

BERKELEY POLICE DEPARTMENT

DATE ISSUED: July 11, 1994

GENERAL ORDER F-5

SUBJECT: DEPARTMENTAL FIREARMS TRAINING UNIT

PURPOSE

- 1 - This Order sets forth policies and guidelines governing the organization and operation of the Department's Firearms Training Unit (FTU).

POLICY

- 2 - The Firearms Training Unit shall serve to develop, design, implement, instruct, manage, and evaluate all phases of a comprehensive program to enhance the firearms and tactical skills of sworn, regularly uniformed and plainclothes personnel, as well as Police Reserves of the Berkeley Police Department. The FTU also serves to coordinate the maintenance, servicing and repair of Departmentally authorized weapons.

PROCEDURES

- 3 - The Firearms Training Unit shall be administered by a Coordinator, who is responsible to the Administrative Division's Personnel and Training Sergeant.
 - (a) The Program Coordinator shall submit reports, summarizing, the Unit's activities and projects, as needed, through the Personnel and Training Sergeant and Administrative Division Lieutenant to the Administrative Division Captain.

UNIT COMPOSITION

- 4 - The Firearms Training Unit is composed of the following positions of responsibility:
 - (a) Firearms Program Coordinator (FPC).
 - (b) Primary Firearms Instructors (PFI): requiring certification of completion of a minimum of 120 hours of formal firearms instruction training.
 - (c) Adjunct Firearms Instructors (AFI): requiring certification of completion of a minimum of 40 hours of formal firearms instruction training.
 - (d) Armorer(s): requiring current certification of formal, specialized training in the servicing and repair of Departmentally authorized firearms.
 - (e) Chemical Agent Instructor (CAI): requiring certification of completion of a minimum of 40 hours of formal chemical agent instruction training.
- 5 - Assignments are based on selection, experience, training and ability, not Departmental rank.

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PROGRAM COORDINATOR

- 6 - The Firearms Training Unit is administered by a Program Coordinator, who is responsible to the Personnel and Training Sergeant.
- 7 - The Coordinator's responsibilities include:
 - (a) coordination of the development, design, implementation, instruction, management, and evaluation of all Department sponsored firearms training and tactics programs for sworn regularly uniformed (including Police Reserves) and plainclothes personnel.
 - (b) to facilitate and remain cognizant of special weapons training programs and be responsive to specialized firearms training needs.
 - (c) to coordinate the selection, evaluation, skills enhancement and the tracking of the continuing education needs of Primary and Adjunct Firearms Instructors and Armorers.
 - (d) to serve as the primary resource in firearms, firearms related equipment and firearms training matters for Department Command Staff.
 - (e) to conduct, upon request of Department Staff, research into and / or presentations regarding Departmentally authorized firearms related training matters and equipment.
 - (f) to research, evaluate, propose or make recommendations to Department Command Staff regarding changes in Department issued ammunition, authorized firearms or related equipment, and/or modifications of Department procedures, regulations or rules in regards to these issues.
 - (g) serves on all Department Shooting Inquiry Boards.
 - (h) conducts regular meetings involving all members of the Firearms Training Unit.
 - (i) attends, upon request of a Command Staff member, Departmental Command Staff meetings.
 - (j) prepares, submits, justifies and tracks requisitions for firearms training related equipment, materials, and supplies.
 - (k) receives, disburses and monitors firearms training related equipment, materials and supplies.
 - (l) secures appropriate training sites for training programs.

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- (m) monitors and maintains firearms cleaning supplies and their storage and usage sites.
 - (n) through Unit Armorers, facilitates and remains cognizant of the maintenance, repair and servicing needs of Department issued weapons.
 - (o) maintains liaison with Departmental Defensive Tactics Instructors to coordinate joint/ concurrent use of force training for sworn personnel.
 - (p) establishes and maintains liaison with Firearms Program Administrators and/or Instructors from other agencies and Firearms Instructors organizations.
 - (q) establishes, maintains and updates an accessible central information depository for firearms related equipment and training matters.
- 8 - It is recognized that the duties the Coordinator is responsible or may require time beyond the Coordinator's regular shift. As much as possible and working with the Coordinator's supervisor, the responsibilities should be handled through a flexing of the Coordinator's shift. However, it is recognized that it may occasionally be necessary to compensate, via Compensatory Overtime or Paid Overtime, the Coordinator-when their primary duties do not permit the flexing of his / her shift to meet the duties of the Firearms Program Coordinator.
- 9 - Nothing in this policy precludes the Coordinator from delegating any of their-duties. However, final responsibility for completion of a delegated task rests with the Coordinator.

QUALIFICATION AND SELECTION PROCESS

- 10 - Firearms Instructor Qualifications:
- (a) Demonstrate an interest in firearms instruction.
 - (b) Demonstrate requisite skill level to complete a training course for certification as a Firearms Instructor.
- 11 - Chemical Agent Instructor Qualifications:
- (a) Demonstrate an interest in chemical agent instruction.
 - (b) Demonstrate requisite skill level to complete a training course for certification as Chemical Agent Instructor.
- 12 - Program Coordinator Qualifications:
- (a) Completion of Department probationary period for sworn. full-time employees.

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- (b) Sworn, full-time Department employee.
 - (c) Completion of a certified Firearms Instructor's Course.
 - (d) Documented experience instructing classroom, dry and live fire exercises.
- 13 - The selection process shall adhere to the policy set forth in General Order P-15.
- 14 - The Selection Panel shall consist of the Administrative Division Captain, Administrative Division Lieutenant, Personnel and Training Sergeant, or their selected alternates.
- 15 - Final authority for selection shall rest with the Chief of Police based upon the recommendations of the Selection Panel.

References: General Orders F-2 and P-15