

# Handgun Firearms Range Standard Operating Procedures

## 208.1 PURPOSE

The purpose of this Standard Operating Procedure is to establish rules and regulations for the use of handgun firearms on the firing range.

## 208.2 POLICY

It shall be the policy of the University of Maryland, Baltimore Police Department (UMBPD) for all members to follow the guidelines as established in this directive regarding annual handgun firearms qualifications.

## 208.3 ANNUAL HANDGUN FIREARMS QUALIFICATIONS/BACKGROUND

Annual handgun firearms qualifications will be accomplished with weapons authorized for on-duty and off-duty use by the UMBPD. Each officer must qualify annually with their issued service firearm and approved off-duty firearm. Qualification standards are reviewed by the Maryland Police and Corrections Training Commission (MPCTC) on an annual basis. The authorized department issued handgun is the Glock Model 17 nine-millimeter (9 MM). The Glock Model 43 nine millimeter (9 MM) is the approved on-duty handgun for members holding the rank of lieutenant or above, or by any member pre-approved by the Chief of Police.

## 208.4 DAYLIGHT HANDGUN QUALIFYING COURSE OF FIRE

### (a) Course Requirements

1. Firing for daylight qualifications shall include shooting from the 2 or 3, 5 or 7, 15, and 25 yard lines. The course shall include the upright combat position, kneeling position, barricade position, weak and strong hand firing and one hand firing to include both strong and weak hand.
2. For the purposes of applying stress conditions to the qualifications, the course shall include 17 seconds for timed firing at the 25 yard line including reloading, seventeen (17) seconds at the 15 yard line including reloading, seventeen (17) seconds at the 5 or 7 yard line including reloading and seventeen (17) seconds at the 2 or 3 yard line including reloading.

### (b) Ammunition for Daylight Courses of Fire

1. The qualification course shall require a total of at least 50 rounds of the type of ammunition carried by UMBPD officers or the ballistic equivalent. Each officer shall fire at least 18 rounds of issued ammunition per qualifying course of fire, with the exception of firing in an indoor range, which requires reduced lead or frangible ceramic ammunition with the same ballistic properties. (EPA regulations)

# University of Maryland, Baltimore Police Department

## Procedures Manual

### *Handgun Firearms Range Standard Operating Procedures*

---

- (c) Targets for Daylight Courses of Fire – Only the FBI-Q-CB targets shall be used for the qualifying course. Any type of target may be used for practice sessions.
- (d) Scoring for Daylight Courses of Fire Two (2) points will be awarded for every round inside the Target Bottle. All other rounds outside the Target Bottle have a 0 point value. Officers shall achieve a minimum score of 70 percent for qualification purposes on the daylight qualification course.

#### **208.5 REDUCED LIGHT HANDGUN QUALIFICATION COURSE**

- (a) Course Requirements
  - 1. Firing for the Reduced Light Qualification Course shall be from the 2 or 3, 5 or 7, and 15 yard lines. The course shall include upright combat position, kneeling position and weak and strong hand firing. The course shall also include timed firing for the purpose of creating stress and adding to real-world situations where stress may be a factor. The course shall include:
    - (a) Timed firing (35 seconds) at the 15 yard line including reload
    - (b) Timed firing (35 seconds) at the 5 or 7 yard line including reload
    - (c) Timed firing (35 seconds) at the 2 or 3 yard line including reload
  - 2. Rounds discharged on the course may be fired under conditions which shall include at least two of the following:
    - (a) Reduced artificial light
    - (b) Flares
    - (c) Simulated street lighting
    - (d) Simulated vehicle lights
    - (e) Flashlights
    - (f) Vehicle emergency lights
- (b) Scoring
  - 1. Scoring will be accomplished in the same way as during daylight qualifications.
- (c) Targets
  - 1. Targets will be the same as during daylight qualifications.
- (d) Ammunition
  - 1. Ammunition used for reduced light qualifications shall be the same as used for daylight qualifications.

#### **208.6 ADMINISTRATIVE REQUIREMENTS**

- (a) Instruction
  - 1. Firearms qualifications shall at all times be conducted under the supervision of a MPCTC certified firearms instructor.

# University of Maryland, Baltimore Police Department

## Procedures Manual

### *Handgun Firearms Range Standard Operating Procedures*

---

(b) Scoring

1. A single handgun qualification score for each officer on each weapon authorized will be submitted to the MPCTC annually.

(c) Course Outline

1. The course outline or plan for training and the requirements for firearms qualifications will be created and approved by the MPCTC before training begins.
2. As part of the annual firearms qualifications, two hours of classroom training in the following areas shall include:
  - (a) The purpose of firearms instruction
  - (b) Care, cleaning, safe handling and storage of the firearm
  - (c) Legal and judgmental aspects in the use of firearms
  - (d) Fundamentals of shooting (sight alignment, grip, trigger squeeze, etc.)
  - (e) Use of force policies
3. Classroom training will be included as part of the qualification procedure, and the time spent in the classroom can be used towards satisfying the MPCTC time requirement.

## **208.7 WAIVERS AND REMEDIAL TRAINING**

(a) Waivers

1. If any member attends a firearms instructor school or any other comparable firearms training program during any calendar year, a waiver of firearms qualification can be authorized. The waiver will remain in place for one calendar year.

(b) Remedial Firearms Training

1. Officers who fail to meet minimum firearms qualification standards (70%) during mandated annual firearms qualifications will be required to attend remedial firearms training. In this event, the Rangemaster or designated firearms instructor will immediately make written notification to the Education and Training Lieutenant. The correspondence shall include the reason for the notification, the identity of the officer and the need for remedial training. The Education and Training Lieutenant will submit the correspondence through the chain of command to the Chief of Police.
  - (a) If an officer fails to pass the qualification test with the primary weapon, the following will be adhered to:
    1. The Rangemaster or designated firearms instructor shall secure the departmental issued weapon from the officer, along with the officer's badge, police ID, and MPCTC certification card. This information shall be noted in the written report to the Chief. The officer shall be

## *Handgun Firearms Range Standard Operating Procedures*

---

placed on Administrative Duty until he/she successfully completes remedial training and qualification.

2. The Education and Training Lieutenant or designee will schedule the employee for remedial firearms training and retesting within five (5) working days of the employee's initial qualification date.
  3. In accordance with COMAR, the officer shall be required to qualify within thirty (30) consecutive calendar days of the initial attempt and within the same calendar year as the initial attempt.
  4. The officer's assigned weapon shall remain under the control of the Rangemaster or designated firearms instructor and shall be issued to the officer at a firearms range for remedial training and qualification. Upon successful qualification, the weapon, the officer's badge, the police ID, and MPCTC certification card shall be returned and the officer shall resume full duty.
  5. If the weapon is not the Department issued service weapon, the officer will not be permitted to carry the weapon concealed on his/her person until additional training has been received and proficiency demonstrated to the Rangemaster or designated firearms instructor. The weapon shall be transported by the officer to and from the range in an appropriate gun case.
2. An employee's failure to qualify and /or poor performance on the range will be documented by the Rangemaster or designated firearms instructor on a Qualification scoresheet and in a written report as stated above. A copy of the report shall be maintained by the Rangemaster or designated firearms instructor. Once the employee successfully completes the remedial training, the Rangemaster or designated firearms instructor shall indicate that on a Qualification scoresheet and on a written report. The report shall be immediately forward to the Education and Training Lieutenant, who will forward it through the chain of command to the Chief of Police.
  3. Continued failure to qualify will be regarded as incompetence and may lead to termination of employment.

### **208.8 RULES AND REGULATION ON THE FIRING RANGE**

#### **(a) Philosophy of Safety Rules**

1. Firing range rules and regulations are basically safety rules designed to ensure the safety of each and every officer while participating in mandated firearms instruction and qualification.

#### **(b) Authority**

1. Mandated firing range attendance is considered an official duty assignment. While at the range, the Rangemaster or responsible range supervisor shall be designated for each session. The Rangemaster and firearms instructors shall have authority over all officers, regardless of rank, while utilizing the firearms

### *Handgun Firearms Range Standard Operating Procedures*

---

range. Any violation of the range safety rules shall be cause for immediate removal from the range and subsequent disciplinary action.

(c) Range Rules

1. Members shall be responsible for following all rules and regulations required for day light and reduced light qualifications as promulgated by the UMBPD firearms staff and the host agency. Rules and regulations will be made available to all participating members before qualifications begin by the Rangemaster or designated firearms instructor.

(d) Required Personal Safety Equipment

1. Protective body armor, ear and eye protection will be worn at all times while firing is taking place or when within 25 yards of those firing. Over the ear (muff type) protection is required and may be used with earplugs. Side shields are required for eye protection.

(e) Regulations Regarding the Storage of Ammunition and Weapons

1. No weapon will be left unattended on the range. Weapons will be holstered or, in the case of shotgun/rifles or other weapons, actions will be open in a safe condition when not in use.
2. All handling of loose ammunition cartridges will be conducted on the firing line inside of the range walls. Where practical, all filling of magazines with ammunition will be conducted from a kneeling position utilizing carpet provided by the Rangemaster or firearms instructor.

(f) Training and Certification Requirements for Range Supervisory Personnel

1. The Rangemaster and firearms instructor must be certified by the MPCTC as firearms instructors and have been trained in emergency medical response training. Emergency medical response training for the firearms range should emphasize field treatment for the types of injuries that may potentially occur during firearms training.