

Quincy, Illinois
Police Department
Policy and Procedure Manual

Chapter: 4

Number: 67

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Title: Retired Officers Concealed Weapons Carry Requirements

Purpose:

This statement sets forth the department's firearms training, qualification course and record keeping procedures as provided for retired officers wishing to carry a concealed weapon as allowed by Bill Number H.R.218 for the 108th United States Congress.

Policy:

It is the policy of the Quincy Police Department, as it pertains to retired officers wishing to legally carry a concealed firearm, to:

- I. Issue a Retired Officer Identification Card.
- II. Provide proper firearms training and qualification standards.
- III. Test annually the retired officer's firearm proficiency and safety skills.
- IV. Maintain adequate record of departmental firearms training, qualification and weapon(s) qualified with by the retiree.

Procedure:

1. Requirements of Retired Officers Wishing to Qualify to Carry a Concealed Weapon:
 - a. Retired Officers, will each year:
 - i. Be required to submit a letter of request for participation in the program to the Chief of Police each year the retiree wishes to test and qualify.
 - ii. Must receive approval from the Chief of Police prior to participation.
 1. The Chief of Police shall consider the retired officer's current standing with the department as well as his or her competency.
 2. The Chief of Police shall also take into consideration the amount of time the retired officer has been retired from the Quincy Police Department and/or absent from law enforcement or law enforcement like job duties.
 3. Any retired officer who is refused participation shall be provided written notice of the refusal. The retired officer may appeal such refusal to the Chief of Police, provided that the retired officer delivers a written request for review to the Chief of Police within (7) days of the date on the written notice. The Chief shall promptly set the matter for review and give notice to the retired officer of the time, date and place of the review, at which time the retired officer shall have the opportunity to appear to be heard on the decision to refuse participation. After any such review, the Chief of Police shall render a written decision, affirming

or reversing the refusal to participate. Said written decision shall be promptly mailed to the retired officer at the address provided by him/her).

- iii. Make arrangements, if the Chief of Police approves participation, with the Firearms Training Coordinator for scheduling a time within the departmental testing and qualification period for the year they are approved to participate in.
 - iv. Provide their own ammunition for the weapon(s) they intend to qualify with (a minimum of 50 rounds of ammo per weapon per qualification round) and will also provide their own cleaning supplies for cleaning their weapon(s) after the qualification round.
 - v. Make their own arrangements for transportation to the site where departmental testing and qualifications is held.
 - vi. Sign an acknowledgement of receipt indicating they have received, read and understand the contents of the departmental policy entitled "Retired Officers Concealed Weapons Carry Requirements" which will be given to them as part of the classroom training. (See appendix B)
 - vii. Complete and sign the questionnaire included with the policy receipt. (see appendix B)
 - viii. Read and sign the "Hold Harmless" agreement. (see Appendix D) prior to attempting qualification on the range.
 - ix. Qualified retired officers will be required to sign a disclaimer of liability of the City of Quincy for all acts taken related to carrying a concealed firearm; acknowledging personal responsibility as a private person for all acts taken when carrying a concealed firearm as permitted by the Act; NOT as an employee of the City of Quincy Police Department or as a sworn law enforcement officer. Such disclaimer shall also release the City of Quincy from any action at law as a result of any injury or accident during the described firearms qualification activities.
 - x. Be photographed so that a digital photo can be placed on the identification card that will be signed by the Chief of Police, validating the card, after a successful qualification round and passing the classroom testing. The card will be valid for one year from the date placed on the card. (See sample in Appendix C)
 - xi. Possess a valid State of Illinois Firearm Owners Identification (FOID), if an Illinois resident, and not be prohibited by Federal Law from receiving or possessing a firearm.
 - xii. Regardless of State of Residency, shall not be prohibited by Federal Law from receiving or possessing a firearm.
 - xiii. Be responsible for routine cleaning, preventive maintenance and all repairs for the weapons owned or controlled by them.
2. Inspection of Weapon(s) prior to Testing/Qualification:
- a. Department Armorers shall conduct a thorough inspection, of the weapon(s) the retiree wishes to test and qualify with prior to its use in the testing and qualification course.

- b. The weapon(s) must be declared safe for use by a Department Armorer and recorded as such, for that date, in the retiree's firearms file.
 - c. Record Keeping:
 - i. The Firearms Training coordinator or the Head Firearms Instructor/Armorer shall design and maintain a file for each retiree consisting of but not limited to the following for each year of involvement:
 - 1. Retirees personal identifying information
 - 2. Make, model, caliber, barrel length if necessary and serial number of the weapon or weapons used by the retiree for testing and qualification
 - 3. Date of testing and qualification or failure to qualify
 - 4. Verification, by a Firearms Instructor/Armorer, that the weapon(s) have been inspected and declared safe for use at time of testing/qualification
 - 5. Written examination and practical qualification results
 - 6. Copy of Qualified Retired Law Enforcement Officer card
 - 7. Signed receipt acknowledgement of issue and understanding of this policy
 - 8. Documentation by the Chief of Police verifying approval for participation in the program
 - ii. Assistant Firearms Instructors may assist in the record keeping function.
 - iii. A computer database file listing those retired officers who have been issued a "Qualified Retired Law Enforcement Officer" card by the Quincy Police Department will be accessible on the Watch Commanders Office computer. This file is in a folder titled "Retired Officer Card Issue" and is to be used to respond to inquiries, by other law enforcement agencies, on the concealed carry status of a retired officer. This file will contain information only for the current issuing year and that of the previous issuing year.
3. Training and Qualification:
- a. General Considerations:
 - i. Retired officers will receive training in both firearms safety and the use of firearms and be required to demonstrate their competence with the use of the firearm(s) they will carry.
 - ii. Training and qualifications will be of the same standards as required by active officers of the department.
 - iii. The training and qualification sessions, when conducted, must be done in a manner which minimizes disruption to the department yet affords adequate supervision of the retired officers to identify their proficiency and/or any problems with their firearms and skills. Protective equipment, such as shatterproof eyewear and ear plugs or ear muffs, shall be provided by the department during training and qualification sessions. Retired officers may wear personally owned protective equipment if the equipment is approved by a firearms instructor.

- iv. Each training and qualification session will be assigned a period of time for completion and, when feasible, will be in conjunction with department wide training of active officers.
 - 1. It will then be up to the approved retired officer, to ensure that the training/qualification is completed during the time frame set forth for that particular program.
 - 2. Scheduling for participation in training/qualification should be made to the Firearms Training Coordinator.
 - v. The Firearms Training Coordinator and/or the Head Firearms Instructor is responsible for scheduling and coordinating training and qualification shoots for both active officers and retirees.
- b. Training:
- i. The Department shall have a minimum of one firearms training program conducted each year which may use a combination of classroom and/or range experience.
- c. Qualification Program:
- i. Retired officers wishing to legally carry a concealed weapon as outlined in Bill Number H.R.218 for the 108th United States Congress must demonstrate proficiency by qualifying in a course of fire.
 - ii. The Firearms Qualification course of fire will be the same course of fire as recognized by the Illinois Law Enforcement Training and Standards Board. (Appendix A)
 - iii. A pass/fail system will be used for qualification.
 - 1. A minimum target score of 70% will be required for a successful qualification.
 - 2. In the event of a failure to qualify (below 70% target score) participants will be given remedial training and be given no more than two additional attempts to qualify with a particular weapon.
 - iv. Retired officers, who have successfully qualified with a specific weapon, need not qualify in the practical exercise with another weapon of the same make, model and barrel length.
 - 1. Although the additional weapon(s) of the same make, model and barrel length must be registered with the department.
 - v. The qualification shall include a written test specifically designed for the retired officers carry program.
 - 1. A score of 70%, or better, shall be required for successful completion.
 - 2. Remedial training shall be provided for all incorrect answers.
 - 3. All such remedial training shall be documented.
 - vi. Failure to obtain a 70% score on the written test or the practical qualification shall be cause for denial of the issuance of the "Qualified Retired Law Enforcement Officer" card providing the legal right to carry a concealed weapon as stated in Bill Number H.R.218 for the 108th United States Congress.

4. Restrictions

- a. The Range Master or designee's determination will be final as to all issues of safety and equipment. Any weapon, holster, ammunition, or related equipment found unsafe for qualification and carry shall be prohibited on the range.
- b. The Law Enforcement Officers Safety Act, 18 USC § 926 B & C (Public Law No. 108-277) passed July 22, 2004, does NOT authorize the retired officer to
 - i. Carry a machine gun, silencer, or other destructive device
 - ii. Act in the capacity of a Police Officer of the City of Quincy
 - iii. Permit him or her to carry a firearm on any State or local government property, installation, building, base or park with laws restricting the carry of firearms.
 - iv. Permit him or her to carry a firearm on any other property which expressly prohibits the carrying of firearms (ie. airports, aircraft)
 - v. Violate any Federal Law, State Statute or Local Ordinance

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