WEST NORRITON TOWNSHIP POLICE DEPARTMENT

Subject: Annual In-Service Training		Policy # 1.3.10
Accreditation 1.3.10		
Effective Date: February 8, 2008	Revised Date: July 31, 2024	
By Authority Of: Chief Michael A. Kelly	Signature: Michael A. Kelly	

1.3.10 Annual In-Service Training

A. Officers of the West Norriton Township Police Dept. are required to pass, at least annually, a qualification course with any firearms that they are authorized to carry. Skill and qualification training for all firearms shall be evaluated by a certified instructor in that type of firearm.

B Less lethal weapons qualifications shall be conducted annually. The instructor shall be a certified instructor in the type of weapon being carried and the instructor shall document all training and keep such records in the officer's personnel file. Such records shall include the officer's name, the date, the time and the type of instruction provided as well as any applicable grading, if any. If an officer fails to qualify with their less lethal weapons their authority to carry it shall be revoked until they re-qualify. Annual training shall also be conducted on empty-hand control, arrests and defensive techniques.

C. The West Norriton Township Police Dept. Firearms Instructor shall be trained and certified as a Range Officer through a recognized course of instruction and taught by certified instructors as determined and approved by the Chief of Police.

D. The Firearms Instructor shall keep a record of all training and of each officer's scores. Copies of the scores shall be given to the Chief of Police. The Firearms Instructor shall also keep a file on all weapons noting any maintenance issues and repairs and who the weapon is assigned to. All repairs to the firearms shall be made by a certified Armorer.

E. Officers who fail to pass the qualification course shall be required to undergo a remedial course of instruction. Officers shall have 10 days to pass the course or their authority to carry a firearm or less lethal weapon will be revoked. If an officer's authority to carry a firearm is revoked they shall be re-assigned to a non-uniform administrative duty and given another 10 days to pass the course. If the officer again fails to pass the course in this time period he/she shall be suspended without pay and given another 10 days to successfully pass the course. If the officer fails to pass the qualifications course within the final 10 day period the officer shall be terminated for failing to maintain minimum standards. Any officer who is injured or has other mitigating circumstances which prohibit the officer from qualifying may request permission from the Chief of Police to delay qualifying for that year.

In the event of an "Accidental Discharge" of a firearm, a written report shall be prepared as per section XII subsection D. The officer involved in the accidental discharge shall be

required to undergo immediate re-qualification with his/her weapon prior to returning to full duty. Should the officer fail to meet the qualification standards the Firearms Officer shall immediately notify the Chief of Police in writing. The Chief of Police shall then revoke the officer's authority to carry a firearm and the officer must then follow the procedures as set down in subsection F of this section to re-qualify.

F. The type and amount of non-lethal force used by an officer will be determined by the actions of the suspect. The use of neck restraint control techniques is prohibited.

G. POLICY TRAINING

1. As part of the yearly firearms qualification procedure each officer shall receive training on the Use of Force Policies General Orders 1.3.1 through 1.3.10 and this training shall include training in the Use of Force, the Force Continuum and the use of Deadly Force, de-escalation and duty to intervene.

2. The Firearms Instructor shall keep a record of the training sessions as described in subsection A of this section and it shall include the date, time, place, and name of the instructor of each session for each officer.

H. NEW WEAPONS OR WEAPONS SYSTEMS

1. All personnel shall demonstrate satisfactory skill and proficiency as applicable on any newly implemented weapon or weapon system before approval is granted to carry and/or use such weapon or weapon system on duty, and if applicable, off duty.

I. NEWLY HIRED OFFICERS

1. All newly hired personnel shall demonstrate satisfactory skill and proficiency and/or qualification, as applicable on all agency authorized lethal and less lethal weapons and/or weapon systems before approval is granted to carry and/or use such weapon and/or weapon system(s) on duty and if applicable off duty.