

## OFFICE OF SUPPORT SERVICES

**NOTICE**  
12.3.1

July 9, 2024

**TO:** All Commanding Officers

**FROM:** Director, Office of Support Services

**SUBJECT:** FIREARM QUALIFICATION AND RETURN TO WORK PROCEDURES

The results of the recent Department-wide Injury on Duty (IOD)/Return to Work (RTW) Firearm Verification have indicated that follow-up steps are necessary to ensure compliance with firearm qualification requirements. This notice reinforces the requirements regarding the responsibilities of each command.

Special Order No. 36, dated November 2007 established the restriction and reinstatement of the right to carry a firearm and powers of arrest subsequent to the medical inability to meet Department firearm qualification standards.

It is imperative that all commands across the Department are familiar with their responsibilities to ensure the adherence to the requirements and timelines provided in Special Order No. 36.

### **Notice to Meet Firearm Qualification Requirements**

Each command must issue a “Notice to Meet Firearm Qualification Requirements within 30 Calendar Days (30-Day Notice)” to any employee under their command who has been unable to qualify with their firearm for more than one calendar year. This responsibility applies regardless of whether the impacted employee has been transferred to the Return to Work Section (RTWS).

### **Collection of Firearm and Police Identification Card**

At the expiration of the 30-Day Notice, commands must issue the employee an “Order to Relinquish City-Issued Duty Firearm and Police Identification Card, and Restriction of Police Officer Powers” Notice. Following the issuance of this notice, the command is responsible for collecting the employee’s firearm and Police Identification Card (ID).

### **Issuance of Restricted Police ID**

It is each command’s responsibility to ensure that the employee obtains a Restricted Police ID from Personnel Division after the collection of their firearm and Police ID.

All Commanding Officers

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Should you have questions regarding this matter, please contact the Office of Support Services, at (213) 486-8410.

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DANIEL RANDOLPH, Assistant Chief  
Director, Office of Support Services

APPROVED:

A handwritten signature in blue ink, appearing to be 'T. Scott Harrelson', written over a faint circular stamp.

T. SCOTT HARRELSON, Deputy Chief  
Chief of Staff  
Office of the Chief of Police

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