

## **2017 - 1 QUARTERLY FIREARMS QUALIFICATION QUALIFICATION**

### **PURPOSE OF ORDER**

The purpose of this order is to establish policy regarding the retention of range qualification shooting cards (irons), following the mandatory quarterly firearms qualifications.

### **SCOPE OF ORDER**

All sworn personnel assigned to Operation Safe Streets (OSS) Bureau who are required to complete mandatory quarterly range qualifications.

### **ORDER**

All sworn personnel who are assigned to the Bureau shall comply with the requirements of Manual of Policy and Procedures (MPP) Section 3-01/050.65, BASIC SHOOTING REQUIREMENTS. Additionally, within seven days upon completion of a quarterly qualification, Bureau personnel shall supply their respective team supervisor (sergeant or lieutenant) with the email verification of their completed range qualification. A copy of the email verification shall then be forwarded to the Bureau's training staff. A copy should be kept by the employee for his/her own records.

It is anticipated that providing copies of the email verification to the Bureau's training coordinator, will help reduce erroneous "Did Not Fire (DNF)" notifications and greatly improve the Bureau's ability to reconcile the DNF list distributed by the Training Bureau.