	DEPARTMENT OF PUBLIC SAFETY DEPARTMENT ADMINISTRATION POLICY AND PROCEDURES	EFFECTIVE DATE: JUN 24 2008	POLICY NO.: ADM.04D.02
		SUPERSEDES (Policy No. & Date): ADM.04D.02 of 3/19/96	
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1.0 PURPOSE

To establish Department policy and provisions which will ensure that all law enforcement officers adequately trained and qualified in the use, care, and safety precautions for service weapons.

2.0 REFERENCES AND DEFINITIONS

.1 References

- a. Policy LAW.09.02.5.0, Weapons and Equipment Standards, Carrying of Firearms On and Off-Duty, Law Enforcement.
- b. Policy ADM.04A.01, Department Training and Staff Development (TSD) Program.
- c. Hawaii Revised Statutes (HRS), §26-38, Powers and Duties of Heads of Departments.
- d. HRS, §353C-2, Director of Public Safety, Powers and Duties.
- e. HRS, §329, Controlled Substances.

.2 Definitions

- a. Law Enforcement Officers: Herein referred to as officers, includes Deputy Sheriffs, Narcotics Enforcement Division (NED) and Internal Affairs Office (IAO) investigators, and all other sworn personnel.
- b. Firearm Qualified: Training received in the use, care, and safety of firearms, and qualified in both marksmanship and safe weapons handling and is drug free.
- c. Drug: Any controlled substance specified under HRS, §329.
- d. Initial Probation Period: A probational time period required of anyone entering the state civil service to fill a permanent position.

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3.0 POLICY

- .1 Officers shall be proficient and qualified in the use of their authorized firearms. No weapons, personally owned or state issued, shall be carried by an officer who is not qualified for that particular weapon.
- .2 Officers shall qualify at least annually using a Qualification Course approved by the Department's Firearms Training Specialist.
- .3 Due to the nature of the job, officers are directly and immediately related to public safety and health, and to the protection of life and property. All law enforcement officers must be drug-free to be deemed firearms qualified.

4.0 PROCEDURES

.1 Basic Law Enforcement Training

LAW recruit firearms training and qualifications shall follow the provisions of TSD recruit training program.

.2 In-Service Training

Officers shall receive classroom instruction in the use, care, and safety precautions of firearms. The frequency and number of classroom hours shall be in accordance with the provisions established by TSD.

.3 Qualification

- a. Initial probationary officers who do not qualify with a minimum passing score in the TSD firearms training program and/or fails to be drug free shall be terminated from State service.
- b. All non-regular officers (temporary appointments outside the list, limited-term appointments, provisional appointments) shall qualify within the first three months of their appointment or their employment. Those who do not qualify within this period and/or fail to be drug free shall be terminated. Any practice prior to qualification shall be at the officer's time and expense.
- c. All regular officers who have not qualified or failed qualification shall, within three months, obtain the necessary firearms qualification. They shall have one additional opportunity to qualify. Any practice prior to qualification shall

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be at the officer's time and expense. Officers who fail qualification and/or fails to be drug free may be terminated.

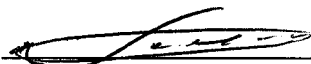
d. Personnel actions including, but not limited to, reallocations, promotions, demotions, and transfers shall not be recommended or approved for any officer who has not been firearms qualified.

e. Failure to qualify for firearms training shall be documented on the officer's Job Performance Report under the "Quality of Work on the Job" section.

5.0 SCOPE

This policy applies to all law enforcement officers.

APPROVAL RECOMMENDED:



 Deputy Director for Administration

6/6/08

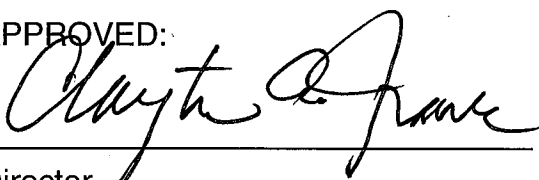
 Date



 Deputy Director for Law Enforcement

6/18/08

 Date

APPROVED:


 Director

6/24/08

 Date