



DEPARTMENT NOTICE

22-071
7/19/22

Range Qualification and Weapons Storage

Sworn members shall demonstrate proficiency with their primary, Department-authorized firearm in accordance with criteria and frequency established by the Training Division, with the approval of the Deputy Chief of the Administration Bureau. During range qualification courses, sworn members (uniformed) shall use their Department-authorized firearm, Department-authorized holster, Department-authorized magazine pouch, duty belt, and vest. Members who fail to comply with these minimum equipment requirements will not be permitted to participate in the Range qualification course until properly equipped.

All sworn members, including Captains and Command Staff, shall qualify at an authorized SFPD range twice annually except as noted:

Specialized Units: Due to the unique performance requirements of certain units, the Chief of Police may authorize modified qualification schedules and courses for these units. Sworn members assigned to these units shall qualify at a minimum of twice annually. It shall be the responsibility of the OICs of these specialized units to ensure their sworn members' compliance. The OICs shall forward the rosters of compliance to the Rangemaster upon the conclusion of the qualification.

Officers who are regularly assigned to plainclothes/civilian dress details shall perform the range qualification course with their Department-authorized handgun, Department-authorized holster, Department-authorized magazine pouch, and vest. Additionally, an outer garment consistent with the type usually worn while on-duty shall be worn to cover their handgun, holster, and magazine pouch during the range qualification course. Members who fail to comply with these minimum equipment requirements will not be permitted to participate in the Range qualification course until properly equipped.

Disarmed Sworn Members: Sworn members who are disarmed for medical or administrative reasons are excused from their qualification requirements until they are rearmed pursuant to Department General Order 3.05 (Department Weapon Return Panel).

Leaves of Absences: Sworn members who are on an approved leave of absence, *180 calendar days or less*, shall qualify during their scheduled range month unless exempted from doing so by the Chief of Police. Members who request exemption from qualification shall submit their request, in writing, through their chain of command.

Sworn members who are on an approved leave of absence *greater than 180 calendar days* shall contact the Rangemaster and check-in their Department authorized firearm(s) for storage prior to their anticipated leave date.

Upon return from leave, members shall contact the Rangemaster to arrange for firearm return.

Examples of Leaves of Absence include Military Leave, Educational Leave, Family Care Leave, Personal Leave, etc.

Modified Duty: Sworn members who are on modified duty are excused from participating in their range qualification until they return to full duty status. Any sworn member who misses their required qualification due to modified duty status must, upon return to work, qualify at the Range on the first available scheduled range qualification date.

Any sworn member who misses their required range qualification due to temporary modified duty must qualify at the Range prior to returning to their assignment.

Disability Pay: Sworn members who are on DP are excused from participating in their range qualification until they return to their assignment. Any sworn member who misses their required qualification due to DP must, upon return to work, qualify at the Range on the first available scheduled range qualification date.

Members who are unable to participate in the Range Qualification for *greater than 180 calendar days* shall contact the Rangemaster and store their Department authorized firearm(s). Members who are medically incapacitated shall contact the Sick Sergeant, who will coordinate the retrieval and storage of the firearm(s).

Upon return from leave, members shall contact the Rangemaster for firearm return.

Members returning from DP must requalify during the month of their return as indicated above as well as at the time of their regularly scheduled range requalification. If a member's return from DP falls within their regularly scheduled range requalification period, a single requalification is sufficient.

Sworn members are encouraged to attend the Range to practice during designated hours.

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William Scott
WILLIAM SCOTT
Chief of Police

Per DN 20-150, all sworn & non-sworn members shall electronically acknowledge this Department document in PowerDMS. Members whose duties are relevant to this document shall be held responsible for compliance. Any questions regarding this policy should be made to sfpd.writtendirectives@sfgov.org, who will provide additional information.