

 <p>ARIZONA DEPARTMENT OF CORRECTIONS</p> <p>DEPARTMENT ORDER MANUAL</p>	<p>CHAPTER: 500</p> <p>ADMINISTRATIVE/HUMAN SERVICES</p>	<p>OPR:</p> <p>SS OPS</p>
	<p>DEPARTMENT ORDER: 510</p> <p><i>FIREARMS QUALIFICATION/ FIREARMS INSTRUCTOR CERTIFICATION</i></p>	<p>SUPERSEDES:</p> <p>DO 510 (7/5/06)</p>
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## TABLE OF CONTENTS

<b>PURPOSE</b>		
<b>RESPONSIBILITY</b>		
<b>APPLICABILITY</b>		
<b>PROCEDURES</b>		<b>PAGE</b>
510.01	AZ POST FIREARMS REQUIREMENTS FOR THE CORRECTIONAL SERIES .....	3
510.02	FIREARMS INSTRUCTOR APPLICATION/CERTIFICATION .....	4
510.03	SENIOR FIREARMS INSTRUCTOR REQUIREMENTS .....	8
510.04	OPERATIONAL DUTIES FOR SENIOR FIREARMS/FIREARMS INSTRUCTORS.....	8
510.05	RANGE OPERATIONS/FIREARMS QUALIFICATION .....	10
510.06	CONCEALED/STATE ISSUED/PERSONAL WEAPONS .....	13
510.07	SHOOTING REVIEW BOARDS .....	18
	<b>IMPLEMENTATION</b> .....	<b>20</b>
	<b>DEFINITIONS</b> .....	<b>20</b>
	<b>AUTHORITY</b> .....	<b>21</b>
	<b>ATTACHMENTS</b>	

## PURPOSE

This Department Order provides procedures for training in the use of firearms and requires employees in the Correctional Series, and other employees designated by the Warden or agency management to meet firearms qualification standards established by the Arizona Peace Officer Standards and Training Board. All firearms training, qualification and re-qualification is conducted in a safe and effective manner by certified Firearms Instructors. This Department Order further establishes procedures for correctional personnel authorized to carry a concealed weapon derived from the individual's employment with the Department and for the proper introduction of personal weapons onto prison property.

## RESPONSIBILITY

The Staff Development and Training Bureau Administrator shall review annually, and may update as necessary, firearms training requirements, firearms qualification standards and range operation/safety requirements.

The Staff Development and Training Bureau Administrator shall ensure that:

- Lesson plans are developed that detail the use of appropriate judgment and proficiency in the use of firearms.
- Firearms Instructors are certified in accordance with this Department Order.
- Firearms instructors provide and annually conduct in-service training in the use of firearms for Correctional Series employees, and for other staff assigned to positions that require the staff member to carry a firearm.
- Firearms Qualification Cards are issued to employees who meet firearms qualification standards in accordance with this Department Order.
- All firearms training activities are documented in Statewide Database.
- Remedial and practice training classes are conducted and made available to unqualified employees.
- In coordination with Firearms instructors, the Carry Concealed Weapons training curriculum is made available for current staff who apply for authorization to carry a concealed weapon.
- The Firearms Training Committee and the Firearms Training Coordinator conduct an annual review of this Department Order and all firearms lesson plans for operational practices and relevant laws. Findings and recommendations shall be reported to the Staff Development and Training Bureau Administrator.

The Staff Development and Training Bureau Administrator shall appoint a Firearms Training Committee who shall be responsible for the coordination of firearms training statewide and the Firearms Instructor Certification Course. The Firearms Training Committee shall review Firearms Training and Qualification records for each institution at least annually to ensure that Senior Firearms Instructors are recording and maintaining the proper records.

The Correctional Officer Training Academy Commander shall ensure that initial training in the use of firearms is provided to all cadets attending the Correctional Officer Training Academy (COTA) and that the Carry Concealed Weapons curriculum is included in the basic course.

Each Warden/Administrator shall appoint at least one Senior Firearms Instructor who shall be responsible for oversight of the firearms training for the Department and the Correctional Officer Training Academy (COTA). The Firearms Training Committee and Statewide Training Coordinator are responsible for:

- Ensuring that Firearms Instructors comply with the Department's approved lesson plan on use of force, firearms qualification and chemical agents training.
- Ensuring that Firearms Instructors comply with all Department written instructions on firearms qualification and range procedures.
- Conducting initial and annual Firearms Instructor evaluations and maintaining individual Firearms Instructor files.
- Ensuring that Firearms Instructors comply with current training requirements, e.g., Firearms Qualification, Basic Life Support, First Aid Certification and required Firearms Instructor training and providing written notice to Firearms Instructors who fail to maintain certification.
- Ensuring that firing ranges comply with Department standards.
- Assisting the Field Training Manager with the scheduling of Firearms Instructors and range activities.
- Assisting the Firearms Training Coordinator in conducting the Firearms Instructor Certification Course.
- Initiating required reports concerning firearms-related incidents and forwarding the required reports to the Warden, Staff Development and Training Bureau Administrator and the Firearms Training Coordinator.

## APPLICABILITY

This Department Order applies to all employees who may be required to receive firearms training and to the staff responsible for providing the training. The determination of an employee's conformity with other Arizona Peace Officer Standards and Training requirements shall be based upon job performance.

The ability for specified corrections employees to carry a concealed weapon pursuant to A.R.S. 13-3102 is derived exclusively from their employment with the Department. Section 510.06 applies to:

- Regional Operations Directors, Wardens, Deputy Wardens and Correctional Officers as enumerated in A.R.S 13-3102, who are exempt from the statutory prohibition against carrying a concealed weapon.
- Employees who have obtained a Carry Concealed Weapon (CCW) permit pursuant to A.R.S. 13-3112, authorizing the carrying of a concealed weapon and who desire to have the weapon temporarily secured on prison property while the owner is in a duty status.

Section 510.06 does not apply to the carrying and/or temporary storage of Department-issue weapons by security staff during normal security duties or temporary storage of law enforcement officer's weapons when the officer(s) is on prison property, nor does it apply to Contract Beds and staff employed by Contract Beds.

## PROCEDURES

- 510.01 ARIZONA PEACE OFFICER STANDARDS AND TRAINING FIREARMS REQUIREMENTS FOR THE CORRECTIONAL SERIES** - All employees in the Correctional Series are required to meet Arizona Peace Officer Standards and Training (P.O.S.T.) firearms requirements for appointment and training.
- 1.1 Employees in the Correctional Series shall be required to qualify annually with at least the service handgun and 12 gauge shotgun and shall be required to annually familiarize with the 37mm Gas Gun. Parole Officers and employees shall submit a Domestic Violence Affidavit, Form 510-11, regarding any indictments or being named on an any Order of Protection or an Order Against Harassment to their supervisor prior to annual weapons qualification. (For more information see the Firearms Familiarization Training lesson plans.) The supervisor shall forward the form to the Firearms Training Coordinator, who shall:
- 1.1.1 When appropriate, coordinate an investigation with the Backgrounds Investigations Unit.
- 1.1.2 Maintain the form and update the Firearms Training database.
- 1.2 Investigators certified by P.O.S.T. shall:
- 1.2.1 Only be weapons qualified by a P.O.S.T. certified firearms instructor.
- 1.2.2 Submit a Domestic Violence Affidavit regarding any indictments or being named on an any Order of Protection or an Order Against Harassment to the P.O.S.T. firearms instructor prior to the annual weapons qualification.
- 1.2.2.1 The P.O.S.T. instructor shall forward the completed form to the investigator's supervisor, who shall review the form, and when appropriate, coordinate an investigation with the Backgrounds Investigations Unit and/or the Administrative Investigations Unit.
- 1.2.2.2 The investigations supervisor shall, when they become aware that an investigator has been indicted or named on an Order of Protection or an Order Against Harassment, prohibit the investigator from possessing a State owned firearm until the matter is resolved and the investigator is authorized to possess an firearm. At such time, the form shall be returned to the P.O.S.T. firearms instructor.
- 1.2.2.3 The P.O.S.T. firearms instructor shall maintain all completed Domestic Violence Affidavit forms.
- 1.3 Correctional Officers assigned to towers, Tactical Support Unit members, and other duty posts selected by the Warden shall be required to qualify annually with the .223 rifle.
- 1.4 The Deputy Director, Division Directors, Regional Operations Directors, Wardens or other authorized Administrators shall determine which employees, other than employees in the Correctional Series, shall be required to be firearms qualified and whether those employees shall be trained in the use of a handgun, shotgun and/or rifle and be required to qualify with one or more of these firearms annually.

- 1.5 Staff who are required to obtain or maintain firearms qualification and who are pregnant or who have a temporary medical condition may elect to request modification of duty as prescribed in Department Order #519, Employee Health – FMLA, ADA, Industrial Injury, FFD and Alternate Assignment, and by completing and submitting the Firearms Safety and Waiver of Liability Roster, Form 510-4.
  - 1.5.1 Contract Beds staff shall follow their applicable company policy regarding employee health assessment, accommodation or alternate assignment.
- 1.6 When an employee fails to meet P.O.S.T. firearms requirements, the employee's Warden, Deputy Warden or Administrator shall:
  - 1.6.1 Conduct an assessment to determine if the employee has a short-term disability that would require the employee to be placed on modified duty status.
  - 1.6.2 Determine if the employee has the possibility of a long-term disability and should be referred for a medical/psychological assessment, as outlined in Department Order #519, Employee Health – FMLA, ADA, Industrial Injury, FFD and Alternate Assignment.
  - 1.6.3 If neither determination in 1.6.1 and 1.6.2 is made, schedule the employee for remedial training/re-qualification.
- 1.7 Remedial training courses shall be required of those employees who fail to qualify. The employee shall attend additional classroom instruction, intensive practical application and have at least two additional attempts to qualify.
  - 1.7.1 Unqualified employees are restricted from using any weapons, except during remedial and practice training conducted by a Firearms Instructor.
- 1.8 Employees who do not qualify with the required firearms (handgun and shotgun) after four qualification attempts shall be administratively assigned to a non-security post, and shall work out of uniform for up to 180 days. Any exceptions shall be approved by the Director.
  - 1.8.1 The employee's Warden or designee shall complete a Letter of Instruction (Attachment D) when an employee is administratively reassigned.
  - 1.8.2 During the administrative assignment, an employee may attend additional firearms training outside the Department, at the employee's own expense.
  - 1.8.3 Once an employee receives additional training, they must schedule qualification through the Complex Senior Firearms Instructor.
  - 1.8.4 Employees working out of uniform in non-security posts, outlined in 1.8 of this section, shall continue to receive their uniform allowance for the first 90 days in this assignment, in accordance with Department Order #505, Employee Benefits.

## **510.02 FIREARMS INSTRUCTOR APPLICATION/CERTIFICATION**

- 1.1 Firearms Instructor Training Application
  - 1.1.1 Permanent status employees seeking to be candidates for Firearms Instructor Training Certification shall complete the Firearms Instructor Application, Form 510-10, obtain approvals as required and forward the completed form to the assigned Training Officer.

- 1.1.2 Upon receiving the approved application, the Training Officer shall verify requirements, sign and forward the application to the Senior Firearms Instructor.
- 1.1.3 In consultation with the Warden, the Senior Firearms Instructor shall review the application and schedule the applicant for a Firearms Instructor Certification Course.
- 1.1.4 The completed application shall be forwarded to the Firearms Training Coordinator.
- 1.1.5 Applicants shall have:
  - 1.1.5.1 Completed original probation.
  - 1.1.5.2 Performance dimension scores of no less than three on the last evaluation, except when the applicant is a Contract Beds staff member.
  - 1.1.5.3 An agreement with the sending unit that the applicant shall, upon successful completion of Firearms Instructor Certification, provide firearms training at least semi-annually to other staff.
  - 1.1.5.4 Current certification in First Aid/Basic Life Support (CARE) and the Staff Instructor Certification.
  - 1.1.5.5 Good physical abilities.
  - 1.1.5.6 Demonstrated experience and proficiency with firearms that includes but is not limited to firearms safety, nomenclature, clearing of malfunctions and assembly/disassembly of firearms.
  - 1.1.5.7 Served as a Range Safety Officer a minimum of two times.
  - 1.1.5.8 Minimum weapons qualification scores of:
    - 1.1.5.8.1 Service Handgun - 225.
    - 1.1.5.8.2 Service Rifle - 135. Contract Beds staff is excluded from this requirement.
    - 1.1.5.8.3 Service Shotgun - 90 on the "A" course.
  - 1.1.5.9 Taken the 37 mm familiarization course.
- 1.1.6 The Staff Development and Training Bureau Administrator shall review requests for exceptions to the time-in-service criteria and may approve the request.
- 1.2 Firearms Instructor Certification - The Department sponsors a 40-hour training academy for the purpose of certifying Firearms Instructors.
  - 1.2.1 The Firearms Training Coordinator shall:
    - 1.2.1.1 In consultation with the Firearms Training Committee, schedule the location and instructors for all Firearms Instructor Certification Courses.
    - 1.2.1.2 Notify, subject to the Warden's final approval, candidates of the date, time, location, and required materials.

- 1.2.2 Only Firearms Instructor Training/Certification lesson plans approved by the Staff Development and Training Bureau Administrator shall be used to train and certify Firearms Instructors.
- 1.2.3 Senior Firearms Instructors shall verify and document the completion of the certification requirements on the Firearms Instructor Evaluation for Certification/Recertification, Form 510-8.
- 1.2.4 Forms shall be completed at least annually and distributed as indicated on the forms.
- 1.2.5 To receive a Firearms Instructor Certificate of Completion, applicants shall successfully complete the following:
  - 1.2.5.1 The Firearms Instructor Certification Course that includes but is not limited to the following instruction:
    - 1.2.5.1.1 Firearms and range safety.
    - 1.2.5.1.2 Marksmanship fundamentals and target analysis.
    - 1.2.5.1.3 Firearms Instructor techniques.
    - 1.2.5.1.4 Review of the use of force.
    - 1.2.5.1.5 Review of vicarious liability, in accordance with A.R.S., Title 13.
    - 1.2.5.1.6 Demonstration and use of chemical agents.
  - 1.2.5.2 A score of at least 80% on a comprehensive written final examination, except that an applicant who fails the written examination shall be allowed to take the examination again. Re-testing shall be allowed between seven and 30 days of the initial failure. A Training Officer shall proctor the re-test.
    - 1.2.5.2.1 The instructor shall notify the applicant's Warden, in writing, of the initial failure.
    - 1.2.5.2.2 The applicant shall not be certified as a Firearms Instructor until he or she passes the written examination.
  - 1.2.5.3 A pass/fail comprehensive practical evaluation and demonstration of the following competencies as determined by the Firearms Training Instructor(s):
    - 1.2.5.3.1 Range safety behavior.
    - 1.2.5.3.2 Weapons safety behavior.
    - 1.2.5.3.3 Coaching techniques.
    - 1.2.5.3.4 Target scoring/analysis.
    - 1.2.5.3.5 Firearms commands.

- 1.2.5.3.6 Nomenclature identification.
- 1.2.5.3.7 Chemical agents identification.
- 1.2.5.3.8 Chemical agents application.
- 1.2.5.3.9 Shoot/don't shoot decision-making skills.
- 1.2.5.3.10 Participation in one low-light firing exercise.
- 1.2.5.3.11 Proper use of related training aids.

1.2.6 Applicants shall be certified in First Aid/Basic Life Support prior to receiving the Firearms Instructor Certification.

### 1.3 Maintaining Firearms Instructor Certification

1.3.1 To maintain certification, a Firearms Instructor shall:

1.3.1.1 Re-qualify annually with the following weapons and minimum scores:

1.3.1.1.1 Service Handgun - 225.

1.3.1.1.2 Service Rifle - 135. Contract Beds staff is excluded from this requirement.

1.3.1.1.3 Service Shotgun - 90 on the "A" course.

1.3.1.2 At least once annually, conduct a Qualification/Re-qualification Firearms course and a Chemical Agents Familiarization class.

1.3.2 The Senior Firearms Instructor observing the certification process shall sign the Firearms Instructor Evaluation for Certification/Recertification, the Firearms Qualification Record and the Maintenance of Firearms Instructor Qualification forms before forwarding them to the Training Officer.

1.3.3 The Senior Firearms Instructor shall re-certify each Firearms Instructor annually and provide written notification to local Firearms Instructors who fail to maintain their certification.

1.3.4 Any Firearms Instructor failing to maintain certification for six months or less, shall complete the following in order to obtain current certification:

1.3.4.1 Conduct a course on weapons qualification/re-qualification, chemical agents familiarization and Use of Force under the direct supervision of a currently certified Senior Firearms Instructor.

1.3.4.2 Re-qualify with the service handgun, shotgun and rifle. Contract Beds staff is excluded from rifle qualification.

1.3.4.3 Receive a satisfactory firing range evaluation from a Senior Firearms Instructor.

- 1.3.5 Firearms Instructors failing to maintain certification after six months shall, in addition to the requirements previously noted, pass the current written exam for the Firearms Instructor Training Certification Course with a minimum score of 80% in order to obtain current certification.
- 1.3.6 Firearms Instructors failing to maintain certification after twelve months shall complete all requirements outlined in this Department Order and obtain written approval from the Staff Development and Training Bureau Administrator in order to obtain current certification.
- 1.3.7 Employees who have not maintained their Firearms Instructor Certification for more than 18 months shall be required to repeat the Firearms Instructor Certification process.
  - 1.3.7.1 Any exceptions shall be approved in writing by both the Senior Firearms Instructor and the Staff Development and Training Bureau Administrator.

### **510.03 SENIOR FIREARMS INSTRUCTOR REQUIREMENTS**

- 1.1 To maintain certification, a Senior Firearms Instructor shall:
  - 1.1.1 Re-qualify annually with the following weapons and minimum scores:
    - 1.1.1.1 Service Handgun - 225.
    - 1.1.1.2 Service Rifle - 135. Contract Beds staff is excluded from this requirement.
    - 1.1.1.3 Service Shotgun, firing the "A" course - 90.
  - 1.1.2 At least once annually, conduct a Qualification/Re-qualification Firearms course, a Chemical Agents Familiarization class, and Use of Force Training.
  - 1.1.3 Receive a satisfactory on-site evaluation for instructional skills and techniques from a second Senior Firearms Instructor.
- 1.2 The Senior Firearms Instructor shall notify the Firearms Training Coordinator who shall verify and annually document the completion of the certification requirements for the Maintenance of Firearms Instructor Qualification and the Firearms Instructor Evaluation for Certification/Re-certification, outlined in 1.1.1 through 1.1.3 of this section.

### **510.04 OPERATIONAL DUTIES FOR SENIOR FIREARMS/FIREARMS INSTRUCTORS**

- 1.1 Firearms Instructors shall:
  - 1.1.1 Be responsible for all staff, activities, safety and any applicable firearms training classes conducted on the firing range or in a classroom where firearms training is provided.
  - 1.1.2 Issue completed Firearms Qualification Cards, Form 510-2, to those employees who have qualified.
  - 1.1.3 Assign scheduled staff to any work details supporting range activities (e.g., obtaining lunches, water; transporting firearms, support gear and targets; cleaning firearms; policing ranges; and other related duties).

- 1.1.4 Have the authority to restrict any staff member from the range.
- 1.1.5 Maintain a professional, courteous attitude at all times.
- 1.1.6 Not participate, as a shooter for the purpose of qualification while performing their assignment as Firearms Instructor.
- 1.1.7 Ensure the following records are completed:
  - 1.1.7.1 Firearms Qualification Record, which includes scores attained by a shooter as outlined in the Staff Development and Training curriculum. To properly document accuracy levels and proficiency at various positions and distances the Firearms Qualification Record shall be completed for each shooter.
  - 1.1.7.2 Notification of Failure to Qualify/Limited Qualification, Form 510-7 when an employee fails to qualify with any firearm.
  - 1.1.7.3 Reconciliation of ammunition inventories.
  - 1.1.7.4 Reports concerning:
    - 1.1.7.4.1 Inappropriate behavior/attitude problems with participants.
    - 1.1.7.4.2 Malfunctioning firearms or ammunition, by identification or brand name. Any firearms that malfunction shall be tagged and sent for repair by an authorized armorer.
    - 1.1.7.4.3 Other issues/problems as needed.
  - 1.1.7.5 Firearms qualifications records to include:
    - 1.1.7.5.1 The Firearms Qualification Card.
    - 1.1.7.5.2 The Waiver of Liability for Firearms Qualification.
    - 1.1.7.5.3 Duties and Responsibilities for Range Safety Officer.
    - 1.1.7.5.4 Range Safety Rule sheets.
    - 1.1.7.5.5 Firearms and Use of Force Roster.
- 1.2 Senior Firearms Instructors shall:
  - 1.2.1 Ensure that Firearms Instructors comply with approved lesson plans for firearms qualification and related training as well as applicable written instructions addressing firearms qualification and range procedures.
  - 1.2.2 Conduct annual Firearms Instructor evaluations and maintain individual Firearms Instructor files.
  - 1.2.3 Ensure that Firearms Instructors comply with current training requirements.

- 1.2.4 Ensure that firing ranges comply with approved standards.
- 1.2.5 Assist the Training Officer with the scheduling of Firearms Instructors and range activities.
- 1.2.6 Assist the Firearms Training Coordinator in conducting the Firearms Instructor Certification Course.
- 1.3 All Firearms Instructors shall report firearms-related incidents and prepare reports in accordance with Department Order #105, Information Reporting, and ensure that a copy of all such reports are forwarded to the Staff Development and Training Bureau Administrator and the Firearms Training Coordinator.
- 1.4 Senior Firearms Instructors and Firearms Instructors shall wear the Department's designated Firearms Instructor uniform when training or qualifying individuals on Department Firing Ranges, as outlined in Department Order #503, Employee Grooming and Dress.
- 1.5 The Senior Firearms Instructor for each institution shall maintain all Firearms Training and Qualification records for at least three years in accordance with Department Order #103, Correspondence Records Control.

#### **510.05 RANGE OPERATIONS/FIREARMS QUALIFICATION**

- 1.1 Firearms qualification/re-qualification, familiarization, and remedial training classes shall be conducted in a safe and effective manner as follows:
  - 1.1.1 The Senior Firearms Instructor shall ensure that qualified Firearms Instructors are assigned to each range.
    - 1.1.1.1 The recommended ratio of Firearms Instructors/Safety Officers is one per five shooters or firing points.
    - 1.1.1.2 Institutions with dual or multiple ranges that are shooting simultaneously shall be considered two separate ranges and adhere to 1.1.1.1 of this section.
  - 1.1.2 Range Safety Officer Responsibilities - The Firearms Instructor shall assign Range Safety Officers to assist when the recommended ratio is exceeded in the safe operation of the range. Range Safety Officers shall:
    - 1.1.2.1 Read and indicate agreement by signing the Range Safety Officer Duties and Responsibilities, Form 510-6, annually.
    - 1.1.2.2 Not participate as a shooter for the purpose of qualification while performing their assignment as Range Safety Officer.
    - 1.1.2.3 Not participate in any other duties while assigned as a Range Safety Officer.
  - 1.1.3 Range Safety Briefings - The assigned Firearms Instructor shall conduct a Firearms safety briefing at the beginning of each Firearms Training and Qualification Range session as outlined in the lesson plan.
    - 1.1.3.1 Each shooter shall read and sign a Firearms Safety and Waiver of Liability Roster, Form 510-4, for Firearms Qualification.

- 1.1.3.2 Each shooter shall follow established range safety rules and sign an acknowledgment of understanding of range safety rules on the Range Safety Rules. The rules shall be explained each time the employee attends a range session.
- 1.1.4 Reporting Incidents - The Firearms Instructor shall submit a written report to the Warden for the following incidents. A copy of these reports shall be forwarded to the Firearms Training Coordinator.
  - 1.1.4.1 The restriction of any staff member from the range. Firearms Instructors may send employees back to their institution or outside the perimeter of the range as circumstances dictate.
  - 1.1.4.2 A safety infraction that results in a shooter being removed from the firing range. The employee shall report immediately to the first line supervisor or the shift commander as appropriate.
  - 1.1.4.3 Any firearm damage. The Firearms Instructor shall tag the damaged firearm(s) and forward a copy of the report to the local Armory Officer.
  - 1.1.4.4 Any accident or injury. The Firearms Instructor shall ensure that proper first-aid measures are taken. On-the-job injury reports and Information Reports shall be completed by those concerned, countersigned by the Firearms Instructor, and forwarded to the appropriate location.
- 1.1.5 Accidental Discharge - In the event of an accidental discharge, the involved staff member shall not be permitted to possess or use a weapon until the disposition of incident has been determined.
  - 1.1.5.1 The Shooting Review Board shall convene and conduct a full review of the incident as outlined in section 510.07 of this Department Order.
- 1.2 Standardized Courses of Fire
  - 1.2.1 The Firearms Instructor shall:
    - 1.2.1.1 Require shooters to complete all stages of the qualification course, including practice rounds for the purpose of observing the shooter's skill level and target analysis.
    - 1.2.1.2 Score each shooter as outlined in Staff Development and Training curriculum of the course of fire.
    - 1.2.1.3 Ensure that, under no circumstances, an unsafe or unskilled shooter is allowed to continue the qualification course. If the Firearms Instructor determines that a shooter is unsafe to qualify, the Firearms Instructor shall remove the shooter from the firing line and schedule the shooter for Remedial Firearms Training.
  - 1.2.2 Firearms Instructors shall conduct the course of fire for each weapon, as outlined in Attachments A, B and C, as well as the appropriate lesson plan.
    - 1.2.2.1 Wardens shall designate which employees are to be qualified on the .223 Service Rifle.

- 1.2.2.2 The Shotgun Course "A" is required for Tactical Support Unit members, who may be required to use rifled slugs during the performance of their duties as well as Firearms Instructors and instructor applicants.
- 1.2.2.3 The Shotgun Course "B" is required for all staff members who may be required to be armed with a shotgun, without rifled slugs, during the performance of their duties.
- 1.2.2.4 The course of fire for the 37 mm gun is for annual familiarization only. No points are awarded for this shooting exercise.
- 1.2.2.5 Discretionary Shooting - This pass or fail shooting exercise consists of seven targets, in five stages. Shooters fire at "shoot" targets only. The remaining targets are "no shoot or challenge" targets. This is intended to evaluate the shooter's decision skills and speed. The shooter shall respond in all five stages correctly and shall repeat this exercise until successful completion.
- 1.2.2.6 Contract Beds shall conduct the standardized course of fire for the semi-automatic handgun using the ten round magazine.
- 1.2.3 Failure to Qualify - Firearms Instructors shall confiscate the qualification card of any employee who fails to qualify with either the handgun or shotgun and shall notify the employee's supervisor.
- 1.3 Firearms Qualification Cards are issued to ensure that all employees assigned to armed posts have met current firearms qualification standards. Training Officers shall supply the necessary qualification cards.
  - 1.3.1 The Firearms Instructor shall:
    - 1.3.1.1 Prior to issuing a Firearms Qualification Card, record the scores and type of firearm(s) the employee is qualified to use on the Firearms Safety and Waiver of Liability Roster form.
    - 1.3.1.2 Forward the Firearms Roster to the Senior Firearms Instructor. The Senior Firearms Instructor shall forward the roster through the Training Officer for entry into the training records system in the Statewide Training and Registration System (STARS) and maintain all Firearms Training Records for three years.
      - 1.3.1.2.1 Contract Beds shall maintain an employee training records system and maintain all firearms records for three years.
    - 1.3.1.3 Enter the appropriate information on the Firearms Qualification Card, sign and issue the Firearms Qualification Card only to employees who have qualified in accordance with the firearms qualification standards approved by the Staff Development and Training Bureau.

1.3.2 Wardens and Deputy Wardens shall ensure that before assigning an employee to an armed post, the employee's supervisor inspects the employee's Firearms Qualification Card to ensure that the employee is qualified for the firearms used at that post. If the card is valid, the supervisor is authorized to assign the employee to an armed post. If the card is not valid, the supervisor shall confiscate the card and forward it to the Complex Senior Firearms Instructor.

1.3.2.1 Staff who issue weapons shall check Firearms Qualification Cards to ensure that the employee requesting weapons is qualified to use the firearm. If the card is valid, the issuing officer is authorized to issue the firearm.

1.4 Firearms instructors shall request and distribute Firearms Proficiency Award Pins in accordance with Department Order #506, Employee Recognition System. Employees shall wear them as outlined in Department Order #503, Employee Grooming and Dress.

1.4.1 The Staff Development and Training Bureau Administrator shall issue Firearms Instructor Pins to uniformed employees who successfully complete the Department's Firearms Instructor Certification Course. The Firearms Instructor Pin shall only be worn by certified Department Firearms Instructors.

**510.06 CONCEALED/STATE ISSUED/PERSONAL WEAPONS - APPLICATION AND STORAGE PROCEDURES** - To protect the Department and its employees from potential liability arising from the negligent use/storage of a concealed/personal weapon this section describes the training and proficiency requirements, application procedures and the type of weapon and ammunition authorized. As noted, this section does not apply to Contract Beds or staff employed by Contract Beds.

1.1 General Requirements

1.1.1 Staff who is statutorily authorized, pursuant to either A.R.S. 13-3102 or 13-3112, to carry a concealed weapon, i.e.; Regional Operations Directors, Wardens, Deputy Wardens, Correctional Officers, CCW permit holders and staff who elect to carry a non-concealed weapon shall only carry a handgun as authorized by this section.

1.1.2 Prior to being authorized to carry a concealed weapon, Wardens, Regional Operations Directors, Deputy Wardens, correctional staff and CCW permit holders shall first complete the Department's approved "Carry Concealed Weapons" training curriculum.

1.1.3 Staff authorized by statute to carry a concealed weapon, or any staff who elects to carry a non-concealed handgun may introduce the weapon on prison property only when in compliance with section 510.06, 1.5 through 1.6.8. Failure to comply shall subject the individual to appropriate administrative and/or disciplinary sanctions.

1.1.4 A personal weapon approved to be carried under the provisions of this section shall only be used for marksmanship purposes, in self-defense or other manner prescribed and authorized by statute to any ordinary citizen. Staff who carry concealed weapons have no authority to exercise deadly force beyond that afforded to other citizens in the State of Arizona. A citizen may lawfully use deadly force when:

1.1.4.1 Protecting oneself from deadly force.

1.1.4.2 Protecting a third person against the unlawful use of deadly force.

- 1.1.4.3 Preventing kidnapping, sexual assault, rape, child molestation, arson of an occupied structure or first and second degree burglary.
- 1.1.5 The discharge or firing of a weapon authorized for concealed carry under A.R.S. 13-3102, except in marksmanship practice, shall be investigated in accordance with Department Order #601, Administrative Investigations and Employee Discipline.
- 1.1.6 Correctional staff who fails to qualify or otherwise temporarily loses their authority to carry state-issued weapons pursuant to section 510.01 shall automatically lose their authority to carry a concealed weapon. Correctional staff in possession of a current CCW permit issued by DPS is exempt from this provision.
- 1.1.7 P.O.S.T. certified Special Investigators, Wardens, Deputy Wardens and those additional staff approved by the Director are authorized to carry a Department issued handgun concealed while on duty. These staff members shall secure their weapons in designated lockers when entering a prison facility as outlined section 510.06, 1.5 through section 1.6.8.
- 1.1.8 Except for those who possess a CCW permit, correctional staff shall have their Department identification card in their possession whenever carrying a personal concealed weapon.
- 1.1.9 Regional Operations Directors, Wardens, Deputy Wardens, investigators from the Criminal Investigations Unit, the Administrative Investigations Unit and the Background Investigations Unit, and designated correctional staff are authorized to transport a privately owned handgun in approved state vehicles.
  - 1.1.9.1 State vehicles in which privately owned handguns are to be transported shall be equipped with a lockable factory standard, or comparable, weapons security container, or the staff must be able to secure the weapon in an approved weapons security container upon arrival at their destination.
  - 1.1.9.2 During transport, the weapon must remain secured in the holster.
  - 1.1.9.3 Weapons security containers are subject to inspection and approval by a Department armorer.
- 1.1.10 Owners shall maintain weapons carried on prison property under the authority of A.R.S. 13-3102 in a safe and serviceable condition, which is subject to verification by a Department armorer. Staff with a current CCW permit is exempt from this provision except when the weapon is brought onto prison property.
- 1.1.11 Any confirmation that a personal weapon authorized by this section has been functionally modified from factory specifications that would render it illegal shall result in the immediate revocation of the approved Off-Duty Handgun Authorization and notification to the Criminal Investigation Unit.
- 1.1.12 If a staff member carrying a weapon pursuant to this section comes into contact with a law enforcement officer the staff member shall:
  - 1.1.12.1 Declare possession of a lawfully concealed weapon.
  - 1.1.12.2 Present a Department identification card, if so requested.
  - 1.1.12.3 Follow all instructions from the officer.

- 1.1.13 Staff members shall avoid contact with law enforcement personnel involved in volatile operational situations.
- 1.1.14 No staff member shall carry a concealed weapon authorized by this section when under the influence of alcohol or debilitating medication.
- 1.1.15 Staff members shall not carry a concealed weapon into any location identified as a restricted area in A.R.S. 13-3102, Misconduct involving weapons; defenses; classification.
- 1.1.16 An individual who requests approval to carry and/or introduce an additional or replacement weapon shall have separate authorization for each.
- 1.1.17 Only a weapon specified in writing shall be approved for concealed carry and/or introduction on prison property. Only one weapon may be carried/introduced at any given time.
- 1.1.18 A concealed weapon shall be carried in a manner that secures it from loss, inadvertent discharge or from dropping or falling.
- 1.1.19 The Division Director for Support Services and the Deputy Director shall be responsible for the introduction and storage of privately owned weapons at Central Office locations as outlined in 1.5 and 1.6 of this section.
- 1.1.20 Requests for exception to this section shall be submitted, in writing, through the chain-of-command for consideration by the Director.
- 1.1.21 Each institution's complex Chief of Security shall maintain a database containing the names of staff members who are approved to carry a concealed weapon in accordance with this section.
- 1.1.22 Except for Special Investigators, Wardens, Deputy Wardens and those additional staff designated by the Director, staff shall not carry a Department issued weapon when off-duty under any circumstances.
  - 1.1.22.1 Staff who have been authorized domicile possession of a Department-issued weapon shall maintain the weapon in a safe and serviceable condition.
  - 1.1.22.2 When not in use such weapons shall be stored in a locked factory standard or comparable weapon security container or shall be fitted with a trigger locking device.

## 1.2 Weapons and Ammunition

- 1.2.1 Revolvers shall be double-action and possess a barrel at least two inches in length. The handgun shall be authorized by Attachment E, List of Approved & Comparable Weapons.
- 1.2.2 Semi-automatic handguns shall be authorized by Attachment E or shall be a weapon determined to be comparable to Department-issue weapons through an inspection by a Department armorer. The weapon shall be from the approved list.
- 1.2.3 Ammunition shall be new commercially produced cartridges designed for the specific weapon. Re-manufactured or reloaded ammunition is not authorized.

- 1.2.3.1        Revolvers - The maximum amount of ammunition to accompany the weapon during storage, except for marksmanship purposes, shall be no more than the number of cartridges needed to completely load and reload the weapon twice.
- 1.2.3.2        Semi-automatic handguns - The maximum amount of ammunition to accompany the weapon during storage, except for marksmanship purposes, shall be no more than the number of cartridges needed to fill three magazines plus one round.
- 1.3        Training/Certification - Staff requesting to carry a concealed weapon pursuant to A.R.S. 13-3102 shall successfully qualify with a Department-owned semi-automatic handgun and is approved to carry the same or comparable weapon. Staff who request to carry a concealed weapon shall complete the in-service CCW class a minimum of every four years. A CCW refresher course will be included in the Department's annual training.
- 1.4        Application Process
  - 1.4.1        Staff shall initiate an Off-Duty Handgun Authorization Request/Approval, Form 510-1, by completing sections I and II.
  - 1.4.2        The form, along with the unloaded handgun, shall be presented to a Department armorer for inspection. The armorer shall ensure that the weapon presented is the same as the one listed on the application and approved under this Department Order. After completing the inspection, the armorer shall complete Section III of the request.
  - 1.4.3        When Section III has been completed, the staff member shall forward the form to the Warden.
  - 1.4.4        When the Warden's action has been completed, the authorization, approved or not, shall be forwarded to the complex Chief of Security for entry into the Concealed Weapons Database. In the event the staff member transfers to another institution, the databases at both locations shall be promptly updated to reflect the transfer action.
    - 1.4.4.1        A copy of the authorization shall be returned to the staff member.
    - 1.4.4.2        Individuals denied permission to carry a concealed weapon may file a grievance in accordance with Department Order #517, Employee Grievances.
  - 1.4.5        Completed Off-Duty Handgun Authorization Request/Approval forms shall be filed and retained in the appropriate institution security offices in accordance with Department Order #103, Correspondence/Records Control.
- 1.5        Entry to Department Prison/Grounds/Buildings/Central Office/Parole Offices - Personal weapons brought onto prison property or into any building owned or leased by the Department shall be secured in Department designated storage areas and containers located in the lobby area of each building, or at the entrance to the facility. Effective immediately, all employees and Community Corrections Officers entering state buildings or Parole Offices shall secure their firearms, personal or state owned, into the designated weapons lockers located in each state building or individual offices. Weapons shall not be stored in employee personal vehicles. They may be stored in state owned vehicles if the vehicle is equipped with a gun locker. Employees who are certified peace officers are exempt from this requirement and may be permitted to carry their weapons while on duty.

- 1.5.1 Community Corrections Officers shall secure weapons in the vehicle lock-box while traveling through Native American reservations or any other jurisdiction where no reciprocal agreement with the Department of Public Safety exists or while traveling on state or interstate highways as outlined in Department Order #1003, Community Corrections.
  - 1.5.2 The Deputy Director, Division Directors, Regional Operations Directors, Wardens and administrators shall designate and equip a single storage site where staff and members of the public shall secure personal weapons.
  - 1.5.3 A Carrying Concealed Weapon (CCW) Log, Form 510-3, shall be provided at the storage site. Staff members and members of the public shall enter their full name, the time and date their weapon is stored, and the locker number. When leaving, the staff member and members of the public shall note the time and date that the weapon is removed from the storage locker.
  - 1.5.4 Upon entering Department property staff and members of the public carrying a weapon or concealed weapon shall go directly to the designated weapons storage site. The loaded weapon, with all safety mechanisms engaged, and any additional ammunition, shall be placed in the weapons locker.
    - 1.5.4.1 The individual shall then legibly complete the appropriate section(s) of the CCW log.
    - 1.5.4.2 Weapons shall remain in the storage container until the individual is prepared to depart prison property.
  - 1.5.5 Upon departing prison and Department property, the staff member and members of the public shall retrieve the weapon and ammunition from the storage container, complete the CCW log entry and depart the prison or Department property.
  - 1.5.6 Buildings occupied by the Department at 1601 West Jefferson Street, 1645 West Jefferson Street, 1831 West Jefferson Street and 801 South 16th Street shall provide temporary secure storage for persons carrying weapons into State (or State-leased) buildings and offices.
  - 1.5.7 Persons entering any Arizona Department of Corrections administrative buildings or Parole Offices either held by lease or otherwise owned (excluding prison sites) shall check their weapon(s) with designated staff.
  - 1.5.8 All persons who enter a Central Office building or Parole Office shall store their personal and / or State-issued firearms in their vehicle, in an approved weapons locker in the lobby of each building, or approved lockers located in their office. Investigators assigned to the Central Office Communications Center (COCC) and the Special Operations Unit (SOU) shall be exempt from this requirement.
  - 1.5.9 There is no change to law enforcement officers' authority. Sworn on-duty peace officers acting in an official capacity shall continue to maintain the custody of their own weapons. All others not specifically identified in this instruction must store their weapons.
- 1.6 On-Site Storage Requirements
- 1.6.1 Wardens shall determine the number of staff expected to require storage of personal weapons at peak hours of arrival and departure.

- 1.6.2 Sufficient commercially manufactured weapons containers shall be obtained to meet the projected requirements. The containers shall be equipped with a removable key. A second key or a master key that can open and allow access to each container shall be provided to the complex Chief of Security in accordance with Department Order #702, Key Control.
- 1.6.3 The storage area shall be under staff observation at all times. Camera surveillance of storage areas is authorized only if direct observation is impractical.
- 1.6.4 Containers shall not be reserved.
- 1.6.5 Long-term storage shall not be authorized.
- 1.6.6 Staff who lose a container key shall be responsible for any costs associated with replacement of the key or container.
- 1.6.7 Staff required to store a weapon shall place the weapon, cartridges and/or magazines in a storage box and remove the key until the weapon is retrieved. The key shall be maintained in a safe and secure manner while in the staff member's possession.
  - 1.6.7.1 Only the owner shall place weapons into or remove weapons from storage containers.
  - 1.6.7.2 In the event of an emergency, staff illness, lost key etc., the complex Chief of Security shall supervise the removal of another person's weapon, cartridges and/or magazines from storage when necessary.
- 1.6.8 Wardens shall ensure there are recurring and random inspections to ensure only approved weapons and cartridges are brought onto Department property.

**510.07 SHOOTING REVIEW BOARDS-** Shooting Review Boards shall be convened as outlined in this Department Order or at the direction of the Director to conduct administrative reviews of the circumstances surrounding any discharge of a weapon by a Department employee.

- 1.1 Authority – The Shooting Review Board shall have the authority to:
  - 1.1.1 Interview all witnesses and employees involved in the matter under consideration.
  - 1.1.2 Review any documents, reports, files, tapes, or any other item pertaining to the incident.
  - 1.1.3 In matters of deadly force by an employee, interview all departmental personnel who the board determines were in a position to witness the use of deadly force.
- 1.2 Duties
  - 1.2.1 In completing an administrative review, unless specifically directed otherwise by the Director, the Shooting Review Board shall:
    - 1.2.1.1 Review and evaluate all pertinent facts and information, including all reports.
    - 1.2.1.2 Request an additional investigation, if necessary.
    - 1.2.1.3 Review all applicable procedures and directives.

- 1.2.1.4 Consider all aspects of training.
- 1.2.1.5 Prepare a written report for the Director through the Division Director for Offender Operations and the Division Director for Support Services.
- 1.2.1.6 Upon review and comment by both Division Directors, the final report shall be forwarded to the Director.

1.2.2 The Shooting Review Board is not designed to review compensation, assignments, discipline, grievances or other matters covered by other review mechanisms or by the chain of command, unless specifically authorized by the Director.

### 1.3 Convening of Shooting Review Boards

1.3.1 At the direction of the Director, a Shooting Review Board may be convened at any time.

1.3.2 The Shooting Review Board shall be convened as soon as possible after an incident. Unless otherwise directed by the Director or designee, a shooting review shall automatically be convened for any of the following reasons:

1.3.2.1 Any death or serious injury that results from, or occurs during the course of a Department operation, enforcement action or situation involving an employee exercising Department authority.

1.3.2.2 When an employee discharges a firearm other than at an approved firearms range.

1.3.2.3 In cases involving an accidental discharge.

### 1.4 Shooting Review Board Membership

1.4.1 Except as otherwise directed by the Director, the following guidelines shall govern the membership of the Shooting Review Board.

1.4.1.1 The Shooting Review Board shall have a minimum of three members. At the discretion of the Board Chairperson with the concurrence of the Director, the Shooting Review Board may consist of more than three members given the nature of the incident under review.

1.4.1.2 The COTA Commander shall serve as the Board Chairperson.

1.4.1.3 A Correctional Major not assigned to the affected complex or within the chain of command of the employee(s) under review.

1.4.1.4 An Assistant Deputy Warden from a region other than the region affected by the review process.

1.4.2 A member of the same rank as the member involved in the incident may be included on the Shooting Review Board. Such members will have the same rights, obligations and responsibilities as the other Shooting Review Board members and will be chosen from a list of interested members who meet the minimum standards as established by the Director or designee.

1.4.3 The Board Chairperson or the Director, as necessary, shall select Shooting Review Board members.

## IMPLEMENTATION

Within 90 days of the effective date of this Department Order, Wardens shall review and, if appropriate, update Institution Orders addressing firearms qualification.

## DEFINITIONS

**BURGLARY (1st DEGREE)** - In accordance with A.R.S. 13-1508, a person commits burglary in the first degree if such person or an accomplice violates the provisions of either A.R.S. 13-1506 or 13-1507 and knowingly possesses explosives, a deadly weapon or a dangerous instrument in the course of committing any theft or any felony.

**BURGLARY (2<sup>nd</sup> DEGREE)** - In accordance with A.R.S. 13-1507, a person commits burglary in the second degree by entering or remaining unlawfully in or on a residential structure with the intent to commit any theft or felony therein.

**CORRECTIONAL SERIES** - For the purpose of this Department Order, includes correctional staff series who qualify annually except that section 510.06 includes Regional Operations Directors, Wardens, Deputy Wardens, and Associate Deputy Wardens.

**CONCEALED WEAPON** - For the purposes of this Department Order, a handgun that is carried hidden on the owner's person in accordance with A.R.S. 13-3102 and authorized by the provisions of this Department Order or is authorized by the owner's possession of a CCW permit.

**CONTRACT BEDS** - For the purposes of this Department Order, a facility contracted to the Department to provide service as specified in the contract.

**COURSE OF FIRE** - The standard sequence for shooting a particular firearm during practice shooting and/or firearms qualification shooting with a specific number of rounds of ammunition.

**DOMICILE STATE VEHICLE** - A vehicle designated for limited personal use and permanently assigned to a staff member by the Director.

**FIREARMS INSTRUCTOR CERTIFICATION COURSE** - A Department-sponsored 40-hour training academy.

**FIREARMS TRAINING COMMITTEE** - Consists of the Senior Firearms Instructors from each institution and the Firearms Training Coordinator.

**PRISON PROPERTY** - For the purposes of this Department Order, the land and buildings of any prison, prison unit, release centers, contract beds, prison parking lot and all Central Office buildings whether owned, leased or operated by the Department or a contract beds contractor.

**PROFICIENCY** - To display, operate or explain a given skill with correctness.

**QUALIFICATION** - An official firing activity completed in a specific order, using a Department authorized firearm, while under the direction of a Firearms Instructor. The exercise is intended to evaluate the skill level of the employee.

**QUALIFICATION ATTEMPT** - Where the participant fires one course of fire to qualify.

**QUALIFIED** - The status of an individual who has passed the firearms qualification or re-qualification test and who possesses a valid firearms qualification card.

**UNQUALIFIED** - The status of an individual who has failed to achieve a passing score with an authorized Department firearm.

{Original Signature on File}

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Charles L. Ryan  
Director

### **ATTACHMENTS**

- Attachment A - Course of Fire for .9 mm Handgun
- Attachment B - Course of Fire for .223 Service Rifle; Course of Fire for 37mm Gun
- Attachment C - Course of Fire for Shotgun Course "A" & Course of Fire for Shotgun Course "B"
- Attachment D - Letter of Instruction
- Attachment E - List of Approved & Comparable Weapons

### **FORMS LIST**

- 510-1, Off-Duty Handgun Authorization Request/Approval
- 510-2, Firearms Qualification Card (Facsimile)
- 510-3, Carrying Concealed Weapon (CCW) Log
- 510-4, Firearms Safety and Waiver of Liability Roster
- 510-6, Duties and Responsibilities for Range Safety Officer
- 510-7, Notification of Failure to Qualify/Limited Qualification
- 510-8, Firearms Instructor Evaluation for Certification/Recertification
- 510-10, Firearms Instructor Application
- 510-11, Domestic Violence Affidavit

### **AUTHORITY**

- A.R.S. 13-3102, Misconduct involving weapons; defenses; classification; definitions
- A.R.S. 13-3112, Concealed weapons; qualification; application; permit to carry; certificate of firearms proficiency; training program; program instructors; report; applicability; violation; classification
- A.R.S. 31-3102.01, Storage of deadly weapons; definitions
- A.A.C. R2-5-602, Transfer
- A.A.C. R2-5-603, Detail to Special Duty
- A.A.C. R13-4-207, Firearms Qualification Requirements

**ATTACHMENT A**

<b>COURSE OF FIRE FOR 9MM SEMI-AUTOMATIC HANDGUN</b>			
<b>Stage</b>	<b>Position</b>	<b>Action</b>	<b>Process</b>
1	Fifteen Yard Line	1 magazine, 5 rounds practice, <b>strong hand supported.</b>	<b>Fired as practice rounds:</b> Insert loaded magazine and holster. On command, draw, chamber and fire five rounds, eject empty magazine and holster. Load 3 magazines with 15 rounds each. (0 points)
2	Twenty- five Yard Line	Six rounds, <b>strong hand supported</b> , in three separate strings	<b>6 rounds fired as follows:</b> On command, draw and fire two rounds in six seconds. Assume ready position. On command, fire 2 rounds in five seconds. Assume ready position. On command, fire 2 rounds in 5 seconds holster weapon. (30 points)
3	Three Yard Line	Six rounds, <b>strong hand only</b> , in three separate strings.	<b>Six rounds fired in three strings of two rounds each as follows:</b> Insert loaded magazine, chamber and holster. On command, draw, and fire two rounds in three seconds. Assume ready position. On command, fire two rounds in two seconds. Assume ready position. On command, fire two rounds in two seconds and holster. (30 points)
	Three Yard Line	Six rounds, <b>strong hand supported</b> in three separate strings.	<b>Six rounds fired in three strings of two rounds each as follows:</b> On command, draw and fire two rounds in three seconds. Assume ready position. On command, fire two rounds in two seconds. Assume ready position. On command, fire two rounds in two seconds and holster. (30 points)
	Three Yard Line	Six rounds, <b>weak hand only</b> , in three separate strings.	<b>Six rounds fired in three strings of two rounds each as follows:</b> On command, draw handgun and place in weak hand at the ready position. On command, fire two rounds in three seconds. Assume ready position. On command, fire two rounds in three seconds. Assume ready position. On command, fire two rounds in three seconds and holster. (30 points)
4	Seven Yard Line	14 rounds, <b>strong hand supported</b> , in three separate strings	<b>14 rounds fired as follows:</b> On command, draw and fire three rounds in four seconds. Assume ready position. On command fire three rounds, reload with a magazine and fire 3 more rounds in 15 seconds. Assume ready position. On command fire three rounds, reload with a magazine and fire 2 more rounds in 12 seconds and holster (70 points)
5	Fifteen Yard Line	12 rounds, <b>strong hand supported</b> , in four separate strings.	<b>12 rounds fired as follows:</b> On command, draw and fire three rounds in 5 seconds. Assume ready position. On command fire 3 rounds in 4 seconds and holster. On command, draw and fire 3 rounds in 5 seconds. Assume ready position. On command, fire 3 rounds in 4 seconds reload and holster. (60 points)
<b>Scoring:</b> Unqualified. . . . .0-209 Qualified. . . . .210-219 Marksman. . . . .220-229 Sharpshooter. . . . .230-239 Expert. . . . .240-249 Distinguished Expert. . . . .250		<b>Qualifications Process - COTA Cadets</b> 50 Rounds Diagnostic/Evaluation - Practice 50 Rounds Diagnostic/Evaluation - Practice 50 Rounds Qualification I 50 Rounds Qualification II or Practice 50 Rounds Remedial or Practice Shooting 50 Rounds Qualification III or Practice Shooting	<b>Qualification Process - In-Service Training</b> 5 Live Fire Practice Rounds at the 15 yard line 50 Rounds Qualification I 50 Rounds Qualification II 4 Hour Remedial Class 5 Live Fire Practice Rounds at the 15 yard line 50 Rounds Qualification III 50 Rounds Qualification IV

**ATTACHMENT B**

<b>COURSE OF FIRE FOR .223 SERVICE RIFLE</b>			
<b>Stage</b>	<b>Position</b>	<b>Action</b>	<b>Process</b>
<b>1</b>	<b>100 Yard Line</b>	<b>Ten rounds. Supported and unsupported; sitting or kneeling position.</b>	<b>Fired from a supported or unsupported sitting or kneeling position, five rounds, no time limit. (25 points) Fired from an unsupported sitting or kneeling position, five rounds, no time limit. (25 points)</b>
<b>2</b>	<b>75 Yard Line</b>	<b>Ten rounds total. Standing to kneeling or standing to sitting position.</b>	<b>Fire five rounds from a standing position. Reload five rounds. Go to a sitting or kneeling position and fire five rounds. (50 seconds - 50 points)</b>
<b>3</b>	<b>50 Yard Line</b>	<b>Ten rounds total. Standing to kneeling position.</b>	<b>Fire five rounds from a standing position. (20 seconds - 25 points). Reload 5 rounds. Go to kneeling position and fire five rounds. (20 seconds - 25 points).</b>
<b>Scoring:</b>		<b>Qualification Process - COTA Cadets</b>	<b>Qualification Process - In-Service Training</b>
Unqualified ..... 0 to 125		Not Applicable	5 Live Fire Practice Rounds at the 75 yard line (Shoot 3, Review; Shoot 2, Review) 30 Rounds Qualification I 30 Rounds Qualification II 4 Hour Remedial Class 5 Live Fire Practice Rounds at the 75 yard line (Shoot 3, Review; Shoot 2, Review) 30 Rounds Qualification III 30 Rounds Qualification IV
Qualified..... 126 to 131			
Marksman..... 132 to 137			
Sharpshooter..... 138 to 143			
Expert..... 144 to 149			
Distinguished Expert ..... 150			
<b>COURSE OF FIRE FOR 37MM GUN</b>			
<b>Stage</b>	<b>Position</b>	<b>Action</b>	
<b>1</b>	<b>40 Yard Line</b>	<b>Fire one shot from a standing position using strong hand. Skip shoot 3-5 yards in front of target.</b>	
<b>2</b>	<b>25 Yard Line</b>	<b>Fire one shot from a standing position using strong hand. Skip shoot 3-5 yards in front of target. Fire one shot from a standing position using weak hand. Skip shoot 3-5 yards in front of target.</b>	
<b>Scoring:</b>		<b>Qualification Process</b>	
No points are awarded for this exercise - familiarization only.		3 Rounds Familiarization	

*ATTACHMENT C*

COURSE OF FIRE FOR SHOTGUN COURSE "A" - TACTICAL SUPPORT UNIT			
Stage	Position	Action	
1	50 Yard Line	One rifled slug, standing position, 15 seconds. (5 points)	
2	40 Yard Line	One rifled slug, standing position, 15 seconds. Score targets and paste. (5 points)	
3	25 Yard Line	Load one bird shot, fire from a standing position, no time limit; load two "00" buckshot, fire from a standing position, 15 seconds. (36 points)	
4	20 Yard Line	Load one bird shot, fire from a standing position, no time limit; load three "00" buckshot, fire from a standing position, 15 seconds. (54 points)	
<p><u>Scoring:</u>                      Rifled slugs inside the 8 ring 5 points                      Rifled slugs outside the 8 ring but in the black 2.5 points                      Double 00 buckshot (9 pellet) 2 points per pellet                      Double 00 buckshot (12 pellet) 1.5 points per pellet                      (100 points possible)                      Unqualified - Fail 0 to 69 points                      Qualified - Pass 70 to 100 points                      Bird shot = Pass/Fail                      Shot pattern no higher than abdomen is a pass.                      Shot pattern in head or chest area is a fail.</p>		<p><u>Qualification Process - COTA Cadets</u>                      Not Applicable - See Course "B"</p>	<p><u>Qualification Process - Tactical Support Unit</u>                      3 Live Fire Practice Rounds at the 25 yard line                      (1 slug, 1 bird shot, 1 buckshot)                      9 Rounds Qualification I                      9 Rounds Qualification II                      4 Hour Remedial Class                      3 Live Fire Practice Rounds at the 25 yard line                      (1 slug, 1 bird shot, 1 buckshot)                      9 Rounds Qualification III</p>

**COURSE OF FIRE FOR SHOTGUN COURSE "B"**

Stage	Position	Action
1	25 Yard Line	Load one bird shot, fire from a standing position, no time limit; load two "00" buckshot, fire from a standing position, 15 seconds. (36 points)
2	20 Yard Line	Load one bird shot, fire from a standing position, no time limit; load three "00" buckshot, fire from a standing position, 20 seconds. (54 points)
<p><b>Scoring:</b>            Double "00" buckshot (9 pellet)            2 points per pellet</p> <p>Double "00" buckshot (12 pellet)            1.5 points per pellet</p> <p>(90 points possible)            Unqualified Fail on 0 to 62 points</p> <p>Qualified Pass on 63 to 90 points</p> <p>Bird shot Pass/Fail            Shot pattern no higher than abdomen is a pass.            Shot pattern in head or chest area is a fail.</p>		<p><b>Qualification Process - COTA Cadets</b></p> <p>2 Rounds Practice, 1 bird shot, 1 buckshot            7 Rounds Qualification I            7 Rounds Qualification II            4 Hour Remedial Class            7 Rounds Qualification III            7 Rounds Qualification IV</p>
		<p><b>Qualification Process - In-Service Training</b></p> <p>2 Live Fire Practice Rounds at the 25 yard line            (1 bird shot, 1 buckshot)            7 Rounds Qualification I            7 Rounds Qualification II            4 Hour Remedial Class            2 Live Fire Practice Rounds at the 25 yard line            (1 bird shot, 1 buckshot)            7 Rounds Qualification III</p>

**ATTACHMENT D - LETTER OF INSTRUCTION  
DEPARTMENT ORDER 510**

DATE:

TO: (Name and Rank of Employee)

FROM: (Name and Title of Supervisor)

SUBJECT: Administrative Assignment

Due to your failure to maintain your Firearms Certification, as required under the Arizona P.O.S.T. standards, this Letter of Instruction outlines the expectations to be accomplished by you during the next \_\_\_\_\_ days. (insert days-max 180)

Effective \_\_\_\_\_ you are to report to \_\_\_\_\_  
(date) (supervisor)  
at \_\_\_\_\_ at \_\_\_\_\_.  
(location) (time)

Your duties will be .....(insert duties)

Note: Experience gained during this assignment will not be credited towards qualifying for any other classification, i.e., doing paperwork for program staff as an assistant will not qualify you as a Correctional Officer III.

During this temporary assignment you will continue to hold your classification title as a \_\_\_\_\_;however, you will:  
(current class title)

1. Work out of uniform and be assigned to non-security duties.
2. Be prohibited from using firearms except during practice and/or re-qualification time.
3. Continue to earn your base pay, minus uniform allowance and hazardous duty pay, if applicable.
4. Be required to improve your firearms proficiency.

Any additional firearms training outside of the Department must be done at your own expense and time.

**Letter of Instruction**  
**Page Two**

You are expected to follow the specific directives set forth herein. Your failure to follow such directives shall result in:

1. An administrative action to remove you from your \_\_\_\_\_ position for  
(current class title)  
failing to meet qualifications/standards of the classification, with appropriate reductions in pay, in accordance with Personnel Rules.
2. Further disciplinary action, which may include dismissal for "cause" for failing to meet qualifications/standards of your classification.

Successful completion of Firearms Certification will result in return to your former duties. In addition, you will again receive a uniform allowance and hazardous duty pay if applicable.

Should your continued attempts to re-qualify for the Firearms Certification during this assignment period be unsuccessful, you will be referred to the Division Director for Support Services, \_\_\_\_\_,  
who shall attempt to place you in another position for which you qualify. (name)

Should you have any questions relative to the specific instructions/expectations set forth in this letter, you are directed to schedule an appointment with me.

I acknowledge receipt of this letter of instruction.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

cc: Institution/Bureau Personnel File

**ATTACHMENT E  
DEPARTMENT ORDER 510**

**LIST OF APPROVED & COMPARABLE WEAPONS**

All handguns must be legal firearms as defined by Arizona and Federal statutes.

1. Revolvers with at least a two inch barrel, a swing out cylinder, and which are manufactured by:

- Colt
- Ruger
- Rossi
- Smith & Wesson
- Taurus

2. Semiautomatic pistols equipped with a slide lock feature, which enables the user to lock the slide open with the magazine removed, and which are manufactured by:

- AMT
- Beretta
- Browning
- COLT (or an equivalent Colt model 1911-A1 design)
- Glock
- Heckler & Koch
- Kahr
- Ruger
- Sig Sauer
- Smith & Wesson
- Taurus
- Walther