

GENERAL ORDER

NUMBER:

219



SUBJECT:

RETIRED OFFICERS FIREARMS QUALIFICATION

ISSUE DATE:

FEB 01, 2005

RESCINDS:

DISTRIBUTION:

'A'

EFFECTIVE DATE:

FEB 01, 2005

TERMINATION DATE:

INDEFINITE

AMENDED DATE:

AUG 13, 2013

REFERENCE:

G.O. #33.1, G.O. #213
Chapter 44 of Title 18,
United States Code,
Section 926C

PURPOSE:

To set forth procedures to accomplish the firearms qualification of **qualified retired law enforcement officers** as defined in the Law Enforcement Officers Safety Act of 2004.

POLICY:

The Arlington Heights Police Department will conduct firearms qualifications only for a retired law enforcement officer who meets the following criteria:

1. Retired in good standing from service with the Arlington Heights Police Department as a law enforcement officer, other than for reasons of mental instability;
2. Before retirement, was authorized by law to engage in or supervise the prevention, detection, investigation, prosecution, or the incarceration of any person for, any violation of law, and had statutory powers of arrest;
3. Before retirement was regularly employed as a law enforcement officer for an aggregate of 10 years or more, **or** retired from service with the Arlington Heights Police Department, after completing the probationary period of service, due to a service connected disability, as determined by the Village of Arlington Heights;
4. Has a nonforfeitable right to benefits under the retirement plan of the Arlington Heights Police Department;
5. Possesses valid Illinois Firearm Owner's Identification or equivalent document issued by the retiree's state of residency and is not prohibited by Federal or State law from receiving a firearm.

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PROCEDURE:

I. Notification

The Chief of Police or his designee shall send correspondence through the United States Mail, to the address provided by the Arlington Heights Police Pension Board, informing every retired Arlington Heights Police Officer residing in the State of Illinois of the opportunity to participate in firearms qualification at the Arlington Heights Police Department.

II. Use of Firing Range

- A. Retired Arlington Heights Police officers are civilians, and as such may use the Police Firing Range at any time, but only when accompanied by a sworn officer of this Department who has completed the Basic Firearms Range Safety Course. Prior to using the range, civilians must execute both sides of the **Police Firing Range Liability Waiver** form (Refer to Appendix 'A'), and complete an entry in the **Firing Range Log** (Refer to Appendix 'B').
- B. General safety rules will be strictly followed at all times while using the Police Firing Range.

III. Firearms Qualification

- A. Any retired Arlington Heights Police Officer desiring to participate in firearms qualification must make an appointment with an on-duty Department supervisor.
- B. Participating retired officers must qualify twice a year; once between January 1st and March 31st, and again between July 1st and September 30th, on the same course of fire required of active officers.
- C. Prior to participating in firearms qualification for the first time in a calendar year, retired officers must receive information on the topic of civilian use of force.
- D. Participating retired officers must provide their own firearm and ammunition, and are restricted to qualifying with a maximum of two different firearms.

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- E. Qualification oversight and verification shall be conducted by an on-duty Department supervisor.
- F. In the event a participating retired officer fails to qualify on his first shoot, he will be afforded one re-shoot opportunity on that date.
- G. When a participating retired officer successfully qualifies, the supervisor conducting the qualification shall complete a Department - **Handgun Qualified Sticker** (Refer to Appendix 'C'). The completed sticker shall then be affixed to the front of the retired officer's Department identification card, placed to cover the verbiage between the retiree's name and the Department star.
- H. The supervisor conducting the qualification will promptly record successful qualifications in the Arlington Heights Police Department - **Retired Officers Qualification Log** (Refer to Appendix 'D').

APPENDIXES:

- 'A' - Police Firing Range Liability Waiver - Front & Back
- 'B' - Firing Range Log
- 'C' - Handgun Qualified Sticker
- 'D' - Retired Officers Firearms Qualification Log

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**APPENDIX 'A' - POLICE FIRING RANGE LIABILITY WAIVER
(FRONT)**

	Arlington Heights Police Department Police Firing Range Liability Waiver						
<p>I, the undersigned, _____, of _____,</p> <p align="center">(Name)</p> <p align="center">_____,</p> <p align="center">(Street Address, City, State, Zip)</p> <p>do hereby forever release the Village of Arlington Heights, a municipal corporation of the State of Illinois, from all damages, suits, claims and demands for damages at law or in equity, which I, the undersigned, and/or my heirs and assigns now have, or claim to have, or may hereafter have or claim to have against the said Village of Arlington Heights, its successors or assigns, or against its Village President, Trustees, officers, employees, or agents by reason or on account of or in any way growing out of personal injuries known or unknown to me at the present time, and property damage which may occur as a result of my use of firearms and ammunition on the Police Firing Range located in the Arlington Heights Police Department, 200 E. Sigwalt Street, Arlington Heights, Illinois on _____.</p> <p align="center">(Date)</p> <p>By my signature, I attest to reading, understanding and accepting the conditions stipulated in this "Liability Waiver" and the "Range Safety Rules" as printed on the reverse side of this form.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 60%;">_____ Signature of Individual Requesting to use Police Firing Range</td> <td style="width: 40%;">_____ Date</td> </tr> <tr> <td>_____ Signature/Star # of Sworn Officer Accompanying Requester on Police Firing Range</td> <td>_____ Date</td> </tr> <tr> <td>_____ Signature/Star# of On-Duty Supervisor Approving Use of Police Firing Range</td> <td>_____ Date</td> </tr> </table> <p align="right"><small>Firing range liability waiver/Word forms inventory/Dec 2008</small></p>		_____ Signature of Individual Requesting to use Police Firing Range	_____ Date	_____ Signature/Star # of Sworn Officer Accompanying Requester on Police Firing Range	_____ Date	_____ Signature/Star# of On-Duty Supervisor Approving Use of Police Firing Range	_____ Date
_____ Signature of Individual Requesting to use Police Firing Range	_____ Date						
_____ Signature/Star # of Sworn Officer Accompanying Requester on Police Firing Range	_____ Date						
_____ Signature/Star# of On-Duty Supervisor Approving Use of Police Firing Range	_____ Date						

NOTE: Size of the **Police Firing Range Liability Waiver** form has been reduced for purposes of documentation in this Order.

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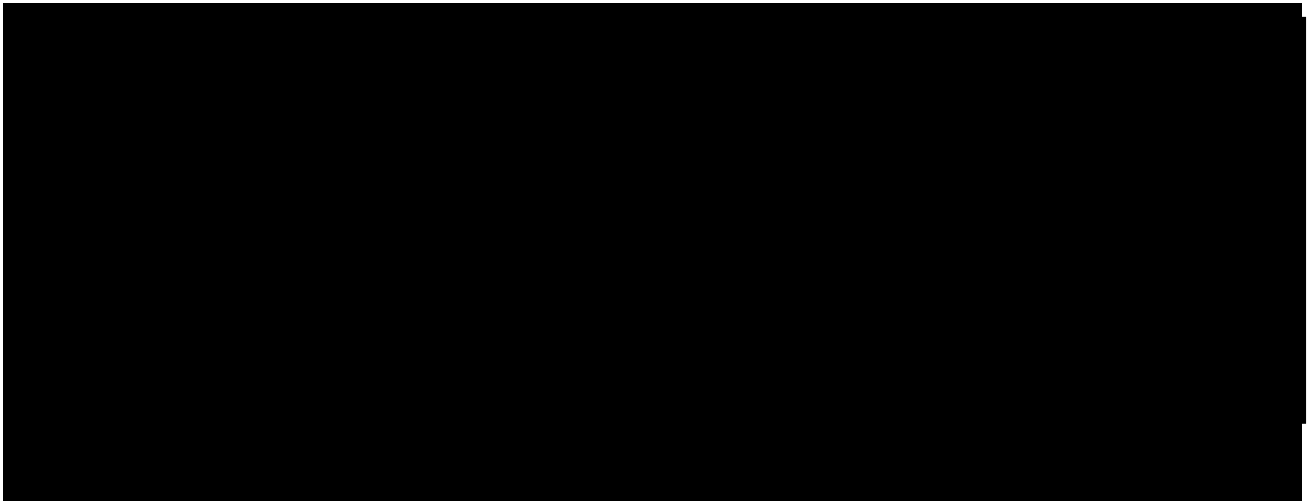
**APPENDIX 'A' - POLICE FIRING RANGE LIABILITY WAIVER
(BACK)**

	Arlington Heights Police Department Police Firing Range Liability Waiver
<u>RANGE SAFETY RULES</u>	
<ol style="list-style-type: none"> When on the Police Firing Range, all persons shall exercise reasonable care to ensure the safety of all present. Food and drinks are prohibited anywhere in the Range Complex, which includes the Ready Room, Control Room, Storage Rooms, and Firing Range. A minimum of two (2) adults must be present at all times when the Police Firing Range is in use. No more than five (5) shooters are allowed on the firing line at any one time. The use of handguns, carbines, shotguns and rifles will be authorized on the Police Firing Range. The firing of high-powered rifle ammunition will be restricted to use in conjunction with the rollout rubber bullet trap. <u>No</u> steel core ammunition or BB guns may be used with the bullet trap. For the protection of all users and observers within the Firing Range, hearing and eye protection <u>must</u> be worn at all times when shooting is underway. Hearing protection shall consist of earplugs worn in the ear canal <u>and</u> outer ear muffs. All shooting on the Police Firing Range shall be from within the shooting booths, except when Range Supervisors and/or Instructors coordinate other approved combat courses. Shooting from a position beyond the second blue line is prohibited under any circumstances. The loading and unloading of all weapons <u>must</u> be done from within the individual firing booths, with the barrel of the weapon pointing safely downrange at all times. Absolutely no weapons may be loaded or unloaded at the table in front of the Control Room window or anywhere else within the Range Complex. Individual ammunition magazines may be loaded and unloaded in firing booths, at the table in front of the Control Room window, or at the stainless steel table located in the Ready Room. Whenever a weapon fails to fire, whether due to a mechanical or ammunition-related malfunction, the shooter shall keep the weapon pointed downrange until it is rendered safe. Unresolved malfunctions shall be reported to the sworn officer on the Police Firing Range, so that appropriate measures can be initiated to effect repairs. 	
<hr/> Signature of Individual Requesting to use Police Firing Range	<hr/> Date

NOTE: Size of the **Police Firing Range Liability Waiver** form has been reduced for purposes of documentation in this Order.

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APPENDIX 'C' - Handgun Qualified Sticker



NOTE: The size of the **Handgun Qualified Sticker** has been enlarged for purposes of documentation in this Order.

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APPENDIX 'D' - Retired Officers Firearms Qualification Log

**ARLINGTON HEIGHTS POLICE DEPARTMENT
RETIRED OFFICERS FIREARMS QUALIFICATION LOG**

SEMI - ANNUAL FIREARMS QUALIFICATIONS

DATE	WEAPON MAKE	WEAPON MODEL	SERIAL NUMBER	CAL.	COURSE NUMBER	SCORE	RATING	RANGE OFFICER VERIFICATION

LAST NAME

FIRST NAME

MI

NOTE: The size of the **Retired Officers Firearms Qualification Log**
has been reduced for purposes of documentation in this order.