ARIZONA DEPARTMENT OF CORRECTIONS	CHAPTER: 500 ADMINISTRATIVE/HUMAN SERVICES	OPR: SS OPS
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PURPOSE

This Department Order provides procedures for training in the use of firearms and requires employees in the uniformed Correctional Officer 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 (AZ POST) 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 the safe introduction and storage of weapons (e.g., Department issued and personal carry) by Department staff, other Law Enforcement officers, and authorized private prison staff onto Department property.

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 AZ POST requirements shall be based upon job performance.

- Employees who desire to have a personal weapon temporarily secured on Department property while the owner is in a duty status shall attend the Department's Carry Concealed Weapon (CCW) training prior to authorization to allow a personal firearm onto Department property.

Section 510.07 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 Department property, nor does it apply to private prisons and staff employed by private prison vendors.

PROCEDURES

510.01 **ARIZONA PEACE OFFICER STANDARDS AND TRAINING (AZ POST) FIREARMS REQUIREMENTS FOR THE CORRECTIONAL OFFICER SERIES** - All employees in the Correctional Officer Series are required to meet AZ POST firearms requirements for appointment and training (i.e., Correctional Officers, Sergeants, Lieutenants, Captains, and Majors).

1.1 Employees in the uniformed Correctional Officer Series, as outlined above, shall be required to qualify annually with at least the service handgun <u>and</u> 12 gauge shotgun and shall be required to annually familiarize with the 37mm Gas Gun. (For more information see the Firearms Familiarization Training lesson plans.)

1.1.1 Prior to the annual weapons qualification, 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 the Firearms Instructor.

1.1.1.1 The Firearms Instructor shall forward the Domestic Violence Affidavit form to the Deputy Warden of Operations, who shall forward the form to the Warden or designee.

1.1.1.2 The Warden or designee shall:

1.1.1.2.1 Confirm with the Background Investigations Unit that the employee is eligible/not eligible to participate in firearms training.

1.1.1.2.2 Inform the complex Training Officer and the Senior Firearms Instructor that the employee is eligible/not eligible to participate in firearms training.

1.1.1.2.3 Once cleared, forward the completed Domestic Violence Affidavit form to the employee's personnel file.

1.1.1.3 Once a Domestic Violence arrest and/or Order of Protection has been reported and cleared, it does not need to be reported again. Only a new charge, Order of Protection or Order Against Harassment must be reported.

1.2 Investigators certified by AZ POST shall:

1.2.1 Only be weapons qualified by an AZ POST certified Firearms Instructor.

1.2.2 Submit a Domestic Violence Affidavit form regarding any indictments or being named on an any Order of Protection or an Order Against Harassment to the AZ POST Firearms Instructor prior to the annual weapons qualification.

1.2.2.1 The AZ POST instructor shall forward the completed Domestic Violence Affidavit 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 of Arizona (state) owned firearm until the matter is resolved and the investigator is authorized to possess a firearm. At such time, the form shall be returned to the AZ POST Firearms Instructor.

1.2.2.3 The AZ POST Firearms Instructor shall maintain all completed Domestic Violence Affidavit forms.

1.3 Correctional Officers assigned to towers, Tactical Support Unit members, Firearms Instructors, and other duty posts selected by the Warden shall be required to qualify annually with the AR-15 Service Rifle .223 caliber.

1.4 Transportation officers and Tactical Support Unit members shall be required to weapons qualify bi-annually and attain certification annually in the usage of Conducted Electrical Weapons (CEW), such as the TASER.

1.5 The Deputy Director, Division Directors, Assistant Director, Regional Operations Directors, Wardens or other authorized Administrators shall determine which employees, other than employees in the Correctional Officer 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.

1.6 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 for a Temporary Work Assignment (TWA) or Modified Duty, as outlined in Department Order #519, Employee Health – FMLA, ADA, Industrial Injury/Illness, FFD and Alternate Assignment, by completing and submitting a memorandum to the unit Chief of Security.

1.6.1 Private prison staff shall follow their applicable company policy regarding employee health assessment, accommodation or alternate assignment.

1.7 When an employee fails to meet AZ POST firearms requirements, the employee's Warden, Deputy Warden or Administrator shall:

1.7.1 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.

1.7.2 Determine if the employee has the possibility of a long-term disability and should be referred for a medical/psychological assessment, in accordance with Department Order #519, Employee Health – FMLA, ADA, Industrial Injury/Illness, FFD and Alternate Assignment.

1.7.3 If neither determination in section 1.7.1 and 1.7.2 above is made, schedule the employee for remedial training/re-qualification.

1.8 Remedial training courses shall be required of those employees who fail to qualify. The employee shall attend additional instruction practical application and have two additional attempts to qualify.

1.8.1 Unqualified employees are restricted from using any state weapons, except during remedial and practice training conducted by a Firearms Instructor.

1.9 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 90 calendar days. Any exceptions shall be approved by the Director.

1.9.1 The employee's Warden or designee shall complete a Letter of Instruction (Attachment G) when an employee is administratively reassigned.

1.9.2 During the administrative assignment, an employee may attend additional firearms training outside the Department at the employee’s own expense.

1.9.3 The employee must schedule qualification through the complex Senior Firearms Instructor.

1.9.3.1 The employee will be allowed two attempts to qualify with the Senior Firearms Instructor.

1.9.3.2 Employees failing to qualify after a total of six attempts (two initial, two remedial and two with the Senior Firearms Instructor) shall be referred to administrative review.

1.9.4 Employees working out of uniform in non-security posts, outlined in 1.9 of this section, shall continue to receive their uniform allowance for the 90 calendar 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 Correctional Officer Training Academy (COTA) Commander.

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 private prison staff member.

1.1.5.3 Upon successful completion of Firearms Instructor Certification, conducted firearms training at least semi-annually to other staff.

1.1.5.4 Current certification in Correctional Analysis and Response to Emergencies (CARE) (e.g., First Aid/Basic Life Support) and the Staff Instructor Certification.

1.1.5.5 Demonstrated experience and proficiency with firearms, which includes but is not limited to firearms safety, nomenclature, and clearing of malfunctions, to the Senior Firearms Instructor.

1.1.5.6 Served as a Range Safety Officer a minimum of two times within the past year.

1.1.5.7 Minimum weapons qualification scores of:

1.1.5.7.1 Service Handgun - 225.

1.1.5.7.2 Service Rifle - 135. (Private prisons that do not use the rifle are excluded from this requirement.)

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

1.1.5.7.4 Low Light/No Light – 210.

1.1.5.8 Taken the 37 mm familiarization course.

1.1.6 The COTA Commander 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 COTA Commander shall:

1.2.1.1 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 or designee and the COTA Commander shall be used to train and certify Firearms Instructors.

1.2.3 Senior Firearms Instructors shall recertify and document the completion of the certification requirements on the Firearms Instructor Evaluation, Form 510-8.

1.2.4 Forms shall be completed 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 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.

1.2.5.1.6 The identification and demonstration of the use of chemical agents.

1.2.5.1.7 Qualification at Firearms Instructor scores.

1.2.5.2 A passing score on a practical application test on target analysis and scoring, and a score of at least 80% on a comprehensive written final examination. In the event an applicant fails the written examination, he/she shall be allowed to take the examination again. Re-testing shall be allowed between seven and 30 calendar days of the initial failure. The COTA Commander or designee shall proctor the re-test.

1.2.5.2.1 The Firearms 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/she passes the written examination. The applicant shall be given two attempts; the initial written test and one re-test. The re-test shall be administered at COTA by the COTA Commander or designee.

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. (Private prisons that do not use the rifle are 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, Use of Force, Discretionary and a Chemical Agents Familiarization class.

1.3.1.3 Maintain CARE Certification.

1.3.2 The Senior Firearms Instructor observing the certification process shall sign the Firearms Instructor Evaluation form before forwarding to the Training Officer and the COTA Commander.

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

1.3.4 Any Firearms Instructor failing to maintain certification beyond one year, but less than two years after their last certification, 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 Have re-qualified at Firearms Instructor scores with the service handgun, shotgun and rifle. Private prisons that do not use the rifle are excluded from the rifle qualification.

1.3.4.3 Receive a satisfactory firing range evaluation from the Senior Firearms Instructor at their assigned institution.

1.3.5 Firearms Instructors failing to maintain certification in excess of two years shall complete all requirements outlined in this Department Order and obtain written approval from the Senior Firearms Instructor assigned to their institution and the COTA Commander in order to obtain current certification.

1.3.5.1 Any exceptions shall be approved in writing by 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. (Private prisons that do not use the rifle are 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, DART a Chemical Agents Familiarization class, and Use of Force Training.

1.1.3 Receive a satisfactory evaluation for instructional skills and techniques from a second Senior Firearms Instructor.

1.2 The Senior Firearms Instructor shall notify the COTA Commander who shall verify and annually document the completion of the certification requirements for the Firearms Instructor Evaluation form, 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 for cause, which will be documented on an Information Report, Form 105-2, after range is complete.

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 Safety and Waiver of Liability Roster, Form 510-4, which includes scores attained by a shooter as outlined in the Staff Development and Training curriculum.

1.1.7.2 Range Safety Officer Duties and Responsibilities, Form 510-6.

1.1.7.3 Domestic Violence Affidavit form.

1.1.7.4 Notification of Failure to Qualify/Limited Qualification, Form 510-7, when an employee fails to qualify with any firearm.

1.1.7.5 Reconciliation of ammunition inventories accounting for both live and expended ammunition.

1.1.7.6 Reports concerning:

1.1.7.6.1 Safety violations, inappropriate behavior/attitude problems with participants.

1.1.7.6.2 Malfunctioning firearms or ammunition, by identification or brand name. Any firearms that malfunction shall be tagged and sent for repair by an authorized armorer.

1.2 Senior Firearms Instructors shall:

1.2.1 Ensure 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 Firearms Instructors comply with current training requirements.

1.2.4 Ensure firing ranges comply with approved standards.

1.2.5 Assist the Training Officer with the scheduling of Firearms Instructors and range activities.

1.3 All Firearms Instructors shall report firearms-related incidents and prepare reports in accordance with Department Order #105, Information Reporting, and ensure copies of all such reports are forwarded to the Warden/Administrator and the complex Major.

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 the Firearms Instructor Evaluation form for at least three years in accordance with Department Order #103, Correspondence Records Control.

510.05 OPERATIONAL DUTIES FOR THE COTA COMMANDER

1.1 The COTA Commander shall:

1.1.1 Annually review and update the firearms training requirements, firearms qualification standards, and range operation/safety (AZ POST) requirements, as necessary.

1.1.2 Chair the Firearms Training Committee, consisting of the Senior Firearms Instructor from each complex.

1.1.3 Ensure the Firearms Training Committee 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.

1.1.4 Ensure Firearms Instructors are certified in accordance with this Department Order.

1.1.5 At least annually, review the Firearms Training and Qualification records for each institution to ensure the Senior Firearms Instructors are recording and maintaining the proper records.

1.1.6 Ensure initial training in the use of firearms is provided to all cadets attending COTA and that the CCW curriculum is included in the basic course.

1.1.7 Ensure a Senior Firearms Instructor is appointed by the:

1.1.7.1 Warden of each complex. The Senior Instructors shall be responsible for oversight of the firearms training for the assigned complex.

1.1.7.2 Community Corrections Operations Director. The Senior Instructor shall be responsible for oversight of the firearms training for Community Corrections.

1.1.8 Appoint a Senior Firearms Instructor for COTA.

1.1.9 Select top Firearms Instructors to conduct the Firearms Instructor Certification Course.

1.2 The COTA Commander and Senior Firearms Instructors at each complex shall:

1.2.1 Ensure Firearms Instructors comply with:

1.2.1.1 The Department's approved lesson plan on use of force, firearms qualification and chemical agents training.

1.2.1.2 This Department Order and all other written instructions on firearms qualification and range procedures.

1.2.1.3 Current training requirements (e.g., Firearms Qualification, Basic Life Support, First Aid Certification and required Firearms Instructor training) and provide written notice to Firearms Instructors who fail to maintain certification.

1.2.2 Conduct initial and annual Firearms Instructor evaluations and maintain individual Firearms Instructor files.

1.2.3 Ensure firing ranges comply with Department standards.

1.2.4 Assist the Field Training Manager with the schedule of Firearms Instructor and range activities.

1.2.5 Initiate required reports concerning firearms related incidents and forward the required reports to the Warden or Administrator.

510.06 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 qualified Firearms Instructors are assigned to each range.

1.1.1.1 One Firearms Instructor is required per each firing line regardless of the number of shooters/firing points.

1.1.1.2 For each firing line above five shooters/firing points, one Range Safety Officer shall be added per each additional group of five participants. Example: Twenty shooters would require one Firearms Instructor and three Range Safety Officers. Five shooters would only require one Firearms Instructor.

1.1.1.3 Institutions with dual or multiple ranges that are shooting simultaneously shall be considered two separate ranges and adhere to 1.1.1.1 and 1.1.1.2 of this section.

1.1.2 Range Safety Officer Responsibilities - The Firearms Instructor shall assign Range Safety Officers to assist 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.

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.

1.1.2.4 Be an employee with current weapons qualification.

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. Each shooter shall:

1.1.3.1 Read and sign a Firearms Safety and Waiver of Liability Roster form for Firearms Qualification.

1.1.3.2 Follow established 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/Administrator, Chief of Security, and Senior Firearms Instructor for the following incidents.

1.1.4.1 The restriction of any staff member from the range. Firearms Instructors may bar shooters from the firing range for inappropriate behavior or causing a disruption during instruction, qualification or cleanup of the range; however, this requires documentation subject to further review.

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 initiate the Incident Command System and ensure proper first-aid measures are taken. Employee/supervisor report of Industrial Injury forms and Information Reports shall be completed and forwarded to the appropriate location.

1.1.5 Negligent Discharge - In the event of a negligent discharge, the involved staff member shall not be permitted to possess or use a Department issued weapon until a Shooting Review Board has reviewed the incident.

1.1.5.1 A copy of all reports shall be forwarded to the Warden/Administrator, Chief of Security and the Senior Firearms Instructor.

1.1.5.2 The Shooting Review Board shall convene and conduct a full review of the incident as outlined in section 510.08 of this Department Order.

1.1.5.3 The involved staff member shall be sent for a drug and/or alcohol testing in accordance with Department Order #522, Drug Free Workplace.

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, under no circumstances, an unsafe 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 prepare appropriate documentation, the shooter shall attend 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 AR-15 Service Rifle, .223 caliber.

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 or determination by the Firearms Instructor that the employee be sent to Remedial Firearms Training.

1.2.2.5.1 The Glock loading procedures shall be conducted prior to discretionary shooting and the unloading procedures shall be conducted at completion.

1.2.2.6 DART familiarization as outlined in Department Order #716, Armory Procedures.

1.2.3 Failure to Qualify – Firearms Instructors shall confiscate the Firearms Qualification Card of any employee who fails to qualify with either the handgun or shotgun and shall notify the unit Chief of Security and Senior Firearms Instructor.

1.3 Firearms Qualification Cards are issued to ensure all employees assigned to armed posts have met current firearms qualification standards.

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 Human Resource Information System (HRIS). The Training Officer shall maintain all Firearms Training Records for three years.

1.3.1.2.1 Private prisons 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 COTA Commander.

1.3.2 Wardens and Deputy Wardens shall ensure before assigning an employee to an armed post, the employee's supervisor inspects the employee's Firearms Qualification Card to ensure 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 the employee requesting weapons is qualified to use the firearm. If the card is valid, the issuing officer is authorized to issue the firearm.

1.3.2.2 A memorandum with a list of approved staff authorized to use specialty weapons shall be maintained in the armory.

1.4 Firearms Proficiency Award pins shall be presented to qualifying employees in accordance with Department Order #506, Employee Recognition Program. Employees shall wear them as outlined in Department Order #503, Employee Grooming and Dress.

1.4.1 The COTA Commander 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.

510.07 DEPARTMENT 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 personal weapon this section describes the training and proficiency requirements, and application procedures. As noted, this section does not apply to private prisons or staff employed by private prison vendors.

1.1 General Requirements

1.1.1 Staff wishing to secure a personal weapon on Department property shall only carry a handgun. The handgun must be a size that will fit in the provided weapons lockers. Rifles, shotguns or large sized handguns are not authorized.

1.1.2 Prior to being authorized to carry a weapon on Department property, staff shall first complete the Department's approved "Carry Concealed Weapons" training curriculum.

1.1.3 Staff may introduce the personal weapon on Department property only when in compliance with 1.4 and 1.5 of this section. 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 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 during the performance of the employee's official duties, or personal weapon discharge on Department property shall be investigated in accordance with Department Order #601, Administrative Investigations and Employee Discipline.

1.1.6 AZ POST 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 in 1.4 and 1.5 of this section.

1.1.7 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.

1.1.7.1 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.

1.1.7.2 During transport, the weapon must remain secured in the holster.

1.1.7.3 Weapons security containers are subject to inspection and approval by a Department armorer.

1.1.8 If a staff member comes into contact with a law enforcement officer and is asked if they are carrying a weapon, the staff member shall answer truthfully and follow all instructions from the officer.

1.1.9 Staff members shall avoid contact with law enforcement personnel involved in volatile operational situations.

1.1.10 Staff members shall not carry a weapon into any location identified as a restricted area in A.R.S. § 13-3102, Misconduct involving weapons; defenses; classification.

1.1.11 Only one weapon may be carried/introduced at any given time.

1.1.12 A weapon shall be carried in a manner that secures it from loss, inadvertent discharge or from dropping or falling.

1.1.13 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 1.4 and 1.5 of this section.

1.1.14 Requests for exception to this section shall be submitted, in writing, through the chain of command for consideration by the Director.

1.1.15 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.

1.1.15.1 Staff who have been authorized domicile possession of a Department issued weapon shall maintain the weapon in a safe and serviceable condition.

1.1.15.2 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 – Introduced on Department Property

1.2.1 Weapons introduced on Department property must be of commercial design, in good working order and free from modifications which would render that weapon unsafe.

1.2.2 Ammunition shall be new commercially produced cartridges designed for the specific weapon. Re-manufactured or reloaded ammunition is not authorized.

1.2.2.1 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.

1.2.2.2 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 who requests to carry a personal weapon on Department property shall complete the in-service CCW class. A CCW refresher course shall be included in the Department's annual training.

1.4 Entry to Department Prison/Grounds/Buildings/Central Office/Community Corrections Offices/COTA - Personal weapons brought onto Department 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 Community Corrections 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.

1.4.1 The Deputy Director, Division Directors, Assistant Director, 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.

1.4.2 Upon entering the prison or Department property, staff and members of the public carrying a 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.

1.4.2.1 Weapons shall remain in the storage container until the individual is prepared to depart the Department property.

1.4.3 Upon departing the prison or Department property staff and members of the public shall retrieve the weapon and ammunition from the storage container and depart the prison or Department property.

1.4.4 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.

1.4.5 Persons entering any Arizona Department of Corrections administrative buildings, Community Corrections Offices or COTA campus either held by lease or otherwise owned (excluding prison sites) shall check their weapon(s) with designated staff.

1.4.6 All persons who enter a Central Office building or Community Corrections Office shall store their personal and/or Department issued firearms in their vehicle, in an approved weapons locker in the lobby of each building, or approved lockers located in their office. Correctional security staff assigned to the Central Office Communications Center (COCC) and investigators assigned to the Special Operations Unit (SOU) shall be exempt from this requirement.

1.4.7 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.

1.5 Statewide Travel – During the performance of their duty, Community Corrections Officers traveling with a Department issued firearm shall comply with the procedures outlined in Department Order #1003, Community Corrections.

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.

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.

510.08 **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 completed within 60 calendar days 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 or during approved training activities.

1.3.2.3 In cases involving a negligent or accidental discharge.

1.3.3 Within 30 calendar days after the shooting incident, the Warden/Administrator shall forward all documents, reports, files, tapes or any other items pertaining to the incident to the COTA Commander with a memorandum requesting a review.

1.3.3.1 All documents, reports, files, tapes or any other items pertaining to an incident occurring at a private prison shall be forwarded to the Contract Beds Operations Director.

1.3.3.1.1 The Contract Beds Operations Director shall, within 30 calendar days, forward items outlined in section 1.3.3.1 above to the COTA Commander with a memorandum requesting review of the incident.

1.3.4 The COTA Commander shall ensure the Shooting Review Board completes the review within 30 calendar days of receipt of request.

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 or Captain, if a Major is not reasonably available, not assigned to the affected complex or within the chain of command of the employee(s) under review.

1.4.1.4 An Associate Deputy Warden not assigned to the affected complex or within the chain of command of the employee(s) under review.

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 shall 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.

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 (2nd 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.

CONDUCTED ELECTRICAL WEAPONS (CEW) – A neuro-muscular incapacitation device, such as the TASER, stun belt or stun shield, approved by the Department for use as a non-lethal level of force.

CORRECTIONAL OFFICER 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.

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.

DEPARTMENT PROPERTY - For the purposes of this Department Order, the land and buildings of any prison, prison unit, release centers, private prisons, prison parking lot, COTA campus, and all Central Office buildings whether owned, leased or operated by the Department or a private prison contractor.

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 Senior Firearms Instructors from several institutions, who are appointed by the COTA Commander.

NEGLIGENT DISCHARGE – Discharge of a firearm involving culpable carelessness.

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

PROFICIENCY - To display, operate, and 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 proficiency test who possesses a valid Firearms Qualification Card.

READY – Preparatory Command prior to the command of "FIRE".

- Glock Handgun – The shooter unsnaps the holster and establishes a grip on the weapon and awaits the next command.
- 12 Gauge Shotgun/AR-15 Service Rifle, .223 caliber/37mm Gas Gun – The weapon is loaded, shooter awaits the next command.

READY ON THE LINE – Instructor is preparing the shooters that a line of fire is going to begin.

SERVICE LOAD – The way or manner in which a weapon is carried on duty.

- Glock Handgun – A round is chambered and a magazine is loaded into the magazine well.
- 12 Gauge Shotgun – The bolt is closed and then rounds are loaded.
- AR-15 Service Rifle, .223 caliber – The bolt is closed and then a magazine is loaded.

STRESS LOAD – The weapon is empty of ammunition and the shooter must reload immediately. Eject the empty magazine and load the primary magazine from the pouch.

TACTICAL RELOAD – The weapon is loaded with a partially full magazine; the shooter reloads the weapon behind cover by drawing the magazine from their primary pouch prior to ejection of the partial magazine from the gun. The ejected magazine is placed into a pocket and a full magazine is loaded into the gun. The secondary magazine is then moved into the primary pouch and the magazine in your pocket is placed into the secondary pouch.

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

{Original Signature on File}

Charles L. Ryan
Director

ATTACHMENTS
Attachment A - Course of Fire for 9mm Semi-Automatic Handgun
Attachment B - Course of Fire for Shotgun Course "B"
Attachment C - Course of Fire for Shotgun Course "A" – Tactical Support Unit/Firearms Instructors
Attachment D – Course of Fire for .233 Service Rifle
Attachment E – ADC Low/No Light Shotgun Qualification Course
Attachment F – ADC Low/No Light 9mm Pistol Qualification Course
Attachment G - Letter of Instruction

FORMS LIST
510-2, Firearms Qualification Card
510-4, Firearms Safety and Waiver of Liability Roster
510-6, Range Safety Officer Duties and Responsibilities
510-7, Notification of Failure to Qualify/Limited Qualification
510-8, Firearms Instructor Evaluation
510-10, Firearms Instructor Application
510-11, Domestic Violence Affidavit

CROSS-REFERENCE INDEX

Department Order #103, Correspondence/Records Control
Department Order #105, Information Reporting
Department Order #503, Employee Grooming and Dress
Department Order #505, Employee Benefits
Department Order #506, Employee Recognition Program
Department Order #509, Employee Training and Education
Department Order #513, Employee Property
Department Order #519, Employee Health – FMLA, ADA, Industrial Injury/Illness, FFD and Alternate Assignment
Department Order #522, Drug Free Workplace
Department Order #523, Domestic and Workplace Violence
Department Order #601, Administrative Investigations and Employee Discipline
Department Order #702, Key Control
Department Order #705, Inmate Transportation
Department Order #716, Armory Procedures
Department Order #804, Inmate Behavior Control
Department Order #1003, Community Corrections

AUTHORITY

A.R.S. § 13-3102, Misconduct Involving Weapons; Defenses; Classification; Definitions
A.R.S. § 13-3112, Concealed Weapons; Qualification; Application; Permit to Carry; Civil Penalty; Report; Applicability
A.R.S. § 31-3102.01, Storage of Deadly Weapons; Definitions
A.A.C. R2-5-208, Changes in Assignment
A.A.C. R13-4-111, Certification Retention Requirements

COURSE OF FIRE FOR 9MM SEMI-AUTOMATIC HANDGUN

Stage	Position	Action	Process
1	Fifteen Yard Line	1 magazine, 5 rounds practice, **strong hand supported.**	**Fired as practice rounds**: Service load a 5 round magazine while weapon is in holster. On command, draw, chamber and fire 5 rounds, eject empty magazine, scan and holster weapon. No time limit. (0 points) Service load a 15 round magazine. Draw and place in battery.
2	Twenty- Five Yard Line	3 Magazines 15 rounds each plus 5 loose rounds. Six rounds, **strong hand supported**, in three separate strings	**Six rounds fired as follows**: On command, draw and fire 2 rounds in 6 seconds. Assume ready position. On command, fire 2 rounds in 5 seconds. Assume ready position. On command, fire 2 rounds in 5 seconds, scan and holster weapon. (30 points)
3	Three Yard Line	Six rounds, **strong hand only**, in three separate strings.	**Six rounds fired in three strings of two rounds each as follows:** On command, draw and fire 2 rounds in 3 seconds. Assume ready position. On command, fire 2 rounds in 2 seconds. Assume ready position. On command, fire 2 rounds in 2 seconds, scan and holster. (30 points) Switch gun magazine with secondary and service load secondary magazine.
	Three Yard Line	Six rounds, **strong hand supported** in three separate strings.	**Six rounds fired in three strings of two rounds each as follows:** On command, draw and fire 2 rounds in 3 seconds. Assume ready position. On command, fire 2 rounds in 2 seconds. Assume ready position. On command, fire 2 rounds in 2 seconds. **Transition weapon to weak hand and assume ready position.** (30 points)
	Three Yard Line	Six rounds, **weak hand only**, in three separate strings.	**Six rounds fired in three strings of two rounds each as follows:** On command, fire 2 rounds in 3 seconds. Assume ready position. On command, fire 2 rounds in 3 seconds. On command, fire 2 rounds in 3 seconds. Transition weapon to strong hand, scan and holster. (30 points) Prior to shooting at 7 Yard Line pre-stage magazines, 5 rounds in gun magazine, 6 rounds in primary and 14 in secondary.
4	Seven Yard Line	14 rounds, **strong hand supported**, in three separate strings	**Fourteen rounds fired as follows**: On command, draw and fire three rounds in 4 seconds. Assume ready position. On command fire 3 rounds, stress reload with a magazine and fire 3 more rounds in 15 seconds. Assume ready position. On command fire three rounds, stress reload with a magazine and fire 2 more rounds in 12 seconds, scan and holster. (70 points)
5	Fifteen Yard Line	12 rounds, **strong hand supported**, in four separate strings.	**Twelve rounds fired as follows**: On command, draw and fire 3 rounds in 5 seconds. Assume ready position. On command fire 3 rounds in 4 seconds, scan and holster. On command, draw and fire 3 rounds in 5 seconds. Assume ready position. On command, fire 3 rounds in 4 seconds. Lock, look and feel. Standby for Firearms Instructor inspection. (60 points)

Scoring:

Unqualified. 0-209
Qualified. 210-239
Expert. 240-249
Distinguished Expert. 250

Qualifications Process - COTA Cadets

15 Rounds – Practice/Malfunctions Practice
50 Rounds Live Practice Course
50 Rounds Qualification I (Class Sgt)
50 Rounds Qualification II (Class Sgt)
50 Rounds Practice (Class Sgt)
50 Rounds Qualification III (Class Sgt)
50 Rounds Qualification IV (Other COTA FI)
50 Rounds Qualification V (Other COTA FI)
50 Rounds Practice Monday Week 7
50 Rounds Qualification VI (Other COTA FI)
Failure to Qualify – Commander Review

Qualification Process - In-Service Training

5 Live Fire Practice Rounds at the 15 yard line
50 Rounds Qualification I
50 Rounds Qualification II
4 Hour Remedial Class/Range
5 Live Fire Practice Rounds at the 15 yard line
50 Rounds Qualification III
50 Rounds Qualification IV
Practice on Own Accord – Schedule with Senior Firearms Instructor within 90 calendar days for two final qualification attempts.
5 Live Fire Practice Rounds at the 15 Yard Line
50 Rounds Qualification V
50 Rounds Qualification VI
Failure to Qualify – Admin Review

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)

Scoring:	**Qualification Process - COTA Cadets**	**Qualification Process - In-Service Training**
Double "00" buckshot (9 pellet) - 2 points per pellet (90 points possible) Unqualified Fail on 0 - 62 points Qualified Pass on 64 - 90 points Bird shot = Pass/Fail Shot pattern no higher than abdomen is a pass. Shot pattern in head or chest area is a fail.	9 Rounds Practice, 8 bird shot, 1 buckshot 7 Rounds Qualification I 7 Rounds Qualification II 4 Hour Remedial Class 7 Rounds Qualification III 7 Rounds Qualification IV Failure to Qualify – Commander Review	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 Failure to Qualify – Admin Review

COURSE OF FIRE FOR SHOTGUN COURSE "A" - TACTICAL SUPPORT UNIT/FIREARMS INSTRUCTORS

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)

Scoring:	**Qualification Process - COTA Cadets**	**Qualification Process - Tactical Support Unit**
Two Rifled slugs on black – 10 points (Both slugs must be on black to attain points) Double 00 buckshot (9 pellet) - 2 points per pellet (100 points possible) Unqualified - Fail 0 - 79 points or a missed slug Qualified - Pass 90 - 100 points Birdshot = Pass/Fail Shot pattern no higher than abdomen is a pass. Shot pattern in head or chest area is a fail.	Not Applicable - See Course "B"	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

COURSE OF FIRE FOR .223 SERVICE RIFLE

Stage	Position	Action	Process
1	75 Yard Line	5 rounds. Supported and unsupported; sitting or kneeling position.	Fired from an unsupported sitting or kneeling position, 5 rounds, no time limits. (0 points)
2	100 Yard Line	10 rounds. Supported and unsupported; sitting or kneeling position.	Fired from a supported or unsupported sitting or kneeling position, 5 rounds, no time limit. (25 points) Fired from an unsupported sitting or kneeling position, 5 rounds, no time limit. (25 points)
3	75 Yard Line	10 rounds total. Standing to kneeling or standing to sitting position.	Fire 5 rounds from a standing position. Reload 5 rounds. Go to a sitting or kneeling position and fire 5 rounds. (50 seconds - 50 points)
4	50 Yard Line	10 rounds total. Standing to kneeling position.	Fire 5 rounds from a standing position. (20 seconds - 25 points). Reload 5 rounds. Go to kneeling position and fire 5 rounds. (20 seconds - 25 points).

Scoring:	Qualification Process - COTA Cadets	Qualification Process - In-Service Training
Unqualified…….0 to 125 Qualified…… 126 to 150 Firearms Instructors…….135 to 150	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

COURSE OF FIRE FOR 37MM GUN

Stage	Position	Action
1	25 Yard Line	Fire 1 shot from a standing position using strong side. Shoot round at the manufacture recommended distance in front of target.

Scoring:	Qualification Process
No points are awarded for this exercise - familiarization only.	1 Round Familiarization

ADC LOW/NO LIGHT SHOTGUN QUALIFICATION COURSE

Low Light = Minimum ambient light

No Light = Mounted Flashlight Only (If flashlight not mounted, use ambient light)

Two Birdshot/Two Double "00" Buckshot Practice

Stage	Position	Action
1	20 Yard Line	Low Light - Double "00" buckshot, 3 rounds, no time limit
2	25 Yard Line	Low Light – Birdshot, 1 round, no time limit Low Light - Double "00" buckshot, 2rounds, 20 seconds
3	20 Yard Line	No Light (mounted flashlight) – Birdshot, 1 round, no time limit

Scoring:

Double "00" buckshot (9 pellet) - 2 points per pellet

Birdshot pattern must be below the waist
63 or above = Qualified
62 or below – Not Qualified

NOTE: Do NOT mix loads of ammunition

ADC LOW/NO LIGHT 9MM PISTOL QUALIFICATION COURSE

Low Light = Minimum ambient light

No Light = Flashlight Only

Load 3 magazines with 15 rounds each, Load magazines as necessary thereafter.

Stage	Position	Action
1	3 Yard Line	Low Light – 18 Rounds (90 points) Strong hand only – Insert a magazine with 15 rounds, CHAMBER and HOLSTER From Holster - 2 rounds, 3 seconds (READY) From Ready – 2 rounds, 2 seconds (READY) From Ready – 2 rounds, 2 seconds (HOLSTER) Strong hand supported From Holster - 2 rounds, 3 seconds (READY) From Ready – 2 rounds, 2 seconds (READY) From Ready – 2 rounds, 2 seconds (READY) Weak hand only From Ready - 2 rounds, 3 seconds (READY) From Ready – 2 rounds, 3 seconds (READY) From Ready – 2 rounds, 3 seconds (HOLSTER)
2	7 Yard Line	Low Light – 14 Rounds (70 points) Strong hand supported From Holster - 3 rounds, 5 seconds (READY) From Ready – 6 rounds, 18 seconds (Fire 3 rounds, reload, fire 3 rounds - READY) From Ready – 5 rounds, 15 seconds (Fire 3 rounds, reload, fire 2 rounds - HOLSTER)
3	15 Yard Line	Low Light – 6 Rounds (30 points) Strong hand supported From Holster - 3 rounds, 7 seconds (READY) From Ready – 3 rounds, 6 seconds (HOLSTER)
4	7 Yard Line	No Light – 12 Rounds (60 points) Strong hand supported From Holster - 2 rounds, 5 seconds (READY) From Ready – 2 rounds, 4 seconds (READY) From Ready – 2 rounds, 4 seconds (HOLSTER) From Holster - 2 rounds, 5 seconds (READY) From Ready – 2 rounds, 4 seconds (READY) From Ready – 2 rounds, 4 seconds (CLEAR AND HOLSTER)

Scoring: 210 or above = Qualified 209 or below – Not Qualified

ATTACHMENT G
DEPARTMENT ORDER 510

LETTER OF INSTRUCTION

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 Peace Officer Standard and Training (AZ POST) standards, this Letter of Instruction outlines the expectations to be accomplished by you during the next _____ days.
(insert days - max 90)

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.

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