

## Tulsa County Sheriff's Office Tulsa, Oklahoma



### 4-06 Weapons Training and Qualification

#### 6.1 Policy:

The Tulsa County Sheriff's Office has established firearms training and qualification requirements to ensure that all deputies who will carry any lethal or less than lethal weapons possess safe and effective skills. Deputies will complete annual training and remain updated on applicable laws and Sheriff's Office policies. While on or off duty, deputies and reserve deputies will carry only weapons and ammunition authorized and registered with the Sheriff's Office.

#### 6.2 Purpose:

To provide guidelines regarding the weapons and ammunition authorized to be carried by deputies and the qualification requirements for firearms training. To provide information regarding firearm range rules, regulations, records and inspection requirements. To identify the firearms proficiency awards program.

#### 6.3 Definitions:

See Glossary for terms.

#### 6.4 Procedure:

##### A. Weapons Authorization:

- A.1 A deputy or reserve deputy may only carry a weapon if they receive training on the weapon's safe and proper usage and qualify with it.
- A.2 The weapon must meet the proper specifications and be inspected by the Sheriff's Office Firearms instructor, armorer or other certified weapons officer for that particular type of weapon.
- A.3 **To be considered approved, a weapon must initially be:**
  - a. Issued to the deputy by the Sheriff's Office; or

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- b. Approved by the Sheriff or designee for use by the deputy in the performance of their assigned duties.

**B. Issuance and Storage of Sheriff's Office Weapons.** The Sheriff's Office Quartermaster Office will be responsible for the storage, and issuance, of all Sheriff's Office issued weapons.

**B.1 Firearms:**

- a. The Quartermaster Office will maintain all firearms in a safe and secure environment until such time that the firearm is issued or replaced.
- b. Ammunition for firearms will be stored in the Quartermaster Office, and at the firing range, in a dry, climate controlled and secure area separate from the firearms.
- c. Access to the secure placement of firearms and ammunition will be limited.

**B.2 TASERs:**

- a. The Quartermaster Office will store TASERs in a secured, dry, climate controlled area until such time that they are issued, disposed of or replaced.
- b. The Quartermaster Office will store TASER cartridges in a secure, dry, climate controlled area separate from the TASERs.
- c. Access to the secure placement of the TASERs and the TASER cartridges will be limited.

**B.3 O. C. Spray.** The Quartermaster Office will store all O.C. Spray in a safe, dry, climate controlled area until such time the spray is issued, disposed of, or replaced.

**C. Approved Weapons.** A weapons specification sheet will be completed on each approved weapon. These sheets will be maintained by the Training Sergeant and on file in the training office. They will be updated each time there is a change in weapons and will be reviewed annually by the Training Sergeant.

**D. Approved firearms include:**

- D.1** Smith and Wesson-9mm semi-automatic Model #3953;
- D.2** Smith and Wesson-.45 semi-automatic pistol Model #4506, #4506-1 and #4516;
- D.3** Glock Model 21C, 22C, 30, and 36;
- D.4** Remington-12 gauge pump shotgun Model #870;
- D.5** Smith and Wesson Model #457;
- D.6** Rifles:
  - a.** Approved models are:
    - a.1** Colt AR-15;
    - a.2** Ruger Mini14;
    - a.3** Bushmaster;
    - a.4** Olympic Arms;
    - a.5** Armalite;
    - a.6** H & K;
    - a.7** Wilson Combat;
    - a.8** M-1 Carbine 30 Caliber.
  - c.** The approved rifles will not be provided by the Sheriff's Office. It will be the responsibility of the deputy to purchase and maintain the weapon.

**E. Approved ammunition includes:**

- E.1** 230 Grain Gold Dot Ammunition;
- E.2** 00 Buckshot (12 Gauge);
- E.3** Slugs (12 Gauge);
- E.4** .223, 69 grain, Federal Boat Tail/Hollow Point ammunition.

- E.5** Rifle ammunition, issued by the Sheriff's Office, will be the only approved ammunition for use with approved rifles.
- E.6** All certified deputies are issued 50 rounds of service ammunition during the fall firearms course. Deputies are required to present the previously issued rounds to the Firearms Instructor at the time of firearms qualification.
- E.7** Deputies must account for all missing ammunition. If a deputy is missing issued ammunition, the deputy will be required to issue a memo to their Division Chief through the Training Sergeant explaining the missing rounds.

**F. Other approved weapons include:**

- F.1** The straight police baton;
- F.2** O.C. gas-PUNCH II M-4;
- F.3** A.S.P. 26-inch chrome expandable baton;
- F.4** Other weapons as authorized in writing by General Orders or individually by the Sheriff or designee.

**G. Firearms Qualification:**

- G.1** The Training Unit will schedule training sessions biannually for firearms. The training sessions will be graded. A minimum score of 70% is required during one of the qualifying rounds for successful completion. The training will be conducted by a C.L.E.E.T. certified firearms instructor and a permanent record showing the deputy's shooting score will be maintained by the Training Unit.
- G.2** All deputies must pass a qualification course annually with a minimum score of 70%. A passing score enables the deputy to be authorized by the Sheriff or designee to carry the firearm while on duty. A deputy who fails to qualify must:
  - a.** Attend and complete a retraining course administered by a C.L.E.E.T. certified firearms instructor and complete a qualifying round of fire.
  - b.** Fire only under the supervision of the T.C.S.O. Firearms Instructor.

- c. If the deputy fails to qualify after a reasonable amount of time, to be determined by the Training Sergeant, the matter will be referred to the Sheriff or designee for further action. The deputy will be placed on a non-firearm duty status and will not be authorized to carry a weapon until qualified.

**G.3 Rifle Qualifications.** The Sheriff's Office Firearms Instructor will conduct rifle qualification on approved dates and times. Deputies using the approved rifles must use only approved ammunition and must qualify with a score of no less than 80%.

**H. Firearms Instructor Authority.** All deputies are directed to obey all orders as given by the Firearms Instructor, regardless of rank, while on the firing range. This will ensure that adequate safeguards exist to protect employees from serious injury while on the firing range.

**I. Range Schedules:**

- I.1 All certified deputies will be assigned range dates by their Division Captain. It is the responsibility of the deputy to attend the range on the date assigned. If a deputy or their supervisor finds it necessary to change a range date, the deputy must notify the appropriate Division Captain by memo as soon as a potential scheduling conflict is discovered. The memo requesting a change in the range schedule must state the reason the change is needed.
- I.2 Only supervisors ranked Captain or above may change a range date. If a request for change is granted, the Division Captain must notify the Training Sergeant at least 24 hours before the effected deputy is scheduled to attend.
- I.3 The Division Captain should attempt to replace the opening with another deputy as soon as possible and notify the Training Sergeant of the change. This action will allow the Firearms Instructor to complete the range instruction on the scheduled date. If a deputy is a "no-show" on their assigned range date, the Training Sergeant will notify the deputy's Division Captain by written notice.
- I.4 Certified deputies that are assigned to light duty status may not attend the range until released by their medical physician. The deputy should present a medical release for full duty to their Division Captain who will place the release in the employee's personnel file. After being released to full duty, the deputy will be assigned range dates by the Division Captain.

**J. Firearms Proficiency Awards:**

**J.1** Certified deputies or reserve deputies who demonstrate high pistol shooting proficiency during the annual fall firearms qualification period will be eligible to receive one of the following awards:

- a. Marksman** - with a qualifying score of 80 to 85;
- b. Expert** - with a qualifying score of 86 to 94;
- c. Master** - with a qualifying score of 95 to 100.

**J.2** The Firearms Proficiency Award is valid for one year from the date that the deputy achieves the qualifying score.

**J.3** The Firearms Instructor will provide a list of deputies eligible for a firearms award to the Training Unit Captain, Training Unit Sergeant and the Quartermaster Office.

**J.4** Firearms proficiency ribbons will be awarded weekly and may be obtained from the Quartermaster Office. Ribbons will be available for pick up on Friday of each qualification week.

**J.5** Deputies will receive only one ribbon for each level of proficiency achieved. Deputies will be allowed to wear on their uniform only the ribbon for the level at which they are currently qualified.

**J.6** A deputy must achieve the qualifying score annually to continue to wear the ribbon; however, a deputy will not be required to return a previously awarded ribbon.

**K. Other Weapons.** No deputy is permitted to carry and use a weapon until they have received training and are qualified as proficient in its use by a certified weapons instructor. All approvals are conditional on annual requalification.

**L.** The Sheriff's Office will maintain a complete record of all authorized weapons, which lists the following:

- L.1** Type and description of the weapon, and model and serial number if the weapon is a firearm;
- L.2** The owner or assignee of the weapon;

- L.3** Signature of the Sheriff or designee approving its use and the date of approval;
- L.4** Training administered and scores attained on the applicable test;
- L.5** Weapon inspection and approval as being safe.

**M. Review and Inspection:**

- M.1** All firearms will be inspected by a Firearms Instructor prior to initial issuance to the receiving deputy.
- M.2** All firearms and less lethal weapons issued to a deputy will be inspected periodically by the deputy's supervisor to assure that it is clean and in operable order, in accordance with [Policy 5-03](#), Line and Staff Inspections.
- M.3** All firearms and less lethal weapons issued to a deputy will be inspected annually by a certified firearms or weapons instructor.
- M.4** Any time a weapon is discharged or used it will be inspected by a supervisor or armorer for its condition and serviceability.
- M.5** If the use of the weapon was in the line of duty, a written report will be made, giving the results of the inspection.
- M.6** O.C. spray canisters will be inspected at the time of the review concerning the incident where the spray was used.
- M.7** If, during the course of any inspection, a weapon is found to be unsafe, it will be removed from duty as soon as practical and turned in for exchange or replacement by the Quartermaster Office. The Quartermaster Office will notify the Training Sergeant of the unsafe weapon as soon as possible.

**N. Off-Duty Carrying of Firearms.** Since deputies remain subject to 24-hour call, they are permitted, but not required, to carry an approved firearm while off duty. Off-duty weapons must meet the same requirements as weapons used on-duty, including training, approval and authorization.

**O. Lost, Stolen and Replacement Weapons:**

- O.1** If any authorized weapon is lost, stolen or disposed of, the employee must immediately notify the Training Sergeant, and the Sheriff via the chain of command.

**O.2** If a deputy is given a replacement weapon it should be of the same type and caliber they qualified with previously.

**P. Other Requirements:**

**P.1** All deputies, both full-time and reserve, must carry their C.L.E.E.T. certification card, badge and commission card at all times while carrying an authorized firearm. This includes while on-duty or off, and while in or out of uniform.

**P.2** When not in uniform, deputies choosing to wear their weapons must use the approved holster, as outlined in Policy 6-01, Uniforms and Equipment, and must have the Sheriff's Office badge prominently displayed if the weapon being worn is not concealed.

**P.3** No deputy may consume any alcoholic beverage when in possession of a weapon unless it is necessary in the line of undercover duty.

**P.4** When not being worn, deputies must take the necessary measures to ensure that their weapons are kept in a safe and secure place, out of reach of children, and inaccessible to anyone other than the deputy.

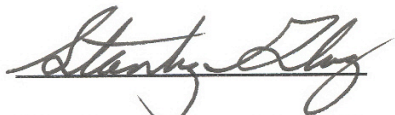
**P.5** Weapons, of any type, that have not been approved by the Sheriff, will not be carried or used by deputies of the Tulsa County Sheriff's Office during the course of law enforcement duties.

**6.5 Standards:**

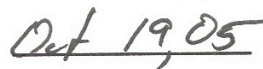
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**C.A.L.E.A.:** 1.3.9; 1.3.10; 1.3.11; 33.5.1.

**O.L.E.A.:** OPS.01.01; OPS.01.02; OPS.01.03, OPS.01.04.



**Stanley Glanz, Sheriff**



**Date Approved**