



# KERN COUNTY PROBATION DEPARTMENT

## Policies And Procedures

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|-------------------------------------------------------------|--------------------------|----------------------------|-------------------------|
| TITLE: <b>Firearms Training</b>                             |                          |                            | Article: 1704           |
| APPROVED: <b>William Dickinson, Chief Probation Officer</b> |                          |                            |                         |
| EFFECTIVE:<br>August 2018                                   | REVIEWED:<br>August 2018 | REVISED:<br>September 2024 | UPDATED:<br>August 2018 |

### **POLICY**

The purpose of this policy is to regulate the firearms training of officers authorized to carry firearms by the Department.

#### **A. Responsibility**

1. The Range Master reports to the Chief Probation Officer or his/her designee.
2. The Range Master is responsible for all firearm related matters and equipment.
3. The Range Master will be the Officer in Charge during all range activities.
4. In the absence of the Range Master, the Assistant Range Master will have the authority of the Range Master.

#### **B. Range Safety Rules**

1. Officers shall not load or unload firearms in the range parking lot.
2. Firearms shall be holstered and worn upon entering the range.
  - a. Firearms are never to be removed from the holster without authorization or instructions from the Range Master.
3. Duty ammunition in the firing chamber will be removed upon direction from the Range Master.
4. Personal firearms shall not be brought onto the range without authorization from the Range Master. Personal firearms which are not holstered should be in an unloaded condition with the slide locked back or action open upon entering the range.
5. Firearms are not to be loaded until instructed by the Range Master.

6. Basic safety rules are to be practiced at all times, including during the cleaning of firearms.
7. No shooting is allowed except as instructed by the Range Master.
8. Dry firing is prohibited except as instructed by the Range Master.
9. All commands of the Range Master or Range Staff are to be immediately obeyed.
10. No one is permitted forward of the firing line for any purpose unless instructed by the Range Master.
11. Approved eye and ear protection must be worn by shooters and observers on the firing line.
12. Disruptive behavior of any kind is prohibited.
  - a. Unnecessary talking is disruptive and will not be allowed.
13. Smoking is not permitted on the firing line.
14. Major firearm malfunctions are to be immediately reported to the Range Master.
  - a. When minor firearm stoppages occur, they should be cleared in a safe manner.
15. Firearms are to be cleaned as soon as possible after each shooting session.
  - a. Firearms are not to be disassembled or reassembled at the range without authorization from the Range Master.
  - b. Firearms will be inspected regularly by the Range Master.
16. Violation of any range rule or commission of any other act which jeopardizes the safety of the officer or others may result in expulsion from the range and/or disciplinary action.

C. Lead Exposure Prevention

1. Precautions shall be taken on the range to protect employees from excessive exposure to lead particles associated with firearms training.
  - a. Brass shall be picked up and put in a container other than a hat, pants pocket or any other item of clothing.
  - b. After the handling of firearms, the shooter and instructor(s) should wash their hands, arms and face with soap and cold water.

- c. Smoking, chewing tobacco or ingesting food on the firing range shall be strictly prohibited.
- d. A warning sign shall be displayed at the range stating, "Warning, lead work area--poison, no smoking or eating. Wash hands with cold soapy water after handling firearms."

2. Pregnancy and Lactation - Special Risk

The following advice was received from the FBI Academy, Firearms Training Unit:

- a. Pregnant women are vulnerable to rapid absorption of lead. This mobilization occurs due to hormonal changes caused by pregnancy. In pregnant women, lead passes unimpeded through the placenta to the fetus, potentially causing miscarriages of the fetus and birth defects.

The same absorption and exchange is thought to occur during lactation & breast feeding. If desired, after meeting with a physician, an accommodation for a light duty assignment may be requested.

D. Qualifying and Practice Sessions

1. Qualifying will be held quarterly.

- a. Qualifying sessions are normally held during the following months:
  - i. February
  - ii. May
  - iii. August
  - iv. November
- b. Officers are expected to appear on their assigned qualification day in their full field attire with full field equipment including body armor. Appropriate attire and equipment for range qualification is the discretion of the Range Master.

2. Special arrangements for qualifying may be made at the discretion of the Range Master.

3. Monthly practice sessions are mandatory.

4. Officers are expected to appear on their assigned practice day in their full field attire with full field equipment including body armor. Appropriate attire and equipment for any range session is at the discretion of the Range Master.
5. Officers shall be punctual for qualifying and practice sessions.
6. Firearm training is to be treated like regular training with a seven-minute tardy rule.
7. Firearm training shall be subjective to the same guidelines as regular Department training.

#### **I. FIREARM QUALIFICATION**

- A. Persons permitted to carry firearms pursuant to this policy shall meet the firearm training requirements of Section 832 of the Penal Code, shall satisfactorily complete the Probation Department Introductory Firearms Course and shall qualify with the firearm quarterly.
  1. An officer shall qualify with the firearm issued or specifically authorized for use by the Department before carrying it on duty.
  2. Training and qualification opportunities will be made available through the Probation Department.
  3. During qualification sessions each person will be allowed two opportunities to qualify.
  4. Any person who fails, for any reason, to qualify will not be authorized to carry a firearm on duty until he/she qualifies.
  5. If an officer fails the qualification course, the Range Master will notify the officer's immediate supervisor or division director of the failure as soon as possible, and, if practical, provide immediate remedial training followed by one additional opportunity to qualify.
    - a. Any person who fails to qualify with the firearm by reason of inadequate skill shall receive remedial training in an effort to bring his/her level of competence to that which is required for qualification. Officers who fail to qualify may be immediately assigned to an unarmed assignment until they attend and successfully complete remedial firearms training.
    - b. A subsequent qualification session will be scheduled, allowing two additional opportunities to qualify.

- c. Such re-qualification must normally take place as soon as practical, but not more than 30 days, unless approved by the Chief Probation Officer or his/her designee. If an officer fails to qualify during the re-qualification session, the Range Master will notify the officer's supervisor or division director of the outcome as soon as possible.
  - d. Should an officer fail qualifications repeatedly or demonstrate a lack of ability to safely handle a firearm, the Range Master will provide written notification to the Chief Probation Officer and the officer may be reassigned to an unarmed assignment.
- 6. Any officer unable to satisfactorily complete the Introductory Firearms Course on the first attempt will be given up to three additional training sessions and opportunities to pass the course.
- 7. A non-probationary officer who fails to successfully complete the Introductory Firearms Course or fails to qualify after remedial training shall be reassigned to other duties in the Department which do not require arming.
- 8. Any officer who has a break in assignment as an armed officer may be required to re-complete the Introductory Course as deemed necessary by the Range Master.