

# **FIREARMS QUALIFICATION**

Semi-Annual Firearms Qualification and Requalification Standards for New Jersey Law Enforcement

Issued December 1989  
Revised September 1990  
Revised April 1998  
Revised May 2001

**TO: LAW ENFORCEMENT EXECUTIVES**

**FROM: WAYNE S. FISHER, PH.D.  
DEPUTY DIRECTOR**

**DATE: MAY 21, 2001**

**SUBJECT: FIREARMS QUALIFICATION AND REQUALIFICATION  
STANDARDS FOR NEW JERSEY LAW ENFORCEMENT**

Revisions have been made to the Firearms Qualification and Requalification Standards for New Jersey Law Enforcement. The changes are the result of recommendations and review by many rangemasters and firearms instructors throughout the state. Revisions have been made in the courses of fire for handgun, subgun, service rifle and carbine qualification. In addition, a qualifying course of fire has been developed for scoped rifles. The statewide qualification protocol now includes standards for the entire range of firearms carried by law enforcement officers in the conduct of routine duties and specialized operations. Of particular note is an increase in the number of qualification sessions required for shotguns. Requalification will be required twice a year with any weapon carried on a regular basis as part of an officer's equipment for performance of routine official duties.

Increases in the number of requalification sessions required per year for specified firearms, as well as modifications in the courses of fire, will be effective January 1, 2002. Police executives are encouraged, however, to augment their agency requalification procedures consistent with the attached revised standards at any time prior to that date.

If you have any questions concerning firearms qualification standards please call the Division of Criminal Justice State Rangemaster at (973) 599-5946.

Semi-Annual Firearms Qualification and Requalification Standards

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TO: ALL LAW ENFORCEMENT OFFICERS

DATE: December 1, 1989

SUBJECT: Semi-Annual Firearms Qualification and Requalification Standards for New Jersey Law Enforcement

In compliance with the instructions of Attorney General Peter N. Perretti, Jr. and pursuant to the Criminal Justice Act of 1970, N.J.S.A. 52:17B-97 et seq., effective January 1, 1991 it is directed that all New Jersey law enforcement officers shall follow the attached Semi-Annual Firearms Qualification and Requalification Standards, and all New Jersey law enforcement agencies shall adopt such standards as agency policy.

The Attorney General's directive dated July 17, 1985 did not provide for specialized training with respect to automatic and semi-automatic assault weapons. Accordingly, all law enforcement officers who are authorized to use such weapons shall comply with the provisions of this manual concerning automatic and semi-automatic assault weapons commencing March 1, 1990.

Robert T. Winter  
Director, Division of Criminal Justice

## Semi-Annual Firearms Qualification and Requalification Standards

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TO: ALL LAW ENFORCEMENT CHIEF EXECUTIVES

SUBJECT: Semi-Annual Firearms Qualification and Requalification Standards for New Jersey Law Enforcement

Following is the revised directive requiring all law enforcement officers to satisfactorily complete designated firearms qualification courses so that they may continue to lawfully carry a firearm in the State of New Jersey. This directive will be effective January 1, 1991.

The previously issued directive, dated June 17, 1985, mandated semi-annual firearms requalification, provided an explanation of Tennessee v. Garner and outlined the firearms requalification program. That program included requirements for requalification with both service and off-duty weapons, along with requirements for systematic record keeping of qualifying scores.

The Semi-Annual Firearms Qualification and Requalification Manual, which accompanies the revised directive, provides the approved training and qualification requirements for law enforcement personnel exempt from the provisions of N.J.S.A. 2C:39-5. These requirements are necessary to meet the mandates of N.J.S.A. 2C:39-6J. Subsection J, which became effective on March 17, 1986, provides in part:

A person shall qualify for an exemption from the provisions of N.J.S.A. 2C:39-5, ...if the person has satisfactorily completed a firearms training course approved by the Police Training Commission. Such exempt person shall not possess or carry a firearm until the person has satisfactorily completed a firearms training course and shall annually qualify in the use of a revolver or similar weapon.

This new directive and accompanying manual augment the original directive and provisions of N.J.S.A. 2C:39-6J by incorporating minimum standards for semi-annual firearms qualification. This directive and qualification procedures shall be implemented by all New Jersey law enforcement agencies. The system of firearms qualification to be implemented is designed to measure basic firearms skills using uniform standards.

The manual includes: standards for firearms qualification for revolvers, semi-automatic handguns and shotguns, as well as automatic and semi-automatic assault-type weapons. The manual also includes training guidelines, procedures regarding non-qualifying participants, record keeping and reporting procedures, and requirements for firearms instructors.

Officers must continue to qualify twice annually following the procedures and requirements contained in the manual. These procedures do not prevent individual agencies from conducting additional in-service firearms training. Agencies are encouraged to conduct supplemental training to meet the special needs of their personnel.

## Semi-Annual Firearms Qualification and Requalification Standards

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I therefore direct, as a matter of law enforcement policy, that effective January 1, 1991 all officers must meet the minimum standards set forth in the Semi-Annual Firearms Qualification and Requalification Manual. Those personnel who do not successfully qualify or requalify with firearms shall not be permitted to carry firearms.

This directive is being issued to ensure the safety of law enforcement officers as well as promote the public safety and ensure a high level of public confidence in the competence and integrity of our law enforcement personnel in the performance of their official functions. This directive is to be distributed to and adopted by all law enforcement personnel within the state.

Robert Del Tufo  
Attorney General

**HANDGUN AND SHOTGUN QUALIFICATION**  
**AND REQUALIFICATION**

**Section 1. General Provisions**

**Applicability:** This policy applies to all law enforcement personnel in New Jersey effective March 1, 2001.

**Supersession Notice:** This policy supersedes the Attorney General's Directive of December, 1998 and replaces those portions of the 21 county policies currently in place, as indicated in this policy.

**Summary:** This policy delineates the Attorney General's requirements on firearms requalification by establishing standards for the conduct of semi-annual firearms requalification and associated training.

**Purpose:** This policy is intended to establish a uniform set of standards for semi-annual firearms requalification for any weapon, including a shotgun, which is issued or authorized for use both on and off duty. It identifies specific courses of fire that meet firearm requalification requirements. It identifies the minimum score and training necessary to meet the requalification standards as set forth in this manual.

On June 17, 1985, the Attorney General issued a directive requiring that all law enforcement personnel requalify with their firearms at least twice a year pursuant to plans submitted to and approved by the county prosecutor. This directive retains the twice a year requalification standard, augments the minimum standard now set forth in N.J.S.A. 2C:39-6J, and establishes a set of standards and requirements for requalification.

Law enforcement personnel must, therefore, continue to qualify twice annually pursuant to this policy and to their respective county plans not affected or covered by this policy. This policy is directed by the Attorney General, through the Division of Criminal Justice.

**Section 2. Definitions**

The following words and terms, when used in this manual, shall have the following meanings unless the context clearly indicates otherwise.

**Ammunition.**

**Equivalent load.** Ammunition used in training programs that resembles the service load in size, weight, velocity, recoil and trajectory, but not carried as a duty round.

**Service load.** Ammunition authorized by the agency and issued for duty use.

**Chief or Agency Executive.** The chief executive officer of any law enforcement agency in New Jersey.

**Firearms Instructor.** An individual who is certified by the Police Training Commission to instruct firearms in a basic recruit training program or possesses equivalent training as outlined in Section 6 of this manual.

**Firearms Record.** A record of firearms qualification activities for each officer required to participate. A record is to be completed, and maintained chronologically, each time the officer is required to qualify or requalify on a firearm. The record shall include relevant firearms data (make, model, caliber and serial number), training and qualification, location, date of qualification activities, qualification courses completed, ammunition used, scores fired, name of the supervising firearms instructor, and other pertinent information.

**First Aider.** This is a certified member of a volunteer first aid squad, a person certified as a first responder or emergency medical technician, or someone who is otherwise adequately trained in first aid.

**Handgun.** A firearm (semi-automatic or revolver) designed so that it can be held and fired with one hand.

**Handgun Qualification Courses (HQC1 or HQC2).** Standardized courses of fire for semi-annual handgun qualification for service and off-duty handguns. (Appendices A and B).

**Handgun Night Qualification Course (HNQC).** A standard course of fire under night firing conditions for semi-annual qualification for service and off-duty handguns. (Appendix C).

**Law Enforcement Agency.** Any police force or organization of a municipality, county or state which has, by statute or ordinance, the responsibility of detecting crime and enforcing the general laws of the state.

**Night Firing Conditions.** Low light conditions either under natural subdued lighting or utilizing simulated subdued lighting.

**Non-Qualifying Participant.** A person who fails to achieve a minimum passing score while firing a prescribed qualification course.

**Participant.** An individual undergoing semi-annual firearms qualification.

**Qualification Score--Handgun.** A score of 80% or higher based on one firing of a Handgun Qualification Course (either HQC1 or HQC2) as contained in Appendices A and B.

**Qualification Score--Handgun Night Firing.** A score of 70% or higher based on one firing of the Handgun Night Qualification Course (HNQC) as contained in Appendix C.

**Qualification Score--Shotgun.** A score of 80% or higher based on one firing of the Shotgun Qualification Course (SQC) as contained in Appendix D.

**Qualification Score--Shotgun Night Firing.** A score of 80% or higher based on one firing of the Shotgun Night Qualification Course (SNQC) as contained in Appendix D.

**Semi-Annual Qualification.** A program consisting of two prescribed qualification sessions within a 12-month period, with at least three months time between each qualification. The program is to include semi-annual qualification with handguns and semi-annual qualification with the agency authorized shotgun utilizing standardized courses of fire under daylight and night firing conditions.

**Shotgun.** A smooth bore firearm that is specifically designed and capable of firing shotgun cartridges.

**Shotgun Qualification Course (SQC).** A standard course of fire for semi-annual qualification for shotguns as prescribed in this manual. (Appendix D).

**Shotgun Night Qualification Course (SNQC).** A standard course of fire under night firing conditions for semi-annual qualification for shotguns as prescribed in this manual. (Appendix D).

**Supervising Firearms Instructor.** An individual designated by the chief or agency executive to conduct firearms qualification and supervise the firearms instructors and participants during firearms qualifications activities. The supervising firearms instructor must satisfy the requirements of a firearms instructor and must have experience in conducting either a PTC-approved firearms course or an equivalent course.

**Training/Qualification Schedule.** Firearms training schedules that become part of the firearms records reflecting the personnel, dates and times of semi-annual qualification activities.

### **Section 3. Responsibilities**

1. Division of Criminal Justice:
  - To establish a system of compliance, provide oversight for this policy and assist in implementing the policy statewide.
  - To provide all necessary and reasonable assistance to law enforcement agencies affected by this policy.
2. County Prosecutor:

## Semi-Annual Firearms Qualification and Requalification Standards

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- To implement the Attorney General's policy on firearms qualification within the county jurisdiction, including reviewing qualification programs conducted by law enforcement agencies within the respective county jurisdiction for consistency with statewide standards, conducting qualification programs as required, and maintaining proper records.
  - To provide assistance to agencies within the county jurisdiction to enable them to conduct training and qualification programs in accordance with the standards established within this policy.
3. State, County and Municipal Law Enforcement Agencies:
- To schedule and conduct individual semi-annual firearms qualification programs as directed by this policy.
  - To maintain proper records as they relate to firearms qualification of agency personnel.
  - To take appropriate action with participants who fail to qualify. This action is to be determined by the agency chief executive.
  - To immediately notify the county prosecutor, or in the case of certain state agencies the Division of Criminal Justice, of those participants who fail to qualify with a service weapon.
  - To report annually to the county prosecutor, or in the case of certain state agencies the Division of Criminal Justice, concerning qualification activities conducted during the year. (See Section 10. Records and Reports). Every police agency within a county will report to the prosecutor of that county.
  - To ensure compliance with the standards contained in this policy.

### **Section 4. Agency Training and Qualification Requirements**

- To conform to the requirements of N.J.S.A. 2C:39-6.
- To conduct semi-annual firearms qualification programs in conformance with the standards set forth in this manual.
- To qualify, twice annually, on a Handgun Qualification Course (either HQC1 or HQC2) with a minimum score of 80% with the service handgun. (See Appendices A or B for courses of fire).

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- To qualify, twice annually, on a Handgun Qualification Course (either HQC1 or HQC2) with a minimum score of 80% with any off-duty handgun which has been determined by the agency executive or supervisory firearms instructor to be substantially different in design, function or caliber from the service handgun. (If an off-duty handgun does not differ substantially in design, function, or caliber from the service handgun, a separate qualification with this weapon is at the discretion of the agency executive).
- To qualify, under night firing conditions, twice annually, on the Handgun Night Qualification Course (HNQC) with a score of 70% with the service handgun. (See Appendix C for course of fire).
- To qualify twice annually, under night firing conditions, on the Handgun Night Qualification Course (HNQC) with a minimum score of 70% with any off-duty handgun which has been determined by the agency executive or supervising firearms instructor to be substantially different in design, function or caliber from the service handgun. (If an off-duty handgun does not differ substantially in design, function or caliber from the service handgun, a separate qualification with this weapon is at the discretion of the agency executive.)
- To qualify those officers who are or might be assigned use of an agency issued shotgun twice annually on both the Shotgun Qualification Course (SQC) and the Shotgun Night Qualification Course (SNQC) with a score of 80% using the agency authorized shotgun.
- To provide remedial training for those personnel who do not meet the standards of qualification or take appropriate action until such time as the qualification standards are met.
- To train, on a semi-annual basis, all personnel in the use of force, including an update in all state, county and agency policies, statutes, and court decisions dealing with the use of force.
- To review semi-annually all firearms policies as they relate to:
  1. Warning shots
  2. Moving vehicles
  3. Removal of firearm from holster or display of firearms
  4. Surrender of firearm
  5. Disposal of animals
  6. Carrying of weapons, on and off duty
  7. Consumption of alcohol, use of prescription drugs
  8. Covert operations

- To review semi-annually all relevant state, and municipal procedures for reporting the accidental or intentional discharge of a firearm while on or off duty, except those fired in training.
- To develop and review semi-annually agency policies, rules and regulations defining:
  1. Official firearms and service ammunition
  2. Off-duty firearms
  3. Service ammunition
  4. Leather gear, to include loading devices for service and off-duty firearms.
- To provide agency personnel with appropriate training for specialized weapons such as rifles and other tactical weapons.

## **Section 5. Qualification Program**

**Qualification.** Qualification and requalification is required both during daylight hours and under night firing conditions. All qualification sessions must be conducted under the supervision of a qualified supervising firearms instructor.

**Courses of Fire.** Only those courses listed in this manual are to be used to meet the individual firearms qualification requirements set forth by this policy. The use of cover may be used at any position other than the positions mandated, if resources allow. The use of multiple targets during qualification or requalification is permitted. Additional courses of fire and training programs may be included in the agency schedule for firearms training. The purpose of this program is not to prevent agencies from engaging in supplemental training courses that meet their special needs. Specialty training is encouraged.

**Handgun Qualification Courses (HQC1 and HQC2).** (See Appendices A and B). A Handgun Qualification Course must be completed two times a year for service handguns and for handguns authorized for use off duty and which are determined to be substantially different in design, function or caliber from the service handgun. This determination is to be made by the agency executive or supervising firearms instructor. Either course, HQC1 or HQC2, may be selected for qualification purposes.

If an off-duty handgun does not differ substantially in design, function or caliber from the service handgun, a separate qualification with this weapon, under either daytime or nighttime conditions, is at the discretion of the agency executive.

**Handgun Night Qualification Course (HNQC).** (See Appendix C). The Handgun Night Qualification Course is to be completed two times a year for service handguns and for handguns authorized for use off duty and which are determined to be substantially different in design, function or caliber from the service handgun. This determination is

to be made by the agency executive or supervising firearms instructor. Either course, HQC1 or HQC2, may be selected for qualification purposes.

If an off-duty handgun does not differ substantially in design, function or caliber from the service handgun, a separate qualification with this weapon, under either daytime or nighttime conditions, is at the discretion of the agency executive.

**Shotgun Qualification Course (SQC).** (See Appendix D). The Shotgun Qualification Course is to be conducted semi-annually for the agency issued and approved shotgun.

**Shotgun Night Qualification Course (SNQC).** (See Appendix D). The Shotgun Night Qualification Course is to be conducted semi-annually for the agency issued and approved shotgun.

Participants should be advised of what is required for each course of fire and should be provided with a copy of each course of fire and training program before going to the range.

**Supervising Firearms Instructor.** The agency chief executive officer shall designate a supervising firearms instructor for each qualification session conducted.

**Firearms Instructor.** Proper instructor-participant ratios should be maintained during qualification sessions. (See Section 7. Supervising/Firearms Instructor Responsibilities).

**Ammunition.** Each participant shall be provided with service or equivalent loads for qualification with agency or department issued firearms.

**Firearms.** Qualification shall be conducted with a handgun approved by the participant's agency. Shotgun qualification shall be conducted with the agency approved shotgun.

Before any firearm is used, the supervising firearms instructor (or designee) shall inspect and approve the firearm. Approval of a firearm shall be based on department or agency standards. The process of approving the service handgun, off-duty handgun or shotgun shall be governed by the agency or department policy. A copy of records of approval shall be kept on file by the agency or department. Any off-duty handgun determined to be similar to the agency's service handgun and, therefore, not fired for qualification must be presented to the supervising firearms instructor (or designee) for inspection during each of the agency's qualification periods.

If a firearm is determined not to be serviceable, either prior to or during its use, the supervising firearms instructor shall not allow the firearm to be used. The supervising instructor shall require the agency or department or the individual, in the case of an off-duty weapon, to furnish a serviceable replacement. A report must be filed by the supervising instructor with the agency or department indicating why the firearm was unserviceable and what action was taken to correct the problem.

**Equipment.** Each participant, prior to undergoing firearms qualification, must be equipped with the agency authorized belt, holster, magazines, loading device and bullet loops. The qualification course will be fired only with the use of agency authorized loading devices and equipment. This will be indicated on the qualification record form and training schedule.

**Clothing.** Each participant should complete courses of fire wearing clothing similar to that worn while on duty. Uniformed and plain clothes personnel should wear the appropriate clothing and all equipment required in their respective assignments.

**Indoor Ranges.** Agencies may utilize indoor ranges to meet the requirements of this policy.

**Range Conduct.** Qualification on ranges will be conducted in accordance with the requirements listed in this policy.

## **Section 6. Firearms Instructor Qualification Requirements**

All instructors (supervising firearms instructors and firearms instructors) engaged in the prescribed semi-annual firearms requalification program must satisfy one of the following requirements.

- An instructor must be certified by the Police Training Commission (PTC) to instruct firearms in an approved "Basic Course" as defined in N.J.A.C. 13:1-1.1.
- An instructor must possess training equivalent to the PTC-approved firearms instructor course and be able to demonstrate knowledge and skill in this field. Equivalent training includes successful completion of a firearms instructor training program such as offered by the Federal Bureau of Investigation, United States Secret Service, Federal Law Enforcement Training Center at Glynco, GA., New Jersey State Police, Smith and Wesson Academy or the National Rifle Association Police Firearms Instructor Program.
- An instructor must have satisfactorily completed some other recognized firearms instructor course as determined by the chief of police or agency executive.

Supervising firearms instructors must also have experience in conducting either a PTC-approved firearms course or an equivalent course.

## **Section 7. Supervising/Firearms Instructor Responsibilities**

### **The supervising firearms instructor is responsible for:**

- Conducting firearms activities in accordance with the standards set forth in this manual.

## Semi-Annual Firearms Qualification and Requalification Standards

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- Ensuring the safety of all individuals engaged in firearms activities. Complying with all requirements set forth in this policy and manual with respect to all participants involved in qualification activities and training.
- Ensuring proper firearms instructor-participant ratios at all times on the firing line. The following ratios are recommended:
  1. One firearms instructor for six participants using handguns during day-time firing.
  2. One firearms instructor for three participants using handguns during night-time firing conditions.
  3. One firearms instructor for each participant firing a shotgun.
- Ensuring that personnel equipped to provide first aid are present on the firearms range during all qualification activities. (This person can be a certified member of a local volunteer first aid squad, an agency member certified as a first responder or emergency medical technician, or a member of the agency who is otherwise adequately trained.)
- Ensuring that adequate first aid supplies are on-site at all times.
- Ensuring that a suitable communications link exists between the firearms range, the local agency (especially if using a host facility), and local emergency services.
- Inspecting weapons and ammunition used in firearms training and either approving or disapproving their use.
- Verifying that any repaired weapon has been repaired by a competent individual or company and recording this information in the appropriate records.
- Ordering and removing from the range any participant, instructor, or other individual whose conduct or activity constitutes a danger to those individuals using the firearms range. Informing the chief or agency executive of the action taken and the reason.
- Determining the time allotted and method of instruction for participants who require remedial training after failing to achieve the qualification scores required.
- Supervising remedial training and subsequent qualification attempts.
- Submitting to the chief or agency executive a comprehensive report on each officer or participant who fails to achieve the minimum qualification score as set forth in this manual.

- Ensuring that appropriate records are completed for each participant, including the model and serial number of every weapon used, the scores achieved and other appropriate information.

**Firearms instructors are responsible for:**

- The direct control of officers assigned to them by the supervising firearms instructor.
- Instructing all officers or participants in range safety and the appropriate handling and firing of the handgun and shotgun. When using a host facility, instructing participants in the policies for that facility.
- Rendering all possible assistance to officers to help them achieve the requirements as set forth in this manual.
- Remaining, at all times while on the firing line, with the officers who are under their direct supervision (unless properly relieved).
- Taking immediate and appropriate action when, in the instructor's judgment, the conduct or activity of a participant constitutes a danger to the instructor or to other individuals.
- Calling to the immediate attention of the supervising firearms instructor any firearm that appears to be faulty.
- Correctly recording firearms scores attained during the qualification session by each participant under their direct control and providing the supervising firearms instructor with completed daily score sheets.
- Conducting remedial training of non-qualifying participants under the supervision of a supervising firearms instructor.
- Providing the supervising firearms instructor with targets used by participants who did not qualify during initial and subsequent qualification attempts. (Subsequent qualification attempts are those conducted following remedial training.) These targets are to be signed [by (*sic*)] both the participant and the firearms instructor.

**Section 8. Training Objectives**

1. Safe Handling.

The participant will demonstrate the safe handling of handguns and shotguns. This will minimally be done while:

- (a) Securing all agency authorized shotguns, service handguns and off-duty handguns at all times.
- (b) Loading and unloading revolvers, semi-automatic pistols, manual and autoloading shotguns.
- (c) Utilizing authorized agency loading devices or bullet loops. (Authorized agency loading devices may include speed loaders, speed strips, bullet pouches and magazines.)
- (d) Holstering and drawing authorized agency handguns.
- (e) Inspecting weapons.
- (f) Operating weapons storage mechanisms in agency authorized vehicles.
- (g) Clearing malfunctions.

2. Firearms and Ammunition Identification.

Participants will identify agency authorized firearms and ammunition and explain the mechanical functions, capabilities and maintenance of agency firearms to include:

- (a) Those firearms and ammunition authorized for both on- and off-duty use.
- (b) The major parts of the service handgun and its basic mechanical functions.
- (c) The major parts of the agency authorized shotgun and its basic mechanical functions.
- (d) The effective range and lethal capabilities of agency handgun and shotgun.
- (e) The ability to clean the service handgun and agency shotgun effectively.

3. Shooting Principles.

The participant will explain the principles of good marksmanship and will demonstrate the techniques with the handgun and shotgun. The presentation will minimally include:

- (a) Stance
- (b) Grip
- (c) Breath control
- (d) Sight alignment
- (e) Trigger control
- (f) Follow through

The participant will demonstrate commonly recognized handgun shooting positions. These positions will minimally include:

- (a) Kneeling (barricade, strong and weak hand)
- (b) Crouched barricade position
- (c) Point shoulder with and without barricade

- (d) Weaver or Isosceles Stance
- (e) Scan Position
- (f) Covering Suspect Position
- (g) Weapon Retention Position

The participant will demonstrate recognized shooting positions with the agency authorized shotgun. These positions will minimally include:

- (a) Police Ready Condition
- (b) Standing, point shoulder, muzzle depressed position

### **Section 9. Non-Qualifying Participants**

A participant who fails to achieve a passing score on a prescribed qualification course shall receive remedial instruction. This instruction shall be provided after the supervising firearms instructor analyzes the problems which may have led to the failure. The time allotted and method of remedial training to be conducted shall be determined by the supervising firearms instructor. The supervising firearms instructor, in consultation with firearms instructors and the participant, will:

1. Review factors which may have contributed to or caused a participant's failure to qualify, including a check of the participant's firearm.
2. Document any subsequent attempts to qualify and the results of those attempts.

If after the remedial training and subsequent attempts to qualify the participant still does not fire a passing score, the supervising firearms instructor shall report this information to the chief or agency executive. The chief or agency executive will then determine what action is appropriate. The chief or agency executive is to notify in writing the county prosecutor of participants who fail to qualify on the service weapon.

If a participant fails to qualify, all targets that participant used during initial and subsequent qualification attempts (those conducted following remedial training) are to be kept on file until the participant achieves a qualifying score. These targets are to be signed by both the non-qualifying participant and the firearms instructor.

### **Section 10. Records and Reports**

Required records and reports include the Firearms Record for Individual Participants and an annual report to the county prosecutor (or Division of Criminal Justice). Moreover, reports concerning participants who fail to qualify with a service weapon are to be made in accordance with Section 9. Non-Qualifying Participants.

#### **Firearms Record for Individual Participants.**

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An individual written record as prescribed by this manual shall be maintained on each participant undergoing firearms qualification or requalification. Each record shall include the following information:

- Participant's name, the date and type of qualification course(s) completed and the scores achieved on each course.
- The name of the supervising firearms instructor for each qualification session or course.
- Identification of any firearm used (make, model, caliber and serial number).
- A general description of the ammunition used (make, type, caliber).
- The location where the qualification session was held (name of range).
- The location where the targets of non-qualifying participants are stored. (These targets must bear the signatures of the participant and scorer. Targets must be maintained on file until the participant achieves a qualifying score.)

The original copy of the firearms record shall be maintained as a normal business record. All records will be reviewed by the chief or agency executive upon completion of each semi-annual requalification.

### **Annual Report to the County Prosecutor or Division of Criminal Justice.**

A yearly report shall be filed with the county prosecutor, or in the case of certain state law enforcement agencies with the Director of the Division of Criminal Justice. This report is to be filed no later than January 15th of the following calendar year. This report is to be filed by all law enforcement agencies subject to firearms qualification requirements set forth by this policy. This report shall include the following information.

- A description of agency authorized firearms and ammunition.
- The agency training/qualification schedule, including the dates and types of qualification sessions conducted during the report year.
- The number of participants who satisfied qualification requirements and the number of non-qualifying participants during each qualification session for each type of course and weapon: service weapon, off-duty weapon and agency authorized shotgun.

**AUTOMATIC AND SEMI-AUTOMATIC ASSAULT WEAPON ,**  
**POLICE CARBINE AND SCOPED RIFLE TRAINING,**  
**QUALIFICATION AND REQUALIFICATION**

**Section 1. General Provisions**

**Applicability:** This policy applies to all persons who carry an automatic or semi-automatic assault weapon, police carbine or scoped rifle pursuant to N.J.S.A. 2C:39-6.

**Summary:** This policy delineates the Attorney General's requirements for automatic and semi-automatic assault-type weapons, police carbine and scoped rifle training and qualification and establishes relevant standards. The policy requires quarterly training sessions, two of which may be used for qualification purposes.

**Purpose:** This policy is intended to establish a uniform set of standards for automatic and semi-automatic assault-type weapons, police carbine and scoped rifle training, qualification and requalification. It identifies specific courses of fire that meet firearms qualification requirements, as well as the minimum score and training necessary to meet the qualification standards set forth.

**Section 2. Definitions**

The following words and terms, when used in this policy, shall have the following meanings unless the context clearly indicates otherwise.

**Ammunition.**

**Equivalent load.** Ammunition used in training programs that resembles the service load in size, weight, velocity, recoil and trajectory, but not carried as service ammunition.

**Service load.** Ammunition authorized by the agency and issued for duty use.

**Automatic Assault Weapons.** Any firearm, mechanism or instrument which does not require that the trigger be pressed for each shot and has a reservoir, belt, magazine or other means of storing and carrying ammunition which can be loaded into the firearm, mechanism or instrument and fired therefrom, regardless of barrel length.

**Automatic/Semi-Automatic Police Service Rifle Qualification Course (ARQC).** Standard course of fire for semi-annual qualification for automatic and semi-automatic police service rifles. (Appendix G).

**Automatic/Semi-Automatic Subgun Qualification Course (ASQC).** Standard course of fire for semi-annual qualification for automatic and semi-automatic assault-type submachine gun weapons. (Appendix E).

**Automatic/Semi-Automatic Subgun Night Qualification Course (ASNQC).** Standard course of fire under night firing conditions for semi-annual qualification for automatic and semi-automatic assault-type submachine gun weapons as prescribed in this manual. (Appendix F).

**Chief or Agency Executive.** The chief executive officer of any law enforcement agency or other agency in New Jersey with personnel subject to the automatic/semi-automatic assault weapons and police carbine training and qualification policy.

**Cold Bore Shot.** The first round fired from a firearm. May affect the strike of the projectile in relation to the zeroed accuracy of the firearm.

**Firearms Instructor, Automatic/Semi-Automatic Assault Weapons.** An individual who is certified, as per Section 6 of this policy, to instruct law enforcement personnel in the use of automatic or semi-automatic weapons.

**First Aider.** A certified member of a volunteer first aid squad, a person certified as a first responder or emergency medical technician, or someone who is otherwise adequately trained in first aid.

**Firearms Record.** A record of firearms qualification activities for each officer required to participate. A record is to be completed, and maintained chronologically, each time the officer is required to qualify or requalify on a firearm. The record shall include relevant firearms data (make, model, caliber and serial number), training and qualification location, date of qualification activities, qualification courses completed, ammunition used, scores fired, name of the supervising firearms instructor, and other pertinent information.

**Law Enforcement Agency.** Any police force or organization of a municipality, county, or state which has, by statute or ordinance, the responsibility of detecting crime and enforcing the general laws of the state.

**Night Firing Conditions.** Low light conditions either under natural subdued lighting or utilizing simulated subdued lighting.

**Non-Qualifying Participant.** A person who fails to achieve a minimum passing score while firing a prescribed qualification course.

**Participant.** An individual undergoing automatic or semi-automatic weapons or police carbine training, qualification or requalification.

**Police Carbine.** Adopted by law enforcement as a supplement to the handgun, shoulder mounted semi-automatic firearm, having a barrel length of 16 inches or more and chambered to

fire handgun ammunition. Or a submachine gun capable of firing semi-automatic only, deployed in patrol vehicles as a supplemental firearm for patrol.

**Police Carbine Qualification Course (PCQC).** A standard course of fire for semi-annual qualification for police carbine. (Appendix H)

**Police Carbine Qualification Night Course (PCQNC).** A standard course of fire under night conditions for semi-annual qualification for police carbine. (Appendix I)

**Police Service Rifle.** An automatic or semi-automatic assault weapon, as previously defined, which fires ammunition having a muzzle velocity of greater than 2,000 feet per second.

**Qualification Score--Automatic/Semi-Automatic Assault Weapons.** A score of 80% or higher on firing a prescribed automatic/semi-automatic assault weapons qualification course (ASQC or ARQC) as contained in Appendices E, G .

**Qualification Score--Automatic/Semi-Automatic Subgun Night Firing.** A score of 80% or higher based on firing of the prescribed course (ASNQC) as contained in Appendix F.

**Qualification Score--Police Carbine.** A score of 80% or higher on firing the police carbine course day or night (PCQC or PCQNC) as contained in Appendices H and I.

**Qualification Score--Scoped Rifle.** A score of 90% or higher, which includes a mandatory first round "cold bore" hit, on the scoped rifle qualification course (SRQC) Appendix J

**Quarterly Qualification.** Qualification sessions for the scoped rifle will be conducted four times per year with two months between each qualification. This applies to those officers who are assigned as a law enforcement marksman using a scoped rifle for precision shooting.

**Quarterly Training.** For automatic and semi-automatic assault weapons, there will be four live fire training sessions within a 12-month period with at least two months time between each session. Each session shall be conducted under the supervision of a qualified supervising assault weapon firearms instructor and utilize a minimum of 10 rounds. Two of these sessions may be used for qualification purposes. Quarterly training does not apply to the Police Carbine.

**Scoped Rifle.** A bolt action or semi-automatic rifle, equipped with an optical scope used by a law enforcement marksman for precision shooting.

**Scoped Rifle Qualification Course (SRQC).** A standard course of fire for quarterly qualification of the scoped rifle.

**Semi-Annual Qualification.** A program consisting of two prescribed qualification sessions within a 12-month period, with at least three months between each qualification. The program is to include semi-annual qualification with automatic/semi-automatic subguns or police service rifles, semi-annual qualification under night firing conditions with automatic/semi-automatic subguns, semiannual qualification under night conditions on the Subgun Night Qualification

Course (ASNQC) with the police service rifle if it is deployed as a patrol supplement or entry firearm and semi-annual qualification under day and night conditions with police carbines. (This program is required for those officers who are or might be assigned use of an automatic/semi-automatic subgun or rifle or police carbine.)

**Semi-Automatic Assault Weapons.** Any weapon which is the semi-automatic version of an automatic assault weapon previously defined or any weapon which has its source of ammunition contained in a reservoir, belt, magazine or other means and the loading, extraction and ejection phase of functioning is mechanical, regardless of barrel length. This section of the policy does not apply to semi-automatic handguns carried as a law enforcement service sidearm.

**Subgun** (Submachine Gun). Either an automatic or semi-automatic assault weapon, as previously defined, which fires ammunition with a muzzle velocity of less than 2,000 feet per second.

**Supervising Firearms Instructor, Automatic/Semi-Automatic Assault Weapons.** An individual designated by the chief or agency executive to conduct firearms qualification and supervise firearms instructors and participants during qualification activities. The supervising firearms instructor must satisfy the requirements of an automatic firearms instructor and must have completed an automatic/semi-automatic weapons instructor course offered by the Division of Criminal Justice or an equivalent course. (See Section 6. Automatic/Semi-Automatic Weapons Firearms Instructor Qualification Requirements).

**Training/Qualification Schedule.** Firearms training and qualification activities schedules that reflect the participants of automatic weapons and police carbine training and qualification activities as well as the dates and times of all qualification activities and related training.

### **Section 3. Responsibilities**

#### **1. Division of Criminal Justice:**

- To establish a system of compliance, provide oversight for this policy, and assist in implementing the policy statewide.
- To provide all necessary and reasonable assistance to state, county, and municipal law enforcement agencies and other agencies affected by this policy.
- To maintain a record of those persons identified by state agencies who are authorized to carry an automatic or semi-automatic assault weapon pursuant to N.J.S.A. 2C:39-6.

#### **2. County Prosecutor:**

- To implement the Attorney General's policy on automatic and semi-automatic, police carbine and scoped rifle qualification and ensure compliance within the county jurisdiction, including reviewing programs conducted by agencies within the respective county jurisdiction for consistency with statewide standards, conducting qualification programs as required, and maintaining proper records.
- To maintain a record of those persons identified by local agencies who carry an automatic or semi-automatic assault weapon pursuant to N.J.S.A. 2C:39-6.
- To provide assistance to agencies within the county jurisdiction to enable them to conduct training and qualification programs in accordance with the standards established within this policy.
- To develop additional programs for specialized training to augment the Attorney General's policy to meet the particular needs of the county.
- To provide assistance to agencies within the county jurisdiction to enable them to conduct training in accordance with the standards established within this policy.

**3. State, County and Municipal Law Enforcement Agencies and Other Agencies:**

- To identify specific members within the agency that shall be issued automatic or semi-automatic weapons and report this information to the county prosecutor or, in the case of certain state agencies, to the Division of Criminal Justice.
- To schedule and conduct individual bimonthly training programs, quarterly and semi-annual qualification programs as directed by this policy.
- To maintain proper records concerning automatic weapons, police carbine and scoped rifle training of agency personnel.
- To take appropriate action when participants fail to qualify.
- To provide the county prosecutor with assistance in the automatic and semi-automatic weapons qualification process as needed.
- To report annually to the county prosecutor, or in the case of certain state agencies to the Division of Criminal Justice, concerning training and qualification activities conducted during the year. The report is to include the number of participants who qualified and the number of participants

who failed to qualify during each qualification session and the dates and types of qualification courses conducted.

- To ensure compliance with the standards contained in this policy.

#### **Section 4. Agency Training and Qualification Requirements**

- To conform with the requirements of N.J.S.A. 2C:39-6.
- To conduct quarterly training sessions, two of which may include semi-annual qualification programs, for automatic and semi-automatic assault weapons in accordance with the standards set forth in this manual.
- To conduct automatic and semi-automatic assault weapons, police carbine and scoped rifle training and qualification activities separate and apart from handgun and shotgun qualification programs.
- To qualify those officers who are or might be assigned use of an agency issued automatic or semi-automatic assault weapon (either a submachine gun or a police service rifle), twice annually on a standardized automatic/semi-automatic assault weapons qualification course (ASQC, ARQC) with a minimum score of 80%. (See Appendices E, and G for courses of fire).
- To qualify those officers who are or might be assigned use of an agency issued automatic/semi-automatic submachine gun or police service rifle, which is deployed as a patrol supplement or entry firearm twice annually, on the Automatic/Semi-Automatic Subgun Night Qualification Course (ASNQC) with a minimum score of 80%. (See Appendix F).
- To qualify those officers who are or might be assigned use of an agency issued police carbine twice annually on both the Police Carbine Qualification Course (PCQC) and Police Carbine Qualification Night Course (PCQNC) with a minimum score of 80%. (See Appendices H and I).
- To qualify those officers who may be assigned the use of the agency's scoped rifle four times a year on the Scoped Rifle Qualification course (SRQC) with a minimum score of 90% including an mandatory "cold bore" hit.
- To provide remedial training for those personnel who do not meet the standards of qualification or take appropriate action until such time as the qualification standards are met.
- To establish and conduct tactical training programs associated with automatic and semi-automatic assault weapons, police carbine and scoped rifle use.

- To review annually agency policies, rules and regulations governing maintenance, storage and carrying procedure for automatic and semi-automatic assault weapons, police carbines and scoped rifles.

## **Section 5. Training and Qualification Programs**

**Qualification.** Qualification and requalification are required during daylight hours for subguns, police carbines, police service rifles and scoped rifles and under night firing conditions for subguns, police service rifles deployed as a patrol supplement or if used as an entry firearm and police carbines. All training and qualification sessions for subguns, police rifles and police carbines must be conducted under the supervision of a qualified supervising automatic/semi-automatic assault weapons firearms instructor.

**Courses of Fire.** Only those courses of fire listed in this manual are to be used to meet subgun, police rifle, police carbine and scoped rifle qualification requirements set forth by this policy. Additional courses of fire and training programs may be included in the agency schedule for training. The purpose of this policy is not to prevent agencies from engaging in supplemental training courses that meet their special needs. Specialty training is encouraged.

**Automatic/Semi-Automatic Subgun Qualification Course (ASQC).** (See Appendix E). This course must be completed two times a year with no less than three months between each qualification session. Either course may be selected for qualification purposes.

**Automatic/Semi-Automatic Subgun Night Qualification Course (ASNQC).** (See Appendix F). This course must be completed twice a year with no less than three months between each qualification session. This course will also be used as night qualification for police service rifles deployed as a patrol supplement or used as an entry firearm.

**Automatic/Semi-Automatic Police Service Rifle Qualification Course (ARQC).** (See Appendix G). This course must be completed two times a year with no less than three months between each qualification session. Either course may be selected for qualification purposes.

**Police Carbine Qualification Course (PCQC).** (See Appendix H). This course must be completed two times a year with no less than three months between each qualification session.

**Police Carbine Night Qualification Course (PCNQC).** (See Appendix I). This course must be completed twice a year with no less than three months between each qualification session.

**Scoped Rifle Qualification Course (SRQC).** (See Appendix J). This course must be completed four times each year with two months in between qualifications. This

qualification may be conducted by the marksman but must have an observer/spotter, who is a qualified agency firearms instructor, present during the qualification.

Participants should be advised of what is required for each course of fire and should be provided with a copy of each course of fire and training program before going to the range to train or qualify.

**Training Programs.** In addition to semi-annual qualification sessions for automatic and semi-automatic assault weapons, supplemental periodic training is required.

**Quarterly Training.** Four live fire training sessions within a 12-month period with at least two months time between each session. Each session shall be conducted under the supervision of a qualified supervising assault weapon firearms instructor and utilize a minimum of 10 rounds. Two of these sessions may be used for qualification purposes. Quarterly training does not apply to police carbines.

**Supervising Firearms Instructor.** The chief of police or agency chief executive officer shall designate a qualified supervising firearms instructor for each training and qualification session.

**Firearms Instructors.** Proper instructor-participant ratios should be maintained during all training and qualification sessions. (See Section 7. Supervising/Firearms Instructor Responsibilities.)

**Ammunition.** Each participant in the qualification and training program shall be provided with service or equivalent loads.

**Automatic or Semi-Automatic Assault Weapons.** Training and qualification shall be conducted with an automatic or semi-automatic assault weapon approved by the agency.

Before any automatic or semi-automatic weapon is used, the supervising automatic/semi-automatic firearms instructor (or designee) shall inspect and approve the weapon.

**Police Carbines.** Training and qualification shall be conducted with a police carbine approved by the agency.

Before any police carbine is used, the supervising firearms instructor (or designee) shall inspect and approve the weapon.

**Scoped Rifle.** Training and qualification shall be conducted with a scoped rifle approved by the agency.

Before any scoped rifle is used, the supervising firearms instructor (or designee) shall inspect and approve the weapon.

**Equipment.** Only agency approved carrying and loading devices may be used during the training and qualification process.

**Clothing.** Participants should complete training and qualification sessions wearing clothing and equipment similar to that worn while on duty.

**Range Conduct.** Training and qualification on ranges will be conducted in accordance with the requirements listed in this policy. Deviations from prescribed targets, rounds fired and scoring are not authorized.

**Section 6. Automatic/Semi-Automatic Assault Weapons Firearms Instructor Qualification Requirements (this section does not pertain to Scoped Rifle)**

All automatic/semi-automatic weapons instructors (supervising firearms instructors and firearms instructors) engaged in the prescribed automatic/semi-automatic including police carbine training and qualification program must satisfy one of the following requirements.

- An instructor must be certified by the Police Training Commission (PTC) to instruct in an approved "Basic Course" as defined in N.J.A.C. 13:1-1.1.
- An instructor must possess training equivalent to the PTC-approved firearms instructor course and be able to demonstrate knowledge and skill in firearms instruction. Equivalent training includes successful completion of a firearms instructor training program such as offered by the Federal Bureau of Investigation, U. S. Secret Service, Federal Law Enforcement Training Center, New Jersey State Police, Smith and Wesson Academy, or National Rifle Association Police Firearms Instructor Program.
- An instructor must have satisfactorily completed some other recognized firearms instructor course as determined by the chief of police or agency executive.

In addition to those qualifications required for automatic/semi-automatic assault weapons firearms instructors, supervising instructors must have completed an automatic/semi-automatic assault weapons instructor course offered by the Division of Criminal Justice or an equivalent course, such as those courses offered by either the Drug Enforcement Administration or National Rifle Association. A Police Carbine instructor must have completed one of the following instructor's courses; Subgun, Police Service Rifle or a Police Carbine instructor course.

**Section 7. Supervising/Firearms Instructor (Automatic/Semi-Automatic Assault Weapons) Responsibilities**

1. The responsibilities of the supervising firearms instructor and firearms instructors are consistent with those responsibilities defined regarding duty weapon qualifications.
2. For automatic and semi-automatic assault weapons training, qualification and requalification, a ratio of one instructor to four participants is recommended.

**Section 8. Training Objectives**

1. Safe Handling.
2. Firearms and Ammunition Identification.
3. Shooting Principles.

**Section 9. Non-Qualifying Participants**

A participant who fails to achieve a passing score on a prescribed qualification course shall receive remedial instruction. This instruction shall be provided after the supervising firearms instructor analyzes the problems which may have led to the failure. The time allotted and method of remedial training to be conducted shall be determined by the supervising firearms instructor. The supervising firearms instructor, in consultation with firearms instructors and the participant, will:

1. Review factors which may have contributed to or caused a participant's failure to qualify, including a check of the participant's firearm.
2. Document any subsequent attempts to qualify and the results of those attempts.

If after the remedial training and subsequent attempts to qualify the participant still does not fire a passing score, the supervising firearms instructor shall report this information to the chief or agency executive. The chief or agency executive will then determine what action is appropriate and maintain whatever records are appropriate.

**Section 10. Records and Reports**

All required records and reports will follow the same format as that outlined in the handgun qualification policy. These records and reports are to include:

- An individual participant record (Firearms Record for Individual Participants).

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- An annual report to the county prosecutor (or in the case of certain state law enforcement agencies, with the Director of the Division of Criminal Justice). In addition to that information outlined in the handgun qualification policy, this report is to contain the names of all agency personnel who are authorized and qualified to carry an automatic or semi-automatic assault-type weapon.

**Appendix A**  
**Handgun Qualification Course (HQC1)**

1. **Familiarization Requirements for Each Participant.**
  - a. Demonstrate the safe handling of weapon.
  - b. Demonstrate proper loading and unloading techniques.
  - c. Demonstrate the techniques of proper physical stance.
  - d. Demonstrate the techniques of good marksmanship.
2. **Range** - 25 yards.
3. **Target** - FBI type Q target, either paper or cardboard. Multiple targets may be used at the discretion of the agency executive or supervising firearms instructor.
4. **Course.**
  - a. Total of 60 rounds per participant.
  - b. Double action is required for revolvers for all phases. Semi-automatics are to be fired in the manner in which the individual weapon functions normally and are to be decocked when changing positions or hands.
  - c. Reloading may take place at the discretion of the supervising firearms instructor. Additionally, discretion may be used as to the number of rounds with which the magazines are loaded to accomplish reloading exercises during the course. Similarly, the sequence of rounds fired at a given distance may be altered to accommodate a reloading exercise. A mandatory reload is required during Phase VI at the 7 yard line.
  - d. To achieve a passing score of 80%, the participant must place a minimum of 48 shots within the border of the Q target silhouette.
  - e. Physical or simulated barricades are required in Phase I and may be used at the discretion of the agency during any subsequent phase.

**Phase I**

25 Yard Line. Time: 30 seconds for each stage.  
12 rounds.  
Strong-hand kneeling, barricade position.  
Crouched over top of barricade position.  
Support side of barricade, strong hand kneeling or standing.

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- On command, from a secured holstered position, standing 2 yards behind the barricade, approach the barricade and assume the strong-hand kneeling barricade position, fire 4 rounds with the strong hand. (30 seconds)

**---STOP TIME---**

- Decock and remain behind cover with visual focus towards the threat area. Reload if necessary
- On command, assume a crouched position and fire 4 rounds over the top of the barricade using the strong hand. (30 seconds)

**---STOP TIME---**

- Decock and remain behind cover with visual focus towards the threat area. Reload if necessary
- On command fire 4 rounds kneeling or standing from the support side of the barricade with the strong hand. (30 seconds)

**---STOP TIME---**

- Reload if required and holster an uncocked weapon.
- Reload loading devices.

**Phase II**      15-Yard Line. Time: 5 seconds. 3 rounds.  
Standing point shoulder position.

- On command, from a secured holster position, draw and fire 3 rounds in 5 seconds from a standing point shoulder position.

**---STOP TIME---**

- Reholster an uncocked weapon.

**Phase III**      15-Yard Line. Time: 25 seconds. 9 rounds.  
Standing point shoulder position.  
Strong-hand kneeling position.

- On command, from a secured holster position, draw and fire 3 rounds from a standing point shoulder position.

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- Assume a strong-hand kneeling position, reload if required and fire 6 rounds from a strong-hand kneeling position.

**---STOP TIME---**

- Reload if required and holster an uncocked weapon.
- Reload loading devices.

**Phase IV**

10-Yard Line. Ready Position.  
Each drill, Time: 3 seconds. 2 rounds.  
(Total 6 rounds).

- On command, draw the weapon and assume the ready position, i.e., muzzle depressed below eye level.
- On command, bring weapon up to eye level and fire 2 rounds in 4 seconds. Repeat drill twice, firing a total of 6 rounds.

**---STOP TIME---**

- Reload if required and holster an uncocked weapon.
- Reload loading devices.

**Phase V**

7-Yard Line. Time: 4 seconds. 3 rounds.  
Standing point shoulder position.

- On command, from a secured holster position, draw and fire 3 rounds in 4 seconds from a standing point shoulder position.

**---STOP TIME---**

- Reholster an uncocked weapon.

**Phase VI**

7-Yard Line. Time: 15 seconds. 6 rounds.  
Standing point shoulder position. Mandatory reload

- On command, from a secured holster position, draw and fire 3 rounds from a standing point shoulder position.

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- Reload and fire 3 more rounds within the 15 second time period.

---STOP TIME---

- Reholster an uncocked weapon

**Phase VII** 7-Yard Line. Time: 4 seconds. 3 rounds.  
Standing point shoulder position.

- On command, from a secured holster position, draw and fire 3 rounds in 4 seconds from a standing point shoulder position.

---STOP TIME---

- Reload if required and holster an uncocked weapon.
- Reload loading devices.

**Phase VIII** 5-Yard Line. One handed - strong hand  
Each drill, Time: 4 seconds. 2 rounds. (Total 6 rounds).

- On command, draw and fire 2 rounds using only the strong hand. (The support hand may be occupied with an extra magazine, identification wallet or some other object)
- Reholster an uncocked weapon
- Repeat twice
- Reload if required and holster an uncocked weapon.

**Phase IX** 5-Yard Line. One handed - support hand  
Each drill, Time: 3 seconds. 2 rounds.  
(Total 6 rounds).

- On command, draw and transfer the weapon to the support hand. Assume a ready position.
- On command with the support hand only, fire 2 rounds in 3 seconds. Repeat twice, firing a total of 6 rounds. (Strong arm should remain limp along the body.)
- Reload if required and holster an uncocked weapon.

**Phase X** 1-Yard Line (or as close to 1-yard line as safety dictates). Weapon retention position. (Begin with the support hand across the chest with the hand grasping the collar of the shooter's shirt or body armor.)  
Each drill, Time: 2 seconds. 2 rounds.  
(Total 6 rounds).

- On command, draw and fire 2 rounds in 2 seconds from the weapon retention position.
- Reholster an uncocked weapon.
- Repeat drill twice, firing a total of 6 rounds.
- Clear all weapons. Holster a safe, empty weapon.

**---END OF COURSE---**

Note: Participants using 5-shot weapons will fire a total of 50 rounds when completing this course (HQC1). These participants will fire the number of rounds indicated for each drill until all rounds within the weapon have been expended. The total number of rounds fired in all but two phases (Phases II and V) must be adjusted to accommodate 5-shot weapons. To achieve a passing score of 80%, participants using 5-shot weapons and firing a 50-round course must place a minimum of 40 shots within the border of the Q-target silhouette.

**Appendix B**  
**Handgun Qualification Course (HQC2)**

1. **Familiarization Requirements for Each Participant.**
  - a. Demonstrate the safe handling of weapon.
  - b. Demonstrate proper loading and unloading techniques.
  - c. Demonstrate the techniques of proper physical stance.
  - d. Demonstrate the techniques of good marksmanship.
2. **Range** - 25 yards.
3. **Target** - FBI type Q target, either paper or cardboard. Multiple targets may be used at the discretion of the agency executive or supervising firearms instructor.
4. **Course.**
  - a. Total of 50 rounds per participant.
  - b. Double action is required for revolvers for all phases. Semi-automatics are to be fired in the manner in which the individual weapon functions normally and are to be decocked when changing positions or hands.
  - c. Reloading may take place at the discretion of the supervising firearms instructor. Additionally, discretion may be used as to the number of rounds with which the magazines are loaded to accomplish reloading exercises during the course. Similarly, the sequence of rounds fired at a given distance may be altered to accommodate a reloading exercise.
  - d. To achieve a passing score of 80%, the participant must place a minimum of 40 shots within the border of the Q-target silhouette.
  - e. Physical or simulated barricades are required in Phase I and may be used at the discretion of the agency during any subsequent phase.

**Phase I**                      25-Yard Line. Time: 30 seconds - stage 1, 25 seconds stages 2 & 3  
10 rounds.  
Strong-hand kneeling, barricade position.  
Crouched over top of barricade position.  
Support side of barricade, strong hand kneeling or standing

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- On command, from a secured holstered position, standing 2 yards behind the barricade, approach the barricade and assume the strong-hand kneeling barricade position, fire 4 rounds with strong hand. (30 seconds)

### ---STOP TIME---

- Decock and remain behind cover with visual focus towards the threat area.
- Reload if needed (revolvers will reload and index the cylinder)
- On command assume a crouched position and fire 3 rounds over the top of the barricade using the strong hand. (25 seconds)

### ---STOP TIME---

- Decock and remain behind cover with visual focus towards the threat area. Reload if necessary
- On command using the strong hand fire 3 rounds, standing or kneeling on the support side of the barricade. (25 seconds)

### ---STOP TIME---

- Reload if required and holster an uncocked weapon.
- Reload loading devices.

**Phase II** 15-Yard Line. Time: 5 seconds. 3 rounds.  
Point shoulder position.

- On command, from a secured holster position, draw and fire 3 rounds in 5 seconds from a point shoulder position.

### ---STOP TIME---

- Reholster an uncocked weapon.

**Phase III** 15-Yard Line. Time: 25 seconds. 7 rounds.  
Point shoulder position.  
Strong-hand kneeling position.

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- On command, from a secured holster position, draw and fire 3 rounds from a point shoulder position.
- Assume a strong-hand kneeling position. Reload with 4 rounds, index if required, and fire 4 rounds from a strong-hand kneeling position.

### ---STOP TIME---

- Reload if required and holster an uncocked weapon.
- Reload loading devices.

#### **Phase IV**

10-Yard Line. Ready Position.  
Each drill, Time: 3 seconds. 2 rounds.  
(Total 6 rounds).

- On command, draw weapon and assume a ready position, i.e., muzzle depressed below eye level.
- On command, bring weapon up to eye level and fire 2 rounds in 3 seconds. Repeat drill twice, firing a total of 6 rounds.

### ---STOP TIME---

- Reload if required and holster an uncocked weapon.
- Reload loading devices.

#### **Phase V**

7-Yard Line. Time: 4 seconds. 3 rounds.  
Standing point shoulder position.

- On command, from a secured holster position draw and fire 3 rounds in 4 seconds from a standing point shoulder position.

### ---STOP TIME---

- Reholster an uncocked weapon.

#### **Phase VI**

7-Yard Line. Time: 15 seconds. 6 rounds.  
Standing point shoulder position. Mandatory reload/magazine change

- On command, from a secured holster position, draw and fire 3 rounds from a standing point shoulder position.

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- Reload and fire 3 more rounds within the 15 second time period.

---STOP TIME---

- Reholster an uncocked weapon.

**Phase VII** 7-Yard Line. Time: 4 seconds. 3 rounds.  
Standing point shoulder position.

- On command, from a secured holster position, draw and fire 3 rounds in 4 seconds from a standing point shoulder position.

---STOP TIME---

- Reload if required and holster an uncocked weapon.
- Reload loading devices.

**Phase VIII** 5-Yard Line. One-handed - Strong hand.  
Each drill, Time: 4 seconds. 2 rounds.  
(Total 4 rounds).

- On command, draw and fire 2 rounds using only the strong hand. (The support hand maybe occupied with an extra magazine, identification wallet or some other object.)
- Reholster an uncocked weapon
- Repeat once.
- Reload if required and holster an uncocked weapon.

**Phase IX** 5-Yard Line. One-handed - Support hand.  
Each drill, Time: 3 seconds. 2 rounds.  
(Total 4 rounds).

- On command, draw and transfer the weapon to the support hand. Assume a ready position.
- On command fire 2 rounds using only the support hand. Return to ready (The strong arm should be limp along the body).
- Repeat once.

- Reload if required and holster an uncocked weapon

**Phase X**

1-Yard Line (or as close to 1-yard line as safety dictates).

Weapon Retention Position. (Begin with the support hand across the chest with the hand grasping the collar of the shooter's shirt or body armor.)

Each drill, Time: 2 seconds. 2 rounds.

(Total 4 rounds).

- On command, draw and fire 2 rounds in 2 seconds from the weapon retention position.
- Reholster an uncocked weapon.
- Repeat drill once, firing a total of 4 rounds.
- Clear all weapons. Holster a safe, empty weapon.

**---END OF COURSE---**

Note: Use HQC1 (Appendix A) for 5-shot weapons.

**Appendix C**  
**Handgun Night Qualification Course (HNQC)**

1. **Familiarization Requirements for Each Participant.**
  - a. Demonstrate the safe handling of the weapon.
  - b. Demonstrate proper loading and unloading techniques.
  - c. Demonstrate the techniques of proper physical stance.
  - d. Demonstrate the techniques of good marksmanship.
2. **Range - 15 yards.**
3. **Target** - FBI type Q target, either paper or cardboard. Multiple targets may be used at the discretion of the agency of the agency (*sic*) executive or supervising firearms instructor.
4. **Course.**
  - a. Total of 40 rounds per participant.
  - b. Double action is required for revolvers for all phases. Semi-automatics are to be fired in the manner in which the individual weapon functions normally and are to be decocked when changing positions or hands.
  - c. Reloading may take place at the discretion of the supervising firearms instructor. Additionally, discretion may be used as to the number of rounds with which the magazines are loaded to accomplish reloading exercises during the course. Similarly, the sequence of rounds fired at a given distance may be altered to accommodate a reloading exercise.
  - d. To achieve a passing score of 70%, the participant must place a minimum of 28 shots within the border of the Q-target silhouette.
  - e. No time requirement.
  - f. Night firing conditions may be artificially created.

**Phase I**                      15-Yard Line. 6 rounds.  
Point shoulder position.

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- On command, from a secured holster position, draw and fire 6 rounds from a point shoulder position.
- Reload if required and holster an uncocked weapon.

**Phase II**      10-Yard Line. 6 rounds.  
Point shoulder position.

- On command, from a secured holster position, draw and fire 6 rounds from a point shoulder position.
- Reload if required and holster an uncocked weapon.

**Phase III**      7-Yard Line. 4 rounds.  
Point shoulder position.

- On command, draw and come to a ready position.
- On command fire 2 rounds from a point shoulder position.
- Repeat once
- Reholster an uncocked weapon

**Phase IV**      7-Yard Line. 4 rounds.  
Point shoulder position. Mandatory reload

- On command draw and come to a ready position.
- On command fire 2 rounds, reload and fire 2 rounds
- Reholster an uncocked weapon

**Phase V**      7-Yard Line. 4 rounds.  
Point shoulder position

- On command,, draw and come to a ready position
- On command fire 2 rounds from a point shoulder position.
- Repeat once
- Reload if required and holster an uncocked weapon.

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- Reload loading devices.

**Phase VI** 5-Yard Line. Each drill, 6 rounds.  
(Total 12 rounds).  
Point shoulder position.

- On command, from a secured holster position, draw and fire 6 rounds from a point shoulder position.
- Repeat drill once, firing a total of 12 rounds.
- Reload with 4 rounds. Index revolvers properly.
- Holster an uncocked weapon.

**Phase VII** 1-Yard Line (or as close to a 1-yard line as safety dictates).  
Weapon retention position. (Begin with the support hand across the chest with the hand grasping the collar of the shooter's shirt or body armor.)  
Each drill, 2 rounds. (Total 4 rounds).

- On command, from the weapon retention position, draw and fire 2 rounds from a weapon retention position.
- Holster an uncocked weapon.
- Clear all weapons. Holster a safe, empty weapon.

**---END OF COURSE---**

Note: Participants using 5-shot weapons will fire a total of 34 rounds when completing this course (HNQC). These participants will fire the number of rounds indicated for each drill until all rounds within the weapon have been expended. The total number of rounds fired in phases I-IV must be adjusted to accommodate 5-shot weapons. To achieve a passing score of 70%, participants using 5-shot weapons must place a minimum of 24 shots within the border of the Q-target silhouette.

**Appendix D**  
**Shotgun Qualification Course (SQC)**  
**and**  
**Shotgun Night Qualification Course (SNQC)**

1. **Familiarization Requirements for Each Participant.**
  - a. Demonstrate safe handling of a shotgun.
  - b. Identify the major parts of the shotgun and explain the basic mechanical function of each major part.
  - c. Demonstrate the point shoulder position and high assault position.
  - d. Demonstrate the techniques of good marksmanship.
2. **Range** - 25 yards.
3. **Target** - FBI type Q target, either paper or cardboard.
4. **Course.**
  - a. Total of 10 rounds of authorized service load per participant.
  - b. Minimum passing score of 80% is required. This is computed by dividing the number of actual hits placed anywhere on the Q target by the total number of possible hits.
  - c. This same course of fire will be used for the Shotgun Qualification Course (SQC) conducted under daylight conditions and the Shotgun Night Firing Qualification Course (SNQC) conducted under night firing conditions, except the night firing course will not be timed.
  - d. Night firing conditions may be artificially created.

**Phase I**

**25-Yard Line.**

- On command, inspect an empty safe weapon to become re-familiar with operation of the weapon.
- On command, proceed to the 20-yard line, carrying the weapon in a safe manner.

**20-Yard Line.** Time: 25 seconds. 5 rounds.  
Police Ready Condition

Point Shoulder, Muzzle Depressed Position.

- With slide forward, safety on, load weapon with 4 rounds in magazine and assume a point shoulder, muzzle depressed position.
- On command, bring weapon up and work the action cycling a round into the chamber. Fire the 4 rounds in the weapon leaving action open after firing the fourth round.
- Combat load 1 round and fire from the point shoulder position.
- Upon firing the last round, leave action open and place safety on.

**Phase II**     **10-Yard Line.** Time: 35 seconds. 5 rounds.  
Point Shoulder Position.

- On command, with shotgun in an empty, safe condition and action open, combat load 1 round, close action and load 2 rounds into the magazine.
- Assume point shoulder position; fire 3 rounds, keeping the action open after firing the third round.
- Combat load 1 round, close the action and load 1 round into the magazine.
- Assume point shoulder position; fire 2 rounds.

**---STOP TIME---**

- Place weapon in safe condition with the action open and the safety on.

**---END OF COURSE---**

**Appendix E**  
**Automatic/Semi-Automatic Subgun**  
**Qualification Course (ASQC)**

**1. Familiarization Requirements for Each Participant.**

- a. Demonstrate the safe handling of the weapon.
- b. Demonstrate proper loading and unloading techniques.
- c. Demonstrate the techniques of proper physical stance.
- d. Demonstrate the techniques of good marksmanship.

**2. Range - 50 yards.**

**3. Target - FBI type Q target, either paper or cardboard.**

**4. Course.**

- a. Total of 60 rounds per participant.
- b. Magazine capacity and mode of fire (semi-automatic or full automatic) will be given on command at each firing stage. While using the full automatic mode, short bursts consistent with the cyclic rate of the weapon should be used.
- c. To achieve a passing score of 80% on the course, the participant must place a minimum of 48 shots within the border of the Q-target silhouette.
- d. Firing positions as indicated in the course. Hip shooting is prohibited.
- e. Any form of full automatic firing is prohibited at distances greater than the 10-yard line.
- f. Subguns having only semi-automatic capabilities will fire "full auto" stages with semi-automatic double taps.

**3 yard line** 6 rounds, standing  
1.5 seconds each command

- From a standing ready position, on command fire a 2 round burst or semi-automatic double tap
- Repeat twice for a total of 6 rounds

- Place weapon on safe and move to the 5 yard line

**5 yard line** 6 rounds, standing  
1.5 seconds each command

- From a standing ready position, on command fire a 2 round burst or semi-automatic double tap
- Repeat twice for a total of 6 rounds
- Place weapon on safe and move to the 7 yard line

**7 yard line** 10 rounds, standing - alternative threat areas; standing to kneeling

- From a standing ready position, on command fire a 2 round burst or semi-automatic double tap to the body, then one round to the head. (2 seconds)
- Repeat once for a total of 6 rounds
- From a standing ready position, on command fire a 2 round burst or semi-automatic double tap, assume a kneeling position and fire a 2 round burst or semi-automatic double tap. (6 seconds)
- Place the weapon on safe and move to the 10 yard line

**10 yard line** 6 rounds, standing  
1.5 seconds each command

- From a standing ready position, on command fire a 2 round burst or semi-automatic double tap
- Repeat twice for a total of 6 rounds
- Place the weapon on safe and move to the 15 yard line

**15 yard line** 4 rounds, standing, mandatory reload  
10 seconds

**Semi-automatic mode**

- From a standing ready position, on command fire 2 rounds, make a magazine change and fire 2 rounds
- Place the weapon on safe and move to the 25 yard line

**25 yard line** 20 rounds, positions as per each stage

**Semi-automatic mode**

- From a standing ready position, on command fire 1 round. (1 second)
- Repeat 4 times for a total of 4 rounds

**Use of cover**

- From a kneeling, **strong side**, ready position behind cover, on command roll out and fire 2 rounds (2 seconds)
- Repeat once
- From a standing, **strong side**, ready position behind cover, on command roll out and fire 2 rounds (2 seconds)
- Repeat once
- From a kneeling, **support side**, ready position behind cover, on command roll out and fire 2 rounds (2 seconds)
- Repeat once
- From a standing, **support side**, ready position behind cover, on command roll out and fire 2 rounds (2 seconds)
- Repeat once
- Place weapon on safe and move to the 50 yard line

**50 yard line** 8 rounds, prone, kneeling

- From the prone position, on command fire 2 rounds. (4 seconds)
- Repeat once
- From the kneeling, **strong side of cover**, ready position, on command fire 2 rounds. (4 seconds)
- Repeat once
- Clear weapon and make it safe

—END OF COURSE—

**Appendix F**  
**Automatic/Semi-Automatic Subgun**  
**Night Qualification Course (ASNQC)**

**1. Familiarization Requirements for Each Participant.**

- a. Demonstrate the safe handling of the weapon.
- b. Demonstrate proper loading and unloading techniques.
- c. Demonstrate the techniques of proper physical stance.
- d. Demonstrate the techniques of good marksmanship.

**2. Range -25 yards.**

**3. Target - FBI type Q target, either paper or cardboard.**

**4. Course.**

- a. Total of 50 rounds per participant.
- b. Magazine capacity and mode of fire (semi-automatic or full automatic) will be given on command at each firing stage. While using the full automatic mode, short bursts consistent with the cyclic rate of the weapon should be used.
- c. To achieve a passing score of 80%, the participant must place a minimum of 40 shots within the border of the Q-target silhouette.
- d. Firing position: Standing shoulder position.  
Hip shooting is prohibited.
- e. Any form of full automatic firing is prohibited at distances greater than the 10-yard line.
- f. Night firing conditions may be artificially created.

**5 yard line.** 10 rounds. Semi-automatic or automatic mode.  
Each drill - Time: 3 seconds. 2 round automatic burst or double tap.

- Charge the weapon with a loaded magazine.
- On command, from standing shoulder ready, muzzle depressed position, fire a semi-automatic double tap or an automatic 2 round burst in 3 seconds.

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- Repeat drill 4 times, firing a total of 10 rounds.

---STOP TIME---

**7 yard line.** 10 rounds. Semi-automatic or automatic mode.

Each drill - Time: 3 seconds.

2 round automatic burst or semi-automatic double tap.

- On command, from standing shoulder ready, muzzle depressed position, fire a semi-automatic double tap or an automatic 2 round burst in 3 seconds.
- Repeat drill 4 times, firing a total of 10 rounds.

---STOP TIME---

**10 yard line.** 10 rounds. Semi-automatic or automatic mode.

Each drill - Time: 3 seconds. 2 round automatic burst or semi-automatic double tap.

(Total 10 rounds).

- On command, from standing shoulder ready, muzzle depressed position, fire a semi-automatic double tap or an automatic 2 round burst in 3 seconds.
- Repeat drill 4 times, firing a total of 10 rounds.

---STOP TIME---

- Reload if necessary

**15 yard line.** 10 rounds. Semi-automatic mode.

Drill 1 - Time: 6 seconds. 2 rounds.

Semi-automatic double tap. (Total 6 rounds).

- On command, from standing shoulder ready, muzzle depressed position, fire a semi-automatic double tap in 6 seconds. Place weapon on safe and return to ready position.
- Repeat drill 2 times, firing a total of 6 rounds.

---STOP TIME---

Drill 2 - Time: 10 seconds. 4 rounds.

- On command, from standing shoulder ready, muzzle depressed position, fire 4 rounds in 10 seconds.

**---STOP TIME---**

**25 yard line.** 10 rounds. Semi-automatic mode.

Each drill - Time: 10 seconds. 5 rounds.

- On command, from standing shoulder ready, muzzle depressed position, fire 5 rounds. Place weapon on safe and return to ready position.
- Repeat drill 1 time, firing a total of 10 rounds.

**---STOP TIME---**

**END NIGHT COURSE, SCORE TARGETS**

**Appendix G**  
**Automatic/Semi-Automatic Police Service Rifle**  
**Qualification Course (ARQC)**

1. **Familiarization Requirements for Each Participant.**
  - a. Demonstrate the safe handling of the weapon.
  - b. Demonstrate proper loading and unloading techniques.
  - c. Demonstrate the techniques of proper physical stance.
  - d. Demonstrate the techniques of good marksmanship.
2. **Range** - 100 yards. (100 yard line may be simulated with the use of reduced targets)
3. **Target** - FBI type Q target, either paper or cardboard.
4. **Course.**
  - a. Total of 60 rounds per participant.
  - b. Magazine capacity will be given on command at each firing stage.
  - c. To achieve a passing score of 80%, the participant must place a minimum of 48 shots within the border of the Q-target silhouette.
  - d. Firing positions are as indicated in the course.

yard Any form of full automatic firing is prohibited at distances greater than the 10-line.

**100 yard line** 10 rounds, Prone, sitting or squatting  
One minute each position

- From the prone position, on command fire 5 rounds. (1 minute)
- From a sitting or squatting position, on command fire 5 rounds (1 minute)
- Place weapon on safe and move to the 75 yard line

**75 yard line** 10 rounds, standing and kneeling  
5 seconds each stage

- From a standing ready position, on command fire 2 rounds. (5 seconds)

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- Repeat once for a total of 4 rounds
- From a kneeling ready position, on command fire 2 rounds. (5 seconds)
- Repeat twice for a total of 6 rounds
- Reload if necessary
- Place the weapon on safe and move to the 50 yard line

**50 yard line** 20 rounds, positions as per each stage  
5 seconds each stage

- From standing ready position, on command fire 2 rounds. (5 seconds)
- Repeat once for a total of 4 rounds
- From a kneeling ready position, on command fire 1 round (5 seconds)
- Repeat 5 times for a total of 6 rounds
- From a standing or kneeling ready position behind cover, on command fire 1 round. (5 seconds)
- Repeat 4 times for a total of 5 rounds
- From a standing or kneeling ready position behind cover, on command fire 1 round (5 seconds)
- Repeat 4 times for a total of 5 rounds
- Reload if necessary, place the weapon on safe and move to the 25 yard line

**25 yard line** 6 rounds, as per drill  
30 seconds

**Use of cover**

- From a kneeling, strong side of cover ready position, on command fire 2 rounds; assume an over the top of cover position and fire 2 rounds; assume a support side kneeling position behind cover and fire 2 rounds. (30 seconds)
- Place weapon on safe and move to the 15 yard line

**15 yard line** 4 rounds, standing to kneeling  
8 seconds

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- From a standing ready position, on command fire 2 rounds; assume a kneeling position and fire 2 rounds. (8 seconds)
- Place the weapon on safe and move to the 7 yard line

**7 yard line** 5 rounds, standing, standing alternative threat areas

- From a standing ready position, on command fire a 2 round burst or semi-automatic double tap. (3 seconds)
- From a standing ready position, on command fire a 2 round burst or semi-automatic double tap to the body then one shot to the head. (4 seconds)
- Place weapon on safe and move to the 5 yard line

5 yard line 5 rounds, standing, standing alternative threat areas

- From a standing ready position, on command fire a 2 round burst or semi-automatic double tap. (3 seconds)
- From a standing ready position, on command fire a 2 round burst or semi-automatic double tap to the body then one shot to the head. (4 seconds)
- Clear the weapon and make it safe

**---END OF COURSE---**

**Appendix H**  
**Police Carbine Qualification Course (PCQC)**

**1. Familiarization Requirements for Each Participant**

- a. Demonstrate the safe handling of the weapon.
- b. Demonstrate proper loading and unloading techniques.
- c. Demonstrate the techniques of proper physical stance.
- d. Demonstrate the techniques of good marksmanship.

**2. Range - 50 yards**

**3. Target - F B I type Q target, either paper or cardboard.**

**4. Course**

- a. Total of 60 rounds per participant.
- b. Magazine capacity will be given on command at each firing stage.
- c. To achieve a passing score of 80%, the participant must place a minimum of 48 shots within the border of the Q-target silhouette.
- d. Firing positions are as indicated in the course.

**50 yard line** 10 rounds, Kneeling, prone  
40 seconds each stage

- From the kneeling ready position, on command fire 5 rounds (40 seconds)
- Place weapon on safe and assume the prone position
- From the prone position, on command fire 5 rounds. (40 seconds)
- Place weapon on safe, stand up and move to the 25 yard line

**25 yard line** 20 rounds, **use of cover**

- Standing or kneeling. From the ready position on the **strong side** of cover, on command roll out and fire 2 rounds, roll out from the **support side** of cover and fire 2 rounds. (10 seconds)

- Repeat once for a total of 8 rounds
- Standing or kneeling. From the ready position on the **strong side** of cover, roll out and fire 2 rounds, reload, roll out and fire 2 rounds. (15 seconds)
- Kneeling or crouching. From the ready position behind cover, on command fire 2 rounds **over the top of cover**. (3 seconds)
- Repeat 3 times for a total of 8 rounds
- Place the weapon on safe and move to the 15 yard line

**15 yard line** 15 rounds, standing and kneeling, mandatory reload

- From a standing ready position, on command fire 2 rounds, assume a kneeling position and fire 2 rounds. (10 seconds)
- Repeat once for a total of 8 rounds
- From a standing ready position, on command fire 2 rounds assume a kneeling position, reload and fire 5 rounds. (15 seconds)
- Place the weapon on safe and move to the 10 yard line

**10 yard line** 5 rounds, standing side steps

- From a standing ready position, on command double tap the body, step to the right and double tap the body, step to the left and fire 1 round to the head. (No time)
- Place the weapon on safe and move to the 7 yard line

**7 yard line** 6 rounds, standing  
1 second each command

- From a standing ready position, on command double tap the target. (1 second)
- Repeat twice for a total of 6 rounds
- Place the weapon on safe and move to the 5 yard line

**5 yard line** 4 rounds, standing, transition to handgun

**(Transition by bringing the back of the support hand holding the forend of the carbine to the top of the support thigh. This will bring the muzzle down in a safe direction and keep the stock of the carbine from blocking the draw. This may be practiced “dry” prior to live fire.)**

- From a standing ready position, on command double tap the target, transition to the handgun and double tap the target.
- Holster an uncocked handgun
- Clear and make safe the carbine

**—END OF COURSE---**

**Appendix I**  
**Police Carbine Qualification Night Course (PCQNC)**

**1. Familiarization Requirements for Each Participant**

- a. Demonstrate the safe handling of the weapon.
- b. Demonstrate proper loading and unloading techniques.
- c. Demonstrate the techniques of proper physical stance.
- d. Demonstrate the techniques of good marksmanship.

**2. Range - 25 yards**

**3. Target - FBI type Q target, either paper or cardboard**

**4. Course**

- a. Total of 40 rounds per participant.
- b. Magazine capacity will be given on command at each firing stage.
- c. To achieve a passing score of 80%, the participant must place a minimum of 32 shots within the border of the Q- target silhouette.
- d. Firing positions are as indicated in the course.

**Phase I                      25 yard line. Total 10 rounds**

Standing to Kneeling Cover Position

- Assume a standing, shoulder ready, position.
- On command shooter moves to and assumes kneeling cover position, fires 5 rounds.
- Time: 10 seconds
- Repeat once

**--- STOP TIME ---**

**Phase II                      15 yard line. Total 10 rounds.**

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- Standing Muzzle Depressed Position
  - On command, shooter assumes a standing, shoulder ready, muzzle depressed position.
  - On command fire 2 shots.
  - Time: 4 seconds
  - Repeat twice
  - Total 6 rounds
  
- (B) Standing to Kneeling Position
  - On command, shooter assumes a standing, shoulder ready, muzzle depressed position.
  - On command shooter assumes a kneeling position and fires 4 rounds.
  - Time: 8 seconds

--- STOP TIME ---

**Phase III**    **10 yard line.** Total 10 rounds.

Standing Assault Ready Position

- On command, shooter assumes a standing assault ready position.
- On command fire a semi-automatic double taps.
- Time 2 seconds
- Repeat 4 times
- Total 10 rounds

--- STOP TIME ---

**Phase IV**    **7 yard line.** Total 10 rounds

Standing Assault Ready Position to Transition

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## Semi-Annual Firearms Qualification and Requalification Standards

- On command, shooter assumes a standing assault ready position.
- On command fire a semi-automatic double tap.
- Time 2 seconds
- Repeat twice for a total of 6 rounds
- On command fire a semi-automatic double tap then transition to the handgun and fire a double tap.

**--- END OF COURSE ---**

**Appendix J**  
**Scoped Rifle Qualification Course (SRQC)**

**1. Familiarization Requirements for Each Participant**

- a. Demonstrate the safe handling of the weapon.
- b. Demonstrate proper loading and unloading techniques.
- c. Demonstrate the techniques of proper physical stance.
- d. Demonstrate the techniques of good marksmanship.

**2. Range - 100 yards**

**3. Target - New Jersey Division of Criminal Justice Scoped Rifle Qualification Target**

**4. Course**

- a. Total of 10 rounds per participant. (More rounds may be fired if “follow-up” shots are necessary)
- b. Load rifle to magazine capacity close bolt on an empty chamber.
- c. To achieve a passing score of 90%, the participant must place a minimum of 8 shots inside the prescribed sub-targets and must have hit the “cold bore” sub-target.
- d. Firing positions are as indicated in the course.

**Note: Bolt action rifles:** After each shot the shooter must work the action of the bolt to chamber the next round.

**Alibis** - Should the observer call a “miss” the shooter may immediately fire another round. If the second round scores (regardless of time) no penalty will be incurred. (This does not apply to the “cold bore” shot)

If the shooter did not follow through and is not ready to fire a “follow-up” round, the shooter will **not** be given an “alibi”.

**100 yard line** 1 round, “Cold Bore” shot, (this shot must have hit the “CB” sub-target to continue)

30 seconds

- In the prone position chamber 1 round
- On command fire one shot on the “CB” sub-target (30 seconds)
- If the shot was a miss, shooter must abort the remainder of the course; record a “non-qualification” status; take the necessary time and action to return the rifle to “cold bore” status. Once “cold bore” status has been achieved, the shooter may attempt qualification again.
- With positive results the shooter should clear the chamber of the rifle, close and lock the bolt on an empty chamber and move to the 75 yard line

**75 yard line** 2 rounds, prone

6 seconds

- In the prone position chamber 1 round
- On command fire 1 round on sub-target # 1 and 1 round into sub-target # 2 (6 seconds)
- Clear the rifle’s chamber and close and lock the bolt on an empty chamber
- Carrying all equipment, the shooter will jog to and touch the target, then jog back to the 50 yard line

**50 yard line** 3 rounds sitting or kneeling, supported (rifle on top of bench or other object)

8 seconds

- Assume position, chamber 1 round
- On command fire 1 shot on each sub-target “A”, “B”, and “C” (8 seconds)
- Clear the chamber, close and lock the bolt on an empty chamber
- Move to the 25 yard line

**25 yard line** 3 rounds, shooter’s choice of position (no prone), rifle may be supported  
1 second each command

- Assume position, chamber 1 round

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- On command fire 1 round on sub-target "25" (1 second)
- Repeat twice for a total of 3 rounds
- Clear the chamber of the rifle, close and lock the bolt on an empty chamber
- Carrying all equipment, jog back to the 100 yard line

**100 yard line** 1 round, shooter's choice of position  
5 seconds

- Assume position and chamber 1 round
- On command fire 1 round on the "triangle" sub-target (5 seconds)
- Unload the rifle and make it safe

**—END OF COURSE---**

## In-Service Requalification HQC 1

Range: 25 yards

Target: FBI "Q" type

60 rounds

Range	Rounds	Position	Course of fire	Time
25 yds	4	Kneeling strong side of cover	Shooter will start standing 2 yards behind the barricade. On command the shooter will move forward and fire 4 rds from the strong side of cover kneeling. Remain behind cover in a ready position with visual focus towards the threat area.	30 sec.
	4	Over the top of cover	On command fire 4 rds over the top of cover. Remain behind cover in a ready position with visual focus towards the threat area.	30 sec.
	4	Support side of cover, kneeling or standing (Strong hand)	On Command fire 4 rds with the strong hand (supported is recommended) from the support side of cover kneeling or standing. Reload if necessary decock and holster. Replenish loading devices	30 sec.
15 yds	12	Standing	Draw and fire 3 rds standing, decock and holster	5 sec.
15 yds		Standing & kneeling	Draw and fire 3 rds standing, assume a kneeling position and fire 6 rds kneeling	25 sec.
10 yds	6	Ready	From the ready position fire 2 rds on each command to fire	3 sec. (3X)
7 yds	12	Standing	Draw, fire 3 rds, decock and holster	4 sec.
7 yds		Standing	Draw, fire 3 rds, make a magazine change, fire 3 rds, decock and holster	15 sec.
7 yds		Standing	Draw, fire 3 rds, decock and holster	4 sec.
5 yds	12	Standing one hand, strong side	Draw fire 2 rds one-handed with the strong hand, decock and holster	4 sec. (3X)
5 yds		Standing one hand, support hand	Weapon should be in the support hand at the ready. Fire 2 shots one-handed with the support hand each command, return to the ready.	3 sec. (3X)
1 yd	6	Standing, weapon retention	Assume an interview stance position. Draw and fire 2 rds from the weapon retention position, decock and holster.	2 sec. (3X)
<b>End course, score targets (48 hits – 80%)</b>				

## In-Service Requalification HQC 2

Range: 25 yards

Target: FBI "Q" type

50 rounds

Range	Rounds	Position	Course of fire	Time
25 yds	4	Strong side of cover kneeling	Shooter will start standing 2 yards behind the barricade. On command the shooter will move forward and fire 4 rds from the strong side of cover kneeling. Remain behind cover in a ready position with visual focus towards the threat area.	30 sec.
	3	Over the top of cover	On command fire 4 rds over the top of cover. Remain behind cover in a ready position with visual focus towards the threat area.	25 sec.
	3	Support side of cover, kneeling or standing (Strong hand)	On Command fire 4 rds with the strong hand (supported is recommended) from the support side of cover kneeling or standing. Reload if necessary decock and holster. Replenish loading devices	25 sec.
15 yds	10	Standing	Draw and fire 3 rds standing, decock and holster	5 sec.
15 yds		Standing & kneeling	Draw and fire 3 rds standing, assume a kneeling position and fire 4 rds kneeling	25 sec.
10 yds	6	Standing, Ready	From the ready position fire 2 rds on each command to fire	3 sec. (3X)
7 yds	12	Standing	Draw, fire 3 rds, decock and holster	4 sec.
7 yds		Standing	Draw, fire 3 rds make a magazine change, fire 3 rds, decock and holster	15 sec.
7 yds		Standing	Draw, fire 3 rds, decock and holster	4 sec.
5 yds	8	Standing one hand, strong side	Draw fire 2 rds one-handed with the strong hand, decock and holster	4 sec. (2X)
5 yds		Standing one hand, support hand	Weapon should be in the support hand at the ready. Fire 2 shots one-handed with the support hand each command, return to the ready.	3 sec. (2X)
1 yd	4	Standing, weapon retention	Assume an interview stance position. Draw and fire 2 rds from the weapon retention position, decock and holster.	2 sec. (2X)
<b>End course, score targets (40 hits – 80% - 2 points per hit)</b>				

## Handgun Night Qualification Course HNQC

Range: 15 yards

Target: FBI "Q" type

40 rounds

Range	Rounds	Position	Course of fire	Time
15 Yds	6	Standing Point Shoulder	From a secured holster position, draw and fire 6 rounds. Reload if necessary, decock and holster.	N/A
10 Yds	6	Standing Point Shoulder	From a secured holster position, on command draw and fire 6 rounds. Reload if necessary, decock and holster	N/A
7 Yds	4	Standing Point Shoulder	Draw and bring the weapon to a ready position. On command fire 2 rounds and return to the ready position. Repeat once	N/A
	4	Standing Point Shoulder; Mandatory magazine change	On command fire 2 rounds, make a magazine change and fire 2 rounds, return to the ready position	N/A
	4	Standing Point Shoulder	Draw and bring the weapon to a ready position. On command fire 2 rounds and return to the ready position. Repeat once. Decock and holster.	N/A
5 Yds	12	Standing Point Shoulder	From a secured holster position, draw and fire 6 rounds. Repeat once. Reload with 4 rounds; Revolvers must index properly. Decock and holster	N/A
1 yd	4	Weapon Retention	From a secured holstered position, on command draw and fire 2 rounds from the weapon retention position. Repeat once.	N/A
<b>End course, score targets (32 hits – 80%)</b>				

## Subgun Qualification Course (ASQC)

Load two 30 round magazines. Each must have exactly 30 rds. All positions are beginning at the "shoulder ready" position.

**Range 50 yards**

**Target: FBI "Q" type**

**60 rounds**

<u>Range</u>	<u>Rds</u>	<u>Position</u>	<u>Fire Mode</u>	<u>Course of fire</u>	<u>Time</u>
3 yds	6	Standing	Auto	On command fire a 2 round burst	1.5 sec. (3X)
5 yds	6	Standing	Auto	On command fire a 2 round burst	1.5 sec. (3X)
7 yds	6	Standing	Auto (2rds body, 1 rd head)	On command fire a 2 round burst to the body, then one shot to the head	2 sec. (2X)
	4	Standing to kneeling	Auto	On command from a standing position fire a 2 round burst, assume a kneeling position and fire a 2 round burst	6 sec.
10 yds	6	Standing	Auto	On command fire a 2 round burst	1.5 sec. (3X)
15 yds	4	Standing (reload drill)	Semi	On command fire 2 rounds, reload and fire 2 rounds	10 sec.
25 yds	4	Standing	Semi	On command fire 1 round	1 sec. (4X)
25 yds	4	Kneeling strong side of cover (roll out)	Semi	On command fire 2 rounds	2 sec. (2X)
25 yds	4	Standing strong side of cover (roll out)	Semi	On command fire 2 rounds	2 sec. (2X)
25 yds	4	Kneeling support side of cover (roll out)	Semi	On command fire 2 rounds	3 sec. (2X)
25 yds	4	Standing support side of cover (roll out)	Semi	On command fire 2 rounds	3 sec. (2X)
50 yds	4	Prone	Semi	On command fire 2 rounds	4 sec. (2X)
50 yds	4	Kneeling strong side of cover	Semi	On command fire 2 rounds	4 sec. (2X)
<b>48 hits = 80% score same as HQC</b>					

## Subgun Night Qualification Course

**Range: 25 yards**

**Target: FBI Q Type**

**50 rounds**

Range	Rds	Position	Fire Mode	Course of fire	Time
5 yds	10	Standing	Auto or Semi-auto	On command fire a 2 round burst or semi-automatic double tap	3 sec. (5X)
7 yds	10	Standing	Auto or Semi-auto	On command fire a 2 round burst or semi-automatic double tap	3 sec. (5X)
10 yds	10	Standing	Auto or Semi-auto	On command fire a 2 round burst or semi-automatic double tap	3 sec. (5X)
15 yds	10	Standing	Semi-auto	On command fire a semi-automatic double tap	6 sec. (3X)
		Standing	Semi-auto	On command fire 4 rounds	10 sec.
25 yds	10	Standing	Semi-auto	On command fire 5 rounds	10 sec. (2X)
40 hits = 80%					

**Automatic/Semi-Automatic Police Service Rifle**  
**Qualification Course (ARQC)**

Range: 100 yards

Target: FBI "Q" type

60 rounds  
 3 - 20 rd magazines

<b>Range</b>	<b>Rounds</b>	<b>Position</b>	<b>Course of Fire</b>	<b>Time</b>
100 yds	5	Prone	On command fire 5 rounds	1 min.
	5	Sitting or Squatting	On command fire 5 rounds	1 min.
75 yds	4	Standing	On command fire 2 rounds	5 sec. (2X)
	6	Kneeling	On command fire 2 rounds (Change magazine)	5 sec. (3X)
50 yds	4	Standing	On command fire 2 round;	5 sec. (2X)
	6	Kneeling	On command fire 1 round	5 sec. (6X)
	5	Standing or kneeling from strong side of cover	On Command fire 1 round	5 sec. (5X)
	5	Standing or kneeling from support side of cover	On command fire 1 round (Change magazine)	5 sec. (5X)
25 yds	6	Kneeling, strong side cover; over the top of cover; Kneeling support side of cover	On Command fire 2 rounds from the strong side of cover; Fire 2 rounds over the top of cover; Fire 2 round from the support side of cover	30 sec.
15 yds	4	Standing to kneeling	On command fire a double tap standing, Drop to kneeling an fire a double tap from kneeling	8 sec.
7 yds	2	Standing	On command fire a double tap; or 2 round burst;	3 sec.
	3	Standing	On command fire a double tap or 2 round burst to the chest, then 1 shot to the head	4 sec.
5 yds	2	Standing	On command fire a double tap; or 2 round burst;	3 sec.
	3	Standing	On command fire a double tap or 2 round burst to the chest, then 1 shot to the head	4 sec.
<b>60 rounds fired score same as HQC 48 hits = 80%</b>				

## Police Carbine Qualification Course (PCQC)

Range: 50 yards

Target: FBI "Q" type

60 rounds

Range	Rounds	Position	Course of fire	Time
50 yds	10	Kneeling	From a kneeling ready position, fire 5 rds,	40 sec..
		Prone	From a prone position, on command fire 5 rounds	40 sec.
25 yds	20	Cover	Roll out from strong side of cover and fire 2 rounds; roll out from the support side of cover and fire 2 rds	10 sec. (2X)
			Roll out fire 2 rds from strong side of cover, reload fire 2 rds from the strong side of cover	15 sec.
			Over the top of cover fire 2 rds	3 sec. (4X)
15 yds	20	Standing & kneeling	Fire 2 rds from standing, assume the kneeling position and fire 2 rds	10 sec. (2X)
		Standing & kneeling	Fire 2 rds standing, assuming kneeling, reload, fire 5 rds kneeling	15 sec.
10 yds		Standing (side steps)	Double tap the body, step to the right and double tap the body, step to the left and fire one shot to the head	N/A
7 yds	10	Standing	Double tap the target	1 sec. (3X)
5 yds		Standing	Fire 2 rds from the carbine, transition to handgun and fire 2 rds	8 sec.
<b>End course, score targets (48 hits – 80%)</b>				

**Police Carbine Night Qualification Course PCNQC**

**Range: 25 yards**

**Target : FBI Q Type**

**40 rounds**

Range	Rds	Position	Fire Mode	Course of fire	Time
25 yds	10	Standing to kneeling, cover	Semi-auto	From a standing position, on command move to a kneeling cover position and fire 5 rounds	10 sec. (2X)
15 yds	10	Standing	Semi-auto	On command fire a semi-automatic double tap	4 sec. (3X)
		Standing to kneeling	Semi-auto	From a standing position, on command assume a kneeling position and fire 4 rounds	8 sec.
10 yds	10	Standing	Semi-auto	On command fire a semi-automatic double tap	2 sec. (5X)
7 yds	10	Standing	Semi-auto	On command fire a semi-automatic double tap	2 sec. (3X)
		Standing	Semi-auto	On command fire a semi-automatic double tap, transition to the handgun and fire a double tap	N/A
<b>32 hits = 80%</b>					

## Scoped Rifle Requalification

Range: 100 yards

Target: NJ DCJ scoped rifle target

10 rounds

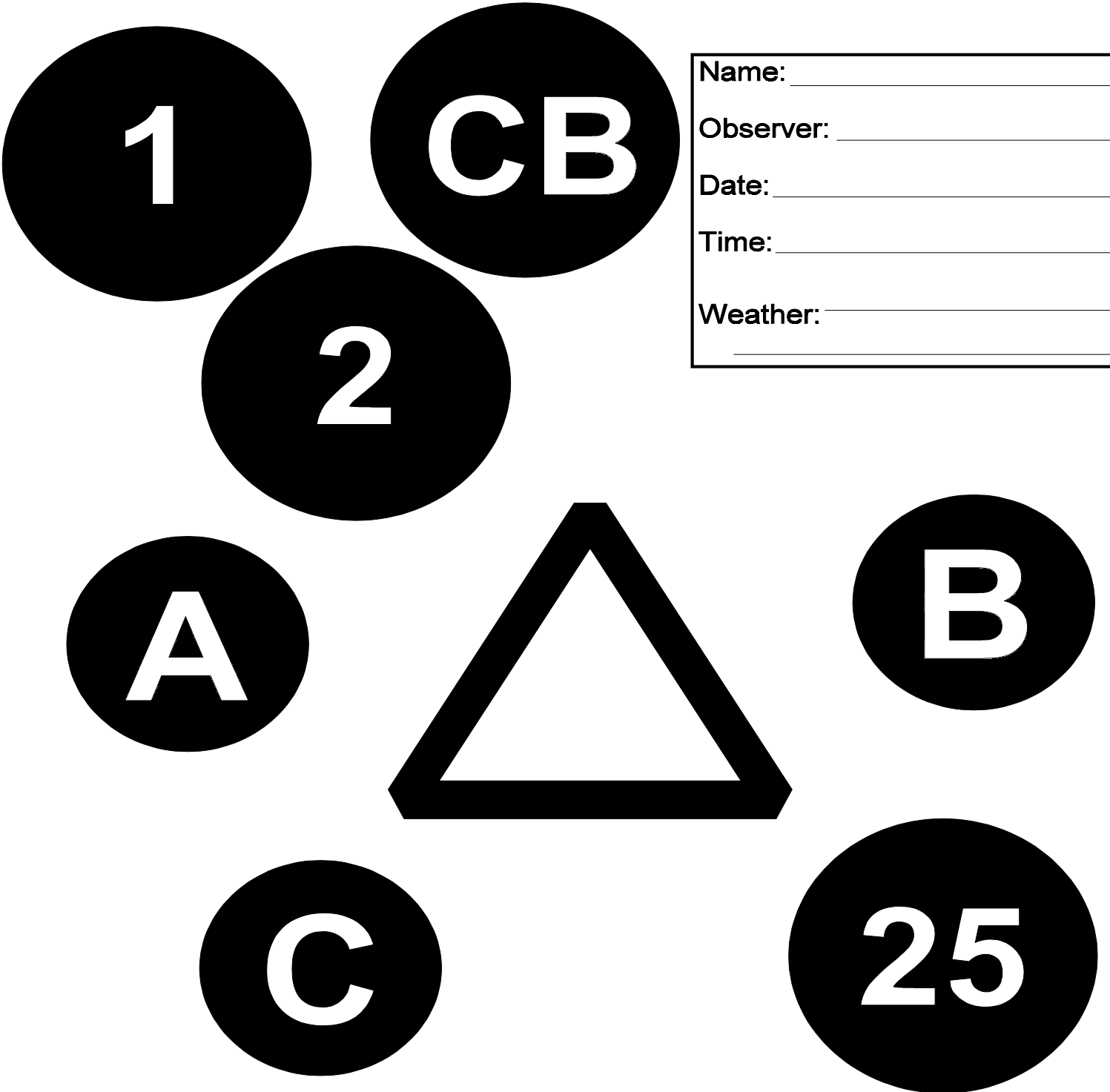
Range	Rounds	Position	Course of fire	Time
<ul style="list-style-type: none"> <li>To begin the shooter will fully load the magazine of the rifle, then close and lock the bolt on an empty chamber (safety will always remain "off").</li> <li>The rifle will be in this condition whenever the shooter moves from position to position.</li> <li>At any point during the qualification, if the spotter advises, "miss", the shooter may fire another round. If the second round scores (regardless of time) no penalty will be incurred. (This does not apply to the cold bore shot)</li> <li>If the shooter did not follow through and is not ready to fire a "follow-up" round, the shooter will not be given an "alibi".</li> </ul>				
100 yds	1 (Cold Bore)	Prone	On command fire one round (cold bore) on (CB) circle. Shooter will immediately re-chamber a round. Fired round must score to continue the course.	30 sec.
75 yds	2	Prone	On command fire 1 round on # 1 and 1 round on # 2. Shooter will immediately re-chamber a round after the second round. Reload, close and lock the bolt on an empty chamber.	6 sec.
Carrying all equipment, the shooter will jog to the target line and touch the target, then jog back to the 50-yard line and assume a shooting position.				
50 yds	3	Sitting or kneeling –supported (rifle on top of bench or other object)	On command fire 1 shot on A, B and C. Shooter will immediately re-chamber a round after the third round. Reload, close and lock the bolt on an empty chamber. Move to the 25-yard line.	8 sec.
25 yds	3	Shooter's choice supported (no prone)	On command fire 1 round on "25" circle. Shooter will immediately re-chamber a round after the each round. Assure at least two rounds are in the magazine, then close and lock the bolt on an empty chamber.	1 sec. (3X)
Carrying all equipment, jog back to the 100-yard line.				
100 yds	1	Shooter's choice	On command fire 1 round on the "triangle" target. Shooter will immediately re-chamber a round. Clear the rifle – End of Qualification	5 sec.
<b>Cold Bore round + 8 other hits to qualify (90%)</b>				

<b>Qualification Matrix</b>				
Weapon	Day Qualification	Night Qualification		Instructor Requirements
		Once	Twice	
Handgun	Semi-annually		<b>X</b>	Firearms Instructor Course
Shotgun	Semi-annually		<b>X</b>	Firearms Instructor Course
Subgun *	Semi-annually		<b>X</b>	Firearms Instructor + Subgun Instructor Course
Police Rifle * **	Semi-annually			Firearms Instructor + Police Service Rifle/Assault Rifle Instructor Course
Police Carbine	Semi-annually		<b>X</b>	Firearms Instructor + Subgun <b>or</b> Assault Rifle <b>or</b> Police Carbine Instructor Course
Scoped Rifle	Quarterly			Marksman may self-qualify with mandatory observer/spotter from agency's firearms staff

\* Note: Requires quarterly training, two of which may be used for qualification

\*\* Note: If Police Service Rifle is deployed as a patrol supplement or entry firearm, officers must qualify semi-annually on the Subgun Night Qualification Course (SNQC)

New Jersey Division of Criminal Justice  
Scoped Rifle Qualification Target



Name:	_____
Observer:	_____
Date:	_____
Time:	_____
Weather:	_____