



TEXAS SOUTHERN UNIVERSITY
DEPARTMENT OF PUBLIC SAFETY



STANDARD OPERATING PROCEDURE

SUBJECT Firearms and Qualification Standards		NO. OF PAGES: 2
REFERENCE: N/A	EFFECTIVE DATE: Jan.1, 2009	REVIEW DATE: N/A
General Order 004	SPECIAL INSTRUCTIONS/SUPERSEDES: N/A	ISSUING AUTH.: CHIEF OF POLICE

PURPOSE: To implement departmental qualification standards.

A. System Police Firearms Qualification Program:

1. During the orientation program, officers authorized to carry lethal and less-lethal weapons will be issued copies of and instructed on the departments Use of Force policy. Once annually, during the firearms qualification period, officers will receive documented in-service training on the departments Use of Force policy. Documentation on written directive training conducted at the range should be forwarded to the training division.
2. Once each year, all commissioned personnel will be required to fire a qualifying score with the weapon they are authorized to carry.
3. A report of the results of firearms training will be submitted to the Chief of Police.

<u>Qualification Period</u>	<u>Report Due Date</u>
August 1 st – 15 th	September 1 st
4. Each report of results of firearms training should include the names of officers participating, scores, and the location of the range where training was conducted.
5. A firearms record reflecting scores and dates of the qualification will be maintained by the training section. Only employees demonstrating proficiency in the use of department authorized weapons will be approved to carry such weapons.

B. Plainclothes Duty:

1. When assigned to plain-clothes duty, officers may use their issued firearm or departmental approved personal firearm. Qualification with the departmental issued or approved weapon will be accomplished once each year during the firearms qualification period, using departmental-furnished ammunition. Qualification with any personally owned weapon in addition to the yearly requirement will be fired by arrangement with the range officer, using the officer's personal ammunition.

C. Pistol Range:

1. The firing range being utilized for annual firearms qualification will identified by the Chief of Police or his designee prior to the start of the qualification period.
2. The safety rules of the chosen range will be observed at all times.
3. The Range Master will post a sign-up sheet on the mandatory reading board prior to the firearms qualification period. Officers will be assigned a shooting time on that sheet.
4. At the discretion of the shift commanders, as approved by the division commander, practice sessions may be mandatory for officers who have demonstrated problems in attaining satisfactory scores in annual qualification firing.

D. Records:

1. A complete record of all weapons approved by this department will be maintained by the Range Master. The "Personally Owned Firearm Authorization Form" includes the type, description, identifying model, serial number, and identity of the owner or assignee. This form also includes the name of the approving official, the date of approval, the course fired, and scores.

APPROVED:

Roger Byars
Chief of Police

Date

Review and Responsibility

Responsibility Party: Texas Southern University Department of Public's Safety's Command Staff

Review: Review will be conducted every even numbered

Retention: Original on file in the Office of the Chief of Police

Approval: Roger D. Byars, Director for Public Safety/Chief of Police

Date of Approval: September 1, 2008