	<b>Winchester City Sheriff's Office</b> <b>Manual of General Orders</b>  <b>Administration</b> <b>107</b>	<b>Effective Date:</b> May 1, 2014 Accreditation Standards: ADM .05.02 ADM .06.01 ADM .06.02
		<b>Original Policy:</b> May 1, 2014 <b>Last Review Date:</b> October 31, 2023 <b>Next Review Date:</b> October 31, 2024
<b>Subject: Firearms Training</b>		By Authority of: <hr/> <b>William E. Sales, Sheriff</b>

Effective /Review Date	Sections Changed	Changes	Reviewed by	Approved by
12-06-16	III A 5	Removed, "Mandatory semi-annual qualification may be required for the issued duty pistol." Sentences 6,7, and 8 transitioned to 5,6, and 7.	EAS	LRT
08-01-19	III A 4	Changed, "Glock 22 .40" to "Glock 17, 45, or 45 MOS 9mm".	EAS	LRT
08-08-22	III A 7	Changed "Each deputy may be issued 12 gauge pump shotguns" to" Each deputy may be issued AR 15 patrol rifles"	BWD	LRT
01-04-23	III A	Removed "exceeds this standard and" and "the handgun semi-annually. The Sheriff's Office sets the semi-annual qualification range dates. Each deputy is required to attend and qualify.	BWD	WES
01-04-23	III A	Added "all issued and off duty weapons annually.	BWD	WES
01-04-23	III B (4)	Added "17 MOS"	BWD	WES
01-04-23	III A (5)	Removed "shotgun"	BWD	WES
01-04-23	III C (2)	Removed "except for the grips, without the armorers/range officer's approval. Deputies may alter the grip or sights/optic of an issued weapon with the written approval of a Certified Armor.  Added "Any alterations with the exception of the grip must be approved by the department armorer and sheriff.	BWD	WES
01-04-23	III C (5)	Added "issued firearms shall be inspected by a certified armor annually	BWD	WES
03-27-24		Replaced all "weapon" with "firearm"	MRA	WES

### I. PURPOSE

To ensure that all sworn personnel are trained and qualified to use all of the Sheriff's Office issued firearms and personally owned firearms that they are authorized to carry.

### II. POLICY

All deputies shall develop and maintain proficiency with the issued handgun, shotgun, and any other firearm that the deputy would carry. No deputy shall carry or use any firearm for which he/she has not

trained and qualified with. All new trainees will receive training in the Sheriff's Office policy governing the use of force, and they will be provided a copy of the general orders. All new deputies shall be trained in the use of force as described in the policy and procedure manual before being issued any firearms.

### **III. PROCEDURE**

A. The Virginia Department of Criminal Justice Services (DCJS) requires that each deputy qualify with his/her issued firearm(s) annually. The Sheriff's Office requires deputies to qualify with all issued and off duty firearms annually. Each deputy is required to attend and qualify. The office has on staff, firearms instructors who are in charge of the range. An instruction regarding shooting or safety practices from a firearms instructor while at the range shall be considered as an order from a commanding officer, regardless of the rank of the person giving the instruction. Because of the importance of being able to document the training and proficiency of the Sheriff's Office's personnel, it is necessary for the following procedures to be followed:

1. Deputies will be assigned specific dates and times to report to the range. They will be expected to arrive on time unless an unavoidable problem causes a delay.
2. Uniformed personnel can report to the range in fatigues, coveralls, or other leisure attire.
3. In order to qualify, each deputy must score 70% or higher on all courses of fire (MDA and any other DCJS approved courses).
4. For the purpose of recording required firearms training, scores will be recorded on the prescribed form.
5. If a deputy does not qualify, he/she will be required to report to the range on the next scheduled range date or scheduled make-up date for remedial training and qualification.
6. If a deputy fails to qualify on the make-up day, he/she will be required to report to the range for four (4) hours of detailed and intensive firearms training and another opportunity for qualification. This date will be scheduled at the convenience of the Sheriff's Office.
7. It should be noted that firearm qualifications are mandated by the Commonwealth of Virginia and as a condition of employment with the Winchester City Sheriff's Office.
8. If the deputy fails to qualify during this third attempt, appropriate training or disciplinary action as deemed necessary shall be taken at the discretion of the Sheriff.

### **B. QUALIFICATION**

1. Deputies shall qualify with any personal firearm that they want to carry off-duty or on-duty as a backup firearm and as a result, use for law enforcement purposes. An annual qualification shall be sufficient for the personal firearm.
2. The deputy will record the make, caliber, and serial number of the personal firearm on the prescribed form. The firearms instructor will note the qualifying score on the form and sign the form. The Sheriff will then sign the form.
3. Deputies will furnish ammunition for the purpose of qualifying with a personal firearm.

4. The Sheriff's Office issues a Glock 17, 45, or 45 MOS, 17 MOS 9mm caliber semiautomatic pistol that all deputies will qualify with and carry while on duty, unless there are special circumstances that would prohibit the deputy from doing so, i.e. undercover deputies. A deputy may submit a written request to the Sheriff to carry a personally owned firearm on duty in lieu of the duty firearm.
5. The required Sheriff's Office qualification course for the handgun and rifle shall be a designated course that meets DCJS requirements.
6. No deputy shall carry a firearm in a law enforcement capacity unless he/she has passed the qualification course with that firearm.
7. Each deputy may be issued AR 15 patrol rifles.

#### C. MAINTENANCE/AMMUNITION

1. All firearms are to be kept clean and in proper working order. The Sheriff's Office has on staff trained armorers who will be responsible for inspecting and servicing the firearms beyond normal and routine cleaning. If a Sheriff's Office firearm malfunctions or is damaged, it is to be taken to one of the armorers who will inspect the firearm. If the required repair is beyond the scope and training of the armorers, they will arrange for service by a qualified gunsmith.
2. Under no circumstances will a deputy alter or modify any Sheriff's Office firearm. Deputies who fail to obey this order will be subject to disciplinary action. Deputies may obtain an attachable flashlight for their pistol, rifle, or shotgun with the armorers/range officer's approval. They may also obtain a Sheriff's Office approved aiming system for the rifle. Any alterations with the exception of the grip must be approved by the department armorer and sheriff.
3. Ammunition for all Sheriff's Office handguns, shotguns, and rifles will be issued by the Sheriff's Office. New ammunition may be issued annually for these firearms. Sheriff's Office issued ammunition will be the only ammunition carried in all Sheriff's Office issued firearms.
4. All firearms will be carried in a safe manner. It is recommended that handguns be secured in holsters when they are being carried. Deputies will carry Winchester City Sheriff's Office identification with them any time they carry a firearm, whether it is concealed or in plain view.
5. Issued firearms shall be inspected by a certified armor annually.

#### D. NON-ISSUED FIREARM REGULATIONS

1. Non-issued personal firearms may be either revolvers or semi-automatic pistols. A range instructor must inspect and certify the firearm, holster, and ammunition before the firearm may be carried. Revolvers and semi-automatics must be a minimum of a .380 caliber and shall not exceed a .45 caliber. The range instructor will maintain a record of all firearms qualified with by each deputy.
2. Non-issued firearms shall be carried safely and concealed from public view.

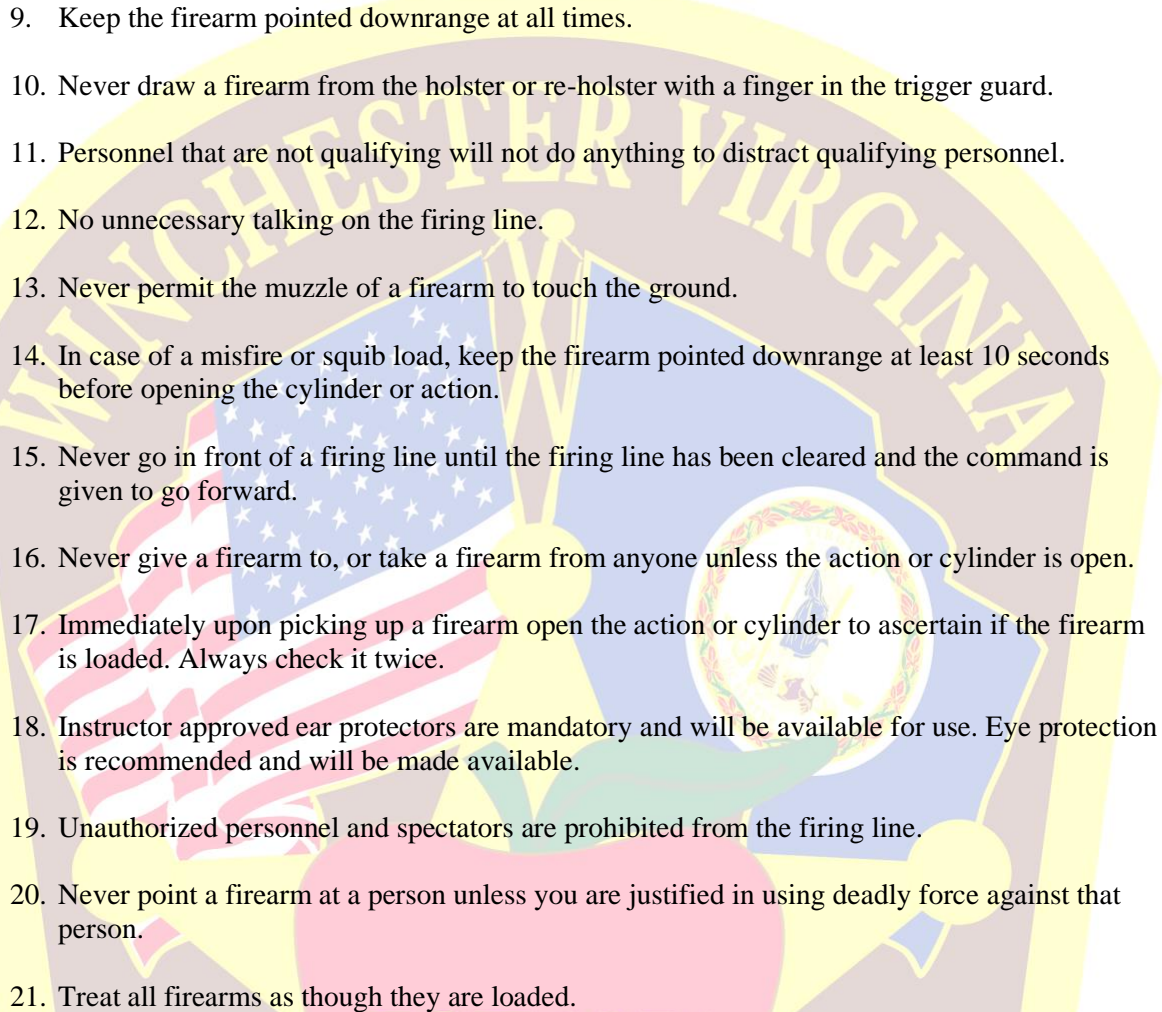
3. All non-issued personal firearms, whether carried on-duty or off-duty, must be approved by the Sheriff.

#### E. CARRYING/STORAGE OF FIREARMS WHEN OFF-DUTY

1. Deputies are encouraged, but not required to carry a handgun when off-duty. A deputy who elects not to carry a handgun while off-duty shall not be subject to disciplinary action if an occasion should arise in which he/she could have taken law enforcement action if he/she were armed. Off-duty deputies shall be armed with an approved weapon anytime they operate a Sheriff's Office vehicle.
2. Deputies who have consumed alcoholic beverages or prescription medication to the extent that their physical and mental abilities are impaired shall not carry an off-duty firearm under any circumstances.
3. Virginia Code Section 18.2-56.2 states that it shall be unlawful for any person to recklessly leave a loaded, unsecured firearm in such a manner as to endanger the life or limb of any child under the age of fourteen. Deputies shall be cognizant of this law and practice firearms safety while storing firearm at their residence and when off-duty.
4. Deputies carrying a firearm off-duty shall carry the firearm in a concealed manner, and they shall carry their Sheriff's Office identification and badge.

#### F. FIREARMS RANGE SAFETY RULES & REGULATIONS

1. All personnel at the range will be under the command of the Range Officer. The Range Officer will be responsible to see that all safety rules are followed.
2. The safety of shooters, range personnel and spectators require continuous attention by all to the careful handling of firearms and caution in moving about the range. Self-discipline is necessary on the part of all participants and range personnel.
3. When arriving at the range, all guns will be unloaded and re-holstered and remain holstered until ordered to the firing line.
4. Firearms will never be loaded until the shooter has taken position on the firing line, the command "load" has been given and the gun pointed toward the target.
5. Strict discipline must be maintained. Carelessness and thoughtlessness cannot and will not be tolerated.
6. Handling of the firearm on the firing line while anyone is forward of the firing line is forbidden.
7. Never anticipate a command. The range officer will instruct you in exactly what he/she wants you to do.
8. Load the firearm only after a position has been taken at the firing point and the command to load has been given.

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9. Keep the firearm pointed downrange at all times.
  10. Never draw a firearm from the holster or re-holster with a finger in the trigger guard.
  11. Personnel that are not qualifying will not do anything to distract qualifying personnel.
  12. No unnecessary talking on the firing line.
  13. Never permit the muzzle of a firearm to touch the ground.
  14. In case of a misfire or squib load, keep the firearm pointed downrange at least 10 seconds before opening the cylinder or action.
  15. Never go in front of a firing line until the firing line has been cleared and the command is given to go forward.
  16. Never give a firearm to, or take a firearm from anyone unless the action or cylinder is open.
  17. Immediately upon picking up a firearm open the action or cylinder to ascertain if the firearm is loaded. Always check it twice.
  18. Instructor approved ear protectors are mandatory and will be available for use. Eye protection is recommended and will be made available.
  19. Unauthorized personnel and spectators are prohibited from the firing line.
  20. Never point a firearm at a person unless you are justified in using deadly force against that person.
  21. Treat all firearms as though they are loaded.