

MICHIGAN COMMISSION ON LAW ENFORCEMENT STANDARDS

Basic Academy Firearms Standard Assessment Manual



Handgun and Shotgun

Revised 2019

Basic Academy Firearms Standard – Assessment Manual (Handgun and Shotgun)

Revised: January 2019

The 2019 revision of the Basic Training Firearms Standard is comprised of three separate components to ensure relevant tactics and techniques are incorporated into the firearms program. The revised standard consists of dynamic drills, reality-based scenarios, and a pass/fail live fire course. This standard emphasizes close-quarter-combat tactics and techniques, as well as precision fire. This revision was pilot tested in 2017 by several Michigan academies, pilot tested in 2018 by all Michigan academies, and implemented in 2019.

CONTENT OF EVALUATION PROCESS

This assessment manual contains the following information and forms:

- **Handgun Skill Assessment Criteria (Pages 3-8)** - The skill areas have been broken down into two performance ratings - Acceptable (Pass), and Unacceptable (Fail). Anchor statements have been developed to identify acceptable performance for each criterion.
- **Shotgun Skill Assessment Criteria (Pages 9-12)** - Anchor statements have been developed to identify acceptable performance for each criterion.
- **Specifications (Pages 12-23)** – This section describes minimum standards regarding ammunition, total number of rounds fired, targets, instructor ratios, safety equipment, assessment protocol, shotgun course of fire, and remediation.
- **Handgun Skill - Final Assessment Form (Page 24)** - This form is used for the final pass/fail handgun skill assessment of the recruit.
- **Handgun Skill - Training (Log) Evaluation Form (Pages 25-27)** - This form is used to track the progress of the recruit during handgun training.
- **Shotgun Skill - Final Assessment Form (Page 28)** - This form is used for the final pass/fail shotgun skill assessment of the recruit.
- **Shotgun Skill - Training (Log) Evaluation Form (Pages 29-30)** – This form is used to track the progress of the recruit during shotgun training.

EVALUATION PROCESS GUIDELINES

Evaluation of firearms training and proficiency is an ongoing process. A running evaluation log may be utilized for evaluation purposes, with one required final assessment form for each individual recruit.

Instructor Note: *Score Sheets* are found on the TD website.

Evaluation Method

The instructor shall make notes in the appropriate location of the training log during the firearms training program. These notes shall be maintained and attached to the appropriate firearms score sheet at the end of the evaluation session. If an evaluation session is being conducted by more than one instructor, each instructor shall initial his/her own comments.

Final Evaluations

Final assessment notes for each live-fire exercise may be documented on a running log. A final assessment form shall be completed for each recruit at the end of the firearms program.

The final assessment forms shall be used on assessment day, and for the one final remedial assessment, if necessary. The running log evaluation forms shall be used for regular and remedial training.

The model used for pass-fail determinations is the same for all MCOLES skill area assessments, which offers four total test opportunities to demonstrate proficiency once. When proficiency has been demonstrated by the recruit (pass) on a live-fire exercise, no further attempts are necessary for that exercise.

Instructor Note: When applicable, the assessment criteria listed on pages 3 - 12 shall be considered and monitored during other components of this standard (e.g., drills and scenarios) to supplement the instructor's observations of the recruit's performance on the range. These observations can be included on the recruit's training log.

Record Maintenance

All firearms records, including all training logs and score sheets, shall be maintained in accordance with MCOLES record retention guidelines. Firearms instructors may use modified versions of the official MCOLES training log, as long as the modified version contains all relevant information regarding the progress of each recruit. The official MCOLES Firearms Score Sheet shall be used to permanently document each recruit's pass/fail assessment performance.

PRIMARY HANDGUN SKILL ASSESSMENT CRITERIA**Evaluation Scale****Pass
(Acceptable)****Fail
(Unacceptable)****BASIC HANDLING****1 - PROPERLY GRIPS HANDGUN**

PASS = Usually grips weapon properly while in holster - only occasional slight hesitation; usually does not look away from area of responsibility while gripping gun in holster; rarely has to re-grip gun before firing.

FAIL = Does not properly grip weapon while in holster; takes eyes off area of responsibility to look toward weapon; frequently re-grips weapon before firing.

2 - DRAWS HANDGUN SAFELY AND PROPERLY

PASS = Generally draws weapon quickly, smoothly and with minimum of motion, using only one hand - only occasional slight hesitation; eyes generally on area of responsibility, only looking away occasionally; finger always off trigger until shooting; Barrel never points above line of sight.

FAIL = Often hesitates when drawing weapon, often using two hands - motions exaggerated or not smooth; often looks at weapon, rather than at area of responsibility; finger occasionally enters trigger guard before decision to fire and before weapon pointed at area of threat; occasionally points weapon above line of sight.

3 - MAINTAINS BALANCE AND STANCE

PASS = Usually maintains proper shooting position relative to the situation; does not lose balance while shooting.

FAIL = Often fails to maintain proper stance/balance; often off balance while shooting.

4 - HOLSTERS HANDGUN SAFELY AND PROPERLY

PASS = Generally holsters weapon quickly, smoothly and with minimum of motion, using only one hand (or as appropriate for specialized security holsters) - only occasional hesitation; always secures weapon immediately upon holstering; eyes generally on area of responsibility - looks away only occasionally; finger off trigger; barrel never points above horizontal; always de-cocks weapon; thumb over hammer and/or end of slide; never holsters an empty weapon unless directed to do so by the range officer.

4 - HOLSTERS HANDGUN SAFELY AND PROPERLY (continued)

FAIL = Often hesitates when holstering weapon - often using two hands - motions exaggerated or not smooth; often fails to secure weapon upon holstering; often looks at weapon, rather than at area of responsibility; finger occasionally remains in trigger guard; occasionally points weapon above horizontal; occasionally fails to de-cock weapon; occasionally fails to place thumb over hammer and/or end of the slide; holsters an empty weapon without being directed to do so by the range officer.

BASIC FIREARMS PROFICIENCY**5 - GRIPS HANDGUN PROPERLY FOR FIRING**

PASS = Generally maintains proper grip strength and position, only occasionally has to re-grip weapon.

FAIL = Often has incorrect hand position and grip strength, occasionally causing stoppages; often changes grip on weapon between shots while shooting.

6 - PROPERLY FUNCTIONS HANDGUN USING PRECISION SHOOTING TECHNIQUES

PASS = Focuses on front sight while smoothly functioning trigger.

FAIL = Fails to continuously focus on front sight while functioning trigger, occasionally shifting focus to target; occasionally looks over rear sight; occasionally pushes weapon, or recoils with it.

7 - DEMONSTRATES PROPER CLOSE-QUARTER-COMBAT TACTICS AND TECHNIQUES

PASS = Draws, shoots and reloads while moving. Shoots utilizing practical close-quarter-combat tactics and techniques (e.g. bent elbow, point-shooting, etc.). Moves to cover when appropriate and properly utilizes cover (steps back from cover when advantageous). Tactically shoots from behind cover (e.g., slices the pie to identify threat and engage threat).

FAIL = Fails to move while drawing, shooting and reloading. Fails to utilize close-quarter-combat tactics and techniques when shooting (e.g. bent elbow, point-shooting, etc.). Fails to move to cover when appropriate and/or fails to utilize cover properly once behind cover (e.g., hugs cover). Fails to utilize sound tactics when shooting from behind cover (e.g., steps out from behind cover to shoot, etc.).

LOW LIGHT PROFICIENCY**8 - PROPERLY USES AVAILABLE LIGHTING AND TACTICALLY USES FLASHLIGHT DURING REDUCED LIGHT EXERCISES**

PASS = Utilizes light conditions and/or flashlight for personal advantage; uses available light and/or flashlight when needed to assist in correct target identification and acquisition; never back-lights self or partner; utilizes light and/or flashlight in a tactical manner.

FAIL = Fails to utilize light conditions and/or flashlight for personal advantage; fails to use available light and/or flashlight when needed to assist in correct target identification and acquisition; back-lights self or partner; fails to utilize light and/or flashlight in a tactical manner.

THREAT ASSESSMENT**9 - PROPERLY IDENTIFIES AND ASSESSES THREATS**

PASS = Is always aware of entire area of responsibility and can locate and identify threatening targets; locates and identifies non-threatening targets, as well as those which have the potential to become threats; assesses the threat level of hostile targets.

FAIL = Occasionally is unaware of portion of area of responsibility and occasionally has difficulty locating and identifying threatening targets; occasionally has difficulty distinguishing threatening targets from non-threatening targets; occasionally has difficulty identifying those targets which have the potential to become threats; occasionally fails to accurately assesses the threat level of hostile targets.

10 - DETERMINES THREAT VALIDITY

PASS = Always engages threats, when appropriate, usually with challenge and identification; usually engages closest/greatest threat first.

FAIL = Fails to engage threats and often fails to issue challenge and identify self; seldom engages closest/greatest threat first.

11 - REACTS TO SECONDARY ADVERSARIES

PASS = Always scans area of responsibility (360%) for secondary adversaries,

FAIL = Fails to scan area of responsibility for secondary adversaries, goes on to complete other tasks (holster weapon, etc.).

12 - PERFORMS REASONABLY AND EFFECTIVELY UNDER STRESS

PASS = Always follows commands, directives and courses of fire, remains functional and proficient with weapon under stress.

FAIL = Fails to follow commands, directives and courses of fire; occasionally loses ability to properly function weapon system under stress.

TACTICS

13 - PROPERLY ISSUES VERBAL COMMANDS

PASS = Usually uses verbal commands identifying self as a police officer; usually gives clear and audible directions appropriate for the situation; never issues directions which counter directions issued by another officer, unless necessary for legal, tactical or safety considerations.

FAIL = Seldom issues verbal commands identifying self as a police officer; seldom gives clear and audible directions appropriate to the situation; often issues directions which counter directions issued by another officer; often fails to recognize other officer in control.

14 - IDENTIFIES AND UTILIZES COVER AND CONCEALMENT

PASS = Always seeks and moves to cover for tactical positioning when threat is recognized; generally utilizes cover/concealment to best tactical advantage considering the suspect's perspective; demonstrates awareness between cover and concealment; generally demonstrates proper shooting techniques from behind cover; generally recognizes suspect's vulnerability by firing through concealment, when appropriate; generally maintains distance from cover for best optical effect; always maintains covered or tactically sound position until threat is eliminated.

FAIL = Fails to look for, or seek, cover; fails to initiate movement to cover for a better tactical position when threat is recognized; fails to utilize cover and concealment to best tactical advantage considering the suspect's perspective; fails to demonstrate awareness between cover and concealment; does not demonstrate proper shooting techniques from behind cover; fails to recognize suspect's vulnerability by firing through concealment, when appropriate; fails to maintain distance from cover for best optical effect; fails to maintain covered or tactically sound position until threat is eliminated.

15 - PROPERLY USES ALTERNATIVES TO COVER AND CONCEALMENT

PASS = Alters profile when appropriate; uses tactical retreat when alternatives are unacceptable; keeps moving to avoid becoming a target; demonstrates ability to accurately fire at threat while moving.

FAIL = Fails to alter profile when appropriate; fails to use tactical retreat when alternatives are unacceptable; fails to keep moving to avoid becoming a target; fails to demonstrate ability to accurately fire at threat while moving.

16 - PROPERLY RELOADS HANDGUN IN TACTICAL SITUATION

PASS = Usually aware of current state of ammunition supply; reloads handgun in smooth and efficient manner without attempting to fire on an empty chamber; usually reloads handgun in smooth and efficient manner before running out of ammunition, moves while reloading if advantageous.

FAIL = Often runs out of ammunition; often fumbles reloads and/or unable to reload under stress; often fails to recognize when empty. Fails to move while reloading when advantageous.

17 - AGGRESSIVELY ADDRESSES SYSTEM STOPPAGES

PASS = Always reactively recognizes system stoppages; always able to clear stoppage quickly and efficiently and resume firing, if necessary.

FAIL = Fails to reactively recognize system stoppages; not able to reactively clear stoppages in efficient manner.

SAFETY

18 - DEMONSTRATES GENERAL SAFETY

PASS = Always demonstrates total concern for safe weapon handling - never draws weapon unless under the direction of an instructor or when otherwise appropriate, and then only in a safe location and manner; always uses appropriate safety equipment (eye and ear protection, etc) when potential of live fire is present; never is involved in "horse play" when on the range or in the ready area; never bends down or reaches forward of the firing line unless directed to do so by range officer; always follows all directions.

FAIL = Occasionally fails to handle weapon safely - displays weapon to others without direction of instructor and/or in unsafe location; occasionally must be reminded to use eye and/or ear protection; picks up brass or equipment when others are firing; occasionally fails to follow directions.

19 - DEMONSTRATES SAFETY DURING TRAINING EXERCISES

PASS = Always handles firearms safely - barrel always pointed in safe direction and finger always out of trigger guard, except when firing, even under stress; always follows directions from Range Master or instructor.

FAIL = Fails to handle firearm safely - barrel occasionally pointed in unsafe direction; finger enters trigger guard when not intending to fire; fails to follow directions given by Range Master or instructor.

SHOTGUN SKILL ASSESSMENT CRITERIA STARTS ON NEXT PAGE

SHOTGUN SKILL ASSESSMENT CRITERIA**Evaluation Scale**

Pass
(Acceptable)

Fail
(Unacceptable)

BASIC HANDLING**1 - PROPERLY GRIPS SHOTGUN**

PASS = Usually grips the shotgun with the primary hand on the pistol grip of the shoulder stock; trigger finger is consistently outside the trigger guard or on the receiver over the guard; support hand is usually positioned on the forend so as not to cause pressure on the action or interference with the receiver; weapon is usually carried in a close high port position; consistently aware of position and direction of the muzzle.

FAIL = Often places hands improperly on the forend and shoulder stock; finger is occasionally inside of the trigger guard; weapon is occasionally carried in a manner that is not consistent with proper safety practices (e.g. slung over the shoulder, swinging along side of leg while walking, etc.); is occasionally not aware of the position or direction of the muzzle.

2 - MAINTAINS BALANCE AND STANCE

PASS = Feet are approximately shoulder width apart; knees are slightly bent; weight is shifted slightly forward; body is at angle as in the Interview Stance/Defensive Tactics Stance.

FAIL = Feet are too close together or too wide apart for good balance; legs are straight and rigid; weight is too far forward or rearward causing recruit to lean and be off balance.

3 - PERFORMS ADMINISTRATIVE LOAD

PASS = Always performs a safety inspection before loading, checking to see: that the safety properly functions; that the safety is engaged; weapon is pointed in a safe direction; opening the action to visually inspect the chamber, receiver, and magazine; visually inspects the barrel for debris, pitting, and bulges; always checks the forend and shoulder stock for tightness and damage; always functions the action to ensure smooth operation; always checks the action release to ensure proper operation; after performing the safety/operation inspection the recruit loads the weapon in the following manner: always points the weapon in a safe direction; functions the action

3 - PERFORMS ADMINISTRATIVE LOAD (“PASS” continued)

to the closed/locked position; keeping the weapon pointed in a safe direction; applies the safety; turns the weapon to a muzzle down receiver up position; loads four rounds into the magazine; moves weapon to a close high port position; keeps finger off the trigger and outside the trigger guard.

FAIL = Occasionally fails to perform a safety and function inspection as prescribed; occasionally fails to keep the weapon pointed in a safe direction; occasionally fails to properly prepare the weapon for loading before inserting rounds into the magazine; occasionally fails to maintain a close high port position after loading; occasionally places finger on the trigger or inside the trigger guard.

4 - PERFORMS COMBAT LOAD

PASS = Usually aware of the current state of ammunition supply; usually reloads the weapon in a smooth and efficient manner without attempting to fire on an empty chamber; usually reloads by feel without taking his eyes off the area of responsibility; always maintains a shooting position while reloading; consistently keeps finger off the trigger while reloading.

FAIL = Often runs out of ammunition and attempts to fire on an empty chamber; often does not or can not load by feel and takes eyes off the area of responsibility when reloading; occasionally fails to maintain a shooting position when reloading; occasionally is not aware of finger position during reloading and places finger on the trigger.

5 - SAFELY UNLOADS WEAPON

PASS = Always ensures that the safety is engaged before starting the unloading process; always keeps the muzzle pointed in a safe direction; always open action, extracting chambered round, if present; always removes rounds from the magazine by releasing the magazine catch, though occasionally has some difficulty; never extracts unfired rounds by functioning the action to cycle the rounds through the chamber; always inspects the magazine, chamber and receiver after unloading to ensure that the weapon is empty; ensures that the safety is on and the action is open before securing the weapon.

FAIL = Occasionally fails to check safety before starting the unloading process; unaware of muzzle position during unloading process; fails to open action to start unloading process; unloads by functioning the action to cycle rounds through the chamber and ejects them onto the ground; fails to inspect the magazine, chamber, and receiver after unloading; fails to check safety before securing the weapon.

SELECTION AND USE**6 - SELECTS SHOTGUN WHEN APPROPRIATE**

PASS = Understands the limitations and attributes of the shotgun depending on the ammunition selected; can articulate pattern spread of shot and range of rifled slug; selects the shotgun under appropriate circumstances (e.g. for a building search, an armed encounter, an alarm situation, etc); declines shotgun when appropriate (e.g. crowd situations, foot pursuits, etc).

FAIL = Can not articulate the limits of the shotgun or the appropriate selection of ammunition; often makes the wrong weapon selection based on circumstances (e.g. selects shotgun in crowded situations or in foot pursuits and fails to select the shotgun for armed encounters, etc.).

7 - PROPERLY FIRES THE SHOTGUN

PASS = Usually mounts the shotgun to the shoulder in a quick and smooth manner while the index finger releases the safety; usually fits the shotgun tightly into the shoulder pocket; cheek is usually seated onto the comb; support hand is usually properly positioned on the forend without rearward or forward pressure on the action and the support arm elbow is usually in a vertical position under the weapon; the primary hand usually grips the stock in a proper manner and the primary arm elbow is usually in a position parallel to the ground; the trigger finger is consistently outside the trigger guard until the decision to fire has been made.

FAIL = Often mounts the shotgun to the shoulder using stumbling or exaggerated motions; often fails to release the safety; shotgun is often placed outside of the shoulder pocket; cheek is seldom placed onto the comb; support hand is often placed improperly on the forend causing pressure on the action or interference with the receiver when functioning the action; the primary arm elbow is often hanging down pulling the weapon out of the proper firing position; trigger finger is occasionally on the trigger before the decision to fire has been made.

SAFETY**8 - DEMONSTRATES GENERAL SAFETY**

PASS = Always: ensures that the shotgun is unloaded, and the action is open during transport to/from building to vehicle or range; ensures that the safety is always engaged; is always aware of the position and direction of the muzzle.

FAIL = Occasionally: fails to check shotgun for loaded/unloaded condition; action is not always open during transport to/from building to vehicle or range; does not check position of safety; is not aware of position and direction of the muzzle.

9 - DEMONSTRATES SAFETY DURING TRAINING EXERCISES

PASS = Always performs safety and function inspections before employing the shotgun in training exercises; always waits for commands before proceeding; is constantly aware of the direction and position of the muzzle of his and other weapons; fires only the prescribed course of fire; engages safety after each phase of fire.

FAIL = Occasionally: does not perform a safety and function inspection before employing the shotgun in training exercises; does not wait for commands before proceeding; is not aware of the position and direction of the muzzle of his weapon and often not aware of other's weapons; fires other than the prescribes course of fire; does not engage the safety after each phase of fire.

SPECIFICATIONS

Ammunition

Each recruit shall fire a minimum of one thousand (1,000) rounds of handgun ammunition during handgun training. Handgun ammunition used for the final skill assessment is not counted in the one thousand (1,000) rounds. In addition, each recruit shall fire a minimum of fifty (50) rounds of shotgun ammunition for training. Shotgun ammunition used during the final skill assessment is not counted in the fifty (50) rounds.

Ammunition used for the final assessments shall be factory new ammunition, or re-manufactured ammunition by a licensed and insured ammunition re-manufacturer. The academy may elect to utilize ammunition that is less than the velocity specifications for all training exercises. Re-manufactured ammunition used for final handgun skill assessment shall meet, or exceed, the following velocities, + or - 10% (measured at the muzzle):

.38	900 fps
.357 Mag	1,200 fps
9 MM	960 fps
.40 S&W	900 fps
.45 ACP	810 fps

Ammunition used for final shotgun skill assessment shall be factory new 12 ga. "00B" standard load (9 pellets) and rifled slug.

Targets

Targets used for final skill assessment shall be MCOLES spec-TCQ-95 targets or similar targets with the following dimensions for the combat scoring area (bottle) and marksmanship scoring area (center mass ring). The "bottle" shall measure no wider that 12 inches and no taller than 29 inches, with the width tapered to no more than 5 inches near the top, giving this area the characteristic "coke-bottle" appearance. This coke-bottle shape shall cover the head, neck, and torso of the silhouette on the target. The "center mass ring" shall measure no wider than 12 inches and no taller than 17 inches.

Recruit/Instructor Ratios

There shall be no more than five (5) recruits to one (1) instructor during live-fire exercises. There may be occasions when it is not safe to have more than one recruit to an instructor. These shall be evaluated on a case-by-case basis, depending on the type of exercise being conducted, the layout of the range, the experience of the instructor, and the level of competence of the recruit(s).

Range Master

During all live-fire exercises there shall be a designated Range Master in control of the range. The Range Master shall not be counted in the 1 to 5 ratio mentioned above.

Mandatory Recruit Equipment

To some extent, the equipment used by the recruits in a basic academy will be dictated by the departments sponsoring the recruits, or by the equipment available individually, or through the academy for pre-service recruits. However, certain basic safety equipment shall be mandatory, and all other firearms related equipment shall be within a range of duty related parameters.

Safety Equipment:

- **Hearing protection:** Muff type hearing protection designed for use in the shooting sports is required at all times, both indoors and outdoors. Muffs shall provide a minimum attenuation of 25db. In addition, plug type hearing protection shall be used under the muffs when shooting on indoor ranges and at any time while shooting shotguns (the stock of the shotgun tends to push the muff partially up over the ear on some shooters). The use of plugs alone is prohibited. It is difficult for the line officers to see plugs in a recruit's ears from behind and plugs by themselves do not provide adequate protection from the blast of duty type handgun ammunition. (Refer to "Protect Your Hearing"; by Jackie Jamsheed, Shooting Sports USA, August 1991)
- **Eye protection:** All recruits shall always properly wear shatter resistant eye protection on the range, even when they are not firing, if a firing exercise is in progress. Wrap around eye protection meeting ANSI standard Z 87.1 shall be required.
- **Hat:** All recruits shall always wear a hat with a brim on the range. The hat will help guard against hot brass from a semi-automatic pistol lodging behind the glasses. This is important for all shooters, even for individuals who are not firing a semi-automatic pistol at the time, because ejected brass from another shooter can be just as problematic.

Firearm:

- **General:** All firearms used by academy recruits shall be of a police duty type (i.e.: no single-action-only revolvers; no target pistols or revolvers) and shall be inspected by a certified armorer/gunsmith. This inspection shall take place well in advance of the use of the firearms in a live fire exercise to allow for repair or replacement of a defective firearm. If the academy does not have access to an armorer/gunsmith who is certified the recruit using the firearm shall be required to present a current statement, on letterhead, from a certified armorer/gunsmith attesting to the safe condition of the firearm. This document shall be maintained on file at the academy.
- **In-service:** In-service recruits shall use the handgun that they will carry on duty for their department, regardless of caliber or type.

Support Equipment:

- **Holster:** All holsters shall be a conventional duty-type holster suitable for normal uniform wear and designed to fit the handgun used by the recruit. The holster shall also have a safety strap consistent with the design of modern duty uniform holsters. Generic nylon or leather holsters designed for sporting or non-uniform use are prohibited. Holsters used by in-service recruits shall be of the same type as the recruit will carry on the street with the department upon graduation from the academy.
- **Belts:** All belts shall be of a conventional duty-type design suitable for normal uniform, or fatigue uniform wear. The belt shall be designated as a holster belt, shall be strong enough and thick enough to properly support the holster during rapid drawing of the weapon, as well as holstering the weapon without allowing the holster to move around.
- **Under belt/keepers:** All recruits shall wear an appropriate under belt to which the duty belt can be attached. Even with the Velcro belt system, keepers shall be used to properly attach the duty belt to the under belt.
- **Loading equipment:** All recruits shall be required to have duty-type equipment to hold reloading devices (speed loaders, magazines, etc.) properly placed on the duty belt. It is important that the recruit be shown the proper placement and utilization of loading equipment to facilitate rapid reloading of the handgun under a variety of conditions, including, but not limited to, disabled hand loading, loading while seated in a car, loading while prone, etc. However, department policy for in-service recruits will take precedent over practicality, though the in-service recruit shall be made aware of any limitations resulting from department policy which dictates placement of equipment.
- **NIGHT/LASER SIGHTS:** The use of night sights or laser sights will be at the discretion of the academy director.

- **Miscellaneous:** The recruit shall train with all appropriate duty equipment properly placed on the duty belt. This equipment shall include a handcuff case and any other equipment required by a department for in-service recruits.

Miscellaneous Recruit Equipment (optional):

- **Dummy rounds:** Recruits should have safe and practical dummy rounds available for reloading practice and for immediate action exercises for semi-automatic pistols. These dummy rounds should simulate the weight and form of live rounds to facilitate proper loading techniques and system stoppage immediate action drills while being **identifiably different** from loaded ammunition. In addition, they should be durable. Nylon or plastic rounds tend to chip and break, particularly in semi-automatic pistols, often becoming stuck in the chamber. Loading a conventional pistol round without primer or powder can result in the bullet being pushed back into the case, thus reducing the effectiveness of the dummy round in a semi-automatic pistol. However, filling the cartridge case with hot glue after seating a bullet will prevent the problem.
- **Magazine drop mats:** A piece of scrap carpet or some type of mat is useful in prolonging the life of magazines dropped during pistol reloading exercises.

Mandatory Instructor Equipment

The chief instructor is responsible for the safety and operation of the recruits, as well as the instructors while on the range. This responsibility includes ensuring that the line instructors have the proper personal safety equipment and that all range safety equipment is present and operational.

Personal Safety Equipment:

- **Hearing protection:** As with the recruits, muff type hearing protection designed for use in the shooting sports (minimum 25db attenuation) shall always be used by instructors, both indoors and outdoors. In addition, plug type hearing protection shall be used under the muffs when shooting is in progress on indoor ranges and at any time while shotguns are being fired. Remember that the use of plugs alone is prohibited. Plugs alone do not provide adequate protection from the blast of duty type handgun ammunition (refer to "Protect Your Hearing"; by Jackie Jamsheed, Shooting Sports USA, August 1991) and the instructor shall set a positive example for the recruits. Also, instructors are generally subjected to a great deal more noise pollution over a longer portion of their lives than the recruits, so adequate hearing protection is a must for long term survival of hearing capacity.

Amplified hearing protection designed for the shooting sports which will cut off the noise of gun shots, though expensive, is highly recommended. Used with plug type hearing protection, the amplified muffs allow the instructor the safety of hearing what is going on around him/her.

- **Eye protection:** All instructors shall always properly wear shatter resistant eye protection on the range while a firing exercise is in progress. ANSI Standard Z 87.1 wrap around eye protection is required. Again, a positive example is important.
- **Hat:** All instructors shall always wear a hat with a brim on the range. When coaching recruits the instructor's hat will help guard against hot brass from a semi-automatic pistol lodging behind the glasses. This is important for all instructors, even for individuals who are not instructing a recruit who is firing a semi-automatic pistol at the time, because ejected brass from another shooter can be just as problematic. Again, a positive example is important.

Instructor Identification/Uniformity:

Instructors shall always present a uniform and professional appearance. Instructors shall be easily identifiable as instructors by their attire.

Range Safety Equipment:

- **Personal voice communication:** It is vitally important that all instructors are able to communicate with the Range Master, and it is recommended that they are able to communicate with each other.
- **Visual communication:** The chief firearms instructor shall develop and implement a visual communication system that can be used to signal danger on the range (e.g., the line is safe, unsafe, etc.).
- **First aid:** Each instructor shall have access to a first aid kit suitable for treating injuries ranging from blisters on the trigger finger and "railroad tracks" on the support hand thumb to gunshot wounds.
- **Outside communication:** Each range officer shall also have immediate access to outside communication in case of an emergency. Police radio, conventional telephone, or cellular telephone is required.

Optional Instructor Equipment

Tools:

- **Screw driver:** Useful for adjusting sights as needed (not to adjust sights to compensate for improper shooting technique), tightening grips, or the strain screw on S&W revolvers.
- **Allen wrenches:** Useful for adjusting tension screws on some holsters, as well as some grip screws.
- **Extraction rod:** An 8' long rod (a 5/16" bolt with the threads cut off and ground smooth is ideal) which can be used to extract stuck dummy rounds on the line, or bullets from squib rounds in a safe area off the line.

Tools (continued):

- **Tooth brush:** Metal or nylon toothbrush is useful for brushing debris from under the extractor of a revolver which is hanging up.
- **Complete armorer's tool kit:** There should always be an armorer with a tool kit available on the range, if possible.

Demonstration Equipment:

Instructors should have unloaded or dummy weapons and proper support equipment with which to demonstrate techniques.

Instructor Commentary Regarding Close-Quarter-Combat Firearms Training Safety:

Close-quarter-combat concepts that involve movement and realistic shooting techniques must be taught and assessed in a safe training environment. To reduce risk when initially introducing these concepts, MCOLES strongly recommends utilizing simulated or inert weapons, less-lethal training munitions, and video simulations. For example, while initially training the non-primary hand to be up, tactically engaged in some manner and out of the line of fire during the response to an extreme close-quarter assault (e.g., bent elbow shooting), the risk of injury is greatly reduced by utilizing less-lethal training munitions. Bottom line, range safety must always be maintained.

HANDGUN/SHOTGUN ASSESSMENT STANDARD

ASSESSMENT PROCESS

- A. The Primary Duty Handgun Standard shall consist of six concepts of firearms deployment (Extreme Close Quarter, Close Quarter, Utilizing Cover, Precision Fire, Low Light, and Low Light Requiring Illumination). The Shotgun Standard shall consist of two stages of fire (00 Buck and Slugs). Each stage shall be assessed when the chief firearms instructor believes the recruits are ready for that assessment.
1. As noted on page 12 under Specifications, each recruit shall fire a minimum of one thousand (1,000) rounds of handgun ammunition and fifty (50) rounds of shotgun ammunition during firearms training. Handgun and shotgun ammunition used for the final skill assessments are not counted in these minimums.
 2. Each stage of fire shall be assessed when the primary firearms instructor believes the recruits are ready for the assessment, taking into consideration performance, scheduling, and logistics.
- B. Each live fire exercise assessment shall follow the pass/fail format described in this standard.
- C. Concepts:
1. All firearms concepts can be assessed when ready (aiming point allowed during precision fire).
 - a. Each firearms concept may be assessed separately. This would eliminate the need for moving targets at different distances.
 - b. Low light and low light requiring illumination may be assessed during this same assessment period.
- D. **100% accountability for all shots fired is required as described in the course of fire.**

The assessment model used for pass-fail determinations is the same as for all MCOLES skill area assessments, which offers four test opportunities to demonstrate proficiency once. When proficiency has been demonstrated by the recruit (pass) on a stage of fire, no further attempts are necessary for that stage. When recruits fail a stage of fire, they only need to retest in the stage(s) they failed.

HANDGUN PROFICIENCY ASSESSMENT

Refer to 2019 Basic Training Primary Duty Handgun Standard – Live Fire Qualification Course.

SHOTGUN PROFICIENCY ASSESSMENT

SHOTGUN ASSESSMENT STAGE 1					
Distance	Time	Target	Rounds	Position	Score
15 Yards	25 Seconds	TCQ-95	5 rounds, 00 Buck (9 pellet load)	Standing. Administrative load 4 rounds. Under direction, chamber a round and add the 5th round to the magazine. On command, fire 5 rounds and immediately combat load 5 rounds of slugs. Unload, under supervision, for evaluation.	70% of pellets must be on the silhouette.

SHOTGUN ASSESSMENT STAGE 2					
Distance	Time	Target	Rounds	Position	Score
15 Yards	25 Seconds	TCQ-95	5 rounds, slug	Combat load 5 rounds of slugs. Fire 5 rounds from the standing position.	All slugs must be within the center mass ring.

PASS/FAIL FIREARMS SKILL STANDARD**DEFINITIONS**

1. **Assessment:** Each assessment allows 2 attempts by a recruit to pass the live fire exercise currently being assessed.
2. **Attempt:** Each attempt consists of 1 try at passing the live fire exercise currently being assessed.

The standard for passing the (handgun & shotgun) assessment is as follows:

First Assessment

1. The recruit is allowed one attempt to pass each live fire exercise (first attempt - first assessment).
2. If the recruit does not pass on the first attempt, he/she shall be allowed a second attempt to pass any live fire exercise he/she failed (second attempt – first assessment).
3. If the recruit does not pass the second attempt, he/she has failed the first assessment and shall be offered remediation.

FORMAL REMEDIATION - Refer to the MCOLES Skills Remediation Guidelines on the next two pages (21-22).

Second Assessment

1. The recruit is allowed one attempt to pass the failed exercise (first attempt - second assessment).
2. If the recruit does not pass on the first attempt, he/she shall be allowed a second and final attempt to pass any exercise he/she failed (second attempt – second assessment).
3. If the recruit does not pass the second and final attempt, he/she has **failed** the firearms program. *

*** A failure at this point requires the recruit to repeat an entire police academy. The first and second assessment (if required) must be completed within the MCOLES approved training session dates, unless otherwise provided for in the Administrative Rule 28.14314 or 28.14319.**

Basic Training Skills Remediation Guidelines

January 2019

During the April 2015 training directors' conference, some training directors suggested MCOLES should standardize the remediation process for all academies. Others indicated that each academy can determine specific remediation procedures on a case-by-case basis, consistent with the MCOLES established directives. MCOLES relies on the training expertise of the instructors and the academy director to deliver the skills training program and provide for reasonable remediation effort when a recruit fails to show competency in any of the skill areas. Below are guidelines for the formal remediation process for all academies and this is the process that would be expected when MCOLES reviews an appeal from a recruit or agency.

Each skill standard and instructor manual states that formal remediation shall be given to a recruit who fails the first assessment of a police skill (e.g., firearms, EVO, and subject control). Physical fitness has a recuperation period of at least 72 hours). Each standard requires a reasonable amount of remediation in terms of time allotted, individual attention given, and amount of practice. "Reasonableness" shall be determined by the lead instructor based upon the individual skill of the recruit, the amount of progress being made, scheduling and time constraints, and consultations with the academy director. The second assessment shall take place when the instructor and recruit reasonably believe they are ready. Each instructor manual contains training logs. Each academy may develop their own training logs, as long as they contain all relevant information regarding the progress of each recruit. These logs are to be used to document problems, diagnosis, remediation steps, and the recruit's progress.

Diagnose Problem(s) and Determine a Plan of Action

After observing the performance of a recruit during the training and assessment process, the instructor(s) should be able to make a diagnosis of the problems associated with the recruit's failure to perform successfully on the pass/fail live fire course.

Based on this diagnosis, the instructor(s) shall develop a plan for remediation and continued training. The diagnosis and plan for remediation shall be in writing and explained to the recruit.

The primary instructor shall establish a reasonable time frame for completing remedial training and notify the recruit in writing of the training schedule and expected date for the final assessment. The instructor must take into consideration the following conditions when establishing the remedial training period.

- Class size and safety issues on the range
- Availability of instructors
- Availability of range facilities and equipment
- The training problems the recruit is experiencing

Considerations

The skill instructor, in consultation with the primary instructor or academy director, shall consider the following issues:

- Whether a different instructor may help the recruit with the problems they are experiencing. Sometimes conflicts emerge between instructors and recruits and assigning another instructor may benefit the recruit.
- Whether the equipment may be an issue. By way of examples, some recruits have smaller hands and may benefit from a pistol with a smaller grip size, or a recruit of small stature may benefit from a modified seating condition for EVO. Agencies shall be consulted prior to implementing these efforts when remediating an employed recruit.
- Whether the employing agency of employed recruits have resources they are willing to expend or use to assist in remediation beyond what the academy staff can schedule or implement.
- Whether pre-service recruits may or may not benefit from outside help at the recruit's choosing and cost.

The instructor(s) may consider other options not mentioned here. They shall consult with the academy director and MCOLES before experimenting with innovative options.

Final Assessment and Documentation

Eventually, the recruit must complete the qualification requirements in the skill area within the established session dates (except for injury or illness extensions approved by MCOLES). The primary instructor and the recruit must make a determination when the recruit is ready to qualify on the final assessment, which may involve a pre-determined date based on the circumstances.

The model used for pass-fail determinations is the same as for all MCOLES skill area assessments, which offers four test opportunities to demonstrate proficiency once. When proficiency has been demonstrated by the recruit (pass) on a stage of fire no further attempts are necessary for that stage.

The recruit shall be provided with a written document that details the stage(s) of the skill to be completed and the date for completion. The document must also advise the recruit that failing the skill area is grounds for dismissal.

If the recruit fails to qualify on the final assessment, the academy director shall dismiss the recruit from training in accordance with MCOLES Policies and Procedures, including notifying the recruit in writing of the appeal process. The academy director shall provide MCOLES with a written report on the remediation efforts including copies of the instructors' training logs and other documents provided to the recruit.

DOCUMENTATION

Thorough documentation of each recruit's training and performance is required. A running log may be utilized during the training, and one final evaluation for each recruit upon completion of training is required.

Rule 28.14314

The Commission's Policy and Procedure for extended completion time frames applies to recruits who have been injured or were the victim of an emergency during training that prevented them from completing training and/or assessment.

Module History:

Implemented	2/00
Revised	5/03
Revised	8/15
Revised	1/19

**MICHIGAN COMMISSION ON LAW ENFORCEMENT STANDARDS
PRIMARY DUTY HANDGUN SKILL - FINAL ASSESSMENT FORM**

School Code _____

INSTRUCTOR	RECRUIT NAME	DATE

1. Properly grips handgun while in holster (no change for firing).	PASS	FAIL
2. Draws handgun safely and properly.	PASS	FAIL
3. Assumes proper balanced stance.	PASS	FAIL
4. Recovers handgun to holster safely and properly, without looking at holster.	PASS	FAIL

5. Grips handgun for proper firing.	PASS	FAIL
6. Properly functions handgun using precision shooting techniques.	PASS	FAIL
7. Draws, moves offline, and shoots utilizing practical CQC tactics and techniques.	PASS	FAIL
8. Properly uses available lighting, and tactically uses flashlight, during reduced light exercises.	PASS	FAIL

9. Properly identifies and assesses threatening target(s).	PASS	FAIL
10. Determines threat validity.	PASS	FAIL
11. Properly reacts to secondary adversaries.	PASS	FAIL
12. Performs reasonably/effectively under stress during realistic simulations.	PASS	FAIL

13. Properly issues relevant verbal commands.	PASS	FAIL
14. Identifies and properly uses cover and concealment.	PASS	FAIL
15. Properly uses alternatives to cover and concealment, including movement.	PASS	FAIL
16. Properly reloads handgun in tactical situations (utilizes movement and/or cover).	PASS	FAIL
17. Properly and aggressively addresses system stoppages.	PASS	FAIL

18. Demonstrates proper firearm safety off the range.	PASS	FAIL
19. Demonstrates proper firearm safety on the range.	PASS	FAIL

Comments are required on the back of this form for all FAILURES.

For an Attempt, Mark "P" for Pass, or "F" for Fail)

* Check last box if Passing score is achieved

STAGE OF FIRE	First Attempt	Second Attempt	FORMAL REMEDIATION	Third Attempt	Fourth & Final Attempt	* PASS
EXTREME CLOSE-QUARTER-COMBAT						
CLOSE-QUARTER-COMBAT						
UTILIZING COVER						
REDUCED LIGHT WITHOUT FLASHLIGHT						
REDUCED LIGHT WITH FLASHLIGHT						
10 YARD PRECISION FIRE						
15 YARD PRECISION FIRE						

**MICHIGAN COMMISSION ON LAW ENFORCEMENT STANDARDS
PRIMARY DUTY HANDGUN SKILL - TRAINING EVALUATION FORM**

Training Log

School Code

RECRUIT NAME	DATE	PROGRESS/ACTIVITY/COMMENTS
1		
2		
3		
4		
5		

* Reference the Criteria listed below.

HANDGUN SKILL TRAINING EVALUATION CRITERIA

BASIC HANDLING

1. Properly grips handgun while in holster (no change for firing).
2. Draws handgun safely and properly.
3. Assumes proper balanced stance.
4. Recovers handgun to holster safely and properly, without looking.

BASIC FIREARMS PROFICIENCY

5. Grips handgun for proper firing.
6. Properly functions handgun using precision shooting techniques.
7. Draws, moves offline, and shoots utilizing practical close-quarter-combat tactics and techniques.

REDUCED LIGHT PROFICIENCY

8. Properly uses available lighting, and tactically uses flashlight, during reduced light exercises.

THREAT ASSESSMENT

9. Properly identifies and assesses threatening target(s).
10. Determines threat validity.
11. Properly reacts to secondary adversaries.
12. Performs reasonably and effectively under stress during realistic simulations.

TACTICS

13. Properly issues relevant verbal commands.
14. Locates and properly uses cover and concealment.
15. Properly uses alternatives to cover and concealment, including movement.
16. Properly reloads handgun in tactical situations (utilizes movement and/or cover).
17. Properly and aggressively addresses system stoppages.

REDUCED LIGHT PROFICIENCY

18. Demonstrates proper firearm safety off the range.
19. Demonstrates proper firearm safety on the range.

**MICHIGAN COMMISSION ON LAW ENFORCEMENT STANDARDS
PRIMARY DUTY HANDGUN SKILL TRAINING EVALUATION CRITERIA**

BASIC HANDLING

1. Properly grips handgun while in holster (no change for firing).
2. Draws handgun safely and properly.
3. Assumes proper balanced stance.
4. Recovers handgun to holster safely and properly, without looking at holster.

BASIC FIREARMS PROFICIENCY

5. Grips handgun for proper firing
6. Properly functions handgun using precision fire techniques.
7. Draws, moves offline, and shoots utilizing practical close-quarter-combat tactics and techniques.

REDUCED LIGHT PROFICIENCY

8. Properly uses available lighting, and tactically uses flashlight, during reduced light exercises.

THREAT ASSESSMENT

9. Properly identifies and assesses threatening target(s).
10. Determines threat validity.
11. Properly reacts to secondary adversaries.
12. Performs reasonably and effectively under stress during realistic simulations.

TACTICS

13. Properly issues relevant verbal commands.
14. Locates and properly uses cover and concealment.
15. Properly uses alternatives to cover and concealment, including movement.
16. Properly reloads handgun in tactical situations (utilizes movement and/or cover).
17. Properly and aggressively addresses system stoppages

REDUCED LIGHT PROFICIENCY

18. Demonstrates proper firearm safety off the range.
19. Demonstrates proper firearm safety on the range.

MICHIGAN COMMISSION ON LAW ENFORCEMENT STANDARDS
SHOTGUN SKILL - TRAINING EVALUATION FORM
Training Log

School Code

RECRUIT NAME	DATE	PROGRESS/ACTIVITY/COMMENTS
1		
2		
3		
4		
5		

* Reference the Criteria listed below.

BASIC HANDLING

1. Properly grips and holds shotgun for carry and use
2. Assumes proper balanced stance for firing
3. Loading - Administrative
4. Loading - Combat
5. Unloading

SELECTION AND USE

6. Selects shotgun when appropriate
7. Mounting and functioning the shotgun
8. Firing the shotgun

SAFETY

9. Demonstrates proper firearm safety off the range
10. Demonstrates proper firearm safety on the range

MICHIGAN COMMISSION ON LAW ENFORCEMENT STANDARDS
SHOTGUN SKILL - TRAINING EVALUATION CRITERIA

BASIC HANDLING

1. Properly grips and holds shotgun for carry and use
2. Assumes proper balanced stance for firing
3. Loading - Administrative
4. Loading - Combat
5. Unloading

SELECTION AND USE

6. Selects shotgun when appropriate
7. Mounting and functioning the shotgun
8. Firing the shotgun

SAFETY

9. Demonstrates proper firearm safety off the range
10. Demonstrates proper firearm safety on the range

Module History:

Implemented	2/00
Revised	5/03
Revised	8/15
Revised	1/19