

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 12

October 31, 2017

SUBJECT: EXEMPTIONS TO REQUIREMENT TO QUALIFY – REVISED; AND, REINSTATEMENT OF THE RIGHT TO CARRY FIREARM AND PEACE OFFICER POWERS – REVISED

PURPOSE: The purpose of this Order is to revise Department Manual Sections 3/258.02, *Exemptions to Requirement to Qualify*, and 3/258.04, *Reinstatement of the Right to Carry Firearm and Peace Officer Powers*, to be consistent with current procedures.

PROCEDURE: This Order revises Department Manual Sections 3/258.02, *Exemptions to Requirement to Qualify*, and 3/258.04, *Reinstatement of the Right to Carry Firearm and Peace Officer Powers*. Attached are the revised Department Manual Sections with the revisions indicated in italics.

AMENDMENT: This Order amends Sections 3/258.02 and 3/258.04 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.



CHARLIE BECK
Chief of Police

Attachment

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**DEPARTMENT MANUAL
VOLUME III
Revised by Special Order No. 12, 2017**

258.02 EXEMPTIONS TO REQUIREMENT TO QUALIFY

Medical Exemptions. *All sworn personnel, armed reserve police officers, and security officers are subject to this policy. Sworn personnel who are unable to qualify due to an illness or injury shall be examined by a physician. Sworn personnel shall obtain a statement from the physician imposing the medical restriction and an estimate of the length of time for which the officer should be exempted from qualification requirements. The statement shall be reviewed and verified by the Area/division's Sick/Injury on Duty (IOD) Coordinator. After it is determined valid for the purpose of exemption from firearm qualification, the Area/division's Sick/IOD Coordinator shall process the statement in the divisional tracking system and forward the original to Medical Liaison Section.*

Note: Officers are reminded that temporary medical restrictions are valid for 30 days only. If a medical condition persists past 30 days and continues to inhibit an officer from meeting Department qualification standards, the officer must obtain a subsequent doctor's statement every 30 days until the restriction is rescinded or is classified permanent and stationary.

Note: An officer or security officer who is off duty for a period of time comprising the last seven calendar days of a qualification period due to illness or injury shall be exempt from the qualification requirements for that qualification period.

Vacation Exemptions. Officers will no longer be exempt from qualification requirements due to vacation. Exemptions for qualification requirements may be granted for approved extended absences at the discretion of the concerned commanding officer.

258.04 REINSTATEMENT OF THE RIGHT TO CARRY FIREARM AND PEACE OFFICER POWERS. *All sworn personnel, armed reserve police officers, and security officers are subject to this policy. An officer on restricted status may have his or her right to carry a firearm and full powers of arrest reinstated once the officer's medical restriction has been rescinded and the Department firearm qualification standards have been met.*

Officer's Responsibilities. The officer must submit a physician's note rescinding the medical restriction to the Area/division's Sick/IOD Coordinator, for processing into the divisional tracking system. Once the physician's note is processed, it shall be forwarded to Medical Liaison Section (MLS). Medical Liaison Section personnel will review the physician's note to determine if the officer's medical restrictions have been rescinded by the doctor. Once MLS has determined the officer's medical restrictions have been rescinded, they will notify Training Division (TD), Firearms and Tactics Section (FTS), and the officer's Area/division Sick/IOD Coordinator of the determination. After receiving verification from MLS, the officer's Area/division Sick/IOD Coordinator will notify the officer that his medical restriction has been rescinded, and direct the officer to meet with the Area/division's Training Coordinator. The Area/division's Training Coordinator will arrange the appropriate training and qualification with TD, FTS, and oversee the officer's firearm qualification and reinstatement process.

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Note: If the officer's City-issued firearm is his or her duty firearm, the officer shall check out the firearm from the armory to qualify. If the officer fails to qualify, the firearm shall be returned to the armory.

Once the officer successfully qualifies with his or her duty firearm, the officer shall:

- Sign out his or her City-issued firearm from the Department's armory;
- Respond immediately to MLS and present the qualification receipt to the *Officer in Charge (OIC), MLS, or his or her designee*;
- In return, receive *documentation* from MLS addressed to *Personnel Records Section (PRS), Personnel Division*; and,
- Respond to PRS to turn in *his or her* restricted police *identification (ID)* card and be re-issued his or her regular police ID card.

Once an officer's right to carry a firearm and police powers have been reinstated, the officer shall continue to maintain compliance with Department firearm shooting qualification standards.

Area/division's Training Coordinator/Supervisor's Responsibilities. The *Area/division's Training Coordinator* or supervisor shall oversee the officer's firearm qualification and reinstatement process.

If the officer fails to pass the firearm qualification course in his or her initial attempt, *TD, Firearms Training Unit*, shall arrange remedial firearms training for the officer and ensure that the officer successfully qualifies at the completion of the training.

Sick and Injury on Duty Coordinator Responsibilities. Upon receiving *medical documentation from the officer* stating that the officer is no longer medically exempt for the purpose of meeting the Department's firearm shooting qualification, the *Area/division's Sick/IOD Coordinator* shall assign an *Area/division's Training Coordinator* or supervisor to oversee the officer's qualification and reinstatement process.

Commanding Officer's Responsibilities. *Commanding officers (CO)* shall ensure that the *Area/division's Sick/IOD Coordinator* forwards the documentation to *MLS* for review and approval.

Medical Liaison Section's Responsibilities. *Medical Liaison Section personnel* shall review the doctor's statement rescinding the officer's medical restriction to ensure that it is valid. *Upon validation, MLS* shall notify *TD, FTS*, that the officer is no longer medically exempt from meeting Department firearm qualification standards.

Once the officer has successfully qualified and presents his or her qualification receipt, the *OIC, MLS, or his or her designee*, shall complete *documentation* addressed to *PRS* to re-issue the officer's regular police ID card.

Personnel Records Section's Responsibilities. When an officer responds to *PRS* with *documentation from MLS*, *PRS* shall take the officer's restricted police ID card and re-issue the *officer's* regular police ID card. *Personnel Records Section* shall *destroy* the restricted police ID card.