

**Brownsburg Police Department
Law Enforcement
Policies and Procedures**

Subject: Firearms Training & Proficiency Demonstration	Policy Number: 10.01.01
Issue Date: 09/23/2007	Revision Date: 10/13/2009, 08/13/2013, 3/14/2017, 04/09/2024, 3/10/2026
Approval Authority Title Town of Brownsburg Board of Police Commission	

POLICY:

All officers or armed employees [regular, part-time, reserve, auxiliary, or guard], of Brownsburg Police Department are required, at least annually [every twelve months], to demonstrate proficiency with all firearm types [make, model, & caliber] they carry or have occasion to carry on duty. This includes handguns, long guns [shotgun and/or rifle], and any secondary firearms, used as *off-duty*, or *back-up weapons*. In addition, officers are required to attend firearm training quarterly [every three months] bi-annually (every 6 months) to ensure weapon handling skills, tactics, and use of force judgements remain precise.

Officers of the Brownsburg Police Department assigned a patrol rifle shall only carry the types of rifles and ammunition authorized by this policy. The patrol rifle has the capability to project deadly force far beyond the standard patrol weapons, such as the handgun and Less Lethal shotgun. Officers shall possess and carry patrol rifles in a safe and professional manner that does not unduly concern the public, and promotes a positive image of the department. Officers shall maintain a high level of skill and proficiency recognizing that the use of a patrol rifle or any firearm is the most serious responsibility held by a police officer.

DEFINITIONS:

Demonstration of Proficiency: The officer demonstrates to the satisfaction of the instructor the successful ability to carry out or accomplish the learning objective in the time and manner prescribed. In firearms training, a proficiency demonstration is not limited to just a score on target. The shooter must be able to explain the task, and repeatedly perform the task safely and efficiently in the time and under the conditions imposed.

Cold Range: Firing range where all weapons, magazines, clips, or speed loaders are unloaded at all times, except on the verbal command of a range or safety officer. There are no exceptions. This is a very effective method of control for basic shooters, and prior to commencement of any live fire exercise.

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Hot Range: Firing range where weapons, magazines, clips, or speed loaders are loaded at all times. This method of control requires more instructor control and officer skill. Hot range operations are most effective in teaching tactical, movements, and advanced weapon handling techniques/skills.

PROCEDURES:

General Provisions of Firearms Training & Use:

The following standards apply to the carrying and use of firearms in training, on-duty, and off-duty status.

1. No individual may carry or use a firearm on-duty who is not a current Certified Peace Officer, or Certified Law Enforcement Instructor.
2. No officer may carry a firearm type that is not approved by the department, and the officer has not *demonstrated proficiency* with in the last twelve [12] months.
3. No officer may carry or use ammunition that has not been approved by the department.
4. No officer is allowed to carry or use a firearm when the officer anticipates the use of, or is under the influence of mind-altering chemicals including alcohol, prescription drugs, or like substances. Casual or recreational use of alcohol while armed is not permitted.
5. The exception to 1, 2, 3, & 4 above is action taken during a *life-threatening emergency*. Exceptions based on an *emergency* declaration will be documented in writing to the officer's immediate supervisor.
6. If a service firearm becomes unserviceable, the weapon will be taken out of service immediately. The officer will report the condition to a supervisor immediately, and take the necessary steps to have the weapon repaired by a Brownsburg Police Department Firearms Armorer. A temporary replacement weapon will be issued pending inspection and repair.

Patrol Rifle Deployment:

An officer with a patrol rifle can neutralize suspects with selective rifle fire during the course of, prior to, or after violent acts being committed that threaten, endanger or will result in the loss of lives.

Utilization of a patrol rifle will extend the distance between the officer and the suspect and, in situations when the suspect may not be heavily armed, the officer will have the advantage. Use of the patrol rifle will give officers the ability to set up suspect containment with greater firepower until the Emergency Response Team arrives on scene.

Other services that an officer with a patrol rifle may provide are:

1. Cover for officers involved in tactical situations
2. Protecting movement of evacuation officers

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3. Assisting in the deployment of chemical agents
4. Cover for officers involved in emergency rescue operations

Patrol Rifle Carrying Procedures:

Any officer who carries a patrol rifle will adhere to the following requirements to ensure the rifle is carried in a safe and secure manner.

1. Rifles will be carried with the safety on, the chamber empty, and a loaded magazine locked in place.
2. Rifles carried in a vehicle will be secured in a locking rack or locked in the trunk. If the officer's vehicle does not have a locking rack or trunk, the rifle will be carried out of view. Vehicles that contain an unsecured rifle will be locked when unattended.
3. An officer that is assigned a patrol rifle and is off duty for an extended period of time (over two weeks) such as vacation, the rifle will be turned in to the Training Coordinator for temporary storage.
4. After being involved in an assignment which requires the officer to chamber a round in the rifle, the officer will unload the chambered round, reload the magazine, lock the magazine back into place, and make sure the safety is on before returning the rifle to the vehicle.

Firearms & Range Officer Qualifications:

Firearms instructors of the department must meet the following qualifications:

1. Complete an approved Indiana Law Enforcement Training Board (ILETB) *law enforcement firearms instructor course*.
2. Demonstrate 90% proficiency with each category of firearm carried by officers and employees of the department.
3. Be proficient in teaching firearms safety, care and cleaning, safe storage, tactical firearms use, and weapons retention.

Demonstration of Proficiency Guidelines:

1. Initial qualification and annual [at least] demonstrations of proficiency include live fire training conducted at specified times at an approved firing range or location, and safe gun handling.
2. Officers wear and use the rig, holsters, weapons, and equipment they normally use on duty. For uniformed officers this includes all equipment normally worn or carried on the person. Detectives and those working primarily in civilian attire that also wear and use holsters, or other ancillary equipment will carry and use only that equipment normally carried on duty. Extra magazines, weapons, or other equipment is not allowed.
3. Officers enter the firing range as a COLD RANGE. All weapons and magazines or speed loaders will be empty when entering the controlled area.
4. Officers who wear protective body armor while on duty will wear the same armor during any live fire exercises.

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5. Officers use and have access to only the number and type of magazines, clips, or speed loads normally carried on the person during normal duty hours.
6. Qualified firearms instructors conduct all firearms training and proficiency demonstrations.
7. Instructors schedule off-duty courses and practice sessions.
8. Employees who do not qualify will attend a remedial weapons course.
9. Minimum firearms proficiency demonstration score for armed employees of Brownsburg Police Department is 85% percent of the required courses of fire. This standard applies to all firearms carried or used by individual officers.
10. Officers must also demonstrate proficiency in *tactical loading, reloading, clearing* of malfunctions, safe gun handling, and care and cleaning of the firearms.
11. Officers are provided with two [2] opportunities to meet proficiency standards.
12. Officers unable to demonstrate proficiency will be scheduled for a conference with the Chief of Police and the Support Services Division Commander. Any officer who is unable to pass the minimum Firearms Qualification established by the department will not be eligible to perform duties of an armed employee. Inability to consistently demonstrate proficiency with a firearm will cause the employee or officer to be reassigned or dismissed from the department.

Proficiency Course of Fire & Demonstration:

The firearms instructor determines the course of fire and *demonstration of proficiency* requirements. The firearms instructor may vary these requirements from time to time to provide officers with innovative and realistic training. Physical movement, use of cover and concealment, and verbal command responses, and firearms retention practices may also be required and/or included in training scenarios.

All shooting exercises require employees to clear *malfunctions, jams, and misfires* in attempts to complete the exercise in the time allotted. Supplemental ammunition reloading is allowed, but employees may not fire more than the required number of rounds.

Qualification Scoring & Award:

Each course of fire is set by the firearms instructor. Officers may be awarded badges and awards that demonstrate the following proficiency levels:

ILEA 50 Round Handgun Qualification Course – Optional

1. QUALIFIED (80-84)
2. MARKSMAN (85-89)
3. BROWNSBURG POLICE DEPARTMENT MINIMUM (85-89) 85%
4. SHARPSHOOTER (90-94)
5. EXPERT (95-100)
6. DISTINGUISHED EXPERT (3 Consecutive Demonstrations of Proficiency Cycles With a Score of 100)

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BPD 30 Round Handgun Qualification Course-Annual

1. Successful Passing (No Quantitative Score Assigned)
2. Unsuccessful Passing (Failure to place rounds on the specified target)

BPD 20 Round Off Duty/Backup Qualification Course-Annual

1. Successful Passing (No Quantitative Score Assigned)
2. Unsuccessful Passing (Failure to place rounds on specified target)

Range Safety Rules and Regulations:

1. Fire the actual weapon carried on the job.
2. Records of all approved firearms training is maintained at the department level, with a listing of *pass* or *fail only*. Actual scores are not recorded on training records.
3. Weapons must be empty except on the firing line.
4. Load your weapon only after you are on the firing line and given the command to *load*.
5. The range officer and officers receiving the training will maintain strict discipline at all times.
6. When picking up a firearm, open the cylinder or action and check to see that it is unloaded. Check the weapon a second time to assure that it is safe.
7. Do not give a firearm to anyone unless the cylinder or action is open and no rounds are in the weapon.
8. Do not anticipate a command on the range.
9. Always check the barrel of a firearm for obstructions before loading.
10. Unload when and as instructed.
11. Keep the barrel of your firearm down range in the target area at all times when in your hands.
12. Do not remove a weapon from its holster with your finger on the trigger.
13. The index finger is indexed [placed on the frame of the weapon] until the command to *fire* is given.
14. Smoking, chewing, or dipping tobacco products are absolutely prohibited while at the firing line.
15. Full attention must be given to instructions and commands of the Range Officer.
16. If a firearm is dropped or the muzzle touches the ground, notify the Range Officer immediately. Unload the weapon. Check the barrel for obstructions and follow the commands of Range Officers before resuming a firing exercise.
17. In the event of a misfire, jam, or malfunction, clear the weapon immediately and attempt to complete the firing exercise in the time allowed. Loading additional rounds is permissible to accomplish the proficiency objective [in the time

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- allowed]. Demonstration of proficiency includes prevention and recovery from mal-functions. Alibis will be given if proper malfunction clearing is demonstrated.
18. Do not go in front of the firing line until the Range Officer has given the command to *Cease Fire*, and the line has been cleared and the order *The Line is Safe* has been given.
 19. Dry firing on the range is prohibited except when on the firing line and under the supervision of the Range Officer.
 20. If you are taking any type of medication that may influence fitness for duty or have consumed alcoholic beverages within eight (8) hours of firing a weapon, the Range Officer must be notified.
 21. Repeated violations of any Safety Rule or Regulation, whether intentional or unintentional, will result in loss of proficiency or removal from the range.
 22. Ear and eye protection is required to be worn while firing a weapon during range training. Equipment will be provided, however, employees are also allowed to use personal items. Privately owned equipment is subject to approval by the firearms instructor.
 23. Firearms instructors, regardless of rank, are in charge of the firearms training. All officers, including superior officers, must follow the firearms instructor's commands concerning range operation, and demonstration of proficiency procedures. The firearms instructor reports to the Chief of Police any problems he/she might encounter as a result of this policy provision.
 24. Employees attending firearms training will be attentive and cooperative in class and on the firing range. Misconduct, horseplay, or negligence of any kind will not be tolerated.
 25. Any officer has the right to challenge the scoring of his or her target. The challenge must be made to the Range Officer at the time of the original scoring.

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