


Idaho Department of Correction 	Standard Operating Procedure	Title: Firearms		Page: 1 of 13
		Control Number: 507.02.01.011		Version: 3.0
				Adopted: 2-12-1997

Jefferey Zmuda, division chief of prisons, approved this document 6/13/2014.

Open to the public: Yes No

SCOPE

This standard operating procedure applies to prisons and education, treatment, and reentry staff members designated to receive or maintain department firearms, or both.

Revision History
<p>Revision date (6/13/2014) version 3.0: Substantial revisions to the entire document.</p> <p>*Because armed transports and posts are ongoing operations, a period, not to exceed 48 hours from the publication of this standard operating procedure, is authorized to transition from the 40 caliber pistol to the 9 mm pistol.</p> <p>Previous revision dated (8/10/10 with deviations approved on 1/24/13 and 4/29/13)</p>

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BOARD OF CORRECTION IDAPA RULE NUMBER

None

POLICY CONTROL NUMBER 507

[Response to Emergencies, Disorders, and Escapes](#)

PURPOSE

This standard operating procedure standardizes firearms, ammunition, firearm maintenance, storage, and inventories to ensure continuity throughout Idaho Department of Correction prisons and community work centers (CWCs).

RESPONSIBILITY

Facility heads are responsible for implementing this SOP and ensuring that staff members practice the provisions contained herein.

STANDARD PROCEDURES

1. [General Information Regarding Firearms](#)

Department-issued Firearms

Department-issued firearms are only used for IDOC business **and** will not be issued for personal use or personal possession.

Department Firearms Qualification Card

Firearms-qualified employees are required to have in their possession a *Firearms Qualification Card* (see appendix G) at all times when on duty.

Personal Firearms

Personal firearms are not authorized for IDOC business. No personal firearms, ammunition, or other weapons will be allowed in IDOC buildings.

Staff members who possess a current and valid concealed firearms permit may bring a personal firearm and ammunition onto an IDOC parking area, but the firearm and ammunition must be concealed and secured in the employee's locked personal vehicle. The firearm must not be outside the vehicle at any time while on IDOC property. Care must be taken to ensure that offenders do not see the firearm or know of its presence.

If the employee's vehicle is a motorcycle or open vehicle without a hard, enclosed passenger cabin, the employee must secure the firearm where offenders cannot see the vehicle and before arriving at the facility parking area. The firearm must be secured in a locked compartment or a lock-box that is securely attached to the motorcycle or soft-top vehicle.

Firearms Restriction

Any employee who has pending felony charges **or** has been convicted of domestic abuse (misdemeanor or felony) will have his firearms qualification card revoked **and** will not be issued a firearm.

CWC Firearms

CWCs must receive approval from the chief of the Division of Education, Treatment, and Reentry to maintain a firearm. If a CWC is approved to have a firearm, CWC staff must adhere to all requirements in this SOP related to that firearm.

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CWCs without firearms are not subject to this SOP, except as it regards to the possession or use of personal firearms.

2. [Authorized IDOC Firearms and Ammunition](#)

Firearms

The Prisons Division will use the following firearms:

- Remington™ Model 870, 12 gauge shotgun
- Colt™ M-4 Carbine LE, .223 caliber
- Glock™ Model 17 9mm
- Remington™ Model 700, .308 caliber (CERT Only)
- AR-10 Carbine, .308 caliber (CERT Only)

Firearms Modifications

All firearms and firearms-related equipment must remain in factory condition with no modifications of any kind, unless the Prisons Division chief has approved the modification in writing. To request a modification, the facility head (or designee) must complete a *Firearm Modification Request Form* and forward it to the designated Prisons Division deputy chief. The *Firearm Modification Request Form* can be obtained from the Prisons Division emergency coordinator.

Ammunition

The armory officer is responsible for ordering and purchasing ammunition and range equipment. All ammunition will be factory new for both training and duty. No reload **or** modified ammunition will be used in department-issued firearms. The Prisons Division chief may authorize another ammunition if the type identified in this SOP becomes unavailable or impractical to obtain because of cost, limited supply, etc. (For example 9mm, 115 grain HP duty ammo might be replaced with 9mm, 124 grain HP **or** .223 caliber, 55 grain SP might be replaced with .223 caliber, 62 grain SP.)

Shotgun

Duty

- 12 gauge, 2-3/4" 00 buck
- 12 gauge, 2-3/4" rifled slug

Training

- 12 gauge, 1 oz., 8-shot trap load

9 mm

Duty

- 115 grain hollow point (HP) duty ammo

Training

- 147 grain total metal jacket (TMJ)

.223 Caliber

Duty

- 55 grain soft point (SP)

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- 55 grain HP (Correctional Emergency Response Team only)

Training

- 55 grain full metal jacket (FMJ)
- .22 long rifle (LR), 40 grain copper plated round nose (CPRN) **or** 36/38 grain copper plated hollow point (CPHP)

.308 Caliber

Duty and Training

- Factory match (Correctional Emergency Response Team only)

3. Type of Holster

All holsters must be purchased from an authorized source **and** be the model approved by the chief of the division.

The Prisons Division will use the following holster for both duty carry and training.

- Name brand: Blackhawk!™, Model: Serpa Level 2

4. Purchasing and Disposing Firearms

The Prisons Division chief must approve all firearm purchases and the purchases must be from an approved source in accordance with state purchasing regulations. The armory officer will issue a state identification (ID) tag for each new firearm received, complete an inspection, and then enter the firearm into the appendix F, *Master Inventory* and appendix E, *Monthly Inventory*. The armory officer will ensure that a firearm file is created for each new firearm (see [section 5](#)).

Firearm Disposal

Firearms that are replaced will be disposed of in accordance with [section 14](#).

5. Firearms Records

Firearm documentation such as armory logs and inventories will be kept in a three-ring binder **and** organized by month and fiscal year (July 1 through June 30).

Firearm Files

The facility armory officer (or designee) is responsible for maintaining the firearm files. Each firearm will have an individual letter-sized file, 1/3 tabbed. The tabs will be labeled (typed) with the firearm make, model, and serial number. The file is sectioned as follows:

Left Side

The left side of the folder contains appendix M, *Firearm Data Sheet* (on top), repair information/receipts, maintenance requirements, manufacturer's data, modification requests, inspection sheets, etc.

Right Side

The right side of the folder contains appendix N, *Firearms Tracking Log*. Required information includes, but is not limited to, number of rounds fired (this can be an estimation) by date; inspection information; removed from service and returned to service information; and any other information regarding the use, condition, and repair of the firearm.

6. Storage of Firearms and Ammunition

Firearm Storage

Each facility must have a field memorandum that designates an armory and sub-armory for secure storage of firearms, ammunition, and other force-related equipment, and procedures to secure and store firearms for visiting law enforcement personnel.

Armory construction must provide maximum security and safety, adequate space, and climate control to minimize deterioration of contents.

A facility may designate a sub-armory for secure storage of firearms, ammunition, and other force-related equipment to provide quick access during emergency and nonemergency situations. Firearms lockers and emergency equipment rooms are considered sub-armories. All armories (armory, sub-armory, or firearms locker) must have an inventory that lists each firearm make, model, serial number, and ammunition count. Sub-armories designated for specific posts must have a label affixed identifying the specific post to which the firearms are assigned.

Armory Access and Documentation

The key to unlock the armory or sub-armory is highly restricted and must only be given to staff that are authorized access. Each facility head will designate, by field memorandum, employees authorized access to the armory and/or sub-armory. The authorized access list must be posted at the armory or sub-armory entry point. All staff entering the armory or sub-armory must sign in and out using the appendix A, *Armory Access Log*.

The armory officer (or designee) is responsible to obtain the logs by the 5th day of each month for review and filing.

7. Issuing Firearms

A firearm will only be issued to an employee currently qualified on that firearm and in possession of a valid *Firearms Qualification Card*.

The following steps are used when issuing a firearm.

Functional Roles and Responsibilities	Step	Tasks
Staff Member Receiving Firearm	1	Present your valid <i>Firearms Qualification Card</i> to the issuing staff.
Issuing Staff	2	Visually inspect the <i>Firearms Qualification Card</i> , ensuring the staff member is currently qualified for the firearm. Caution: The <i>Firearms Qualification list</i> must not be used in lieu of appendix G, <i>Firearms Qualification Card</i> for the purpose of issuing firearms.
	3	<ul style="list-style-type: none"> • If the qualification is current, issue the firearm and ammunition; and • Place the staff member's <i>Firearms Qualification Card</i> in an area designated by field memorandum (continue to the next step); or • If the qualification is not current, do not issue the firearm, and immediately notify the shift commander of the discrepancy (the firearm issue process ends here).

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Functional Roles and Responsibilities	Step	Tasks
Staff Member Issued Firearm	4	If the firearm is issued or removed from a secure storage location, complete the checkout process using appendix B, <i>Firearms/Ammunition Log</i> .
	5	Before beginning tour of duty, visually and physically inspect the firearm in accordance with training.
	6	<ul style="list-style-type: none"> • After the tour of duty, unload the firearm in accordance with training; • Return the firearm and ammunition to the designated storage area or staff member (see section 8 for unloading instructions); and • Complete the check-in process using <i>Firearms/Ammunition Log</i>.

8. [Return Firearms to Armory, Sub-armory, or Storage](#)

Each firearm must be properly cleared before returning it to the armory or sub armory. When available a second staff should supervise the process. To clear the firearm the following steps must be followed:

1. Remove the firearm from the holster and point muzzle into a clearing barrel.
2. Remove magazine.
3. Secure magazine in pocket or other safe location.
4. Rack the slide three times (Do not attempt to catch the ejected round).
5. With the slide locked open, visually and physically inspect the chamber to ensure the chambered round was ejected.
6. Close the slide.
7. With the muzzle pointed into the clearing barrel, pull the trigger. Ensure the firearm is clean and in good operational condition.
8. Re-holster the firearm, reload the ejected round into the magazine and/or secure the firearm and magazine in the applicable armory, sub-armory.

9. [Inventory Control of Firearms and Ammunition](#)

The armory officer at each facility will maintain firearm and ammunition inventories. The facility armory officer is responsible for ensuring that master ammunition and firearm inventories are accurate and current. The armory officer will maintain a master inventory using appendix F, *Firearms Master Inventory*. The armory officer will ensure that any change is documented immediately on the facility master inventory.

The armory officer will ensure that by the 5th day of each month, inventories of all ammunition and firearms in each armory or sub-armory are completed using appendix D, *Ammunition Monthly Inventory*, **and** appendix E, *Firearms Monthly Inventory*. The facility armory officer will also gather the previous month's appendix A, *Armory Access Log and* appendix B, *Firearms/Ammunition Logs*. The facility armory officer is responsible for posting new logs for the current month and for reviewing and filing the previous month's logs.

Each month, the armory officer will compare the monthly inventories with the master inventory and reconcile any discrepancies.

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Rotation Requirements

Firearms assigned to armed posts (towers, transport, master control center, etc.) will be rotated on an annual basis. The armory officer will clean, lubricate, and inspect each firearm assigned to an armed post quarterly and document it in the individual firearm file.

Ammunition assigned to armed posts is replaced with factory-fresh ammunition quarterly (January, April, July, and October). The ammunition removed from armed posts is used as range/qualification ammunition.

10. Firearms Instructors

The facility head will designate a firearms instructor at each facility to maintain a list of all firearms instructors assigned to that facility. The list will contain the employees' names, associate numbers, certification dates, and certification expiration dates.

The following standards apply to all firearms instructors:

- Serve at the discretion of the facility head,
- Maintain current Idaho Peace Officer Standards and Training (POST) firearm instructor certification,
- Provide firearms instruction at least twice a year,
- Re-certify in accordance with POST Standards.

11. Qualification and Training

Employees must have a firearms instructor present to use the IDOC firing range and/or department firearms and ammunition.

All employees who successfully qualify with any department firearm will be issued a *Firearms Qualification Card* (see appendix G).

Facilities will attempt to provide firearms training opportunities for employees quarterly. To reduce expenditures, facility heads may authorize the use of .22 LR conversions and .22 LR ammunition for training with applicable firearms.

The armory officer is required to maintain a list of all facility personnel that are firearms qualified using appendix L, *Firearms Qualification List*. The *Firearms Qualification List* is used for administrative staff and trainers to monitor the number of staff qualified and on which firearms, expiration dates, and to make decisions regarding training and qualification needs. The *Firearms Qualification List* is also important for incident commanders or designees to see who on shift is qualified and on which firearms to expedite post assignment and recall. The armory officer will update the list quarterly. The *Firearms Qualification List* will not be used in lieu of a *Firearms Qualification Card* for the purpose of issuing firearms.

Armed Post Training

Employees assigned to an armed post on a permanent or consistent basis, must complete post-specific training annually that includes the following information:

- Vehicle stops (if applicable);
- Low-light shooting;
- Use of Force; and
- Rules of Engagement

Certification and Requalification Requirements

Initial certification and continued qualification with the shotgun is mandatory for all uniform staff at all prison facilities. Facility heads will determine qualification requirements for staff at their facility on the rifle and pistol. Facility heads will make the determination based on relief factors, armed posts, and armed assignments, (e.g., towers, outside patrol, transport, control center, and tactical team members).

Remedial Training Procedures

If an employee fails to complete firearms training **or** qualification requirements successfully, the following steps will be followed.

Functional Roles and Responsibilities	Step	Tasks
Firearms Instructor	1	<p>If time permits, allow the employee to re-shoot the course-of-fire once.</p> <ul style="list-style-type: none"> • If the employee successfully completes the course-of-fire, issue a current firearms qualification card (the process ends here). • If the employee fails to complete the course-of-fire, destroy the staff member's <i>Firearms Qualification Card</i> and if applicable issue a new card that reflects any current firearm qualification (proceed to step 2).
	2	Notify the facility security manager in writing of the need for remedial training.
Facility Security Manager	3	Select a facility firearms instructor to provide remedial firearms training.
Facility Firearms Instructor	4	<ul style="list-style-type: none"> • Provide the employee training and practice before the next qualification, and • Document the training using appendix O, <i>Firearms Remedial Training Documentation</i>.
	5	Following remedial training, provide the employee with an opportunity to qualify; and Allow no more than two qualification attempts on a qualification day.
	6	<ul style="list-style-type: none"> • If the employee qualifies, destroy the employee's <i>Firearms Qualification Card</i>, and issue a <i>new one</i> (the process ends here). • If the employee fails to qualify, proceed to step 7.
	7	<ul style="list-style-type: none"> • Notify the facility security manager in writing, • Notify the employee that he has two weeks before the next attempt to qualify, and • Reschedule the employee for the final qualification attempt.

Functional Roles and Responsibilities	Step	Tasks
	8	<p>For the final qualification attempt:</p> <ul style="list-style-type: none"> • If the employee qualifies, destroy the employee's <i>Firearms Qualification Card</i>, and issue a <i>new one</i> (the process ends here). • If the employee fails to qualify, notify the facility security manager in writing.
Facility Security Manager	9	<p>Notify the facility head that the staff member has failed to qualify and forward all relevant documentation regarding training and qualification attempts.</p>
Facility Head	10	<p>Review the information and determine if the employee has received proper training, qualification opportunities, and ensure other provisions contained in this SOP have been followed.</p> <ul style="list-style-type: none"> • If it is determined that training and qualification have been conducted appropriately, consult with the IDOC's Human Resource Services (HRS) before taking corrective action. • If it is determined that the employee would benefit from additional remedial training or that provisions contained in this SOP were not followed, develop a training plan to include an additional requalification attempt.

12. Discharge of a Firearm for Other Than Training Purposes

The safe handling and use of firearms is vital. Anytime a firearm is discharged other than during training, the Prisons Division will follow a standardized process. The goals of the process include, but are not limited to, the following:

- Immediately ensure the situation is made safe and the events of the discharge are documented;
- Remove the staff member from the work environment until the facility head approves his return to work;
- Secure the weapon and give it to the facility armorer for inspection to ensure it is in working order and meets manufacture's specifications; and
- Review the incident and take appropriate action.

When the discharge of a firearm occurs, take the following steps:

Functional Roles and Responsibilities	Step	Tasks
Employee	1	<ul style="list-style-type: none"> Make the firearm safe, and immediately contact the shift commander or central control and request medical staff if needed. <p>(If contacted, central control will contact the shift commander, assistant shift commander, or most senior staff member on duty in that order.)</p>
Shift Commander or Designee	2	<ul style="list-style-type: none"> Contact medical staff if needed Assign a staff member to supervise the situation If applicable, notify local law enforcement Contact the facility head or facility duty officer
Scene Supervisor	4	<ul style="list-style-type: none"> Secure firearm and ammunition using proper evidence collection procedures (see Custody of Evidence, SOP 116.02.01.001) As soon as practical, have the employee report to the shift commander When applicable, take photographs and diagram the scene Complete an information report, and ensure that involved staff members complete information reports Forward everything related to the event to the shift commander
Shift Commander or Designee	5	<p>Immediately inform the staff member of the process. If the discharge was a staff involved shooting whether or not any injury occurred, or if an unintentional discharge resulted in an injury, the following must also occur along with the remainder of this process.</p> <ul style="list-style-type: none"> The employee will be removed from the scene and may be isolated in a motel with another staff member for approximately 24 hours at the discretion of the director (or designee) An outside law enforcement agency must investigate the incident
	6	<ul style="list-style-type: none"> Secure the employee's Firearms Qualification Card Ensure that involved staff have submitted information reports Ensure the firearm is taken it out of service and tagged 'DO NOT USE' until all inquiries into the incident have been completed and a factory trained armory officer has inspected the firearm.

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Functional Roles and Responsibilities	Step	Tasks
	7	<ul style="list-style-type: none"> Relieve the staff member from duty and remove from schedule until the facility head has cleared the staff to return to work Instruct the employee to report to the facility head the next working day Complete a 105 report in accordance with General Reporting and Investigation of Major Incidents, SOP 105.02.01.001 Forward all the information to the facility head.
Facility Head	8	<ul style="list-style-type: none"> Meet with the staff member as soon as possible Explain the process to the staff member Provide the staff member information regarding the rest of the process, including estimated timelines (continue to keep the employee informed until the processes is completed)
	9	In consultation with Prisons Division leadership, determine the following: <ul style="list-style-type: none"> If an internal review or SIR should be conducted When the employee should be returned to duty and if any restrictions, such as assignment to armed posts, should be temporarily imposed
	10	When the employee's status is determined, meet with the employee as soon as possible, but not more than two working days.
	11	Implement any decisions made based on the process.

13. [Firearms Repair and Inspection](#)

Any firearm needing repair must be removed from service and clearly marked with a 'DO NOT USE' tag attached through the trigger guard. The employee who discovered the problem will immediately complete and submit an *Information Report* (see [General Reporting and Investigation of Major Incidents](#)) to the facility armory officer.

The armory officer will initiate repairs within 10 working days and as soon as the firearm is repaired, it will be returned to service.

Annual Inspection

A certified factory-trained armory officer must inspect all firearms annually. Inspections are documented using a manufacturer inspection form. Normally, an armory officer not assigned to the facility that is being inspected will complete the inspections. The Prisons Division chief (or designee) will approve the annual inspection plan, including which armory officer will do inspections at each facility.

14. [Disposal of Firearms](#)

The Prisons Division chief (or designee) must approve, in writing, the disposal of firearms and/or the removing of firearms from a facility inventory.

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Disposal of state firearms will be in accordance with directive [Inventoriable Fixed Assets 114.03.03.010](#), and the Department of Administration, Division of Purchasing, *Purchasing Reference Guide, Surplus Property Disposal and Trade-ins*.

After disposal the armory officer will adjust inventories in accordance with [section 9](#).

DEFINITIONS

Armory: A secure area with restricted access for the purpose of storing firearms, ammunition, chemical munitions, less lethal munitions, and other security-related equipment.

Armory Officer: A department employee specially trained in handling and maintaining firearms.

Facility Security Manager: A staff member in a supervisory position, appointed by the facility head, who is responsible to directly oversee uniform staff and security operations.

Firearms Instructor: A department employee who is an Idaho Peace Officer Standards and Training (POST) certified firearms instructor.

Firearms Qualification: The demonstration of abilities to (1) handle firearms safely and (2) meet department proficiency criteria.

Firearms Training: The review and practice of firearms safety, fundamentals of marksmanship, firearms manipulation skills (drawing, holstering, reloading, malfunction clearance drills), moving and shooting, shooting while moving, shooting from different positions, use of cover, low guard, high guard, port arms, scanning, issuing verbal warnings, etc.

Sub-armory: A secure area with a small number of firearms held for (1) quick access during emergency and nonemergency situations and/or, (2) posts such as outside patrol and transports.

Uniform Staff: All security and food service personnel within the department.

Firearms Locker: A temporary storage area designed to secure firearm(s) and ammunition on a short-term basis.

REFERENCES

Appendix A, Armory Access Log

Appendix B, Firearms/Ammunition Log

Appendix C, Training Ammunition Request Form

Appendix D, Ammunition Monthly Inventory

Appendix E, Firearms Monthly Inventory

Appendix F, Firearms Master Inventory

Appendix G, Firearms Qualification Card

- [Appendix G \(Fill-in version\)](#)

Appendix H, Pistol Qualification Score Sheet

Appendix I, Shotgun Qualification Score Sheet

Appendix J, Rifle 100 Yard Qualification Score Sheet

Appendix K, Rifle 50 Yard Qualification Score Sheet

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Appendix L, Firearms Qualification List

Appendix M, Firearm Data Sheet

Appendix N, Firearms Tracking Log

Appendix O, Firearms Remedial Training Documentation

Directive 114.03.03.010, *Inventoriable Fixed Assets*

Directive 116.02.01.001, *Custody of Evidence*

Standard Operating Procedure 105.02.01.001, General Reporting and Investigation of Major Incidents

State of Idaho, Department of Administration (www.admin.idaho.gov)

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IDAHO DEPARTMENT OF CORRECTION
Training Ammunition Request Form

Facility: _____

Date: _____

Type (9 mm.223, etc.)	Quantity	Comments

Requested by: _____ Associate #: _____

Approved by: _____ Associate #: _____

Type & Quantity Returned:

Type (9mm, .223, etc.)	Quantity	Comments

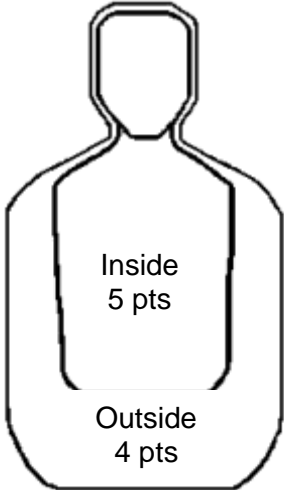
Returned by: _____ Associate #: _____

Date: _____

**IDAHO DEPARTMENT OF CORRECTION
Pistol Qualification Score Sheet**

Qualification Requirements:	Weapon:		
Staff: 85% or higher	Make:		
Instructors: 95% or higher	Model:		
	Serial #:		

Name: _____ Associate #: _____



TQ-21 Target
Required

	Hits (5 pts)	Hits (4 pts)	Other (0 pts)
Station 1: 25 yard line, 18 rounds, 60 seconds			
9 rounds kneeling, behind barricade			
6 rounds standing behind barricade-strong hand			
3 rounds standing behind barricade-support hand			
Station 2: 15 yard line, 18 rounds, 35 seconds			
18 rounds standing, point shoulder at eye level			
Station 3: 7 yard line, 12 rounds, 20 seconds			
12 rounds standing, point shoulder at eye level			
Station 4: 3 yard line, 12 rounds, 15 seconds			
8 rounds standing, below eye level-strong hand			
4 rounds standing, below eye level-support hand			
Totals			

Qualification Score: Total Points: _____ Divide by 3 equals _____ %

Firearms Instructor: _____ Associate #: _____

Qualification Date: _____ Re-qualification Due Date: _____

Instructor comments and/or recommendations: _____

**IDAHO DEPARTMENT OF CORRECTION
Shotgun Qualification Score Sheet**

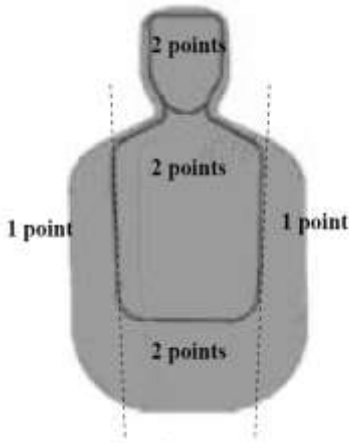
Qualification Requirements:

Staff: 70% or higher
Instructors: 70% or higher

Weapon:

Make: _____
Model: _____
Serial #: _____

Name: _____ Associate #: _____



TQ-21 Target Required

	Hits (2 pts)	Hits (1 pts)	Other (0 pts)
Station 1: 50 Yards, 1 round, rifled slug			
1 round standing, combat load			
Station 2: 40 yards, 2 rounds, rifled slug			
1 round standing (combat load first round)			
1 round kneeling			
Station 3: 25 yards, 2 rounds, rifled slug			
1 round standing (combat load first round)			
1 round kneeling			
Station 4: 25 yards, 3 rounds, 00 buck (9 pellets in each round)			
1 round standing (combat load first round)			
2 rounds kneeling			
Station 5: 15 yards, 2 rounds, 00 buck (9 pellets in each round)			
2 rounds standing (combat load first round)			
Totals			

Qualification Score: Total points equals _____ %

Firearms Instructor: _____ Associate #: _____

Qualification Date: _____ Re-qualification Due Date: _____

Instructor comments and/or recommendations: _____

**IDAHO DEPARTMENT OF CORRECTION
Rifle 100 Yard Qualification Score Sheet**

Qualification Requirements:

Staff: 85% or higher
Instructors: 95% or higher

Weapon:

Make: _____
Model: _____
Serial #: _____

*If any round cannot be accounted for on the target (in the black/grey), it is an automatic failure of this course of fire.

Name: _____ Associate #: _____



TQ-19 Target

	Grey (5 pts)	Black (4 pts)	Misses
Station 1: 100 yards, 5 rounds (TQ-19, 1/3 size)			
5 rounds prone, 2 minutes			
Station 2: 100 yards, 5 rounds (TQ-19 2/3 size)			
5 rounds kneeling, 2 minutes			
Station 3: 100 yards, 5 rounds (TQ-19 full size)			
5 rounds standing, 2 minutes			
Station 4: 50 yards, 20 rounds (TQ-19 full size)			
5 rounds standing, 1 minute			
5 rounds kneeling, 1 minute			
10 rounds prone, 1 minute			
5 rounds shooters choice, 20 seconds			
Station 5: 25 yards, 10 rounds (TQ-19 full size)			
5 rounds kneeling, 20 seconds			
5 rounds standing, 20 seconds			
Station 6: 15 yards, 10 rounds (TQ-19 full size)			
10 rounds standing, 15 seconds			
Totals			

Qualification Score: Total Points: _____ Divide by 3 equals _____ %

Firearms Instructor: _____ Associate #: _____

Qualification Date: _____ Re-qualification Due Date: _____

Instructor comments and/or recommendations: _____

**IDAHO DEPARTMENT OF CORRECTION
Rifle 50 Yard Qualification Score Sheet**

Qualification Requirements:
Staff: 85% or higher
Instructors: 95% or higher

Weapon:
Make: _____
Model: _____
Serial #: _____



Station 1: 50 yards, 20 rounds, 1 minute (TQ-19)	Grey (5 pts)	Black (4 pts)	Misses
5 rounds standing 5 rounds kneeling 10 rounds prone			
Station 2: 50 yards, 5 rounds, 20 seconds (TQ-19)			
5 rounds shooter's choice			
Station 3: 25 yards, 10 rounds, 20 seconds (TQ-19)			
5 rounds standing 5 rounds kneeling			
Station 4: 15 yards, 10 rounds, 15 seconds (TQ-19)			
10 rounds standing			
Station 5: 7 yards, 10 rounds, 5 pairs (TQ-19)			
10 rounds standing, 2 seconds per pair x 5 reps			
Station 6: 5 yards, 5 rounds (TQ-19)			
*5 rounds standing, head shots, 2 seconds each x 5 reps			
Totals			
* Hits outside the occipital area but still in the head are scored 1 point each.			

Qualification Score: Total Points: _____ Divide by 3 equals _____ %

Firearms Instructor: _____ Associate #: _____

Qualification Date: _____ Re-qualification Due Date: _____

Instructor comments and/or recommendations: _____

**IDAHO DEPARTMENT OF CORRECTION
Firearm Data Sheet**

Facility: _____
Make: _____ Model: _____

Serial #: _____ State ID #: _____
Purchase Date: _____ Purchase price: _____
Vendor: _____
Vendor's address and contact information: _____

Maintenance Requirements: _____

Repair & Maintenance Information: _____

**IDAHO DEPARTMENT OF CORRECTION
Firearms Remedial Training Documentation**

Name and Associate #: _____ Date: _____

Instructor Name and Associate #: _____

Shotgun Rifle Pistol

Summary of the range deficiencies the shooter has demonstrated: _____

Use this checklist to identify and document areas of retraining based on the shooter's deficiencies. Note: The firearm's instructor will determine which areas require retraining.

Range safety rules:

Amount of time spent retraining: _____ Instructor's initials: _____

Fundamentals

Posit-ion

-Breath Control

-Sight alignment/sight picture

-Trigger squeeze

Amount of time spent retraining: _____ Instructor initials: _____

Loading and unloading procedures

Amount of time spent retraining: _____ Instructor's initials: _____

Proper shooting positions with a safe weapon

Amount of time spent retraining: _____ Instructor's initials: _____

Course of fire

Amount of time spent retraining: _____ Instructor's initials: _____

Total amount of time spent retraining: _____ Instructor's initials: _____

Number fired: Shotgun: _____ Rifle: _____ Pistol: _____

Allowed the employee to fire qualification course(s) (no more than two [2] attempts per firearm in one [1] day)

Number of qualification attempts:

Shotgun: One (1) Two (2) Qualified: Yes No

Rifle: One (1) Two (2) Qualified: Yes No

Pistol: One (1) Two (2) Qualified: Yes No

Instructor Signature: _____

Employee Signature: _____

Staff Name and Associate #: _____ Date: _____

Shotgun Rifle Pistol

To be filled out by instructor recommending remedial training

Summary of the range deficiencies the shooter has demonstrated: _____

Instructor: _____ Assoc. # _____

Signature: _____

Appendix O

507.02.01.011

(Appendix last updated 6/10/14)

**IDAHO DEPARTMENT OF CORRECTION
Firearms Remedial Training Documentation**

To be filled out by instructor conducting remedial training

Date: _____

Time spent retraining specific areas based on the shooter's deficiencies. **Note:** The firearm instructor will determine which areas require retraining.

- | | |
|--|--|
| <input type="checkbox"/> Range safety rules: Time _____ | <input type="checkbox"/> Stance: Time _____ |
| <input type="checkbox"/> Breathing: Time _____ | <input type="checkbox"/> Sight alignment: Time _____ |
| <input type="checkbox"/> Trigger control/reset: Time _____ | <input type="checkbox"/> Grip: Time _____ |
| <input type="checkbox"/> Proper shooting positions: Time _____ | <input type="checkbox"/> Loading/unloading: Time _____ |
| <input type="checkbox"/> Firearm inspection: Time _____ | <input type="checkbox"/> Safe handling of firearms: Time _____ |

Qualified: Yes No Number of attempts: 1 2

Documentation of continuing deficiencies: (must be specific) _____

Instructor: _____ Assoc. # _____ Signature: _____

Staff member: _____ Assoc. # _____ Signature: _____

Distribution:
Security manager
Employee file

Appendix O
507.02.01.011
(Appendix last updated 6/10/14)