



Illinois Department of Corrections

Administrative Directive

Number: 03.03.103	Title: Firearms Training, Qualification and Requalification	Effective: 1/1/2021
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Acting Director
Supersedes:	03.03.103 effective 9/1/2019

Authority: 730 ILCS 5/3-2-2 20 IAC 501	Related ACA Standards: 5-ACI-1C-01, 03, 04, 07, 12, 17 and 20, 5-ACI-1D-01 – 05, 08, 5-ACI-1D-18 – 20, 5-ACI-2G-03, 5-ACI-3A-33 – 35
Referenced Policies: 03.02.108, 03.02.215, 03.02.225, 05.01.122, 05.01.123	Referenced Forms: CMS 95 – Physician’s Statement DOC 0011 – Firearms Range Instructor Certification or Recertification DOC 0021 – Firearms Range Instructor Certification Card DOC 0029 – Firearms Range Score Sheet DOC 0208 – Weapons Qualification and Authorization Card DOC 0209 – Firearms Range Rules DOC 0467 – Weapons Authorization DOC 0514 – Field Operations Firearms Qualification Range Score Sheet DOC 0515 – Field Operations Firearms Requalification Range Score Sheet

I. POLICY

The Department shall train, qualify and requalify employees who are authorized to carry or use weapons, or are required by position classification to carry or use weapons in accordance with this directive.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish a written procedure for establishing the training, qualification and requalification of staff on firearms.

B. Applicability

This directive is applicable to all correctional facilities, offices, programs and parole services within the Department.

C. Facility Reviews

A facility review of this directive shall be conducted at least annually.

D. Designees

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

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E. Definitions

Field Operations training – firearms training and qualification provided by the Department, in accordance with the 40-hour Illinois Mandatory Firearms Training Program for Peace Officers mandated by the Illinois Law Enforcement Training and Standards Board pursuant to 50 ILCS 710/1-5.

Qualify – means successful completion of the initial firearms training and demonstration of competency and proficiency in the knowledge, use and handling of firearms.

Requalify – means the annual demonstration of competency and proficiency in the knowledge, use and handling of firearms.

F. Firearms Training

1. The Institutional Firearms training curriculum shall be developed and maintained by the Office of Staff Development and Training. This training shall be provided by the Office of Staff Development and Training to Correctional Officer Trainees (COTs), Correctional Treatment Officer Trainees (CTOTs) and probationary correctional security employees and other staff designated by the Director.

NOTE: CTOTs and other staff members as designated by the Director may be trained on the portion of this curriculum related to handguns only.

2. The Field Operations training curriculum shall be maintained by the Office of Staff Development and Training. This training shall be provided by a qualified Firearms Range Instructor authorized by the Manager of Staff Development and Training to Parole Agents, Internal Investigators and other staff designated by the Director. Training may be required on specific handguns and shotguns. This training shall be provided by the Special Operations Response Team (SORT).
3. The Sniper Rifle training curriculum shall be developed and maintained by the Office of Staff Development and Training. This training shall be provided by SORT.
4. The Firearms Range Instructor training curriculum shall be developed and maintained by the Office of Staff Development and Training. This training and subsequent certification shall be provided by the Office of Staff Development and Training to individuals who have been selected by the Manager of Staff Development and Training to be Firearms Range Instructors. This training shall be provided by SORT.
5. Tactical Rifle training curriculum shall be developed and maintained by the Office of Staff Development and Training. This training and subsequent certification shall be provided by SORT.

G. General Provisions

1. Employees who are authorized, or required by position classification, to carry or use weapons shall be trained, qualified and requalified on the appropriate weapons.
 - a. COTs, probationary correctional security employees and other staff designated by the Director shall be initially qualified on handguns and rifles.
 - (1) COTs must be qualified prior to their graduation from the Office of Staff Development and Training.
 - (2) Probationary employees must be qualified prior to the end of their probationary period.
 - b. CTOTs, probationary correctional treatment security employees and other staff

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designated by the Director shall be initially qualified on handguns.

- (1) CTOTs must be qualified prior to their graduation from the Office of Staff Development and Training.
 - (2) Probationary employees must be qualified prior to the end of their probationary period.
- c. Probationary Parole Agents, Internal Investigators and other staff designated by the Director shall be initially qualified on handguns prior to the end of their probationary period. Individuals approved by the Director to carry or use an AR-15/M-16 shall be initially qualified through the Office of Staff Development and Training prior to issuance or use of an AR-15/M-16.
- d. Sniper candidates shall be initially qualified on a sniper rifle prior to issuance of same.
2. Firearms training, qualification and requalification shall be conducted by certified Firearms Range Instructors. Firearms Range Instructors shall be certified and recertified by the Manager of Staff Development and Training using the Firearms Range Instructor Certification or Recertification, DOC 0011.
 3. Equipment for weapons practice, qualification and requalification includes:
 - a. Weapons issued by the Department in accordance with Administrative Directive 05.01.123 and other weapons authorized by the Department;
 - b. Ammunition issued by the Department in accordance with Administrative Directive 05.01.122; and
 - c. Eye and ear protection issued or approved by the Department for use at the range.
 4. Employees shall use the respective course of fire in Attachment A for practice, qualification and requalification.
 5. Firearms Range Rules, DOC 0209, shall be strictly enforced at all times.
 - a. A copy of the DOC 0209 shall be provided to and signed by each employee and the instructor prior to use of the range and at least annually or more frequently if the rules have been changed. A copy of the signed DOC 0209 shall be kept in the Office of Staff Development and Training or facility training file, respectively.
 - b. The rules as listed on the DOC 0209 shall be conspicuously posted at each armory and on the interior and exterior wall of Department range structures.
 6. The Firearms Range Instructor shall document:
 - a. Practice, qualification and requalification shoot scores for the Institutional Firearms training and weapons qualification on the Firearms Range Score Sheet, DOC 0029.
 - b. Practice and qualification shoot scores for the Field Operations firearms training and qualification on the Field Operations Firearms Qualification Range Score Sheet, DOC 0514.
 - c. Requalification and practice, if appropriate, for the Field Operations firearms training and qualification on the Field Operations Firearms Requalification Range Score Sheet, DOC 0515.

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- d. Qualification and requalification for the Sniper Rifle training and qualification on the MSA Cold Bore target.

NOTE: The shooter shall read and sign the appropriate range score sheet prior to receiving the weapon or ammunition.

- 7. Probationary employees who are required to be weapons qualified shall not be certified unless they have successfully completed the appropriate firearms training curriculum and qualified on the appropriate weapons.
- 8. The Manager of Staff Development and Training shall terminate a COT or CTOT from employment:
 - a. Upon failure to score at least a 70% on pre-range written tests; or
 - b. If he or she has failed to qualify on the second qualification attempt.
- 9. Employees who are authorized or required to be weapons qualified shall:
 - a. Successfully complete the appropriate firearms training curriculum, including adherence to firearms range rules, handling of the weapons and qualification; and
 - b. Thereafter, requalify on the required weapons within one year from the last qualification.
- 10. Security employees assigned to SORT or as snipers shall requalify in accordance with the appropriate courses of fire for their personally assigned weapons in addition to annual requalification of institutional weapons.
- 11. Employees assigned as Firearms Range Instructors shall:
 - a. Requalify annually in accordance with the appropriate courses of fire.
 - b. Score a minimum of 85% with each institutional weapon in order to maintain range instructor certification.

NOTE: Range Instructors shall have two attempts to requalify at this standard. All Firearms Range Instructors, regardless of parent facility, shall qualify and/or requalify with all firearms that they are certified to instruct.
 - c. Pass the Firearms Range Instructor written exam with a minimum score of 80% during the initial instructor training. Firearms Range Instructors may be required to pass the written exam with a minimum score of 80% in order to recertify as an instructor.
- 12. Employees whose duties require use of firearms shall requalify annually or as otherwise directed on the required weapons in accordance with the appropriate courses of fire. Annual requalification for Parole and Investigations and Intelligence shall occur in July.
- 13. Employees who are or have recently been on a leave of absence or extended benefits at the time the requalification is due may practice and shall requalify on the required weapons within 60 days from the date of their return to work. In addition to successfully completing requalification, returning employees in Parole and Investigations and Intelligence shall also be required to successfully complete annual requalification in July.
- 14. Employees may request an exception from requalification due to a temporary medical condition. The extension time due to temporary medical conditions shall not exceed the 90-day provision set forth in Administrative Directive 03.02.215.

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- a. The request shall include an expected date of return to work and shall be submitted with a Physician's Statement, CMS 95, to the Chief Administrator.
 - b. The Chief Administrator:
 - (1) May request additional information or require the employee to be examined by a Department authorized physician who shall evaluate the request prior to approval or denial.
 - (2) Shall submit the request, pertinent information and his or her recommendation to the Chief of Operations for final approval or denial.
15. Employees who are unable to requalify with or without reasonable accommodations due to a permanent physical or mental disability may:
- a. Apply for other available positions within the Department; or
 - b. Request placement in the Alternative Employment Program subject to the requirements set forth in Administrative Directive 03.02.225.
- NOTE:** Employees who refuse available positions shall be terminated.
16. Employees shall only be authorized to carry or use the weapons for which they are trained and qualified.
17. Employees shall only carry:
- a. Department authorized weapons while on duty, unless otherwise authorized by the Director.
 - b. One firearm, unless otherwise approved by the Director.
18. An employee who is required to be weapons qualified shall be terminated if unable to carry a weapon due to a legal impediment pursuant to Administrative Directive 03.02.108.

H. Requirements

- 1. The Manager of Staff Development and Training shall:
 - a. Develop and maintain written curriculum for the Institutional Firearms training module;
 - b. Develop and maintain written curriculum for the Firearms Range Instructor and Sniper Rifle training;
 - c. Develop and maintain written curriculum for the Field Operations training module;
 - d. Sign and date the curriculum for the above modules, including the training, scoring, practice, qualification, requalification and, if applicable, certification guidelines;
 - e. Maintain a comprehensive file of all existing, amended, superseded or rescinded curriculum; and
 - f. Be responsible for the requalification of employees in special weapons teams and units as designated by the Director.
- 2. The Chief Administrator of each facility, excluding Transitional Security facilities, shall designate

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one Firearms Range Instructor who shall comply with the Range Master post description and oversee range operations including:

- a. Scheduling the requalification shoot;
- b. Notifying the appropriate personnel;
- c. Recording the scores for each employee's shooting record;
- d. Identifying personnel who are experiencing difficulty in maintaining proficiency with weapons;
- e. Scheduling additional shooting practice for those individuals who need additional training and maintaining documentation of additional practice; and
- f. If needed, conducting and documenting special practice sessions for writ or furlough officers.

I. Qualification and Requalification Courses of Fire and Scoring

1. Handguns

- a. Qualification and requalification course of fire for Institutional Firearms training with Revolver.
 - (1) Shall be conducted in accordance with Attachment A, including firing:
 - (a) From a secured holster in the Isosceles position.
 - (b) 50 rounds double action at a modified B-27 target with a prescribed center of 8 ½" x 14" or an ILSP-06 target with a prescribed scoring area.
 - (2) Employees shall reload their weapons using two Comp 2 Speedloaders.
 - (3) A minimum shooting score of 70% (70 points out of 100 possible) when using a B-27 target, or 80% (80 points out of 100 possible) when using an ILSP-06 target, and compliance with firearms range rules shall be required to successfully qualify and requalify. For requalification, employees shall fire 12 rounds untimed for weapons familiarization.
 - (a) Hits within the scorable area of the target shall count for two points.
 - (b) Hits outside of the scorable area of the target shall be considered as misses.

NOTE: Target option shall be decided by the Commander of Special Operations based on target availability.

- b. Qualification and requalification course of fire for Institutional Firearms training with Glock Pistol.
 - (1) Shall be conducted in accordance with Attachment A, including firing:
 - (a) From a secured holster in the Isosceles position.
 - (b) 30 rounds at an ILSP-06 target.

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- (2) Employees shall reload their weapons using magazines for semi-automatics.
 - (3) A minimum shooting score of 80% (24 points out of 30 possible) and compliance with firearms range rules shall be required to successfully qualify and requalify.
 - (a) Hits within the prescribed scoring area of the target shall count as a scorable round.
 - (b) Hits outside of the prescribed scoring area of the target shall be considered as misses.
- c. Qualification and requalification course of fire for Field Operations training.
- (1) Shall be conducted in accordance with Attachment A, including firing:
 - (a) From a secured holster in the Isosceles position.
 - (b) 30 rounds at an ILSP-06 target.
 - (c) 20 rounds malfunction drills at an ILSP-06 target.
 - (2) Employees shall reload their weapons using two Comp 2 Speedloaders for revolvers or three magazines for semi-automatics.
 - (3) A minimum shooting score of 80% (24 points out of 30 possible) and compliance with firearms range rules shall be required to successfully qualify and requalify.
 - (a) Hits within the prescribed scoring area of the target shall count as a scorable round.
 - (b) Hits outside of the prescribed scoring area of the target shall be considered as misses.

2. Shotgun

- a. The qualification and requalification course of fire for those employees authorized by the Director to use or be issued a shotgun shall be conducted in accordance with Attachment A, including firing:
 - (1) Unsupported from a standing position.
 - (2) Five rounds #00 buck shot at a distance of 20 yards at an ILSP-06 target.
- b. A minimum shooting score of 70% (32 points out of 45 possible) and compliance with firearms range rules shall be required to successfully qualify and requalify.
 - (1) Hits inside of the grey portion of the target shall be counted.
 - (2) Hits outside of the grey portion shall be considered as misses.

3. Standard Rifle

The qualification and requalification course of fire for Institutional Firearms training shall be conducted in accordance with Attachment A, including firing:

- a. Option 1, Using B-27, B-29 and B-34 Targets

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- (1) From the standing or kneeling position.
 - (2) 10 rounds in zero-in or sight adjustment stage prior to qualification. 20 rounds (4 strings of 5) in zero-in or sight adjustment stage prior to requalification. 30 rounds in three stages at a distance of 50 yards at the prescribed target.
 - (3) A minimum shooting score of 70% (105 points out of 150 possible), compliance with firearms range rules and proficiency at loading and unloading the weapon shall be required to successfully qualify and requalify.
 - (a) Hits on the X, 10, 9 and 8 rings of the target shall be counted as five points each.
 - (b) Hits on the 7 ring of the target shall be counted as four points each.
 - (c) All other hits in the black portion of the target shall be counted as three points each.
 - (d) All other hits shall be considered as misses.
- b. Option 2, Using ILSP-06 Target
- (1) From a standing or kneeling position.
 - (2) 10 rounds zero-in or sight adjustment stage prior to qualification or requalification (2 strings of 5) and 10 rounds for malfunction drills (not scored). 20 rounds in three stages at distances of 15, 25 and 50 yards.
 - (3) A minimum shooting score of 80% (16 out of 20 possible hits), compliance with firearms range rules and proficiency at loading and unloading the weapon shall be required to successfully qualify and requalify.
 - (a) Hits within the scorable area of the target shall count for five points.
 - (b) Hits outside of the scorable area of the target shall be considered as misses.

NOTE: Qualification course option shall be decided by the Commander of Special Operations based on target availability

NOTE: Firearms Range Instructors shall adhere to the above courses of fire with a minimum score of 85% with each institutional weapon in order to maintain range instructor certification.

4. Sniper Rifle

- a. The qualification and requalification course of fire for the sniper training shall be conducted in accordance with Attachment A, including firing:
 - (1) From prone position.
 - (2) One round in one stage at the prescribed target.
- b. A shooting score of 100%, compliance with firearms range rules and proficiency at loading and unloading the weapon shall be required to successfully qualify and requalify.

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- (1) Hits inside the black borders of the prescribed target shall be counted as one point each.
- (2) All other hits shall be considered as misses.

NOTE: Snipers may requalify on their assigned weapons monthly and upon request of the Commander of Special Operations or Regional Special Operations Commander, and shall requalify annually.

5. Tactical Rifle (AR-15/M-16)

The qualification and requalification course of fire for the Tactical Rifle shall be in accordance with Attachment A including firing:

- a. The Institutional Firearms Standard Rifle course of fire in accordance with Paragraph II.I.3. above (initial qualification only).
- b. A minimum shooting score of 90% (27 points out of 30 possible) for the Tactical Rifle Short Course (initial qualification and annual requalification).
- c. A minimum shooting score of 90% (18 points out of 20 possible) for the Tactical Rifle Long Course (initial qualification and annual requalification).

J. Initial Training

1. When an employee successfully completes the:
 - a. Institutional Firearms training and weapons qualification, the Firearms Range Instructor shall send the DOC 0029 to the Office of Staff Development and Training and the employee's facility Training Coordinator. The Manager of Staff Development and Training for COTs and CTOTs, and the facility Training Coordinator for other staff, shall issue the Weapons Qualification and Authorization Card, DOC 0208.
 - b. Field Operations training and weapons qualification, the Firearms Range Instructor shall send the DOC 0514 to the Office of Staff Development and Training and the employee's facility Training Coordinator. The Manager of Staff Development and Training shall issue a certificate of completion for the required curriculum and a Weapons Authorization, DOC 0467.
 - c. Sniper training and qualification, the Firearms Range Instructor shall document qualification on an MSA Cold Bore target, which shall include the date and time of qualification; the full name and signature of the employee and the Firearms Range Instructor; and the weapon make, model and serial number. The Firearms Range Instructor shall send the document to the Office of Staff Development and Training. The Manager of Staff Development and Training shall re-issue or update the Weapons Authorization, DOC 0467, to include the sniper rifle.
 - d. Firearms Range Instructor training and weapons qualification, the supervising Firearms Range Instructor shall send the DOC 0029 to the Office of Staff Development and Training and the employee's facility Training Coordinator. The Manager of Staff Development and Training shall issue a certificate of successful completion and a Firearms Range Instructor Certification Card, DOC 0021.

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- e. Tactical Rifle (AR-15/M-16) qualification, the Firearms Range Instructor shall send the qualification record to the Office of Staff Development and Training. The Manager of Staff Development and Training shall issue a certificate of completion for the required curriculum and a DOC 0467.
2. If the employee fails to qualify following the second allotted attempt:
 - a. COTs and CTOTs shall be terminated from employment and probationary correctional security employees shall not be certified. The Manager of Staff Development and Training shall submit a report, including the DOC 0029, indicating the second failed attempt to qualify to the appropriate Chief Administrator.
 - b. For Field Operations firearms training, the employee shall not serve in a position that requires the employee to be weapons qualified or to use a weapon. The Manager of Staff Development and Training shall submit a report, including the DOC 0514, indicating the second failed attempt to qualify to the appropriate Chief Administrator and the employee's immediate supervisor.
 - c. For the Sniper training, he or she shall not serve as a sniper.
 - d. For the Firearms Range Instructor training, he or she shall not serve as a Firearms Range Instructor.
 - e. For the Tactical Rifle (AR-15/M-16) training, he or she shall not be issued a tactical rifle.

K. Requalification

1. Each employee whose duties may continue to require the use of firearms shall begin the requalification process 60 days prior to expiration of the appropriate weapons card (DOC 0021, DOC 0208 or DOC 0467). The requalification process shall include, but not be limited to, the employee being made aware that he or she will be expected to requalify some time within the 60-day period and schedule a requalification attempt.
2. Prior to the requalification attempts, employees may submit a written request to the Firearms Range Instructor for assistance such as instruction or scheduling a practice session, or both, on the employee's time; however, practice prior to requalification shall not be mandatory.
3. Employees shall be allowed one attempt with each weapon per day.
4. On the day of the requalification attempt, employees shall be prohibited from practicing at the range prior to the time of the attempt.
5. Upon reporting for the first requalification attempt, the employee shall surrender the appropriate weapons card to the Firearms Range Instructor.
6. When the employee successfully requalifies, an appropriate weapons card shall be issued.
7. Employees who fail to requalify shall:
 - a. Immediately surrender all Department issued weapons. Weapons shall be returned for future requalification attempts. Weapons shall be returned following successful requalification.
 - b. Wait a minimum of one day prior to repeating the requalification attempt. During this time:

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- (1) Employees who are required to be weapons qualified under the Institutional Firearms training shall be scheduled for mandatory additional assistance and practice on the Department's time. Said training and practice shall be on a day as close as possible to the next requalification date.
 - (2) All other employees may request that the Firearms Range Instructor provide additional assistance and practice on the Department's time.
 - (3) The employee shall not be authorized to carry or use a weapon in the performance of his or her job duties.
8. Employees who are required to possess a DOC 0208 and fail to requalify at their facility after three attempts within a 90-day period shall be required to successfully complete the next available Institutional Firearms Training as a final remedial measure. The employee's facility shall enroll the employee in the next available Institutional Firearms Training. Employees who fail to successfully complete the final remedial Institutional Firearms Training, or fail after one attempt to requalify after the training, shall no longer meet the requirements of their employment.
 9. Employees who are required to be requalified under the Field Operations training and fail to requalify after three attempts within a 14-day period shall be required to successfully complete the next available Field Operations training as a final remedial measure. The employee's supervisor shall enroll the employee in the next available Field Operations training. Employees who fail to successfully complete the final remedial Field Operations training, or fail after one attempt to requalify after the training, shall no longer meet the requirements of their employment.
 10. Employees who are serving in the capacity of a Firearms Range Instructor and fail to requalify shall no longer meet the conditions of a Firearms Range Instructor position.
 11. Employees who are issued a sniper rifle and fail to requalify shall no longer meet the conditions for issuance of a sniper rifle.
 12. Employees who are issued a tactical rifle and fail to requalify shall no longer meet the conditions for issuance of a tactical rifle.
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**Attachment A
Courses of Fire**

Institutional Firearms Revolver - Target B-27 or equivalent target with 8 ½" X 14" prescribed center - fired double action, or Target ILSP-06 or equivalent target with 10" x 18.5" outer scoring area AND 5" x 8" parabolic head scoring area.		
COURSE OF FIRE	DISTANCE	ROUND
Practice	7 & 15 Yards	Minimum of 400 rounds.
Qualification		Total of 50 rounds using practice or service ammunition and two Comp 2 Speedloaders.
Phase I - 24 Rounds Holstered with Grip in Isosceles Position	7 Yard Line	A. 6 rounds - fired in three strings - 2 rounds each. B. 6 rounds - fired in three strings - 2 rounds each. C. 6 rounds - fired in one string (15 seconds). D. 6 rounds - fired in one string (15 seconds).
Phase II - 26 Rounds Holstered with Grip in Isosceles Position	15 Yard Line	A. 6 rounds - fired in one string (25 seconds). B. 6 rounds - fired in one string (25 seconds). C. 6 rounds - fired in one string (25 seconds). D. 6 rounds - fired in one string (25 seconds). E. 2 rounds - fired in one string (10 seconds).
Annual Requalification	Same as Qualification	Following refresher instructions on safety, laws and Departmental Rules and 12 rounds (untimed) for weapon familiarization, same as qualification.

Institutional Firearms Glock Pistol – Target ILSP-06 or equivalent target with 10" x 18.5" outer scoring area AND 5" x 8" parabolic head scoring area.		
COURSE OF FIRE	DISTANCE	ROUND
Practice	5, 7 & 15 Yards	Minimum of 320 rounds.
Qualification		Total of 30 rounds using practice or service ammunition and three magazines for semi-automatics.
Phase I - 12 Rounds Holstered with Grip in Isosceles Position	5 Yard Line	12 rounds 2 rounds (5 seconds), holster. 2 rounds (5 seconds), holster. 2 rounds, reload, 2 rounds (15 seconds), holster. 2 rounds (5 seconds), holster. 2 rounds (5 seconds), holster.
Phase II - 12 Rounds Holstered with Grip in Isosceles Position	7 Yard Line	12 rounds 2 rounds (6 seconds), holster. 2 rounds (6 seconds), holster. 2 rounds, reload, 2 rounds (18 seconds), holster. 2 rounds (6 seconds), holster. 2 rounds (6 seconds), holster.
Phase III - 6 Rounds Holstered with Grip in Isosceles Position	15 Yard Line	6 rounds (30 seconds)
Annual Requalification	Same as Qualification	Following refresher instructions on safety, laws and Departmental Rules, same as qualification. Employees shall also complete 20 rounds of weapon malfunction training (unscored).

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Field Operations Handgun - Target ILSP-06 or equivalent target with 10" x 18.5" outer scoring area AND 5" x 8" parabolic head scoring area - fired double action with revolver.

COURSE OF FIRE	DISTANCE	ROUND
Practice	5, 7 & 15 Yards	Minimum of 510 rounds.
Qualification		Total of 30 rounds using practice or service ammunition and two Comp 2 Speedloaders for revolvers, or three magazines for semi-automatics.
Phase I - 12 Rounds Secured Holster in Isosceles Position	5 Yard Line	12 rounds 2 rounds (4 seconds), holster. 2 rounds (4 seconds), holster. 2 rounds, reload, 2 rounds (14 seconds), holster. 2 rounds (4 seconds), holster. 2 rounds (4 seconds), holster.
Phase II - 12 Rounds Secured Holster in Isosceles Position	7 Yard Line	12 rounds 3 rounds (7 seconds), holster. 3 rounds, reload, 3 rounds (18 seconds), holster. 3 rounds (7 seconds), holster.
Phase III - 6 Rounds Secured Holster in Isosceles Position	15 Yard Line	6 rounds 3 rounds (9 seconds). 3 rounds (9 seconds).
Annual Requalification	Same as Qualification	Following refresher instructions on safety, laws and Departmental Rules, same as qualification. Employees shall also complete 20 rounds of weapon malfunction training (unscored).

Shotgun – ILSP-06 Target.

COURSE OF FIRE	DISTANCE	ROUNDS
Practice	20 Yard Line	Minimum of 10 practice rounds using #00 buck shot ammunition.
Qualification Standing Position (unsupported)	20 Yard Line	5 rounds – Using #00 buck shot ammunition.
Annual Requalification	Same as Qualification	Following refresher instructions on safety, loading/unloading, laws and Departmental Rules, same as qualification.

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Institutional Firearms Standard Rifle – Option 1, Target B-29, B-34 & B-27 or equivalent silhouette type.		
COURSE OF FIRE	DISTANCE	ROUNDS
Practice Stage Zero-in or Sight Adjustment Stages – 10 Rounds – Optional Position (unsupported)	50 Yard Line and reduced silhouettes to simulate 100 and 150 Yards	Minimum of 70 rounds. 5 rounds fired in one string. 5 rounds fired in one string. Same as qualification.
Qualification		Total of 30 rounds.
Stage I – 10 Rounds – Kneeling or Standing Position (unsupported)	50 Yard Line Target B-29	10 rounds fired in one string (5 rounds, reload, 5 rounds).
Stage II – 10 Rounds – Kneeling or Standing Position	50 Yard Line Target B-34	10 rounds fired in one string (5 rounds, reload, 5 rounds).
Stage III – 10 Rounds – Standing Position (unsupported)	50 Yard Line Target B-27	10 rounds fired in one string (5 rounds, reload, 5 rounds).
Annual Requalification	Same as Qualification	Following refresher instructions on safety, laws and Department Rules and 20 rounds (4 strings of 5) for zero-in or sight adjustment, same as qualification.

Institutional Firearms Standard Rifle- Option 2, Target ILSP-06		
COURSE OF FIRE	DISTANCE	ROUNDS
Practice Stage Zero-in (sight in) position optional unsupported 10 rounds malfunction drills 3 practice courses of fire 20 rounds each	15 Yard Line 25 Yard Line 50 Yard Line	Minimum of 80 rounds. 10 rounds sight-in rounds fired 2 strings of 5. 10 rounds malfunction drills at 25 yard line. 60 rounds same as Qualification course (3- 20 round courses of fire.
Qualification		Total of 20 rounds using practice or service ammunition.
Phase I – 6 Rounds Standing Position	15 Yard Line ILSP-06	6 rounds fired in three strings From a Duty Load 2 rounds (10 seconds) 2 rounds (8 seconds) 2 rounds (8 seconds) to empty
Phase II – 8 Rounds Standing Position	25 Yard Line ILSP-06	8 rounds fired in 4 strings From a Duty Load 2 rounds (15 seconds) 2 rounds (10 seconds) 2 rounds (10 seconds) 2 rounds (10 seconds)
Phase III – 6 Rounds Standing Position	50 Yard Line ILSP-06	6 rounds fired in three strings From a Duty Load 2 rounds (25 seconds) 2 rounds (20 seconds) 2 rounds (20 seconds)

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Annual Requalification	Same as Qualification	10 rounds zero-in (sight in) 10 rounds malfunction drills 20 rounds Qualification Course (Phase 1,2, and 3)
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Sniper Rifle - Target MSA Cold Bore		
COURSE OF FIRE	DISTANCE	ROUNDS
Qualification Prone position	100 Yards Cold Bore	Total of 1 round 1 round (4 minutes)
Annual Requalification	Same as Qualification	Following refresher instructions on safety, laws and Departmental Rules, same as qualification.

Tactical Rifle – Target ILSP-06 with 10" x 18.5" outer scoring area AND 5" x 8" parabolic head scoring area, B-29, B-34, B-27 or equivalent silhouette type.		
COURSE OF FIRE	DISTANCE	ROUNDS
Practice Stage	10 Yard Line to 100 Yard Line	Minimum of 650 rounds.
Qualification		Total of 30 rounds using practice or service ammunition.
Stage I – 10 Rounds – Kneeling or Standing Position (unsupported)	50 Yard Line B-29	10 rounds fired in one string (5 rounds, reload, 5 rounds).
Stage II – 10 Rounds – Kneeling or Standing Position	50 Yard Line B-34	10 rounds fired in one string (5 rounds, reload, 5 rounds).
Stage III – 10 Rounds – Standing Position (unsupported)	50 Yard Line B-27	10 rounds fired in one string (5 rounds, reload, 5 rounds).
Qualification - Long Course		Total of 20 rounds using practice or service ammunition.
Stage I – 2 Rounds – Prone Position with sling	100 Yard line Target ILSP-06	Center mass, 2 rounds in 30 seconds.
Stage II- 4 Rounds – Standing Position (low ready) to Prone Position	100 Yard Line Target ILSP-06	Center mass, 2 rounds in 10 seconds. Repeat.
Stage III- 2 Rounds – Running (low ready) to Kneeling Position	100 Yard Line to 50 Yard Line Target ILSP-06	Strong side, 2 rounds in 25 seconds (Time includes running from 100 Yard Line to 50 Yard Line).
Stage IV- 4 Rounds Standing Position (low ready), Barricade	50 Yard Line Target ILSP-06	1 Target, 2 rounds in 7 seconds. Repeat.
Stage V – 4 Rounds Standing Position (low ready)	25 Yard Line Target ILSP-06	1 Target, pivot left, 2 rounds in 5 seconds. Repeat pivoting right.

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Stage VI – 4 Rounds Standing Position (low ready)	25 Yard Line Target ILSP06	1 Target, head shots, 1 round in 5 seconds. Repeat 3 times.
Qualification - Short Course		Total of 30 rounds.
Stage I – 4 Rounds – Standing Position (low ready)	25 Yard Line Target ILSP-06	Strong side, 1 target, 2 rounds in 5 seconds. Repeat on weak side.
Stage II – 4 Rounds – Standing Position (low ready)	15 Yard Line Target ILSP-06	Strong side, head shots, 1 target, 1 round in 3 seconds. Repeat 3 times.
Stage III – 4 Rounds – Standing Position (low ready)	15 Yard Line Target ILSP-06	Strong side, center mass, 1 target, 2 rounds in 3 seconds. Repeat.
Stage IV – 6 Rounds – Standing Position (low ready)	10 Yard Line Target ILSP-06	Strong side, failure to stop drill, 1 target, 2 rounds center mass and 1 head shot in 3 seconds. Repeat.
Stage V – 10 Rounds – Shooting on the move	10 Yard Line to 5 Yard line Target ILSP-06	4 rounds to body and 1 head shot. Repeat.
Stage VI – 2 Rounds – Standing Position (low ready)	5 Yard Line Target ILSP-06	Strong side, 2 rounds tactical rifle (to empty), transition to pistol for 2 rounds (for time, not score) within 5 seconds.
Annual Requalification	Tactical Rifle Long Course and Short Course	Following refresher instructions on safety, laws and Department Rules and 20 rounds (4 strings of 5) for zero-in or sight adjustment, same as qualification.
Requalification- Long Course		Total of 20 rounds using practice or service ammunition.
Stage I – 2 Rounds – Prone Position with sling	100 Yard line Target ILSP-06	Center mass, 2 rounds in 30 seconds.
Stage II – 4 Rounds – Standing Position (low ready) to Prone Position	100 Yard Line Target ILSP-06	Center mass, 2 rounds in 10 seconds. Repeat.
Stage III – 2 Rounds – Running (low ready) to Kneeling Position	100 Yard Line to 50 Yard Line Target ILSP-06	Strong side, 2 rounds in 25 seconds (Time includes running from 100 Yard Line to 50 Yard Line).
Stage IV – 4 Rounds Standing Position (low ready), Barricade	50 Yard Line Target ILSP-06	1 Target, 2 rounds in 7 seconds. Repeat.
Stage V – 4 Rounds Standing Position (low ready)	25 Yard Line Target ILSP-06	1 Target, pivot left, 2 rounds in 5 seconds. Repeat pivoting right.
Stage VI – 4 Rounds Standing Position (low ready)	25 Yard Line Target ILSP-06	1 Target, head shots, 1 round in 5 seconds. Repeat 3 times.

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Requalification- Short Course		Total of 30 rounds using practice or service ammunition.
Stage I – 4 Rounds – Standing Position (low ready)	25 Yard Line Target ILSP-06	Strong side, 1 target, 2 rounds in 5 seconds. Repeat on weak side.
Stage II – 4 Rounds – Standing Position (low ready)	15 Yard Line Target ILSP-06	Strong side, head shots, 1 target, 1 round in 3 seconds. Repeat 3 times.
Stage III – 4 Rounds – Standing Position (low ready)	15 Yard Line Target ILSP-06	Strong side, center mass, 1 target, 2 rounds in 3 seconds. Repeat.
Stage IV – 6 Rounds – Standing Position (low ready)	10 Yard Line Target ILSP-06	Strong side, failure to stop drill, 1 target, 2 rounds center mass and 1 head shot in 3 seconds. Repeat.
Stage V – 10 Rounds – Shooting on the move	10 Yard Line to 5 Yard line Target ILSP-06	4 rounds to body and 1 head shot. Repeat.
Stage VI – 2 Rounds – Standing Position (low ready)	5 Yard Line Target ILSP-06	Strong side, 2 rounds tactical rifle (to empty), transition to pistol for 2 rounds (for time, not score) within 5 seconds.