

	<b>KENOSHA POLICE DEPARTMENT</b>			
	<b>POLICY AND PROCEDURE</b>			
	<b>1.4 Range Training</b>			
<b>Effective Date:</b>	6/26/1981	<b>Revision Date:</b>	11/4/2014	
<b>Action:</b>				<b>Number of pages:</b> 3

**I. PURPOSE**

To establish a departmental procedure that provides for the training and qualification of all members of the Department in the use and safe handling of firearms, along with the inspection, maintenance, repair and upkeep of all weapons in the department's arsenal.

**II. PROCEDURE**

The Training Division will be in control of range use by Kenosha Police Department personnel and shall be responsible for the safe operation thereof. Whenever the range is in use, a Firearms / Handgun Instructor will be present and shall be responsible for monitoring and controlling all activities. To ensure range safety and successful training, all personnel, while on the range, will be under the direct control of the Firearms / Handgun Instructor whether shooting or observing. No one will be permitted to use the range facilities without the authorization of the Chief of Police.

The Training Division will ensure that a quarterly weapons course is developed.

Officers will participate in the quarterly weapons course.

Officers shall annually pass a handgun qualification course from curricula based upon model standards established by the Law Enforcement Standards Board. This will normally take place in the fourth quarter of every year.

An officer who has taken a leave of six months or more or suffered an illness or injury that could affect proficiency in the use of department issued firearms will be required to successfully complete the quarterly weapons course and / or handgun qualification course before returning to active duty. This will be determined by the quarter in which the officer returns to duty. Whether an officer suffered an illness or injury that could affect proficiency with the department issued firearms will be determined by the Chief of Police or his designee.

Qualification shall be pass/fail determined by the Firearms / Handgun Instructor using the State of Wisconsin Law Enforcement Training and Standards Bureau pass / fail criteria.

Officers shall receive training on a semi-annual basis in the operation and use of the department issued shotgun.

## 1.4 Range Training

The Training Division shall cause to be inspected all department weapons and ammunition to determine their serviceability and shall effect whatever repairs or replacements that are necessary on an annual basis.

Administration shall maintain the effectiveness of the department's arsenal and shall be strictly responsible for its security at all times. In maintaining the arsenal, Administration shall make certain that the department maintains an adequate supply of all weapons in use by the department, any necessary repair parts, cleaning supplies, and other firearms equipment.

The Training Division shall maintain a complete and accurate record of the identification numbers of all department firearms showing the name of the officer to whom they are assigned and qualifications the officer has completed with that assigned weapon.

The Training Division shall provide qualification testing to all members of the department in the use of firearms and shall make a report to the Inspector of Police regarding any sworn member of the Kenosha Police Department who fails to attend such qualification.

1. The Training Division will ensure there is at least one Firearms / Handgun Instructor on each of the three shifts. The Shift Firearms / Handgun Instructors will be responsible to ensure that every member of the Kenosha Police Department participates in the quarterly weapons course. The Training Division will be responsible to ensure every member of the Kenosha Police Department completes the handgun qualification course on an annual basis.
2. If a member of the Kenosha Police Department should fail to pass the annual handgun qualification course, the officer will be given remedial training. If practical, the remedial training will begin the same day that the officer fails to pass the course. If needed, the officer will be given two additional days of remedial training the following scheduled work days. If after the two days of remedial training, the officer is unable to successfully pass the annual handgun qualification course, a Supervisory Firearms / Handgun Instructor and / or an additional Firearms / Handgun Instructor will assist in providing remedial training for the officer on their next three scheduled work days. If, after an additional three days of remedial training, the officer is unable to successfully pass the handgun qualification course, he / she will be required to turn in their firearms to the Supervisory Firearms / Handgun Instructor and be assigned to administrative duty. The officer will remain on administrative duty pending passing the handgun qualification course or decertification by the Law Enforcement Training and Standards Bureau. The officer will then be given an additional two days of remedial training. If, after this additional training, the officer is unable to successfully pass the handgun qualification course, Wisconsin Law Enforcement Training and Standards Bureau will be notified of the officer's inability to pass the course, and the officer will be placed on administrative leave pending the decision of the Wisconsin Law Enforcement Training and Standards Bureau on the officer's certification.

The Shift Commanders will schedule times that the range will be open and staffed by a Firearms Instructor.

#### 1.4 Range Training

1. The Firearms Instructor will ensure that all sworn officers for whom they are responsible report to the range for qualification and the quarterly weapons course.
2. Officers will report to the range and remain there until they have completed the quarterly weapons course or handgun qualification course and are released by the Firearms Instructor.
3. Shift Commanders will ensure that Firearms Instructors have adequate time and opportunity to comply with this policy.