



SUBJECT: APA Firearms Training	PAGE <u> 1 </u> OF <u> 13 </u>
	NUMBER: 39-TRN-15
RULE/CODE REFERENCE: ORC 5149.05; ORC 109.801	SUPERSEDES: 39-TRN-15 dated 05/11/17
RELATED ACA STANDARDS: 4-APPFS-3A-21, 3A-22, 3B-01 thru 3B-06; 2-CTA-3A-19	EFFECTIVE DATE: December 2, 2019
	APPROVED: 

I. AUTHORITY

Ohio Revised Code 5120.01 authorizes the Director of the Department of Rehabilitation and Correction, as the executive head of the department, to direct the total operations and management of the department by establishing procedures as set forth in this policy.

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 (APA) and Corrections Training Academy (CTA); especially employees who carry firearms in the performance of their duties.

IV. DEFINITIONS

Ammunition Storage Coordinator - The designation given to an APA employee 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 Ohio Department of Rehabilitation and Correction (ODRC) 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 ODRC or a law enforcement agency.

CTA Training Supervisor - The employee designated, as part of the overall training mission, to oversee the APA firearms programs and to submit recommendations on firearms issues. Upon recommendation of the APA superintendent and upon the approval and designation of the OPOTC, the CTA training supervisor also serves as the APA school commander for all APA firearms training and related firearms issues.

Firearm Armorer - A certified ODRC employee certified 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 only APA issued firearms.

Firearms Instructor - Any ODRC employee who is currently certified by 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.

Proficiency - The ability, using the approved/authorized firearm, to shoot the course of fire recommended by the OPOTC for use by the CTA, 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 CTA, in consultation with OPOTC, consisting of the satisfactory compliance with safety standards, agency policies and firearms proficiency test, occurring after the satisfactory completion of the APA 40-Hour Basic Firearms School. Every firearm 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 OC spray training have the following: handcuffs, OC spray, agency identification, badge, and firearm (fully loaded, a minimum of two fully loaded semiautomatic pistol magazines, all with state-issued duty ammunition).

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction (ODRC) that firearms are deadly weapons and the Corrections Training Academy (CTA) shall develop, conduct and directly oversee all firearms training programs for APA staff. The effort is to ensure 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 (OPOTA). This shall include closely monitoring the strict firearm requirements and standards governing use of force, 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 (DT/SC), and OC spray and firearms training requirements.

1. Successful completion of the ODRC initial certification courses for DT/SC and OC 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 including 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 and APA superintendent.
 - b. Successful completion and passing of all stages of the approved course of fire as approved by the OPOTC and CTA. 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 attempts; this is in accordance with OPOTC guidelines as set forth in the Ohio Revised Code (ORC) section 5149.05. All coaching sessions shall be documented using the Mandated Training Performance Evaluation Coaching/Practice (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). A CTA supervisor shall immediately notify the APA superintendent or managing officer and provide the above-referenced forms. The APA superintendent 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 (e.g., scanning, entry 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 ORC section 109.801 and OPOTC's established course of fire. The training session shall be arranged in collaboration with regional personnel and staff facilitating the training, and the training schedule will be 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 APA superintendent/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 the requalification requirement is met and reported to the APA or superintendent/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 attempts. All coaching sessions shall be documented using the Mandated Training Performance Evaluation Coaching/Practice (DRC1769). If after these remedial steps are taken and the third attempt is unsuccessful, the APA superintendent/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.

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

1. Firearm Instructors
 - a. Firearm instructors must be certified as instructors for firearms training by 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 CTA. 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, not following the Standards of Employee Conduct, etc. ODRC 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 ODRC 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 APA superintendent 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 OPOTC.
- d. CTA 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. Approval of Lesson Plans, Firearms Training, and Firing Ranges

- a. The CTA superintendent/designee 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 those required by the OPOTC.
- b. All firing ranges used for firearms training shall be approved by OPOTC or ODRC.

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 APA superintendent.
- 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 APA superintendent/designee based upon, but not limited to, the following types of situations:
 - a) A substantiated allegation of improper use of a firearm, OC spray, or other weapon or safety equipment.
 - b) Documentation that the employee engaged in unsafe behavior with a firearm, OC 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 Employee Conduct to include being on administrative leave during the active investigation or the employee being under suspension for violation(s) of the Standards of Employee Conduct.
 - d) A substantiated allegation that the employee has carried an unauthorized firearm, other weapon, and canister of OC 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 APA superintendent of inappropriate or improper use of force.
 - h) Failure by the employee to attend scheduled defensive tactics and subject control, OC spray, or field tactics training sessions without the approval of the regional administrator, parole board chair, or designees.
- e. The APA superintendent/designee shall notify the employee in writing of the decision to deny the employee admission to the 40-hour Firearm School. In addition, the APA superintendent, 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 as mandated by the Administrative Regulations or policies of the ODRC and/or the APA. They shall be instructed to use deadly force in accordance with ODRC 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 ODRC 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 is not 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 workday pursuant to ODRC 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 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 enough 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 thirty (30) days upon his/her 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 (3) attempts, the decertification status shall 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 thirty (30) days upon his/her 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 (3) attempts, the decertification status shall 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, OC spray 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. CTA or a regional designee shall be responsible for securing a firing range that meets all current safety requirements, all necessary supplies and equipment, including enough portable toilets and 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 enough 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 may 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 firearm 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 ODRC 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 workday pursuant to ODRC 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 firearm instructor and in accordance with all OPOTC/ODRC range safety and firing range safety rules. The session shall be documented by the firearm 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 Incident Report (DRC1000) along with all Mandated Training Performance Evaluation Coaching/Practice forms (DRC1769) shall be forwarded to the employee's managing officer, the APA superintendent and the CTA training supervisor. Copies of the Incident Report (DRC1000) and Mandated Training Performance Evaluation Coaching/Practice form (DRC1769) shall 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 his/her 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 may 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 ODRC 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 are to be made accessible to the ammunition storage coordinator and any regional firearm 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 their 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 or magazines. 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 Ammunition/Munition Inventory Perpetual (DRC2449). 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, shall 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 Ammunition/Munition Inventory Perpetual (DRC2449) documenting the contents of the ammunition storage cabinet no later than the third business day of the subsequent month. A copy of the 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 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 ODRC Correctional Institution Armories**

For the purpose of training, practice and requalification, CTA may store ammunition for the APA in institutional armories. Said storage shall be arranged in accordance with the managing officer/designee and in compliance with ODRC Policy 310-SEC-28, Armory Control, Storage and Use.

9. Employees 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, Magazines and Approved Course of Fire

1. Firearm authorized employees shall carry state issued or approved firearms, ammunition, holsters, and magazines while performing their official duties. Said list will be provided as Appendix A to this policy and ODRC 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 OPOTC.

3. Parole officers assigned to a taskforce may carry firearms in which they were certified through the taskforce. All certifications and/or re-qualifications for these firearms will be maintained through the lead agency of the taskforce. The taskforce parole officers will notify the regional administrator of any additional firearm certifications.

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 APA superintendent and the CTA superintendent. Once approved, the training shall be implemented under the supervision of the CTA superintendent in accordance with all ODRC and OPOTC firearms training, authorization and safety rules, regulations, policies, standards and practices.

E. Participation in External Firearms Training

1. In order to improve firearm proficiency, a firearm-authorized employee may practice firearms techniques during non-business hours at appropriate locations using an authorized firearm, holster and 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. Firearm authorized employees, including firearm instructors, must obtain the approval of the CTA superintendent/designee prior to participating in external firearms training programs during business hours.

F. Exceptions to Policy

1. An employee may request a waiver of attendance at firearms training or carrying a firearm when a specific condition 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 ninety (90) calendar days. If a waiver is granted, the regional administrator must notify the CTA training supervisor and APA superintendent. If a waiver is granted for a parole board parole officer, the Parole Board chair must notify the CTA training supervisor and the APA superintendent. 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 ninety (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 superintendent, 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 superintendent's decision.
5. Any other exceptions to this policy must be approved by the APA superintendent.

Attachments:

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

Related Department Forms:

Incident Report	DRC1000
Mandated Training Performance Evaluation Coaching/Practice	DRC1769
Ammunition/Munition Inventory (perpetual)	DRC2449

Appendix A (39-TRN-15)

FY 2016 Approved List of Firearms & Firearm-Related Equipment

ODRC Policy 104-TAW-01, APA Firearms Policy, requires a list of firearms, ammunition, holsters, and magazines approved for firearm authorized staff members. ODRC Policy 39-TRN-15, APA Firearms Training, explains the process by which basic firearms and requalification training shall be conducted.

- **Firearms - 9mm Semiautomatic Pistols:** Employees authorized to carry a firearm are approved to carry the state issued 9mm Glock Model 19. In addition to the state issued 9mm Glock Model 19 semiautomatic pistol, employees authorized to carry firearms are approved to carry a personal Model 19 Glock which shall be a law enforcement model with factory installed metal night sights.
- **Ammunition:** All firearms for employees 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. Employees authorized to carry an approved personal firearm should use personal ammunition that meets approved specifications while on duty and during all firearms practice and proficiency testing/requalification training sessions and when practicing with the personal firearm during non-duty hours. Questions about ammunition specifications should be directed to the CTA superintendent.
- **Directional & Cross Draw Hip Holsters - ALL Firearms:** Semiautomatic pistol holsters and magazine pouches will be issued by the Division. The holster must attach securely to the employee's belt. Prior to the employee carrying the holster, the employee must demonstrate proficiency with the holster during a live-fire training session with a CTA firearms instructor. Documentation of the proficiency test shall be forwarded to the regional administrator.
- **Duty Belts:** Employees authorized to carry a Division or approved personal firearm are approved to wear personal duty belts that facilitate the organization and carrying of safety equipment, such as a firearm, handcuffs, magazines, pepper spray, etc. The belt should be inspected by a CTA firearms instructor to ensure that it meets all the necessary safety requirements. All personal duty belts must meet the concealed carry requirements of ODRC Policy 104-TAW-01, APA Firearms Policy.
- **Ammunition:** The following types of ammunition are approved for use by the APA:
 - Duty 9mm 124-147 Grain + P Hollow Point or 9mm Hollow Point.
 - Training 9mm 124-147 FMJ (Full Metal Jacket) from a major reputable manufacturer.

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

- **Law Enforcement Task Force Firearms, Ammunition & Holsters:** APA staff serving on law enforcement task forces MUST adhere to the firearm, ammunition and holster standards detailed in this memorandum and in ODRC Policy 104-TAW-01, APA Firearms Policy, unless granted an exemption per ODRC Policy 104-TAW-01, APA Firearms Policy.
- Parole officers assigned to a task force may carry firearms in which they were certified through the task force. All certifications and/or re-qualifications for these firearms shall be maintained through the lead agency of the task force. The task force parole officers shall notify the regional administrator of any additional firearm certifications.

- **Gun Storage Lock Box:** A lockable storage container that is supplied to all APA staff authorized to carry a weapon. The lock box shall be tethered to a permanent structure in the vehicle such as seat frame, trunk frame, or spare tire frame. In addition to securing the firearm into the lockbox, you will ensure the lock box is not in plain sight. Each lock box comes with two (2) barrel keys specific to that box, for security reasons the manufacturer will not provide replacement keys. ODRC/CTA does not maintain copies of the lock box keys.