3-01/050.70 - Failure to Qualify - Remedial Training

The Training Bureau shall, within 20 workdays after the end of the first quarter, notify the undersheriff of Department personnel who failed to qualify.

The undersheriff shall notify unit commanders of their personnel who failed to qualify during the first quarter. Unit commanders shall then notify their concerned personnel of their failure to qualify.

Personnel who were unable to qualify with their primary on-duty handgun shall attend mandatory remedial firearms training. This should be done within 10 calendar days, but no later than 20 calendar days after notification by their unit commander. The Department rangemaster shall determine the remedial firearms training course curriculum and scored course of fire that must be passed to satisfy the remedial firearms training for failing to qualify for the first quarter.

Personnel who fail the remedial training (which includes shooting a qualifying score) shall be restricted from work assignments where use of firearms may be required.

Personnel, who attend mandated training (e.g. Patrol School, Continuing Professional Training, Perishable Skills) and fail to pass the mandated training and achieve a qualifying score on the in-service handgun training and/or in-service shotgun training courses of fire, shall complete mandatory remedial handgun and/or shotgun training on the earliest available training day after notification from the Training Bureau. If personnel fail the combat handgun and/or shotgun remediation training, Weapons Training Unit personnel shall prepare a written recommendation and a plan for improvement for the employee. This documentation will be evaluated by the unit commander.

Unit commanders shall personally ensure employees receive remediation.