

**FAIRFAX COUNTY SHERIFF'S OFFICE
STANDARD OPERATING PROCEDURE**

**SOP NUMBER: 031
SUBJECT: FIREARMS TRAINING
& QUALIFICATION**

I. PURPOSE

To establish guidelines governing firearms training and weapons qualification for members of the Fairfax County Sheriff's Office.

II. POLICY

All sworn personnel must achieve initial qualification with the shotgun and approved handgun. All sworn personnel must maintain qualification with both weapons annually. Qualification must be accompanied by classroom training.

III. PROCEDURE

A. Responsibilities.

1. Administrative Services Division Commander.
 - a. Provision of all firearms training
 - b. Scheduling of annual qualification sessions
 - c. Maintenance of firearms
 - d. All attendant record keeping of training and qualification
 - e. Issue of firearms to deputies
 - f. Supply ammunition for issued firearms and approved off-duty firearms
 - g. Accountability of firearms

B. Qualification.

1. Initial.
 - a. To secure State certification in Law Enforcement, Basic Jailer, Court Security and/or Civil Process, a deputy sheriff must attain a qualifying score on an approved course of fire with the issued weapon.
 - b. Initial qualification is normally a function of recruit training at the Fairfax County Criminal Justice Academy. Achievement of firearms qualification is mandatory for continued employment as a deputy sheriff. All personnel will receive training in SOP 032 prior to initial qualification.
 - c. Subsequent to initial qualification, a deputy who trades in an on-duty firearm for a similar firearm meeting approved specifications, (e.g., a semi-automatic for another semi-automatic) **is required** to re-qualify with the new weapon. This re-qualification must be accomplished prior to carrying the firearm on or off duty.
 - d. The Material Management section will transfer weapons to the Academy, who will then issue the weapons to those deputies upon graduation after successfully completing their firearms training.

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2. In-Service.
 - a. All sworn personnel, except medical staff, must attend mandatory in-service firearms sessions annually.
 - b. Sworn personnel who are not working in a full duty capacity during the time of in-service qualifications are not permitted to attend the range. The Supervisor, Training Branch or his/her designee will coordinate with the Human Resources Branch on which deputies are affected. Deputies who miss in-service qualifications are required to report to the range immediately upon their return to full duty.
 - c. Sessions will be scheduled through the Administrative Services Division and announced via numbered memorandum. The individual deputy will be responsible for obtaining supervisor approval and utilizing the Range Scheduler to sign up for qualification date and time.
 - d. Only FCCJA certified firearms instructors will be utilized to provide instruction and Range supervision.
 - e. The qualifying score will be no less than the DCJS mandated minimum qualifying score and may be higher.
 - f. The Range Coordinator/ Armorer from the Training Section will be the deputy in charge during all Range sessions. In his or her absence, the ranking instructor will be the deputy in charge.
 - g. Classroom instruction will include at a minimum:
 - 1) Agency policy and procedures on use of firearms and deadly force
 - 2) Safety procedures while on-duty and off-duty
 - 3) Safe loading and unloading practices
 - 4) Security and handling of weapons in Sheriff's Office facilities
 - 5) Fundamentals of marksmanship
 - 6) Security of weapons while being carried outside Sheriff's Office facilities
 - h. Procedure when a deputy fails to qualify during in-service re-qualification session.
 - 1) Personnel who do not achieve a minimum qualifying score on their first attempt will be given no more than 1 additional formal opportunity to qualify on that same day. Instructors are encouraged to provide verbal coaching prior to the second formal attempt.
 - 2) After 2 formal attempts, if the deputy has failed to qualify

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he or she will be allowed to take the weapon from the Range only after signing a statement agreeing to use the weapon only for practice.

- 3) The deputy must inform his/her immediate supervisor that s/he did not qualify as soon as practical.
 - 4) The Training Section will also notify the Chief, Training Branch and the deputy's immediate supervisor of the situation.
 - 5) The deputy will report to his or her Division Commander on the next workday. The Division Commander will arrange for the deputy to perform duties not requiring the carrying of a firearm. The deputy's normal work schedule may be revised to accommodate the requirements of new duties.
 - 6) The deputy has 10 working days from the date of the initial Range visit to achieve a qualifying score. During that period, the deputy is responsible for taking the needed action to raise his/her skill level to achieve the minimum score necessary.
 - 7) The deputy must coordinate future visits to the Range with the Range Coordinator in advance. A total of four more formal attempts will be allowed; however, no more than 2 attempts on a particular day are authorized.
 - 8) When the deputy achieves the qualifying score, the Training Section will immediately notify the deputy's Branch Chief and Division Commander.
 - 9) If the deputy cannot qualify after a total of four formal (4) attempts, and upon verification by the Training Section, a letter of reprimand will be issued to the deputy by his/her immediate supervisor.
 - 10) If the deputy cannot qualify after a total of six (6) formal attempts, the Training Section will immediately notify the deputy's Division Commander. The Division Commander will begin separation procedures after verifying the deputy had the required number of formal attempts to qualify and the required amount of time (10 days) to qualify.
 - 11) If any deputy fails to qualify within four (4) formal attempts with either the pistol or the shotgun for the second consecutive year, he/she will be subject to progressive discipline. Failure to qualify after six (6) formal attempts will initiate the actions as previously stated in #10 above.
3. Specialized Ammunition Training (Bean Sock and Slug).
- a. Each Division Commander or designee will assess the need for their personnel to receive specialized ammunition training.

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- b. A written recommendation, in memorandum format, endorsed by the candidate's reviewing authority/first line supervisor shall be forwarded to the firearms training unit prior to being scheduled for Specialized Ammunition Training.
 - c. Qualification.
 - 1) Successful completion of the 4 hour Bean Sock Operator course or 8 hour Slug Operator course is mandatory to carry specialized ammunition.
 - 2) The qualification will include a written test, standards drills and a qualification course.
 - d. Qualification for specialized ammunitions shall be conducted annually. Deputies that do not meet qualification standards will no longer be permitted to utilize specialized ammunitions.
- 4. Transition Training.
 - a. Deputies must successfully complete a course of transition training specific to the weapon to be carried before being allowed to carry such weapon either on-duty or off-duty. Successful completion of the transition course will include shooting at least a minimum or higher qualifying score on a DCJS approved course of fire and classroom training.
- 5. Off-Duty Weapon Training and Qualification.
 - a. Law Enforcement certified deputies are encouraged to carry their issued weapons off duty and while in Fairfax County. Before carrying any weapon outside of the Commonwealth of Virginia, the deputy should be familiar and in compliance with HR 218 in regard to the carrying of firearms.
 - b. Off-duty, deputies may carry certain weapons other than the issued weapon. They are:
 - 1) 9 mm Glock
 - 2) .45 caliber Glocks and personally purchased .40 caliber Glocks
 - 3) 5 or 6 shot .38 caliber revolver with barrel length no greater than 4 inches
 - 4) .357 caliber revolver with barrel length no greater than 4 inches
 - 5) .357 caliber Glock
 - 6) Sig Sauer in 9mm, .357 sig, 40 cal, and 45 cal
 - c. Deputies must shoot a minimum qualifying score with all weapons that are carried off-duty. The weapon(s) must be inspected by the agency armorer. Specific written approval from the Supervisor, Training Section,

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is required before being permitted to carry a weapon other than the issued weapon off-duty (attachment 1).

6. Inspections.
 - a. All weapons will be inspected and test fired by an authorized armorer before initial issue or re-issue to any deputy.
 - b. All weapons will be cleaned immediately after firing at the Range and inspected by an armorer before being taken from the Range.
 - c. An armorer will inspect weapons when they fail to function or are dropped.
 - d. Weapons may only be repaired by an authorized agency armorer except for changing of the grips. A permanent Range Staff Member must approve any modifications to any issued weapon to include grips. A permanent Range Staff Member will be informed of any and all repairs.

03/27/07
DATE APPROVED

06/22/07
EFFECTIVE DATE



**STACEY A. KINCAID
SHERIFF**

Revised: September 2005, May 2007, January 2008, August 2009, February 2013, August 2014