

## 3-01/050.65 - Basic Shooting Requirements

Personnel subject to the Department's shooting requirements shall shoot within their alphabetically-assigned month. Any deviation from an employee's alphabetically-assigned qualification/training month shall be authorized, in writing, by the employee's Unit Commander. Such authorization shall include the specific month or months applicable.

Shooting assignments are based on the last name initial as follows:

**Last name begins with letters:**

A through F  
G through N  
O through Z

**Shall shoot in the months of:**

January, April, July, and October  
February, May August, and November  
March, June September, and  
December

Personnel shall fire in their alphabetically-assigned month. Shooting in other months is permitted; however, visits to the range in non-assigned months do not satisfy the qualification/training requirement outlined below.

During the first quarter period (January-March), sworn personnel through the rank of Division Chief, including Reserves, and Professional Staff members required to carry firearms during the course of their duties shall report to one of the Department ranges to shoot the Handgun Combat Qualification Course with their primary on-duty firearm, and achieve a minimum passing score of 70 out of a possible 100 points.

Sworn personnel are also required to pass the Handgun Combat Qualification Course annually with all optional Department authorized firearms which they have been certified to carry. The Handgun Combat Qualification Course shall be passed during the first quarter. Personnel who fail to qualify with any optional Department authorized firearms shall be prohibited from carrying the weapon until they have passed the Handgun Combat Qualification Course.

During the second, third, and fourth quarters (April-June, July-September, and October- December), personnel shall report to one of the Department ranges and participate in a combat training exercise (not scored) with the weapon carried on duty. This combat training exercise is designed to provide personnel with a more realistic combat experience. Participation in the combat training exercise in the employee's assigned month will constitute compliance with this policy.

Overtime pay for fulfilling the shooting requirements can be claimed only with the prior approval of the employee's Unit Commander and when this requirement cannot be scheduled during on-duty hours. Additional shooting time, either for practice or shooting bonus, shall be on the employee's own time.

A pregnant employee shall automatically be exempt from the weapons qualification requirement upon submission of a Certification of Pregnancy form (SH-AD-648). This exemption shall remain in effect until thirty (30) days after the employee has returned to duty following her maternity leave of absence.