

Procedures

A. Qualification

1. Each member of the agency shall be required to qualify with their primary weapon and approved secondary firearm per calendar year as follows:
 - a. One (1) day light course
 - b. One (1) diminished light course
 - c. One Judgmental/Decision Making Exercise
 - d. One Live Fire Exercise
2. Any member who sustains an injury or requires treatment for a medical problem that adversely affects his/her ability to use a handgun, will be required to qualify prior to returning to full duty.
4. Members shall further comply with all regulations issued by the Maryland Police and Correctional Training Commission (MPCTC) relevant to handgun and shotgun qualifications.
5. All members are entitled to one practice round of fire before each required qualification course (Daylight and Diminished light).
6. Deputies up to and including the rank of Sergeant will fire the approved MPCTC qualification course for Cecil County Sheriff's Office issued or approved shotgun.
7. All members will utilize over the ear hearing protection, eye protection and body armor at all times while at the firing range.

B. Failure to Qualify

1. If a deputy fails to pass the qualification test with the primary weapon, rifle or shotgun, the firearms instructor will notify the Director of Law Enforcement who will schedule the deputy for remedial firearms training and retesting. The remedial training will be conducted within 5 working days of the deputy's last testing date.
2. If a deputy fails to meet minimum standards or achieve a passing score on any drill or exercise with the primary weapon, rifle or shotgun during a semi-annual training session, the firearms instructor will notify the Director of Law Enforcement. The Director of Law Enforcement will schedule the deputy for remedial firearms training to be completed within 15 days of the deputy's last semi-annual training session. At the conclusion of this remedial training, the deputy will be retested in the drill or exercise.
3. If following remedial training, the deputy passes the CCSO approved firearms qualification test, no further training will be required for that period.

4. Upon notification of a deputy failing the qualification test following any remedial training as specified in this section, the Director of Law Enforcement will:
 - a. Immediately reassign the deputy to non-enforcement duty in civilian attire.
 - b. Immediately schedule the deputy for additional remedial firearms training.
 - c. Immediately suspend (with pay) the deputy's law enforcement powers.
 - d. Immediately prohibit the deputy from wearing or utilizing that firearm for which the deputy failed to qualify.
 - e. Maintain the deputy in his/her status until notification by the firearms instructor of a qualifying score.

NOTE: The deputy will be permitted to use the weapon for the purpose of remedial training but only while under the supervision of a firearms instructor.

5. Documentation
 - a. A deputy's failure to qualify and/or poor performance will be documented by the firearms instructor.
 - b. One copy will be immediately forwarded to the Director of Law Enforcement.
 - c. The original will be maintained by the firearms instructor.
 - d. Once the deputy successfully completes the remedial training, the firearms instructor will indicate same on the original form and immediately forward to the Director of Law Enforcement.
 - e. A copy of the report will be placed in the deputy's personnel file.