



Fitchburg State University Police Department

Subject: WEAPONS PROFICIENCY	
Reference: IACLEA: 7.1.12, 7.2.2, 7.2.3, 7.2.4 MPAC: 1.3.10, 1.3.11, 1.3.12	
Effective Date: May 11, 2020	Review Date: January 28, 2025
By Order of: Michael J Cloutier, Chief of Police	

General Order

7.2

PURPOSE:

The purpose of this policy is to establish guidelines for weapon proficiency and safe handling of all firearms by members of the Fitchburg State University Police Department.

POLICY:

Officers will be properly trained and remain proficient in the use of all weapons and equipment such as the baton, OC, firearms, patrol rifles, (the agency does not possess any shotguns or less lethal electrical devices at this time), and handcuffs. All personnel authorized to carry lethal and non-lethal weapons will be issued copies of the department's General Order that apply to those weapons, and receive proper training in the use of those weapons, before they are authorized to carry said weapons.

PROCEDURE:

I. Training and Qualification:

- A. Each training year, every sworn law enforcement officer ("officer") in the Commonwealth who is certified by the Massachusetts Peace Officer Standards and Training Commission ("POST") must successfully complete the following training for each firearm their agency authorizes them to deploy:
 - 1. **Firearms Qualification Training**, intended to document existing marksmanship proficiency and safe firearms handling skills.
 - a. Qualification training requires an officer to shoot rounds of ammunition into a target at varying distances.

- b. Qualification training covers safe firearms handling skills and "tests" marksmanship with each type of firearm an officer is authorized by the department to deploy during that training year.
 - c. It ensures that every officer maintains a minimum level of regular live-fire proficiency and accuracy with the firearms they have the potential to use.
2. **Firearms Skills Training**, is intended to improve the officer's marksmanship, reaction, and decision-making skills under stress in a variety of potential shooting situations, as well as to enhance officer safety and the safety of the public.
 - a. Skills training requires a combination of classroom instruction and skills-based, live-fire scenario training with the firearms an officer is authorized by the department to deploy during that training year.
 - b. It is not a "test," but instead focuses on improving the officer's marksmanship, reaction, and decision-making skills under stress in a variety of potential shooting situations, as well as enhancing officer safety and the safety of the public.
3. Collectively, the firearms qualification training and the firearms skills training constitute the "annual core firearms training" for POST-certified officers that is mandated by the Municipal Police Training Committee ("MPTC") Annual Firearms Training Standards for Law Enforcement Officers.
4. The MPTC training year ("TY") commences July 1st and ends June 30th of the following year. Annual core firearms training must be successfully completed each training year.
5. At a minimum, each officer shall receive two (2) four-hour blocks of annual core firearms training. Both blocks shall take place within the same training year but must be held at least three months apart so that officers are receiving live-fire training at two different times during the training year.
6. The standards listed are minimum standards only. Nothing herein should be construed as recommending adherence to only to the minimum standards or as restricting agencies in any way from exceeding them.

B. Firearms Qualification Training:

1. Every officer must successfully qualify with each type of firearm they are authorized to deploy during the training year.
2. Firearms qualification must take place at least once per year but can be required by the department to be more than once per year.
3. It may be done in conjunction with or separate from firearms skills training.
4. The duration of firearms qualification will vary based on logistical variables such as range access, the volume of officers being trained, the number of firearms being trained on, and/or the number of attempts it takes to successfully qualify.
5. It is the responsibility of the department to fill both four (4) hour annual training blocks with substantive annual core firearms training.

6. Officers employed by multiple departments must successfully qualify with each type of firearm they are authorized by their respective departments to deploy during that training year.
7. Firearm Qualification will be performed under the control and direction of a certified MPTC firearms instructor using MPTC-approved qualifications for the given Training year.
 - a. MPTC-certified firearms instructors should use an MPTC-approved Qualification Score Sheet and submit it through the MPTC's online training portal when reporting qualification scores.
 - b. For the training year in which a student officer graduates from an MPTC-operated/authorized academy, they do not have to qualify in the firearms types which they qualified on while at the academy. However, they must qualify on all other firearm types which they were not qualified on at the academy and which they are authorized to deploy in the training year of their graduation.

C. Firearms Skills Training:

1. Every officer must complete firearms skills training each training year. It shall include a classroom training component and a skills training component.
 - a. Firearms skills training must take place at least once per year but can be required by the department more than once per year.
 - i. It may be done in conjunction with or separate from firearms qualification training.
 - ii. The duration of the skills training component may vary based on logistical variables such as range access, the volume of officers being trained, and the number of firearms being trained on. It is the responsibility of each agency to fill both four (4) hour annual training blocks with substantive annual core firearms training.
2. *Classroom Training:* The classroom component of firearms skills training shall include instruction on subjects including but not limited to the following:
 - a. Updates on relevant case law and legal issues.
 - b. Review of department policies regarding the use of force.
 - c. Review of department policies on the safe handling and storage of firearms, including deployment from and storage into the locking devices in cruisers.
 - d. The classroom component of firearms skills training may be done in conjunction with firearms qualification training, or in conjunction with the skills training component of firearms skills training, or as a stand-alone classroom training, based on the scheduling needs of the department.
3. *Skills Training:* The skills training component of firearms skills training shall include hands-on training that is designed to enhance skill diversity by varying live-fire drills from session to session. Instructors should build upon the drills conducted in previous sessions.

- a. Skills training should strive to be realistic in nature and include but not be limited to the following:
 - i. Judgmental shooting
 - ii. Multiple target drills or scenarios
 - iii. Reduced lighting
 - iv. Shooting at moving targets
 - v. Shooting while moving
 - vi. Shooting from multiple different positions
 - vii. Sympathetic fire drill
 - viii. Use of cover
 - ix. Use of both sighted and point-shooting techniques
- b. The use of steel or reactive targets is encouraged where practical; however, any target may be used for training purposes.
- c. In addition to the live-fire requirements, the skills training component of firearm skills training may include:
 - i. Firearms simulators (such as MILO, FATS, or virtual reality)
 - ii. Simunition weapons
 - iii. Airsoft/plastic rounds
 - iv. Red/blue guns
- d. During the skills training component, officers must shoot the following live-fire rounds (these are in addition to the rounds fired during qualification):
 - i. 50 Pistol Rounds
 - ii. 50 Patrol Rifle Rounds

IACLEA 7.1.12 / MPAC 1.3.12

D. MPTC-CERTIFIED FIREARMS INSTRUCTORS

- a. All annual firearms qualification training and firearms skills training must be taught by MPTC-certified firearms instructors.
- b. MPTC-certified firearms instructors must be re-certified every two-years and their instructor certification must be reported by the department to the MPTC through the MPTC's online training portal.
- c. MPTC-certified firearms instructors must successfully complete all annual core firearms training. Their status as MPTC-certified firearms instructors does not exempt them from the annual requirements.

E. FIREARMS TRAINING RELATED TO EXEMPTIONS/WAIVERS AND BREAKS IN SERVICE LESS THAN 5 YEARS

- a. Every officer seeking an exemption or waiver from the requirement of completing an MPTC-operated/authorized police academy must successfully qualify with each type of firearm they will be authorized to deploy during the training year before the exemption or waiver request can be considered.
- b. Every officer who has had an interruption-in-service of less than five years must comply with the training requirements set forth at 550 CMR 3.04 before resuming police duties and functions.
- c. As to annual firearms qualification training, before resuming police duties and functions, an officer must successfully qualify one time on each firearm type that they are authorized to deploy upon resuming police duties and functions. They do not have to repeat firearms qualification training for each training year missed.
- d. As to annual firearms skills training, before resuming police duties and functions, an officer must complete the annual firearms skills training for the training year in which they resume their duties and functions. They do not have to repeat firearms skills training for each training year missed.

F. DEPARTMENT REQUIREMENTS

1. Officers will be given a copy of the Department's "Use of Force / Response to Resistance" policy and will electronically sign an acknowledgment indicating receipt through the department's Policy Management Software.
2. Only those Officers who successfully complete the qualification training will be allowed to carry a firearm in the performance of their duties.
 - a. Officers who fail to qualify will not be authorized to carry a firearm.
 - b. Those officers who fail to qualify will receive remedial training at a time designated by the Chief of Police, and will then attempt to qualify with an MPTC-certified firearms instructor.
 - c. Officers who fail to qualify will be given the opportunity to re-qualify an additional two (2) times within 60 days.
3. Officers are required to carry firearms and must be able to meet the MPTC qualification standards. Officers may be subject to reassignment or separation if they fail to meet the requirements of the position.
4. All firearms will be field stripped, cleaned, and inspected at the completion of each qualification and training session by the officer to which the firearm is issued, or the department armorer. Patrol rifles will be cleaned and inspected by the department armorer.
5. No officer of the Fitchburg State University Police Department will be issued a firearm until they have completed the following requirements:

- a. The officer has been issued a warrant as a Massachusetts Special State Police Officer, and is POST- Certified
- b. Has obtained a license to carry a firearm from the police department in the jurisdiction where they reside, or by the Firearms Records Bureau if they reside out of state;
- c. Has become completely familiar with the Department's Use of Force / Response to Resistance policy, including both the use of deadly and non-deadly force and,
- d. Has successfully passed a psychological assessment and exam approved by the Chief of Police;
- e. A criminal history check (BOP and III) has been completed for each officer;
- f. Has met the above qualification standards of the MPTC

IACLEA 7.2.4/ MPAC 1.3.10

II. Firearms and Ammunition

A. The Fitchburg State University Police Department maintains strict control over all firearms, weapons, and ammunition that it permits members to carry and use in the performance of their official duties. This directive specifies the type, caliber, barrel length, and other characteristics of authorized firearms, as well as expressly prohibits unauthorized weapons and ammunition.

1. Authorized firearms for on-duty are:

- a. GLOCK 17 9MM
- b. GLOCK 26 9MM
- c. GLOCK 19 9MM
- d. Glock 43X 9MM

NOTE: Officers upon successful training may equip their Glock with a weapon-mounted light as long as it is a Streamlight TLR1 or TLR1-HL

2. Authorized patrol rifle:

- a. Smith and Wesson M&P15
- b. Windham Weaponry AR15

3. Authorized Duty Ammunition:

- a. Pistol- Federal 9mm 147-grain Tactical HST HP
- b. Rifle- Federal Hi-Shock .223 caliber 55-grain soft point

NOTE: Each patrol rifle may only be equipped with a single-point sling, EoTech electronic sight, and flashlight.

4. Officers are not restricted, other than by state law what they carry off duty for their own personal protection; Officers may be afforded an opportunity to qualify with their off-duty weapons, if time allows, during scheduled in-service qualifications and the weapon has been inspected for safety by a department authorized armorer.
- B. The only brand and delivery system of OC authorized by the Department to be carried by its Officers:
 - a. First Defense MK-3, .7% OC, 2, 000,000 SHU's, stream delivery.
- C. Officers will only carry that baton that the department has issued to them or approved for their use.
 - a. Monadnock expandable batons 18" or 21"
- D. Officers who have been certified and instructed in accordance with **General Order 7.3 Electric Control Weapons** may carry the following:
 - a. AXON Taser 7:
 - i. High VIS Yellow handle,
 - ii. Laser Class 3R Green

IACLEA 7.2.2 / MPAC 1.3.9

III. Weapons and Control

A. Firearms

1. Upon successful completion of the required training and qualification, officers will be issued a firearm and ammunition to carry while on duty.
2. All firearms' serial numbers will be tracked by the department armorer and to whom each firearm was issued to. Also, all rifle serial numbers will be tracked the same and to which cruiser they are assigned to.
3. All non-issued firearms or firearms taken out of service will be stored in the armory.
4. All firearms and patrol rifles will be stored unloaded in the armory.
5. Patrol rifles will be stored with the safety on at all times.
6. Gun clearing stands are available in the locker rooms and in the armory.
7. Officers are to store their firearms securely in their lockers when not holstered on their persons.
8. The department armorer will inspect each firearm annually and make any necessary repairs, which will be tracked in the armorer's repair notes.
9. If a firearm or patrol rifle has been deemed unsafe, it will be immediately removed from service and placed in the armory for inspection and repair.

10. If an officer's firearm is removed from service, a loaner will be issued temporarily until the issued firearm can be repaired.
11. Each officer is responsible for cleaning and maintaining their firearms at all times, and they will be cleaned after each qualification/training prior to returning to duty.
12. No modifications or alterations are to be done to any department firearm or patrol rifle without authorization from the Chief of Police and the department armorer.
13. Any alterations or work needed, including optional accessories, will be completed by the armorer.
14. A list of acceptable accessories that are approved for use on the department pistols will be maintained by the armorer.

B. **OC and Batons** will be kept in each officer's duty belt when they are not being deployed in accordance with **GO 7.1 Response to Resistance** or removed as part of authorized Training.

1. When any equipment is removed from the duty belt for training purposes it shall be kept in the locker or in a section of the training area not accessible by the public.

C. Electric Control Weapons

1. The department owns seven (7) ECWs
2. All ECW serial numbers will be tracked by the officer in charge of the ECWs.
3. When not deployed with an authorized officer, ECWs shall be stored as follows:
 - i. ECWs not deployed and holstered with an officer shall be placed in the cabinet located in the patrol room (101C)
 1. Keys to the cabinet will be kept in the secure Keywatcher box
 2. Access shall only given to those who are authorized to deploy an ECW
 - ii. ECWs should be stored in the cabinet with the battery removed and docked in the charging base
 1. The charging base will be kept in the University Police's Patrol room (101C)
 2. The ECW charging base will remain in a location where it can connect to its database.
 - a. The database for the current ECWs is AXON's evidence.com
4. Each ECW will have a unique identifying number
 - i. Dispatch will log the ECW an officer has on patrol in the equipment section of the CAD system's assignment.

- ii. The officer is responsible for informing dispatch what ECW will be taken into service.
 - iii. At the end of their shift, the Officer will return the ECW to the charging base
5. Officers should test the ECW for no more than five seconds to ensure ECW is operable prior to placing it in their ECW duty holster.
6. To ensure each ECW is functioning properly and placed into service at least once a year it is suggested that all of the ECWs in the department's inventory are used as part of the department's annual inservice training on ECWs.

IACLEA 7.2.3

Approval:

M. L. Cla
Chief of Police

01/28/25

