



TALLAHASSEE POLICE DEPARTMENT GENERAL ORDERS

 Proudly Policing Since 1841	SUBJECT Weapons, Firearms and Less-lethal Firearms		 Nationally Accredited 1986
	CHIEF OF POLICE <i>Signature on File</i>		
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AUTHORITY/RELATED REFERENCES

City of Tallahassee Administrative Policy 705, Alcohol and Drugs
 FS 776.06 (2) (a), Use of Force – Less-lethal Firearms and Munitions
 FS Chapter 790 Weapons and Firearms
 General Order 7, Conducted Energy Weapons
 General Order 11, Communicable Disease Control
 General Order 57, Training Programs and Courses
 General Order 60, Response to Resistance
 General Order 63, Officer-Involved Action Resulting in Serious Injury or Death
 TRN-7, Conducting Training
 TRN-9, Defensive Tactics
 TRN-12, Firearms Range Protocols

ACCREDITATION REFERENCES

CALEA Chapters 1, 4, 33
 CFA Chapters 4, 10

KEY WORD INDEX

Approved Weapons, Ammunition, and Accessories Failure to Qualify and Remedial Training Firearms Safety and Security General Guidelines Officer Reporting of a Firearm Discharge Range Procedures and Safety Protocols Responsibilities – Department Responsibilities – Officer Responsibilities – Supervisor Responsibilities – Training Section Training, Proficiency and Qualification Training, Proficiency and Qualification – TAC/SRT	Appendix Four Appendix One Procedure IX Procedure I Procedure X Appendix Three Procedure II Procedure III Procedure IV Procedure V Procedure VII Procedure VIII
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TALLAHASSEE POLICE DEPARTMENT

Unintentional Discharge Protocols
Use of Officer-Owned Firearm for Official Duties
Weapons Protocols

Appendix Two
Procedure XI
Procedure VI

POLICY

The Department shall establish standards and protocols for the utilization of Department-issued and Department-approved weapons, firearms, holsters and ammunition, and Department-issued less-lethal firearms and ammunition. Officers are responsible for adhering to established protocols in training, carrying, utilizing, and qualifying with their assigned weapons and firearms.

DEFINITIONS

Administrative Duty: A Department assignment which would not necessitate an officer to carry a firearm or drive a marked police vehicle in the performance of duties.

Back-up Handgun: Any Department-issued handgun carried: 1) concealed as a secondary handgun when on-duty or 2) instead of the officer's duty handgun due to their assignment in the High Risk Offenders Bureau. A back-up handgun is an optional firearm.

CJSTC: Criminal Justice Standards and Training Commission.

Corrective Input: An immediate review of an officer's performance subsequent to their failure to qualify with a Department-issued or Department-approved firearm and prior to their second attempt to qualify. This review may include an analysis of the officer's target and recommendations to correct a deficiency observed by the instructor during the officer's first qualification attempt.

Department-approved: Approved by the Chief of Police or designee.

Duty Firearm: Any Department-issued firearm intended to be carried or utilized by an officer while on-duty or engaged in secondary employment.

Primary Handgun: The Department-issued handgun for officers while on-duty or engaged in secondary employment (Department-issued Glock G17 Gen 5). The duty handgun is a mandatory firearm.

Firearms Training: Instruction and drills designed to enhance proficiency with a firearm.

Holster: Department-issued or approved holster.

TALLAHASSEE POLICE DEPARTMENT

Impact Weapon: A tool used by officers to overcome resistance by transferring energy via blunt force into a targeted region of a person's body.

Less-lethal Firearm: A Department-issued firearm utilizing less-lethal munitions (i.e., any projectile designed to stun, temporarily incapacitate, or cause temporary discomfort to a person without penetrating their body).

OC Spray: Department-issued Oleoresin Capsicum Spray (an aerosol with small particles of crushed peppers suspended in a water-based solution).

Off-duty: When officers are not engaged in on-duty or secondary employment activity.

Off-duty Handgun: Any Department-issued or approved handgun that is carried while the officer is not engaged in on-duty or secondary employment activity.

On-duty: When officers are working their regular duty assignment or any special assignment compensated by the Department.

Optional Firearm: Any firearm issued by the department in addition to the primary handgun (e.g., patrol rifle, shotgun, back-up handgun). Optional firearms are not mandatory.

Proficiency: The demonstration of proper and safe weapon, firearm or less-lethal firearm operation, to include its care, maintenance, accuracy, capabilities, and limitations. Also includes, as warranted, knowledge of disassembly and assembly of the weapon, firearm, or less-lethal firearm.

Additionally, for firearms and less-lethal firearms, the demonstration of proper and safe loading and unloading, malfunction clearance methods, drawing and holstering, and shooting skills and abilities (to include qualification).

Qualify/Qualification: Obtaining a passing score on a Department-approved firearm or less-lethal firearm course of fire.

Remedial Training: An individualized training session designed to correct a shooting or weapon-handling problem either identified by an instructor, supervisor, or required because of the officer's failure to qualify on two successive attempts during the same mandatory qualification period. The session may include diagnostic and corrective exercises specific to the officer's deficiency.

Secondary Employment: Employment where officers work for an entity, other than the Department, where a condition of employment is the actual or potential use of law enforcement powers by the employed officer.

TALLAHASSEE POLICE DEPARTMENT

Serious Injury: Injury to a person which creates a substantial risk of death, causes serious permanent disfigurement, or results in permanent loss or impairment of the function of a body appendage or organ.

Shall: Indicates the described action is mandatory.

Should: Indicates the described action is not mandatory, but preferred.

Shoulder Firearm: Department-issued rifles and shotguns. Shoulder firearms are optional firearms.

Special Investigation: A comprehensive and documented compliance review of Department member-involved incidents where there has been no specific policy violation allegation.

Training Venue: A designated location for Department-sanctioned training or qualification.

Temporary Modified Duty (TMD): A short-term work assignment that changes the member's normal job duties, enabling them to engage in work for the Department while recovering from an injury or ailment (previously referred to as light duty).

Unintentional Discharge: When an officer fires a Department-issued or Department-approved firearm (except a marking cartridge firearm) without the intent to do so, regardless of the circumstances.

Weapon: Includes: Department-issued/-approved impact weapon, Department-issued Oleoresin Capsicum Spray and the Department-issued Conducted Energy Weapon. Does not include: weapon of necessity, firearm, or less-lethal firearm.

Weapon of Necessity: Any object, regardless of the intent of its original function, used by an officer as an improvised weapon when objectively reasonable.

PROCEDURES

I. GENERAL GUIDELINES

- A. Only sworn members are authorized to carry and utilize weapons, firearms, and less-lethal firearms for a Department purpose.

TALLAHASSEE POLICE DEPARTMENT

- B. If an officer's use of a weapon, firearm, or less-lethal firearm results in serious injury or death to any person the guidelines in General Order 63 (Officer-Involved Action Resulting in Serious Injury or Death) shall be followed.
- C. Officers involved in on-duty or secondary employment activities shall only carry and utilize Department-issued firearms or Department-approved weapons, less-lethal firearms, holsters, and ammunition.
 - 1. This subsection is not intended to prohibit officers from utilizing a "weapon of necessity" in response to resistance encounters.
 - 2. This subsection is not intended to prohibit officers from carrying and utilizing common pocketknives, rescue-type knives, or multi-tool/Leatherman devices as non-weapons.
- D. The Department will not issue an officer both a regular (lethal) shotgun and a bean bag shotgun (less-lethal firearm).
- E. Officers carrying Department-issued or Department-approved firearms as an on or off-duty law enforcement officer working for the agency shall ensure their firearms are loaded in the following manner:
 - 1. Handgun magazines or cylinders (wheels) are loaded to the maximum capacity designed by the manufacturer. This requires a round in the chamber of semi-automatic handguns.
 - 2. Rifle magazines are loaded to no less than one round under the maximum capacity designed by the magazine's manufacturer.
 - 3. Shotguns are loaded to the maximum magazine tube capacity designed by the manufacturer.
- F. Off-duty officers may elect to carry and utilize concealed firearms under the authority of FS 790.052 or 790.06.
 - 1. Off-duty officers may carry department issued firearms pursuant to the conditions set forth in this general order.
 - 2. Off-duty officers who elect to carry and utilize personally owned firearms as an off-duty officer of the agency shall adhere to the provisions set forth in Section XI-Personally Owned Firearms.
 - 3. This subsection is not intended to prohibit officers from utilizing a "weapon of necessity" in response to a deadly force situation.

TALLAHASSEE POLICE DEPARTMENT

4. If an officer is carrying a personally owned firearm as a private citizen, the officer shall not operate as an off-duty officer.
- G. Biennially, the Bureau Commander over the Training Section is responsible for reviewing and making any necessary modifications to Appendix Four - Department Approved Weapons, Ammunition, and Accessories list.
1. The listing does not include weapons, firearms, or less-lethal firearms assigned to the Tactical Apprehension and Control Team or the Special Response Team (those are listed in their respective written directives).
- H. Back-up handguns are only to be carried in a Department issued or approved holster, whether carried on or off-duty.
- I. Back-up handguns can only be carried in the following locations while working on-duty or secondary employment:
1. Class A, B, or C uniform: Inside the uniform shirt, zipped up and holster affixed to the vest, vest straps or other robust rigging.
 2. Class D Uniform: Department approved ankle holster or with the Department issued holster while in a capacity where chances of public contact are minimal. If public contact is likely, the Primary handgun must be worn and the back-up handgun, if worn, must be concealed in an ankle holster.
 3. Officers wearing external vest carriers/ load bearing vests: Cargo pocket carry is an acceptable method with an approved holster intended to secure the weapon in said pocket. Officers wearing external vests/load bearing vests are prohibited from carrying the back-up handgun on or under their vest.
 4. Officers wearing suitable business attire to court appearances in compliance with General Order 46 (Rules of Conduct): In a Department issued or approved holster on the hip, in close proximity to a metal Department badge.

II. DEPARTMENT RESPONSIBILITIES

- A. Prior to allowing an officer to carry a weapon, firearm, or less-lethal firearm the Department is responsible for:
1. Providing General Order 60 (Response to Resistance) to the officer,

TALLAHASSEE POLICE DEPARTMENT

2. Training the officer in the protocols of General Order 60, and
 3. Ensuring the officer:
 - a. Successfully completes a Department-mandated operator's class for the weapon, firearm, or less-lethal firearm,
 - b. Demonstrates proficiency with each weapon, firearm or less-lethal firearm, and
 - c. Meets qualification standards.
- B. All officers shall receive annual training in the use of force/response to resistance protocols of General Order 60.

III. OFFICER RESPONSIBILITIES

- A. Officers shall only utilize Department-issued or Department-approved weapons, firearms, and less-lethal firearms for a lawful purpose.
- B. Prior to carrying a weapon, firearm, or less-lethal firearm, officers are responsible for:
 1. Successfully completing a Department-mandated operator's class for the weapon, firearm, or less-lethal firearm,
 2. Demonstrating proficiency with each weapon, firearm, or less-lethal firearm, and
 3. Meeting qualification and training standards.
- C. Officers shall handle weapons, firearms, and less-lethal firearms in a safe and prudent manner consistent with Department training and in adherence to General Orders.
- D. Officers shall not exhibit a weapon, firearm, or less-lethal firearm in a careless or unlawful manner.
- E. Officers shall not handle or manipulate any weapon, firearm or less-lethal firearm while:
 1. Using any controlled substance and/or over the counter medication which could reasonably impair their mental functioning, motor skills, judgment, or ability to perform their essential job functions, or

TALLAHASSEE POLICE DEPARTMENT

2. Consuming any alcoholic beverage or after consuming any beverage containing any alcohol or any alcohol-based substance such that, after its use, alcohol is present in the officer at a level equal to or exceeding .02% Blood Alcohol Content (BAC).
- F. Subsection E 2 above is not intended to prohibit plain clothes officers who may consume alcoholic beverages in the performance of a legitimate duty from being armed due to operational necessity.
- G. Officers are responsible for maintaining their assigned weapons, firearms, and less-lethal firearms in proper working order and in state of operational readiness (including, for firearms and less-lethal firearms, internal/external cleanliness).
- H. Unless authorized by the Department Armorer, in writing; an officer shall not modify, alter, or otherwise change any part of a:
1. Department-issued weapon, firearm, or less-lethal firearm, or
 2. Department-approved firearm after the firearm is deemed Department-approved by the Department Armorer.
- I. Officers are prohibited from possessing or having in their vehicle both a regular (lethal) shotgun and a bean bag shotgun (less-lethal firearm) and shall carry only the ammunition for their assigned shotgun type.
- J. When off-duty, officers shall store their Department-issued/-approved weapons, firearms, and less-lethal firearms by whatever measures are reasonable and prudent to render them in a safe condition and in a secured area (e.g., placed out of reach of children), and in compliance with applicable Florida Statutes.
- K. Refer to section IX below for additional safety and security protocols for firearms and less-lethal firearms.

IV. SUPERVISORY RESPONSIBILITIES

- A. Supervisors are responsible for ensuring officers under their direct command adhere to the firearms training and qualification mandates and timetables in section VII below.
- B. Supervisors are responsible for conducting formal and informal line inspections in compliance with General Order 35 (Line Inspections) to ensure:
1. Officers under their command are maintaining their weapons,

TALLAHASSEE POLICE DEPARTMENT

firearms, and less-lethal firearms in proper working order, and

2. The proper functioning of holsters and other security devices (e.g., long-gun vehicle mounts/locks).
3. Only issued ammunition is being used.
4. Only department issued firearms are carried while on-duty.

V. TRAINING SECTION RESPONSIBILITIES

- A. The Training Section shall establish the criteria for, and maintain the list of, all Department-issued and Department-approved weapons, firearms, less-lethal firearms, ammunition, and Department-issued holsters.
- B. The Training Section is responsible for the development and/or approval of all Department weapons, firearm, and less-lethal firearm training courses.
- C. Before being authorized for use by an officer, each weapon, firearm and less-lethal firearm shall be thoroughly inspected, tested, and evaluated by the Training Section to determine if it meets established operational standards.
- D. Training Section officers shall inspect duty firearms in a manner and timeframe as prescribed in their bureau protocols.
- E. The maintenance record on each firearm and less-lethal firearm (and weapon if applicable) shall be maintained by the Department Armorer in appropriate databases.

VI. WEAPONS PROTOCOLS

- A. Impact Weapon –
 1. While attired in the Class A, B, or C Uniform (or wearing the Class D Uniform with the Department-issued/approved uniform belt) officers shall carry a Department-issued or Department-approved impact weapon.
 2. The only two exceptions to the impact weapon mandate are when traveling in a vehicle or when required to remove it due to facility security (e.g., Leon County Detention Facility).

TALLAHASSEE POLICE DEPARTMENT

B. OC Spray –

1. Officers who are issued a Conducted Energy Weapon (CEW) *may* carry OC Spray while attired in the Class A, B, or C Uniform (or the Class D Uniform with the Department-issued/approved uniform belt).

C. Conducted Energy Weapon –

All CEW protocols are outlined in General Order 7 (Conducted Energy Weapons).

D. PepperBall® Weapon System –

All PepperBall® Weapon System protocols are outlined in PTL-35 (PepperBall® Weapon System).

E. Bean Bag Shotgun –

All Bean Bag Shotgun protocols are outlined in General Order 60 (Response to Resistance).

VII. TRAINING, PROFICIENCY AND QUALIFICATION

Instructors –

- A. Only a CJSTC certified instructor approved by the Training Section is authorized to facilitate Department training and qualification sessions.

OC Spray, Impact Weapon and CEW –

- B. After attending initial training, officers shall attend a weapons training session and demonstrate proficiency with their **OC Spray** and **impact weapon** at least biennially and their **CEW** at least annually.

Primary/Backup Firearms –

- C. After attending initial training, officers shall attend a firearms training session and demonstrate proficiency with their **primary and back-up firearms** at least annually.
- D. In addition to the training mandates of subsections C above and E below, officers shall demonstrate proficiency and qualify at least semi- annually with the **primary firearm** they carry, doing so at least once between:

1. January 1 and June 30, and

TALLAHASSEE POLICE DEPARTMENT

2. July 1 and December 31.

Officers shall demonstrate proficiency and qualify at least annually with the **back-up firearm** they carry.

Optional Firearms –

- E. Officers approved to carry a **shotgun, patrol rifle**, and/or a **less-lethal shotgun** shall attend a firearms/less-lethal firearms training session (sustainment class) and demonstrate proficiency with the optional firearm and/or less-lethal firearm at least biennially.
 1. Officers who fail to attend the sustainment class are not authorized to carry the optional firearm/less-lethal firearm until they have successfully completed a required training session.
 2. The officer shall turn the firearm over to a Training Section member within seven (7) business days of being notified of the failure to complete required training.
- F. Qualification on a Department-issued bean bag shotgun authorizes the officer to utilize any Department-issued bean bag shotgun.

Missed Training and Qualification Sessions –

- G. Officers on temporary modified duty (TMD) or an extended absence (e.g., maternity leave, long-term illness, military deployment) are not required to attend weapons, firearms, or less-lethal firearms training sessions during their TMD or extended absence.
 1. If unable to attend training due to a TMD or an extended absence, the officer (or if more appropriate, their supervisor) is responsible for notifying the Training Section as soon as practical.
 2. An officer who misses their regularly scheduled training should complete training (to include proficiency and qualification) prior to returning to full duty status.
- H. Officers on a TMD or an extended absence (e.g., maternity leave, long-term illness, military deployment) are not required to participate in regularly scheduled qualification sessions.
- I. An officer returning from a TMD or an extended absence who did not qualify during the timeframe outlined in subsection D above, must do so before returning to full duty status.

TALLAHASSEE POLICE DEPARTMENT

Remedial Training –

- J. Remedial training protocols for weapons are outlined in General Order 57 (Training Protocols) and TRN-9 (Defensive Tactics Coordinator).
- K. Remedial training protocols for firearms and less-lethal firearms are outlined in General Order 57 and Appendix One below.

VIII. TRAINING, PROFICIENCY AND QUALIFICATION – TAC AND SRT

- A. The Department provides specific firearms and less-lethal firearms, referred to as tactical use firearms, to the Tactical Apprehension and Control (TAC) Team and the Special Response Team (SRT).
- B. Before being authorized to carry or be issued a tactical use firearm, the team member shall:
 - 1. Complete initial training,
 - 2. Demonstrate proficiency, and
 - 3. Qualify with the tactical use firearm.
- C. TAC and SRT members are required to demonstrate proficiency and qualify at least tri-annually with their issued tactical use firearms.
- D. The TAC Team Commander and the SRT Commander, or their appointed designee, is responsible for:
 - 1. Developing qualification courses for their team's use,
 - 2. Forwarding the lesson plans to the Training Section for approval prior to implementation of the qualification course,
 - 3. Ensuring their team members adhere to the tri-annual qualification mandate for tactical use firearms, and
 - 4. Conducting appropriate inspections to ensure the tactical use firearms are in proper working order and in a state of operational readiness (including internal cleanliness).

IX. FIREARMS SAFETY AND SECURITY

Officers are responsible for the safety and security of their Department-issued firearms, Department-approved firearms, and Department-issued

TALLAHASSEE POLICE DEPARTMENT

less-lethal firearms and shall adhere to the following protocols.

- A. When a duty handgun or back-up handgun is holstered, all safety features of the holster shall be engaged.
- B. When shoulder firearms and less-lethal firearms are carried in a police vehicle, the chamber shall be empty.
- C. In situations requiring a shoulder firearm or less-lethal firearm to have a round chambered, officers shall remove the chambered round by approved methods once the situation is resolved and it is safe to do so.
- D. Loaded shoulder firearms and less-lethal firearms shall not be brought inside the police building unless an emergency exists within the building and the officer reasonably believes it may be needed.
- E. Officers shall adhere to the following protocols when carrying a shoulder firearm or bean bag shotgun into the police building for inspection or maintenance:
 - 1. Shotgun: Action open, safety engaged, chamber and magazine empty of all ammunition and either:
 - a) In a safety circle position (i.e., keeping the firearm/less-lethal firearm next to the body, held at the front and center near the belt line, muzzle down, with the finger outside of the trigger guard), or
 - b) Slung, muzzle down on the support side shoulder.
 - 2. Rifle: Action open, safety engaged, chamber empty of all ammunition, magazine removed from the rifle, and either:
 - a) In a safety circle position, or
 - b) Slung, muzzle down on the support side shoulder.
 - 3. Breech-loading firearms: Breech open, unloaded of all ammunition and in a safety circle position.
- F. When participating in firearms and less-lethal firearms training or qualification, officers are responsible for adhering to all firearms safety rules as directed by the range master and written directives (e.g., Appendix Three – range procedures and safety protocols).
- G. When officers deadline or otherwise leave their vehicle for preventive maintenance service, they shall remove all firearms and less-lethal

TALLAHASSEE POLICE DEPARTMENT

firearms from the vehicle.

- H. If officers have a secured shotgun, rifle, or less-lethal firearm in their vehicle, they shall maintain eye contact with the vehicle while it is being washed by someone else.
- I. Officers shall never leave an unsecured firearm or less-lethal firearm in a vehicle while it is being washed by someone else.

X. OFFICER REPORTING OF A FIREARM DISCHARGE

- A. All intentional firearm discharges of a duty firearm, other than those occurring during Department-sanctioned activities (e.g., pistol competition) or training, shall be promptly reported to the Watch Commander.
- B. Officers responsible for an intentional firearm discharge shall adhere to the protocols applicable to their situation (i.e., General Order 63, General Order 60).
- C. Officers are not required to report an off-duty intentional firearm discharge of an officer-owned (and Department-approved) firearm in whatever legal and recreational endeavor they may pursue (e.g., hunting, target practice).
- D. In the event of an unintentional discharge of a firearm, members shall adhere to the protocols in Appendix Two below.

XI. PERSONALLY OWNED FIREARMS

- A. Officer-owned firearms are not authorized to be carried while the officer is engaged in on-duty or secondary employment activity.
- B. Off-duty officers may carry any of the approved handguns and ammunition listed in Appendix Four-Department Approved Weapons, Ammunition, and Accessories.
- C. An officer electing to carry a personally owned handgun off-duty must:
 - 1. Complete and receive appropriate signature approvals on the Request to Use Personal Firearm form (PD 124),
 - 2. Ensure the firearm is inspected by the Training Section, and
 - 3. Successfully qualify with the firearm annually.

TALLAHASSEE POLICE DEPARTMENT

History: previous title (*oleoresin capsicum*) – issued 04/01/1993, retired 09/21/1999. second title (*weapons*) – issued 09/21/1999, revised 10/29/2001, 07/02/2007, 02/05/2016, 09/15/2016, and 12/09/2019.

TALLAHASSEE POLICE DEPARTMENT

**GENERAL ORDER 61 – WEAPONS, FIREARMS AND
LESS-LETHAL FIREARMS**

APPENDIX ONE

FAILURE TO QUALIFY AND REMEDIAL TRAINING

This appendix contains the established administrative protocols to follow in the event an officer fails to qualify with a firearm or less-lethal firearm.

I. FAILURE TO QUALIFY ON FIRST ATTEMPT

- A. Any officer who fails to attain a qualifying score on the first attempt with any duty firearm shall immediately be provided with corrective input by a firearms instructor. The officer shall then attempt to re-qualify.
- B. Upon successful qualification, the firearms instructor shall note both the failure and pass attempts on the firearms roster. The corrective input provided shall be detailed on the back of the roster and forwarded to the Training Section.
- C. The Training Section shall notify the officer's first- and second-line supervisor by numbered memorandum of the failure to qualify on the first attempt.
- D. The officer's immediate supervisor shall ensure the officer qualifies at least once a month for the next two months (Two-Month Re-qualification Protocol) following the failure to qualify on the first attempt. See subsection III A below.

II. FAILURE TO QUALIFY ON SECOND ATTEMPT

Duty Handgun –

- A. If, after receiving corrective input, the officer fails to qualify with a duty handgun, the following protocols shall be adhered to:
 - 1. The firearms instructor is responsible for the following:
 - a. Informing the officer their privilege of carrying the firearm is revoked,
 - b. Promptly notifying the Watch Commander of the officer's status, and

TALLAHASSEE POLICE DEPARTMENT

- c. As soon as practical, notifying the Training Lieutenant or Training Sergeant of the officer's status (by e-mail or telephone call).
2. The Watch Commander is responsible for the following:
 - a. If the officer is driving a marked police vehicle, making arrangements to escort both the officer and the officer's vehicle to the Department,
 - b. Ensuring the officer's immediate supervisor is notified of the action taken,
 - c. Placing the officer on administrative duty, and directing the officer to:
 - 1) Not perform any law enforcement duties except in a life-threatening situation, and
 - 2) Not to drive a marked police vehicle until requalification with a duty handgun has occurred,
 - d. Issuing a numbered memorandum to the officer's chain of command stating the officer is on administrative duty due to not qualifying, and
 - e. Providing a copy of the memorandum to the Training Section.
 3. The Training Section is responsible for the following:
 - a. Coordinating appropriate remedial training with the officer's chain of command,
 - b. Ensuring the remedial training occurs as soon as possible, and in all cases, ensuring it occurs within seven (7) business days of the failure to qualify (unless an extension is approved by the affected officer's Bureau Commander),
 - c. If the officer successfully qualifies, notifying the officer's chain of command (by numbered memorandum) of the successful qualification and that the officer may return to full duty status, and
 - d. If the officer does not qualify, notifying the officer's chain of command (by numbered memorandum) outlining the training

TALLAHASSEE POLICE DEPARTMENT

provided, the results, and that the officer is still not authorized to carry the duty handgun.

4. The officer's immediate supervisor is responsible for the following:
 - a. Upon notification of successful qualification, ensuring the officer demonstrates proficiency and attends a qualification session with the firearm at least once a month for the next five months following the remedial training provided by the Training Section, and
 - b. Upon notification the officer was unsuccessful in the attempt to qualify:
 - 1) Ensuring their chain of command is informed of the situation, and
 - 2) Informing the officer of the continued administrative duty until further notice from the Chief of Police.
5. The officer's Bureau Commander is responsible for the following:
 - a. Upon receipt of the memorandum indicating the officer's successful qualification, notifying the officer of the return to full duty status, which is contingent upon successful monthly qualifications for the next five months.
 - b. Upon receipt of the memorandum indicating an unsuccessful qualification, promptly notifying the Chief of Police (via chain of command) for further action.

Optional Firearm or Less-lethal Firearm –

- B. If, after receiving corrective input, the officer fails to qualify with an optional firearm or less-lethal firearm the following protocols shall be adhered to:
 1. The firearms instructor is responsible for the following:
 - a. Informing the officer their privilege of carrying the firearm or less-lethal firearm is immediately revoked (regardless if the firearm or less-lethal firearm is Department-issued or officer- owned),

TALLAHASSEE POLICE DEPARTMENT

- b. If the optional firearm is Department-issued, taking custody of the firearm and, as soon as practical, turning it over to the Department Armorer,
 - c. Taking custody of the less-lethal firearm and, as soon as practical, turning it over to the Department Armorer, and
 - d. As soon as practical, notifying the Training Lieutenant or Training Sergeant of the officer's status (by e-mail or telephone call).
2. The Training Section shall inform the officer's supervisor, by numbered memorandum, the officer is no longer approved to carry the firearm or less-lethal firearm.
3. The officer shall not carry or utilize the firearm or less-lethal firearm in any law enforcement activity whether on duty, working secondary employment, or off-duty under the authority of FS 790.052.
 - a. If the officer chooses to re-apply for permission to carry the optional firearm or less-lethal firearm, he or she shall receive remedial training coordinated by the Training Section.
 - b. If the officer successfully qualifies, the Training Section shall notify the officer's chain of command (by numbered memorandum) indicating the officer's successful qualification and approval to carry the optional firearm or less-lethal firearm.
 - 1) Such approval shall be contingent upon the officer demonstrating proficiency and successfully completing the five (5) month re-qualification protocol. See subsection III B below.
 - 2) Upon notification of qualification, the officer's immediate supervisor shall ensure the officer demonstrates proficiency and attends a qualification session with the optional firearm or less-lethal firearm at least once a month for the next five (5) months following the time of the remedial training. See subsection III B below.
 - c. If the officer fails to qualify with the optional firearm or less-lethal firearm, their privilege of carrying such a firearm remains revoked.

TALLAHASSEE POLICE DEPARTMENT

III. FAILURE TO QUALIFY IN A RE-QUALIFICATION PROTOCOL

A. Two-Month Re-Qualification Protocol –

1. When an officer in the Two-Month Re-Qualification Protocol fails to qualify on the first attempt with any duty firearm, the officer shall immediately be provided with corrective input by a firearms instructor. The officer shall then attempt to re-qualify.
2. Upon successful qualification, the firearms instructor shall note both the failure and pass attempts on the firearms roster. The corrective input shall be detailed on the back of the roster and forwarded to the Training Section.
3. The failure to qualify on the first attempt shall not extend the two-month re-qualification protocol.
4. If the officer fails to qualify on the second attempt, the procedures in subsection II of this appendix shall be followed.
5. Successful qualification during the two-month re-qualification protocol is a completion of the officer's original qualification requirements and does not count toward any semi-annual qualification mandate.

B. Five-Month Re-Qualification Protocol –

1. When an officer in the Five-Month Re-Qualification Protocol fails to qualify on the first attempt with any duty firearm, the officer shall immediately be provided with corrective input by a firearms instructor. The officer shall then attempt to re-qualify.
2. Upon successful qualification, the firearms instructor shall note both the failure and pass attempts on the firearms roster. The corrective input shall be detailed on the back of the roster and forwarded to the Training Section.
3. The failure to qualify on the first attempt shall not extend the five-month re-qualification protocol.
4. If the officer fails to qualify on the second attempt, the procedures in subsection II of this appendix shall be followed.
5. Successful qualification during the five-month re-qualification protocol is a completion of the officer's original qualification

TALLAHASSEE POLICE DEPARTMENT

requirements and does not count toward any semi-annual qualification mandate.

IV. FAILURE TO ATTEND RE-QUALIFICATION PROTOCOL

- A. An officer who fails to attend a scheduled re-qualification protocol is subject to progressive discipline.
- B. If an officer fails to attend a required requalification protocol for a **duty handgun**, the Firearms Coordinator will promptly notify the officer's Bureau Commander via a numbered memorandum.
- C. The officer's Bureau Commander is responsible for placing the officer on administrative duty.
- D. The officer cannot return to full duty status unless they qualify with their duty handgun.
- E. An officer who fails to attend a required requalification protocol for an **optional firearm** will immediately have their privilege of carrying the optional firearm revoked. This will be documented by a numbered memorandum from the Firearms Coordinator to the officer's immediate supervisor.
 - 1. If the optional firearm is Department-issued, the officer shall turn the firearm in to a member of the Training Section within seven (7) business days.
 - 2. If an officer wishes to re-apply to carry an optional firearm, they will need to make arrangements with the Training Sergeant to attend any qualifications and/or additional training as determined necessary by the Training Sergeant in coordination with the Firearms Coordinator.

V. FAILURE TO QUALIFY ON PERSONALLY OWNED FIREARM

- A. Any officer who fails to attain a qualifying score on the first attempt with any personally owned handgun shall immediately be provided with corrective input by a firearms instructor. The officer shall then attempt to re-qualify.
- B. Upon successful qualification, the firearms instructor shall note both the failure and pass attempts on the firearms roster. The corrective input provided shall be detailed on the back of the roster and forwarded to the Training Section.

TALLAHASSEE POLICE DEPARTMENT

- C. If, after receiving corrective input, the officer fails to qualify with a personally owned handgun, the following protocols shall be adhered to:
1. The officer's privilege of carrying that firearm under the authority granted by the Department is revoked.
 2. The officer may return at a later date but no sooner than 30 days for one additional qualification attempt.
 3. If the officer fails to qualify, their privilege of carrying that firearm remains revoked.
 4. All ammunition used for qualifications shall be from the approved list and must be provided by the individual officer.

TALLAHASSEE POLICE DEPARTMENT

**GENERAL ORDER 61 – WEAPONS, FIREARMS AND
LESS-LETHAL FIREARMS**

APPENDIX TWO

UNINTENTIONAL FIREARM DISCHARGE

This appendix contains the established administrative protocols to follow in the event an officer has an unintentional firearm discharge.

I. AT A TRAINING VENUE

- A. If an unintentional discharge (UD) occurs during firearms training or qualifications, the range master/firearms instructor shall scrutinize and document the incident on the appropriate training form when:
 - 1. The UD occurred while the officer was *on the firing line or engaged in "live fire" drills* (including training with synthetic type rounds), and
 - 2. There are no injuries to any person caused by the UD.

- B. If a UD occurs during firearms training or qualifications, the Internal Affairs Unit (IAU) shall conduct a special investigation of the incident when:
 - 1. The UD occurred while the officer was *not on the firing line*, and
 - 2. There are no injuries to any person caused by the UD.

- C. If any person is injured by a UD occurring during firearms training or qualifications within the Department's jurisdiction or at a location where the Department has a mutual aid agreement with the law enforcement agency with jurisdiction, the following protocols shall be adhered to:
 - 1. The Criminal Investigations Bureau (CIB) shall investigate the incident,
 - 2. Mutual aid shall be enacted with the appropriate law enforcement agency to facilitate the investigation, and
 - 3. The IAU is responsible for conducting a special investigation of the UD.

- D. If any person is injured by a UD occurring during firearms training or qualifications at a location where the Department does not have a

TALLAHASSEE POLICE DEPARTMENT

mutual aid agreement with the law enforcement agency with jurisdiction, the following protocols shall be adhered to:

1. If feasible, the CIB will coordinate with and assist the law enforcement agency having jurisdiction for the investigation of the incident.
2. The IAU is responsible for conducting a special investigation of the UD.

II. OTHER THAN AT A TRAINING VENUE

- A. If a UD occurs at a location other than a firearms training venue, and there are no injuries to any person caused by the UD, the IAU is responsible for conducting a special investigation of the incident.
- B. If any person is injured by a UD occurring at a non-firearms training venue location within the Department's jurisdiction or at a location where the Department has a mutual aid agreement with the law enforcement agency with jurisdiction, the following protocols shall be adhered to:
 1. The CIB shall investigate the incident,
 2. Mutual aid shall be enacted with the appropriate law enforcement agency to facilitate the investigation, and
 3. The IAU is responsible for conducting a special investigation of the UD.
- C. If any person is injured by a UD at a non-firearms training venue location where the Department does not have a mutual aid agreement with the law enforcement agency with jurisdiction, the following protocols shall be adhered to:
 1. If feasible, the CIB will coordinate and assist with the investigation of the incident.
 2. The IAU is responsible for conducting a special investigation of the UD.

III. REPORTING AND RESPONSE

- A. If any person is killed or sustains serious injury by a UD, the protocols of General Order 63 shall be followed.

TALLAHASSEE POLICE DEPARTMENT

- B. With the sole exception of a UD as described in subsection I A above, and in concert with the procedures of General Order 63 when applicable, the following reporting and response protocols shall be adhered to in the event of a UD:
1. Unless prevented by sustained injury, the officer responsible for the UD – regardless of rank or position, location or duty status – shall adhere to the following:
 - a. Attend to injuries of any person caused by the UD and, if needed, request EMS,
 - b. Secure the incident scene, to include identifying any witnesses and properly securing the involved firearm,
 - c. Promptly notify the Watch Commander about the UD and relay information about injuries or property damage,
 - d. Leave bullet casings, property damage or other evidence untouched (unless to prevent damage or loss),
 - e. Remain on the incident scene until ordered to do otherwise by appropriate authority,
 - f. To ensure the integrity and security of the incident scene, provide the responding supervisor with information about injuries, property damage, witnesses and evidence, and
 - g. Complete a Response to Resistance Report:
 - 1) Refer to General Order 60 for report completion procedures.
 - 2) Refer to General Order 63 for special report completion procedures when a person is killed or sustains serious injury.
 2. The Watch Commander notified of the UD is responsible for the following:
 - a. Inquiring about injuries, the need for EMS and implementation of General Order 63 protocols,
 - b. Determining whether or not there is any property damage and the need to notify Risk Management,

TALLAHASSEE POLICE DEPARTMENT

- c. Ensuring an uninvolved supervisor, the rank of sergeant or above, responds to the incident scene,
 - d. Determining the need for the enactment of mutual aid,
 - e. Ensuring prompt notification to IAU, and if warranted, CIB,
 - f. Ensuring prompt chain of command notifications based upon established Patrol Operations notification protocols,
 - g. Assigning needed members and resources to address the initial response to the UD, and
 - h. For a UD at a training venue where IAU or CIB are investigating the incident, ensuring notification to both:
 - 1) A Training Section supervisor, and
 - 2) A training venue official (coordinate with Training Section if necessary).
3. The initial supervisor on the scene of a UD is responsible for the following:
- a. Inquiring with the involved officer and/or other persons about any injuries, property damage, witnesses and evidence,
 - b. Ensuring any injuries are properly addressed,
 - c. Securing the incident scene and maintaining it until properly relieved, being mindful of concerns such as evidence collection and witness statements,
 - d. Assessing the need for an inspection of the firearm (by a Department armorer) or replacement of the firearm,
 - e. Relaying relevant information to the Watch Commander, and
 - f. Ensuring completion of appropriate reports (e.g., COT Accident/Incident Field Reporting Form, First Report of Injury or Illness Form, Response to Resistance Report and related offense reports).

TALLAHASSEE POLICE DEPARTMENT

GENERAL ORDER 61 – WEAPONS, FIREARMS AND
LESS-LETHAL FIREARMS

APPENDIX THREE

RANGE PROCEDURES AND SAFETY PROTOCOLS

I. DEFINITIONS

- A. **Authorized Range:** Any firearms range approved by the Firearms Training Unit for Department utilization.
- B. **Range Officer:** A CJSTC certified firearms instructor who facilitates Department-approved training/utilization of an authorized range.
- C. **Range Supervisor:** A CJSTC certified firearms instructor in charge of any Department-approved training/utilization of an authorized range.

II. RANGE SAFETY PROTOCOLS

- A. The protocols of this section are applicable to all officers regardless of their rank or assignment, and irrespective if they are a participant (i.e., shooter), instructor or observer.
- B. To distinguish range supervisors/officers from shooters, red shirts shall be worn by range supervisors/officers only.
- C. Shooters shall wear eye and ear protection at all times while there is shooting on the range.
 - 1. Full cover ear protection is recommended.
 - 2. Soft foam ear plugs are acceptable.
- D. It is recommended officers wear their protective vest (body armor) while engaged in shooting activities.
- E. Officers are responsible for being in a state of physical and mental readiness to utilize an authorized range.
- F. Range supervisors and range officers are authorized to deny authorized range access to any person if it is deemed the person is not in a state of physical or mental readiness to utilize the range.
- G. Officers shall handle all firearms as if they were loaded.

TALLAHASSEE POLICE DEPARTMENT

- H. Officers shall ensure firearms are pointed in a safe direction at all times.
- I. For firearms with holsters, shooters shall ensure the firearm is kept in the holster while on the firing line until a range officer or the range supervisor has issued the command to handle the firearm.
- J. Shooters shall not load/insert a round of ammunition in the chamber of a firearm (make the firearm “hot”) until the command to do so is issued by a range officer or the range supervisor.