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**FIREARMS TRAINING (POL-P006)**  
**DCSS – Police Department**

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**1.0 SCOPE:**

1.1 To establish guidelines and safety training procedures for proper of firearms.

**2.0 RESPONSIBILITY:**

2.1 Chief of Police

**3.0 APPROVAL AUTHORITY:**

3.1 Chief of Police

**4.0 DEFINITIONS:**

4.1 Firearm – A portable weapon such as a pistol or rifle that fires ammunition.

**5.0 PROCEDURE:**

5.1 Firearms training and qualification shall consist of the following:

5.1.1 Classroom instruction on the fundamentals of handgun and shotgun firing.

5.1.2 Classroom instruction in firearms safety and preventive maintenance.

5.1.3 Classroom instructions in the legal aspects of firearms use.

5.1.4 Range practice and qualification with the issued weapon.

5.1.5 Range practice and qualification with the shotgun.

5.1.6 Supplemental classroom instruction or practical exercises as may be deemed necessary or useful.

**6.0 ASSOCIATED DOCUMENTS:**

6.1 Certificate of Training

6.2 Post Peace Officer Training Record

**7.0 RECORD RETENTION TABLE:**

Identification	Storage	Retention	Protection	Disposition
Training records	Hard copy in the DCSS Police Department	Indefinitely	Maintained in a secure location	N/A

**8.0 REVISION HISTORY:**

Date:	Rev.	Description of Revision:
10-May-07	A	Initial Release

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