT will be trained and documented under the supervision of the SWAT Team Commander. The SWAT Team Commander will establish the minimum level of proficiency and frequency and document the testing in monthly training reports when it occurs.

N. PROFICIENCY TESTING AND QUALIFICATION

1. Authorized Department firearms instructors will conduct weapons proficiency training and testing as described in this policy and will ensure that all results are recorded in the Department's training records.
 - .1 All testing shall be conducted using a course that has been adopted by the Concord Police Department as meeting the minimum qualifications in proficiency and qualification for the weapon in question.
2. Officers shall have three opportunities during a single training and testing session to demonstrate proficiency and qualification with duty weapons.
 - .1 In the event an officer, (in the opinion of the supervising firearms instructor) fails to meet proficiency or qualification requirements the officer will be removed from service. However may remain for the duration of the in-service training session.
 - .01 The instructor conducting the qualification or proficiency course will immediately notify the officer's supervisor of the failure and document the failure by memorandum to the Training Sergeant. The officer's supervisor shall make notification to the affected Division Commander through his/her chain of command.
 - .001 If the failure to meet proficiency or qualification standards occurs while the affected officer is on-duty, the supervisor shall assign the officer to administrative duties inside the police building that do not require the officer to be armed until remedial training can be conducted and the officer subsequently meets or demonstrates proficiency and qualification (FAQ) standards
 - .02 Remedial training will be assigned and managed through a single dimension Performance Improvement Plan (PIP) developed by the Training Sergeant and the instructor giving the remedial training.
 - .03 If the failure to meet proficiency or qualification should occur during night time conditions, the subsequent requalification must occur under the same conditions
 - .2 Reserve officers who fail to meet proficiency or qualification requirements with duty weapons will be immediately relieved of all duties as a Reserve Officer and shall not carry the weapon until receiving remedial training and only after a successful qualification or proficiency testing.

- .01 The instructor conducting the qualification or proficiency course at the time will document the failure by memorandum to the Training Unit Sergeant and the Reserve Association Coordinator. The Reserve Coordinator will notify the Field Operations Division Commander and facilitate the affected Reserve Officer receiving remedial training through the Training Unit
- .02 Remedial training will be assigned and managed through a single dimension Performance Improvement Plan (PIP) developed by the Training Sergeant and the instructor giving the remedial training.
- .03 If the failure to meet proficiency or qualification should occur during night time conditions, the subsequent requalification must occur under the same conditions
- .3 Officers who fail to demonstrate proficiency or qualification based on documented physical infirmities will be placed on sick leave, restricted light duty, if available, or other authorized leave until the condition is corrected. If the condition permanently restricts ability to perform full police duties and responsibilities, retirement or termination may be effected, pursuant to existing Personnel Rules.
- .4 Officers who fail to demonstrate proficiency or qualification with any firearm, whether carried on-duty or off-duty will not be authorized to carry that weapon.

O. LOAN OF DEPARTMENT-ISSUED EQUIPMENT

- 1. Equipment issued to an officer or employee shall not be loaned or given to any other officer, employee, or any person.
 - .1 Exception - Officers working in unison and performing a police mission may utilize Department equipment as needed. Accountability for return of equipment is placed with the officer loaning the equipment.

Seasonal Chart Depicting Firearms Qualifications and Skills Development (Proficiency) Courses

Handgun Training

**Spring Trimester
(Jan.-May)**

Proficiency and Skill Development (PSP)
FAQ during In-Service
Open Range Days
Handgun (FAQ)
Shotgun Proficiency
Less Lethal Certification

**Summer Trimester
(May – Sept.)**

Open Range Days
Handgun (FAQ)
Shotgun Proficiency
Less Lethal Certification

**Fall Trimester
(Sept. - Dec.)**

Proficiency and Skill Development (PSP)

Open Range Days
Handgun (FAQ)
Shotgun Proficiency
Less Lethal Certification

Handgun qualifications (FAQ) shall be one time within the calendar year

Makeup sessions will be scheduled as needed to ensure compliance

Long Gun Training

**Spring Trimester
(Jan.-May)**

Rifle/MP5 FAQ only

Re-cert as needed

**Summer Trimester
(May – Sept.)**

Rifle/MP5 FAQ only

**Fall Trimester
(Sept. – Dec.)**

Rifle/MP5
Recertification Course
&
Qualification

Patrol rifle operators are required to attend one recertification course that includes an FAQ with a second FAQ only per calendar year

Makeup sessions will be scheduled as needed to ensure compliance