I. PURPOSE

This order regulates the requirements for qualifying and maintaining proficiency with firearms that a member may carry or use in the course of their employment.

II. POLICY

It is the policy of this department that all members maintain their proficiency with the firearms that they carry on and off duty, or might use in the course of their employment.

III. PROCEDURES

A. Qualification

1. Shooting Qualification: All members and patrol reserve members shall qualify in the prescribed manner as required by this order, except those designated in Paragraph 4. This qualification shall take place at a range under the supervision of the Marin County Sheriff's Department.

2. Method of Qualification: Members shall qualify on the course every other month for a minimum of six times per year.

3. Failure to Meet the Qualification Requirement: Members failing to qualify during a bimonthly qualification period shall be directed to remedial training as soon as is practicable.

a. Only those members who meet the minimum requirements of demonstrated proficiency in the use of firearms shall be allowed to carry firearms in the course of their employment.
1. Firearms and Holster: The firearm and leather
gear used by a member to fulfill his shooting
qualification requirements shall be the same
items he carries on duty in his current
assignment.

   a. Officers who carry a weapon off duty, other
      than their duty weapon, shall qualify with
      that off duty weapon once in each 6 month
      period, in addition to the department
      issued weapon.

2. Ammunition used for qualification shall be
   either full factory load service ammunition or
   reload practice ammunition.

3. Ammunition will be provided for required
   qualification, attempts to re-qualify and all
   firearms' instruction.

C. Qualification Course

1. The Rangemaster shall set the qualification
   course in accordance with department
   requirements and Range agreements or
   restrictions.

2. Qualifying score will be determined by the Range
   master according to the degree of difficulty
   presented by the course and surrounding
   conditions.

3. All qualification courses shall be scored using
   a rating of qualified or not qualified.

D. Range

1. Range Director: The Undersheriff, is the Range
   Director of the Marin County Sheriff's
   Department Range. He shall set the conditions
   and coordinate the use of the range by other
   agencies contracting with the Sheriff's
   Department for the use of the range.

2. Rangemaster:

   a. The Rangemaster shall be appointed by the
      Undersheriff.

   b. The Rangemaster shall have complete
      authority and responsibility for
      enforcement of all safety rules and
      regulations during the time the range is
b. Demonstrated proficiency means achieving a minimum score on a prescribed course supervised by a designated Range Officer and demonstrating a knowledge of the rules and accepted procedures for the use of firearms.

4. Exceptions to the Requirement to Qualify:

a. Medical: Members who are unable to fire the qualification course because of an injury or physical impairment shall be examined by a physician. The member shall obtain a statement from the physician describing the nature of the condition and an estimate of the length of time for which the member should be excepted from qualification requirements. The statement will be reviewed and signed by the member’s Commanding Officer and forwarded to the training section for filing in the member’s personnel file.

1. Any member maintaining a medical exception in excess of ninety (90) days shall lose his/her authority to carry a firearm on or off duty, until the qualification requirements are met.

b. Vacation: When the shooting qualification requirement would present undue hardship to a member while on vacation, the member will submit a memorandum to his Commanding Officer at least one week prior to his vacation, requesting the qualification requirement be waived for that month and completed the next month. The request will be filed in the Division employee folder.

c. Light Duty: Members on light duty shall qualify unless they have a written request for exception from a physician. Then the procedures in Sub-paragraph a., above, will be followed.

d. Scheduling: When the Range is closed due to unscheduled problems, the Range Director may reduce the number of minimum annual qualification times.

B. Firearms and Equipment for Qualifying
c. It is the responsibility of the Rangemaster to report, in writing, to the Undersheriff all violations of the rules and regulations.

d. The Rangemaster is responsible for seeing that the range is maintained and the daily operation runs smoothly.

3. Range Officers:

a. Members of this Department who have been specially trained in firearms' instruction, safety, range training shall be designated as Range Officers.

b. Range Officers shall be utilized in training department members in the proper safety practices with firearms and procedures for qualifying with them.

c. Range Officers shall also have complete authority and responsibility as the Rangemaster, for the enforcement of all safety rules and regulations when they are instructing at the range.

d. Range Officers, when they observe improper safety practices with firearms, at any time – shall advise the member committing the error. If the improper procedure continues by the member, the Range Officer shall notify the member’s supervisor.

4. Location: Qualification will take place at the location designated in the monthly schedule bulletin.

5. Range Operating Hours

a. The operating hours will be set by the Range Director.

b. Range hours and schedules will be posted monthly on Sheriff's Department bulletin boards.
6. Safety

a. Range safety rules are as follows:

(1) All firearms must be holstered, in a case, or have the cylinder or slide open when not in use at the firing line.

(2) All firearms shall be cleared, loaded or holstered at the firing line only.

(3) Muzzles shall be pointed downrange while at the firing line at any time a weapon is unholstered.

(4) Firing of firearms shall not be permitted without the permission of the Rangemaster or the Range Officer.

(5) If a firearm fails or otherwise fails to discharge, the weapon shall be pointed down range. The Rangemaster and/or Range Officer shall be advised of the condition so that he may take immediate corrective action.

(6) No person shall be allowed beyond the firing line without the express permission of the Rangemaster or Range Officer.

(7) Dry firing of weapons is prohibited except when an individual is on the firing line.

(8) All firearms and ammunition shall be subject to the approval of the Rangemaster or Range Officer before the loading and firing of any weapon.

(9) No person shall be in the firing line area when it is in use unless wearing ear protectors approved by the Rangemaster or Range Officer.

(10) Smoking is not permitted on the firing line when it is in use.
(11) The Rangemaster shall be the final judge on the value of shots on or near the line and the decision of the Rangemaster is final.

(12) Each individual using the range will do their part in maintaining the range cleanliness.

7. Range Equipment - Care, Custody and Control:
   a. The care, custody and control of all equipment assigned to the range and the maintenance of an adequate supply of ammunition shall be the responsibility of the Rangemaster.

8. Range Equipment - Obtaining of:
   a. Any loan of range equipment shall first be approved by the Undersheriff.

9. Use of Ear and Eye Protection
   a. No one shall be in the firing line area when firing is going on unless they are wearing ear protectors and safety glasses.
   b. Ear and eye protectors shall be kept in the range office for use by Department personnel.

10. Records and Reports
    a. Ammunition Usage/Replacement Report: The Rangemaster will submit a County-paid Ammunition Usage/Replacement Report once each month to the Range Director. This report will show the amount of county-paid ammunition used during the month and request a replacement of that amount.
    b. Marksmanship Score Reports:
       1. Marksmanship scores attained during the month by members shall be recorded on a Marksmanship Score Report Form at the Range, by the Rangemaster or Range Officer.
2. Copies of the Marksmanship Score Reports will be forwarded by the Rangemaster to the Training Section at the end of February, April, June, August, October and December for the two month period ending on the last day of the due month.

IV. RESPONSIBILITIES

A. Training Section - Administrative Division:

1. The Training Section shall be responsible for keeping a progressive record of qualification scores made by members. Such reports shall be maintained for a period of three years.

B. Division/Watch Commanding Officers

1. Division Commanding Officers to which shotguns are assigned shall insure that all Department shotguns assigned to their Divisions are fired at least twice yearly. Each shotgun shall be fired once, by on-duty officers, during each of the following shotgun qualification periods: JANUARY AND JUNE.

2. Division Commanding Officers will maintain a roster which shall indicate the first date each shotgun is fired in each shotgun qualification period.

C. Supervisory Responsibilities

1. Supervisors should ensure that subordinates qualify while on duty, whenever practical, and at such times as will prevent congestion at the range.

2. Supervisors will ensure that subordinate members are carrying only Department issued or approved weapons and ammunition both on duty and off duty.

   a. Members who possess only an 832 PC Certificate may carry a weapon while on duty only.

D. Repair of Weapons:

1. In the event a member is advised by the Sheriff's Department Rangemaster or Range Officer that his weapon is in need of repair, he shall attend to the said repairs immediately. Failure to accomplish said repairs will result in disciplinary action.
2. Department weapons in need of repair shall have those repairs coordinated through the Training Section.

V. INDEXING ALTERNATIVES

A. This order may be indexed as:
   1. Range
   2. Qualification
   3. Firearms

By order of:

[Signature]

CHARLES T. PRANDI
SHERIFF