

STATE OF OHIO



DEPARTMENT OF REHABILITATION
AND CORRECTION

SUBJECT: APA Firearms Training	PAGE 1 of 17 <hr/> NUMBER: 39-TRN-15
RULE/CODE REFERENCE: ORC 5149.05, AR 5120:1-1-17 ORC109.80	SUPERSEDES: 39-TRN-15 dated 05/19/14
RELATED ACA STANDARDS: 4-APPFS-3A-21; 4-APPFS-3A-22; 4-APPFS-3B-01 thru 3B-06; 2-CTA-3A-19;	EFFECTIVE DATE: April 16, 2015
	APPROVED: 

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code §5120.01 which delegates to the Director of the Department of Rehabilitation and Correction authority to manage all Divisions and Institutions of the Department and to establish such rules and regulations as the Director prescribes.

II. PURPOSE

The purpose of this policy is to establish the standards, rules, and procedures concerning the oversight, training, issuance, carrying, use, safety, and maintenance of firearms by officers and employees of the Adult Parole Authority (APA) and the Division of Parole and Community Services (DPCS) and Corrections Training Academy (CTA) pursuant to all applicable sections of the Ohio Revised Code.

III. APPLICABILITY

This policy applies to employees of the Adult Parole Authority and CTA; especially staff who carry firearms in the performance of their duties.

IV. DEFINITIONS

Ammunition Storage Coordinator - The designation given to an APA staff member who may access and issue ammunition for use by APA staff. Responsibilities include maintaining ammunition inventory records and working in conjunction with institutions where ammunition is stored.

Annually - A 12-month period.

APA 40-Hour Basic Firearms School - The centralized, introductory training of firearms as provided by the Corrections Training Academy (CTA) based upon agency needs, the Department of Rehabilitation and Correction (DRC) standards, and the standards of the Ohio Peace Officer Training Commission (OPOTC).

Carry – Wearing a state-issued or approved personal firearm and authorized ammunition.

Certified in Firearms - The meeting of all statutory requirements to carry a firearm, in addition to the satisfactory completion of the OPOTC 40-Hour Basic Firearms School, an acceptable score on the defensive tactics and subject control (DT/SC) initial proficiency test along with subsequent annual proficiency demonstrations with acceptable scores in firearms, and DT/SC for purposes of recertification.

Concealed Weapon - A firearm or other weapon that is not visible or likely to become visible to any person who is not an employee of DRC or a law enforcement agency.

CTA Training Supervisor - The staff member designated, as part of the overall training mission, to oversee the Adult Parole Authority (APA) firearms programs and submit recommendations on firearms issues. Upon recommendation of the APA Chief and upon the approval and designation of the Ohio Peace Officers Training Commission, the CTA Training Administrator also serves as the APA School Commander for all APA firearms training and related firearms issues.

Firearm Armorer - A certified firearm instructor trained in firearm armorer duties by an approved firearm manufacturer or approved firearm manufacturer representative and authorized by the CTA Training Supervisor to inspect, repair, service, and maintain APA firearms.

Firearms Instructor - Any DRC employee who is currently certified by DRC or OPOTC to train employees in the use of firearms. Pursuant to OPOTC standards, only OPOTC certified Basic Firearms Instructors may conduct the APA 40-Hour Basic Firearms School. Those certified by OPOTC to conduct recertification sessions annually may lead said sessions. DRC staff who have been recognized as firearms instructors, but not otherwise certified as such by OPOTC, may serve as range safety officers.

Proficiency - The ability, using the approved/authorized firearm, to shoot the course of fire promulgated by the Ohio Peace Officer Training Commission for use by the Corrections Training Academy, to receive a passing score, to successfully demonstrate the proper firearm grip, stance, sight alignment, pass the proficiency evaluation, and to handle a firearm in a safe manner.

Requalification or Recertification – An annual training program, approved by the Corrections Training Academy, in consultation with OPOTC, consisting of the satisfactory compliance with safety standards, ~~and~~ agency policies and firearms proficiency test, occurring after the satisfactory completion of the APA 40-Hour Basic Firearms School. Every firearms certified staff member must successfully complete said training annually.

Revocation of Authorization – Temporary cancellation/suspension of an employee's firearm authorization.

Unannounced Equipment Inspections - Inspections to determine if all employees who are authorized to carry firearms and who have received pepper spray training have the following: handcuffs, pepper spray, agency identification, badge, and firearm (fully loaded, a minimum of two (2) additional fully loaded revolver speedloaders or two (2) fully loaded semiautomatic pistol magazines, all with state-issued duty ammunition), if authorized to carry.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction that, because firearms are deadly weapons, the Correction Training Academy shall develop, conduct and directly oversee all firearms training programs for APA staff ensuring that all activities meet the minimum statutory requirements as set forth by the Ohio Peace Officer's Training Commission (OPOTC), in collaboration with the Ohio Peace Officer's Training Academy. This shall include closely monitoring the strict firearm requirements and standards governing use of force/use of force continuum, firearm use, firearm safety, firearm instructor qualifications, initial (basic) firearm training certification, firearm authorization, firearm access, firearm course of fire, firearm testing and coaching procedures, annual firearm (re)certification, and firearm equipment/supplies.

VI. PROCEDURES

A. Training Authorization

Prior to receiving authorization to carry a firearm, an employee must meet specific defensive tactics and subject control, and pepper spray (OC) and firearms training requirements.

1. Successful completion of the DRC initial certification courses for defensive tactics and subject control and OC/Pepper Spray to include practice sessions and recertification training required to maintain annual certification.
2. Successful completion of the classroom portion of the OPOTC 40-Hour Basic Firearms School, to include range and classroom sessions and any/all written tests.
3. Successful completion of the initial certification proficiency demonstration test for the 40-hour Basic Firearms School which includes:
 - a. Approved firearm and related equipment, authorized firearms and holsters, and other equipment which meet the criteria as defined by the CTA Superintendent.
 - b. Successful completion and passing of all stages of the approved course of fire as approved by the OPOTC and Corrections Training Academy. An employee who fails an initial firearms qualification opportunity shall be provided coaching, and the opportunity to re-test one additional time for a total of two (2) attempts; this is in accordance with OPOTC guidelines as set forth in the Ohio Revised Code section 5149.05. All coaching sessions shall be documented using the Mandated Training Performance Evaluation Coaching/Practice Form (DRC1769). If after these remedial steps are taken, and the employee fails the final attempt to certify, the lead instructor shall complete an Incident Report (DRC1000). An Academy Supervisor shall immediately notify the Chief of the APA or Managing Officer and provide the above-referenced forms. The Chief or Managing Officer shall proceed in accordance with section VI. B-3.c of this policy.

- c. Successful demonstration of a proficiency evaluation of grip, stance, sight alignment, trigger management, safety, reloading, drawing positions (i.e., ready, high ready and natural), physical ability to fire the firearm and total handling of the firearm under all training conditions.
 4. All authorizations to carry a firearm terminate annually.
 - a. All requalification training sessions shall be scheduled annually by the CTA Field Support Section, and conducted in accordance with Ohio Revised Code section 109.801 and OPOTC's established course of fire. Said schedule shall be arranged in collaboration with regional personnel and CTA staff facilitating the training, and distributed to regional managers and participating staff.
 - b. The firearms authorization of an employee who fails to requalify on an annual basis shall be temporarily revoked by the Chief of the APA or designee as outlined in this policy. As a result, the employee shall be prohibited from carrying a firearm or any firearm-related equipment while performing their official job duties until such time as the re-qualification requirement is met and reported to the Chief of the APA or designee.
 - c. An employee who fails firearms requalification training shall be provided remedial training and appropriate coaching, and the opportunity to re-test twice for a total of three (3) attempts. All coaching sessions shall be documented using the Mandated Training Performance Evaluation Coaching/Practice Form (DRC1769). If after these remedial steps are taken and the third attempt was unsuccessful, the Chief of the APA or designee shall evaluate if the employee is in compliance with minimum job requirements and an appropriate course of action, up to and including removal, shall be determined in compliance with the Standards of Employee Conduct. CTA shall provide all coaching/practice forms along with an Incident Report (DRC1000) summarizing all efforts to provide remedial training prior to the final failure.
 5. An employee may be authorized to carry more than one type of approved firearm; however, the employee shall carry only one approved firearm at a time while performing official duties. Employees approved to carry more than one type of approved firearm shall declare which firearm is to be their primary weapon. Declaring a primary and all secondary weapons shall be done annually prior to requalifying, using the Duty Approved & Certified to Carry List (DRC1052). Employees shall demonstrate proficiency in all stages of fire with each approved firearm and every approved holster. A primary approved firearm must be identified. Training ammunition and duty ammunition shall be provided for one type of weapon; the remainder is the responsibility of the employee.

B. Training, Qualifying, and Annual Requalification/Recertification Requirements

1. Firearm Instructors
 - a. Firearm instructors must be certified as instructors for firearms training by DRC or OPOTC. In addition, all firearm instructors who conduct the APA 40-Hour Basic Firearms School must be certified as Basic Instructors by OPOTC. Firearms

instructors who conduct APA recertification training must be certified by OPOTC to facilitate such training.

- b. Firearms instructors are responsible for firearms training and proficiency testing of staff as scheduled by the Corrections Training Academy. Firearm instructors have full authority to restrict or stop any individual during training and may dismiss the individual from the training for good cause, including unsafe practices, inability to properly handle a firearm, failure to follow instructions, Standards of Employee Conduct, etc. DRC Range rules (DRC1117) shall be read to students participating in firearms training at the beginning of each course. When any individual is dismissed from training, the firearm instructor shall immediately notify a CTA Training Supervisor. The firearm instructor shall also complete an Incident Report (DRC1000) by the end of the work day pursuant to Department Policy 01-COM-08, Incident Reporting and Notification, documenting the reasons for dismissing the individual from the training and submit the report to the individual's immediate supervisor and the CTA Training Supervisor that was notified. The CTA Training Supervisor shall in turn contact the Chief of the APA and the employee's Managing Officer, and provide copies of all documentation pertaining to the incident.
 - c. Firearm instructors are required to maintain their proficiency and complete any recertification training as directed by DRC and/or OPOTC.
 - d. Academy training staff who serve as firearm instructors may carry firearms and/or firearm-related equipment while performing training needs assessments or firearm training duties.
2. Lesson Plans/Firearms Training & Firing Ranges
 - a. The CTA Superintendent shall approve all firearms lesson plans and firearms training, which include courses of fire for specialized training sessions, courses of fire for field tactics training sessions, courses of fire for routine practice sessions, courses of fire used for annual proficiency testing, lesson plans or courses of fire using any form of simulated ammunition and all firearm training scenarios. All APA Firearms programs will align with that required by the Ohio Peace Officer's Training Commission (OPOTC).
 - b. All firing ranges used for firearms training shall be approved by OPOTC or DRC.
3. APA 40-Hour Basic Firearms School
 - a. OPOTC is the oversight authority for all APA 40-hour Basic Firearms Schools. As a result, OPOTC is responsible for promulgating the training standards and requirements applicable to APA 40-hour Basic Firearms Schools and for overseeing all APA 40-hour Basic Firearms Schools.

- b. The CTA Training Supervisor who is the approved OPOTC APA School Commander, administers all APA Firearm Programs pursuant to the standards and requirements of OPOTC. As a result, the APA School Commander is responsible for:
 - i. Announcement of the APA 40-hour Basic Firearms School and providing OPOTC registration forms to school applicants;
 - ii. Receiving, reviewing, and compiling the applicant 40-hour Basic Firearm School forms;
 - iii. Screening 40-hour Basic Firearm School applicants to ensure that the applicants meet all APA and OPOTC requirements;
 - iv. Registering students for the APA 40-hour Basic Firearm School pursuant to OPOTC requirements;
 - v. Scheduling the 40-hour training pursuant to the needs of the APA and OPOTC requirements;
 - vi. Securing the appropriate sites, instructors, and equipment/supplies for the 40-hour training pursuant to OPOTC requirements;
 - vii. Conducting and supervising the 40-hour training pursuant to OPOTC requirements;
 - viii. Documenting the results of the 40-hour training pursuant to OPOTC requirements, utilizing OPOTC forms as required;
 - ix. Reporting the results of the 40-hour training to OPOTC pursuant to their requirements and reporting the results to other appropriate parties as necessary;
 - x. Maintaining APA 40-hour Basic Firearm records pursuant to OPOTC and APA requirements.
- c. The APA 40-hour Basic Firearm School shall be conducted during the APA parole officer orientation training for newly hired parole officers. The successful completion of this training is mandatory for all parole officers hired by the APA on or after October 01, 2002. A parole officer hired on or after October 01, 2002 who fails to successfully complete the APA 40-hour Basic Firearm School as part of parole officer orientation training may be subject to disciplinary action up to and including termination from their parole officer position in accordance with the Standards of Employee Conduct.
- d. The APA 40-hour training may be conducted at other times for current, eligible APA parole officers if deemed necessary by the Chief of the APA.
 - i. If the training is conducted at other times for current, eligible APA employees, the APA School Commander shall be responsible for all the tasks and activities previously outlined in this policy pursuant to all applicable OPOTC and APA standards and requirements. The same proficiency criteria as set by OPOTC shall be applied for current, eligible APA parole officers attending the 40-hour Basic Firearms training program as is expected of new parole officers or those attending the course for the first time.
 - ii. Current APA employees who are otherwise eligible for the APA 40-hour Firearm School may be denied admission to the training by the Chief of the

APA or designee based upon, but not limited to, the following types of situations:

- a) A substantiated allegation of improper use of a firearm, pepper spray, or other weapon or safety equipment.
 - b) Documentation that the employee engaged in unsafe behavior with a firearm, pepper spray, or other weapon or safety equipment.
 - c) An active investigation of the employee by the Investigation Coordinator for one or more alleged violations of the Standards of Conduct to include being on administrative leave during the active investigation or the employee being under suspension for violation(s) of the Standards of Conduct.
 - d) The employee has carried an unauthorized firearm, other weapon, and canister of pepper spray or other safety equipment.
 - e) Documentation (including self admission) of the employee's serious physical or mental impairment, drug/alcohol abuse or dependency.
 - f) Emotional problems, including stress, or use of mind-altering drugs which impairs judgment.
 - g) A determination by the Chief of the APA of inappropriate or improper use of force.
 - h) Failure by the employee to attend scheduled defensive tactics and subject control, pepper spray, or field tactics training sessions without the approval of the Regional Administrator, Parole Board Chair, or designees.
- e. The Chief of the APA or designee shall notify the employee in writing of the decision to deny the employee admission to the 40-hour Firearm School. In addition, the Chief of the APA, the CTA Training Supervisor, and the appropriate Regional Administrator or the Parole Board Chair shall be notified of the decision.
- f. During the school and prior to final proficiency testing:
- i. The school participants shall practice all stages of the school course of fire, other stages of fire as deemed appropriate to improve shooting proficiency, practice how to clean and maintain a firearm, and successfully complete all required OPOTC student performance objectives.
 - ii. The school participants shall be instructed in the appropriate use of force and the use of force continuum as mandated by the Administrative Regulations or policies of the Department and/or the APA. They shall be instructed to use deadly force in accordance with Department Policy 104-TAW-02, APA Use of Force.
- g. Upon completion of proficiency testing and all other school requirements, the firearm instructor shall complete all required DRC and OPOTC documentation forms and recommend that the employee be permitted to carry a firearm or be denied permission to carry a firearm. A failing score during proficiency testing shall automatically result in a recommendation that the employee not be permitted to carry a firearm. Regardless of the proficiency score, the instructor has the authority and the responsibility to recommend the employee not be permitted to carry a firearm if the

employee is determined to be unsafe, unable to properly handle or carry a firearm or otherwise unable to successfully complete any OPOTC student performance objective. In such cases, the instructor shall document the reasons that the employee should not be permitted to carry a firearm via an Incident Report (DRC1000) by the end of the work day pursuant to Department Policy 01-COM-08, Incident Reporting and Notification.

4. Failure to Pass or Successfully Complete the APA 40-Hour Basic Firearms School
 - a. Any employee who fails to satisfactorily pass any of the stages of the course of fire or OPOTC student performance objectives at the APA 40-Hour Basic Firearms School shall be afforded a maximum of two (2) opportunities to test in accordance with OPOTC guidelines.
 - b. If the second attempt is not successful or the employee otherwise fails to successfully complete the school requirements and the employee is not a parole officer hired on or after October 01, 2002, the employee must apply to attend a future APA 40-Hour Basic Firearms School in accordance with all the procedures set forth in policy if he/she intends to work towards recertification and the ability to resume carrying a firearm on duty. The employee shall not be issued a firearm nor authorized to carry a firearm until such time that he/she has passed firearms training. Prior to attending another school, the employee is encouraged to receive structured, supervised, and documented remedial training. This shall be conducted by an ODRC, OPOTC-certified firearms instructor when sufficient staff, supplies and practice time are available. A parole officer hired on or after October 01, 2002 who fails to successfully complete the APA 40-hour Basic Firearm School may be subject to disciplinary action up to and including termination from their parole officer position in accordance with the Standards of Employee Conduct.
5. Expired Firearm Authorizations
 - a. For a parole officer hired before October 1, 2002, whose annual firearms authorization has expired, and the employee chooses to resume carrying a firearm, he/she can be scheduled to participate in a requalification/recertification proficiency training within 30 days upon their return to work (for those on extended leave at the time the authorization period lapses). Those on active pay status who fail to attend regularly scheduled requalification/recertification sessions may be subject to disciplinary action for failure to meet annual in-service requirements. In the event the parole officer elects to participate in requalification/recertification training and fails to demonstrate proficiency after three attempts, the decertification status will remain. The officer may then choose to return to the APA 40-hour Basic Firearms School should he/she seek an opportunity to once again become certified to carry a firearm.
 - b. For a parole officer hired on or after October 1, 2002, whose annual firearms authorization has expired, the employee shall be scheduled to participate in a requalification/recertification proficiency training within 30 days upon their return to work (for those on extended leave at the time the authorization period lapses). Those on active pay status who fail to attend regularly scheduled

requalification/recertification sessions may be subject to disciplinary action for failure to meet annual in-service requirements. In the event the parole officer participating in the rescheduled requalification/recertification training fails to demonstrate proficiency after three attempts, the decertification status will remain. The officer shall then be scheduled to attend the next available APA 40-hour Basic Firearms School.

6. Annual Firearm Proficiency Training, Testing, and Requalification/Recertification
 - a. In order to maintain their overall firearm proficiency and retain their firearm authorization, all employees authorized to carry firearms must attend all announced and scheduled APA safety training (e.g. use of force training, defensive tactics and subject control training, pepper spray/OC training, firearms practice/annual recertification training, etc.), unless otherwise excused in writing from attending said training by the immediate supervisor and/or Regional Administrator or Parole Board Chair.
 - b. All employees authorized to carry firearms shall be scheduled annually for firearms proficiency and requalification testing by the Regional Administrator or designee.
 - i. The Corrections Training Academy or a regional designee shall be responsible for securing a firing range that meets all current safety requirements, all necessary supplies and equipment, including sufficient portable toilets and a sufficient number of firearm instructors to conduct the required sessions pursuant to all OPOTC firearms and firing range safety rules. CTA shall also prepare and provide a schedule of all firearms training sessions each training year, inclusive of requalification sessions, to ensure staff have sufficient opportunities to attend training within the timeframe required by policy. Firearm instructors shall also be notified of training sessions and scheduled by CTA or a regional designee to assist as available.
 - ii. The Regional Administrator and Parole Board Chair shall release employees from their regularly scheduled duties to attend the requalification training session to ensure that employees meet their annual requalification requirement. The Regional Administrator, Parole Board Chair, and CTA personnel shall distribute the schedule to all participants and participants' supervisors in order that registration can occur.
 - c. Annual firearm proficiency and requalification testing shall be conducted in accordance with all OPOTC and ODRC safety and firing range safety rules and approved curricula inclusive of the course of fire used for testing.
 - d. Upon completion of the proficiency and requalification testing, the firearms instructor shall complete the required course file documentation consisting of student proficiency records, training session reports, etc., and prepare a course file in accordance with Department Policy 39-TRN-09, Training Record Keeping.
 - e. The employee's immediate supervisor, Regional Administrator, or any CTA Training Supervisor may request that an employee attend a special proficiency and

requalification testing session at any time for good cause after reporting the reasons for such a session in the form of an Incident Report (DRC1000) to the employee's immediate supervisor, Regional Administrator or Parole Board Chair. The Incident Report (DRC1000) shall be completed by the end of the work day pursuant to Department Policy 01-COM-08, Incident Reporting and Notification. The CTA Training Supervisor in consultation with the employee's immediate supervisor, Regional Administrator or Parole Board Chair, shall approve or disapprove the special session.

- f. Any employee who fails to satisfactorily pass the course of fire at the time of annual or special firearm proficiency testing and requalification, shall have a second practice session for any or all stages of the course of fire on the same day or another day mutually agreeable to the employee and firearm instructor, and then be given a second opportunity to pass the course of fire.
- g. The employee may participate in a remedial training and practice session to practice any or all stages of the course of fire prior to making the second attempt to pass the course of fire. The session must be conducted by a firearms instructor and in accordance with all OPOTC/ODRC range safety and firing range safety rules. The session shall be documented by the firearms instructor, using the Mandated Training Performance Evaluation Coaching/Practice form (DRC1769).
- h. If the employee fails to satisfactorily pass the stages of fire during the second attempt, the employee shall have a third opportunity provided. If the employee fails to satisfactorily pass the stages of fire during the third and final attempt, the individual is deemed to be decertified. The instructor shall immediately notify a CTA Training Supervisor of the failure, and complete an Incident Report (DRC1000). The DRC 1000 along with all coach/practice forms (DRC 1769) shall be forwarded to the employee's Managing Officer, the Chief of the APA and the CTA Training Supervisor. Copies of the DRC1000 and DRC1769s will be maintained in both the employee's training file as well as the course file. The employee shall be prohibited from carrying a firearm or any firearm-related equipment while performing their official job duties and hazard pay shall be suspended. The following shall then apply:
 - i. The employer shall make good faith effort to evaluate deficiencies and explore options to meet the employee's training needs.
 - ii. At the employee's expense, the employee may participate in remedial training and practice sessions to practice any or all stages of the course of fire prior to making subsequent attempt(s) to pass proficiency testing and requalification.
 - iii. Parole officers hired on or after October 01, 2002 who fail to successfully complete subsequent attempt(s) for the proficiency testing and requalification within ninety (90) days can be terminated from their parole officer position.
 - iv. Parole officers hired prior to October 01, 2002, who fail to successfully complete subsequent attempt(s) for the proficiency testing and requalification within ninety (90) days, shall continue to have their firearms authorization and hazard pay suspended. In addition, the employee must then complete the APA 40-hour Basic Firearms School. Upon completion of proficiency testing and all other school requirements, the firearm instructor shall complete all required DRC and OPOTC

documentation forms and recommend that the employee's firearm authorization and hazard pay be re-instated.

7. Storage of Ammunition in the APA Regions

The following safety and security requirements shall apply for any ammunition stored in an APA office:

- a. The ammunition shall be stored in secure, locked cabinets, which is to be made accessible to the Ammunition Storage Coordinator and any Regional Firearms Instructors that provide training services to the APA as well as the Regional Administrator or designee.
- b. The ammunition shall not be stored with firearms and/or magazines.
- c. The ammunition shall be appropriately labeled.
- d. CTA shall provide training, and support to all APA staff that are designated to coordinate the storage and distribution of ammunition for APA use.
- e. In the APA regions seeking to store its own ammunition, the APA Regional Administrator shall determine whether the APA ammunition shall be stored within an APA site or within an ODRC institutional armory located within their respective region.
 - i. In the case of a leased location, the APA Regional Administrator shall secure written authorization from the property owner stating that live ammunition may be securely stored within the premises occupied by the APA.
 - ii. The Regional Administrator shall designate either an exempt employee, or a bargaining unit volunteer, to serve as the Ammunition Storage Coordinator. A secondary coordinator shall also be designated to function in the absence of the primary Storage Coordinator.
 - iii. The Regional Administrator and Ammunition Storage Coordinator shall secure an adequate, safe storage location within the APA site for ammunition storage. The location shall consist, at a minimum, of a locked cabinet that is secured within a locked room. Ammunition shall not be stored in the same cabinet with firearms. The Regional Administrator, the Ammunition Storage Coordinator, and the Secondary Coordinator shall have necessary keys to the room and cabinet.
 - iv. The Ammunition Storage Coordinator shall coordinate with CTA concerning the delivery and replenishment of ammunition as needed based on the needs of the individual regions. The Ammunition Storage Coordinator shall maintain the perpetual inventory sheet (DRC 2449). The Ammunition Storage Coordinator shall also be authorized to retrieve ammunition designated for APA use from approved ODRC institutional armories.

- v. The Ammunition Storage Coordinator, or in his/her absence the Secondary Coordinator will be responsible for the issuance of all ammunition needed.
 - vi. In regions where APA ammunition is being stored at an APA site, the Ammunition Storage Coordinator, or Secondary Coordinator, shall complete a separate, monthly report documenting the contents of the ammunition storage cabinet no later than the 3rd business day of the subsequent month. This shall include the number of rounds present, as well as other items in the cabinet. A copy of the monthly report shall be forwarded to the Regional Administrator and Institution Armory Supervisor (when applicable) while the original is kept in a binder along with copies of all perpetual inventory sheets. This binder shall be located in the cabinet used for storage.
 - vii. The Ammunition Storage Coordinator/Secondary Coordinator is responsible for contacting CTA, when additional ammunition is needed.
8. Storage of Ammunition in DRC Correctional Institution Armories

For the purpose of training, practice and requalification, CTA may store ammunition for the Adult Parole Authority in institutional armories. Said storage shall be arranged in accordance with the Managing Officer/designee and in compliance with Department Policy 310-SEC-28, Armory Control Storage and Use.

9. Staff participating in firearms in-service training shall wear state-issued body armor while on the firing range and in any related firearms drills as required.

C. Approved Firearms, Ammunition, Holsters/Fanny Pouch Holsters, Speedloaders/Magazines and Approved Course of Fire

1. At least once per year, the CTA Superintendent shall promulgate a list of firearms, ammunition, holsters/fanny pouch holsters and speedloaders/magazines approved by the APA for firearm authorized employees. Firearm authorized employees shall carry and use only approved firearms, ammunition, holsters/fanny pouch holsters, speedloaders/magazines while performing their official duties. Said list will be provided as Appendix A to this policy and Department Policy 104-TAW-01, APA Firearms Policy.
2. At least once per year, the CTA Superintendent shall review and approve a course of fire for firearm practice and (re)certification training sessions. The basis for this course shall be provided by the Ohio Peace Officer's Training Commission.

D. Specialized APA or Pilot APA Firearms Training/Authorization Programs

All specialized APA or pilot APA firearms training/authorization programs must be approved concurrently by the Chief of the APA and the CTA Superintendent. Once approved, the training shall be implemented under the supervision of the CTA Superintendent in accordance with all DRC and OPOTC firearms training, authorization and safety rules, regulations, policies, standards and practices.

E. Participation in External Firearms Training

1. In order to improve their firearm proficiency, a firearm-authorized employee may practice firearms techniques during non-business hours at appropriate locations using their authorized firearm, holster/fanny pouch holster and speedloaders/magazines. Employees shall not fire duty ammunition without authorization. If personal ammunition is used for practice it must follow the specifications as provided to the Regional Administrators.
2. Use of force standards and continuums, use of force documentation and firearms techniques and policies taught to students in law enforcement, jail, county, municipal or other external programs are often different in substance than APA use of force and firearms training programs. As a result, firearm authorized employees, including firearm instructors, must obtain the approval of the CTA Superintendent prior to participating in external firearms training programs during business hours.

F. Exceptions to Policy

1. An employee may request that their attendance at firearms training or carrying their firearm be temporarily waived when a specific conditions exists that may hinder the proper carrying or handling of a firearm and upon submitting appropriate documentation to the immediate supervisor. (e.g. a documentation of having an injury or medical condition; documentation of receiving prescribed mind altering medications, documentation from a qualified professional that the employee should not handle a firearm, etc.).
2. The immediate supervisor, with the approval of the Regional Administrator or Parole Board Chair, has the authority to waive the carry requirement for a period not to exceed 90 calendar days. If a waiver is granted, the Regional Administrator must notify the CTA Training Supervisor, and APA Chief. If a waiver is granted for a parole board parole officer, the Parole Board Chair must notify CTA Training Supervisor and the APA Chief. Risk supplement pay shall not be impacted by the waiver.
3. If an exception to the attendance at firearms training or carrying a firearm is likely to cause the employee to exceed his/her certification period by more than 90 calendar days, the employee shall submit the appropriate documentation to the immediate supervisor outlining the basis for not attending the training. The supervisor shall submit a copy of the documentation to the Managing Officer/Regional Administrator and CTA Training Supervisor.
4. The Managing Officer/Regional Administrator shall forward the documentation and a recommendation to the APA Chief, who shall review the material and take the appropriate action, which may include extending the employee's firearm authorization with specific conditions or revoking the firearm authorization and terminating the employee's risk supplement pay. In any event, the employee shall be notified in writing of the APA Chief's decision.
5. Any other exceptions to this policy must be approved by the Chief of the APA.

Attachments:

Appendix A: FY 2016 Approved List of Firearms & Firearm-Related Equipment

Related Department Forms:

Incident Report	DRC1000
Special Incident Report	DRC2091
Duty Approved & Certified to Carry List	DRC1052
Ammunition/Munition Inventory (perpetual)	DRC2449
Mandated Training Performance Evaluation Coaching/Practice Form	DRC1769
DRC Range Rules	DRC1117

Appendix A

February 2, 2015

FY 2016 Approved List of Firearms & Firearm-Related Equipment

The **APA Firearms Policy, 104-TAW-01**, requires a list of firearms, ammunition, holsters/"fanny" pouch holsters and speedloaders/magazines approved for firearm authorized staff members to be provided to APA staff. DRC Policy 39-TRN-15 explains the process by which basic firearms and requalification training shall be conducted.

APPROVED FIREARMS & FIREARM-RELATED EQUIPMENT & AMMUNITION FOR FY16:

- **Firearms - Revolvers:** In addition to the Smith and Wesson revolver issued by the Division, staff authorized to carry a firearm are approved to carry any personal .38 or .357 Smith and Wesson model revolver with a barrel length of 4" or less or any personal .38 or .357 Ruger model revolver with a barrel length of 4" or less.
- **Firearms - 9mm Semiautomatic Pistols:** Staff authorized to carry a firearm are approved to carry all previously approved personal 9mm Smith and Wesson semiautomatic pistols and all personal 9mm Glock semiautomatic pistols to include Models 17, 19, 26 and 34.
- **Firearms - .40 Smith and Wesson Semiautomatic Pistols:** In addition to the Glock Model 23 semiautomatic pistol issued by the Division, staff authorized to carry a firearm are approved to carry other personal .40 Smith and Wesson Glock models in DAO (Double Action Only); personal .40 H&K USP 40 Compact in DAO (Double Action Only); personal .40 SigArms Model 229 in DAO; personal .40 SigArms, Model 239 in DAO, .40 SigArms Model 226 in DAO and the personal Smith and Wesson Model M&P 40.
- **Ammunition:** All firearms for staff authorized to carry a division or personal firearm must use approved APA ammunition while on duty and during all firearm practice and proficiency testing/requalification training sessions. Staff issued a division revolver or Glock semiautomatic pistol must use personal ammunition that meets division specifications when practicing with an issued firearm during non-duty hours. Staff authorized to carry an approved personal firearm should use personal ammunition that meets approved specifications when practicing with the personal firearm during non-duty hours. Ammunition shall be made available annually to Parole Officers and Senior Parole Officers for practice. Questions about ammunition specifications should be directed to the CTA Superintendent.
- **Directional & Cross Draw Hip Holsters - ALL Firearms:** In addition to the directional revolver and .40 semiautomatic pistol holsters issued by the Division, a staff member authorized to carry a Division or approved personal firearm is approved to carry a personal directional or personal cross draw hip holster that is manufactured for the specific make and model of the staff member's authorized firearm. The holster must be made of sturdy leather, high-impact molded plastic or sturdy ballistic nylon manufactured specifically for concealed carry. It must be configured to facilitate a natural draw and it must have a level one retention device and covered trigger area. The holster must attach securely to the staff member's belt. Prior to the staff member carrying the holster, the staff member must demonstrate proficiency with the holster during a live-fire training session with a CTA Instructor. Documentation of the proficiency test will be forwarded to the Regional Administrator. Staff members utilizing more than one holster will be required to demonstrate proficiency with all approved holsters annually.
- **Shoulder Holsters - ALL Firearms:** In addition to the directional revolver and .40 semiautomatic holsters issued by the Division, a staff member authorized to carry a Division or approved personal firearm is approved to carry shoulder holsters manufactured for the specific make and model of the staff member's authorized firearm. The shoulder holster must be made of sturdy leather, high-impact molded plastic or sturdy ballistic nylon that is manufactured specifically for concealed carry. It must have a double side harness with tie-down to attach securely to

the staff member's belt. It must have a level one retention device and covered trigger area that is configured to carry a firearm worn to facilitate a more smooth, natural-type draw. Prior to the staff member carrying the holster, the staff member must demonstrate proficiency with the holster during a live-fire training session with a CTA Instructor. Documentation of the proficiency test will be forwarded to the Regional Administrator. Staff members utilizing more than one holster will be required to demonstrate proficiency with all approved holsters annually.

- **"Fanny" Pouch Holsters:** In addition to the directional revolver and .40 semiautomatic holsters issued by the Division, staff authorized to carry a Division or approved personal firearm are approved to carry a "fanny" pouch holster made of sturdy leather or sturdy ballistic nylon that is manufactured specifically to carry a firearm and for the specific make and model of the staff member's authorized firearm. The "fanny" pouch must be configured to carry a firearm in a secure horizontal direction inside the pouch. The "fanny" pouch must be configured with a pull or Velcro rip tab or speed zipper that facilitates the staff member opening the pouch with the non-dominant hand while drawing the weapon from the pouch in a smooth, natural-type draw motion with the dominant hand. The "fanny" pouch should have interior or exterior storage areas for speedloaders or magazines. Prior to the staff member carrying the holster, the staff member must demonstrate proficiency with the holster during a live-fire training session with a CTA Instructor. Documentation of the proficiency test will be forwarded to the Regional Administrator. Staff members utilizing more than one holster will be required to demonstrate proficiency with all approved holsters annually.
- **Speedloaders, Magazines & Pouches - ALL Firearms:** In addition to the speedloaders and .40 semiautomatic ammunition magazines issued by the APA, staff authorized to carry an issued APA or approved personal firearm are approved to carry speedloaders and semiautomatic ammunition magazines that are specific to the make and model of the staff member's authorized firearm and that facilitate safe, smooth and speedy firearm reloading capability. In addition to the semiautomatic ammunition magazine pouches issued by the APA, staff authorized to carry an issued APA or approved personal firearm are approved to carry speedloader and magazine pouches made of sturdy leather or sturdy ballistic nylon that are manufactured for the specific type of speedloaders or semiautomatic magazines for the staff member's authorized firearm. The pouches must be configured to carry the speedloaders or magazines in a secure manner. The pouches must facilitate removal of the speedloaders or magazines in a smooth, safe and speedy manner. The pouches must attach securely to the staff member's belt or side harness if the staff member is approved to carry a shoulder holster. Prior to the staff member carrying the holster, the staff member must demonstrate proficiency with the speedloader or semiautomatic magazine pouch during a live-fire training session with a CTA Instructor. Documentation of the proficiency test will be forwarded to the Regional Administrator. Staff members utilizing more than one holster will be required to demonstrate proficiency with all approved holsters annually.
- **Duty Belts:** Staff authorized to carry a Division or approved personal firearms are approved to wear personal duty belts that facilitate the organization and carrying of safety equipment, such as a firearm, handcuffs, speedloaders/magazines, pepper spray, etc. The belt should be inspected by a CTA Instructor to ensure that it meets all the necessary safety requirements. All personal duty belts must meet the concealed carry requirements of Policy 104-TAW-01.
- **Ammunition:** The following types of ammunition are approved for use by the Adult Parole Authority:
 - Duty rounds for APA Winchester .40 caliber 180 grain T-Series
 - Training rounds APA Winchester .40 caliber 180 grain FMJ

 - Duty rounds 9MM APA Speer Gold Dot 9mm Luger 124 Grain +P
 - Training rounds 9MM 124 grain Winchester FMJ

 - Duty rounds Remington .38 SPL +P 125 SJHP
 - Training rounds Remington .38 SPL +P 125 SJHP

Duty ammunition shall be provided to APA staff annually; ammunition for APA staff practice will be offered to staff annually, pursuant to current procedures and practices.

- **Law Enforcement Task Force Firearms, Ammunition & Holsters:** Adult Parole Authority staff serving on law enforcement task forces MUST adhere to the firearm, ammunition and holster standards detailed in this memorandum and in Policy 104-TAW-01 unless granted an exemption per Policy 104-TAW-01.