	<b>DEPARTMENT OF CORRECTIONS AND REHABILITATION</b> <b>DEPARTMENT ADMINISTRATION POLICY AND PROCEDURES</b>	<b>EFFECTIVE DATE:</b> January 01, 2024	<b>POLICY NO.:</b> ADM.04D.01
		<b>SUPERSEDES (Policy No. &amp; Date):</b> ADM.04D.01 of June 24, 2008	
	<b>SUBJECT:</b> <b>FIREARMS QUALIFICATION - CORRECTIONS</b>		Page 1 of 3

## 1.0 PURPOSE

To establish Department policy and provisions which will ensure that all Adult Corrections Officers (ACOs), ACO Recruits (ACOR) to ACO VII, shall be trained and qualified in the access, use, care, and safety precautions for facility service weapons.

## 2.0 SCOPE

This policy applies to all employees in the Adult Corrections Officers series.

## 3.0 REFERENCES, DEFINITIONS & FORMS

### .1 References

- a. Policy COR.08.05, Firearm Safety Precautions.
- b. Policy ADM.04A.01, Department Training and Staff Development (TSD) Program.
- c. Hawaii Revised Statutes (HRS), §26-38, Powers and Duties of Departments.
- d. HRS, §353A, Director of Corrections and Rehabilitation, Powers and Duties
- e. HRS, §329, Controlled Substances.

### .2 Definitions

- a. Adult Corrections Officer (ACO): ACOs, ranging from ACO (R) Recruits up to and including ACO VII (Major).
- b. Facility Service Weapons: The weapons normally used by a respective ACO class at a correctional facility in both normal and emergency situations.
- c. Firearm Qualified: A person who has received training in the use, care, and safety of firearms, qualifies in both marksmanship and safe weapons handling, and is drug-free.

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- d. Drug: Controlled substances delineated under Chapter 329, HRS.
- e. Initial Probationary Period: A probationary period is required of a person entering the state civil service to fill a permanent position.

#### **4.0 POLICY**

- .1 All ACOs assigned to duties which may involve the possible use of or access to firearms shall be firearms qualified.
- .2 All ACOs assigned to duties which may involve the possible use of or access to firearms, shall be requalified annually through established procedures.
- .3 Due to the nature of the job, and the use of or access to firearms, ACOs are directly related to public health and safety, and the protection of life and property. All ACOs must be drug-free to be deemed firearms qualified.

#### **5.0 PROCEDURES**

- .1 Basic Corrections Training (BCT) / Basic Corrections Recruit Class (BCRC)

The ACO Recruit firearms training and qualifications shall follow the provisions of the TSD recruit-training program.

- .2 Qualification (In-Service Training)

All ACO series, i.e., ACO Recruit, ACO III, ACO IV, ACO V, ACO VI, and ACO VII, and their uniformed supervisors shall receive classroom instructions in the use, care, and safety precautions for facility service weapons. The frequency and number of classroom hours shall be in accordance with the provisions established by TSD.

- .3 Qualification
  - a. Any ACO serving their initial probationary period who does not qualify with a minimum passing score on their facility service weapon(s) in TSD's firearms training program and/or who fails to be drug-free shall be terminated from State service.
  - b. ACOs who fail to qualify on their facility's service weapon(s) within their first three months of their appointment or their employment and/or who

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fails to be drug-free shall be terminated. Any practice prior to qualification shall be at the ACO(s) time and expense.

- c. All emergency hire ACOs shall not be assigned to a gun post.
- d. All regular ACOs who have not qualified or have failed to qualify on their facility's service weapon(s) shall, within three months from the failure date, obtain the necessary firearms qualification. They shall have one additional opportunity to qualify. Any practice prior to qualification shall be at the ACO(s) time and expense. If the ACO does not qualify and/or fails to remain drug-free, the ACO's employment may be terminated.
- e. Personnel actions, including but not limited to reallocations, promotions, demotions, and transfers may not be recommended or approved for any ACO who has not been firearms qualified.
- f. Non- Non-qualification of firearms training shall be documented on an ACO's performance appraisal.

APPROVAL RECOMMENDED:

  
 \_\_\_\_\_ JAN 01 2024  
 Deputy Director for Administration Date

APPROVAL RECOMMENDED:

  
 \_\_\_\_\_ JAN 01 2024  
 Deputy Director for Corrections Date

APPROVED:

  
 \_\_\_\_\_ JAN 01 2024  
 DIRECTOR Date

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