

Certain documents or portions of documents related to this training may be exempt from disclosure under the California Public Records Act on one or more of the following grounds:

- a. They are records dealing with security and safety procedures that are exempt pursuant to Government Code Section 6254(f). (Northern California Police Practices Project v. Craig (1979) 90 Cal.App.3d 116, 121-122.);
- b. They are materials for which the City of San Rafael does not hold the copyright or have permission to publish.

Where exempt material can be reasonably segregated from nonexempt material in these records, the exempt material has been redacted and the nonexempt material is shown. Where it is not reasonably possible to segregate out the exempt material, the Department is withholding the entire document from disclosure.



# SAN RAFAEL POLICE DEPARTMENT

1400 FIFTH AVENUE P.O. BOX 151560 SAN RAFAEL CA 94915-1560

DIANA BISHOP, CHIEF OF POLICE

VOICE (415) 485-3000

www.srpd.org

FAX (415) 485-3043

Date: 11/26/2018  
To: San Rafael Police Department Retirees  
From: Sgt. Scott Ingels  
Re: Retiree CCW Endorsement

Dear SRPD Retiree,

It is that time of year again to renew your Carrying Concealed Weapon (CCW) endorsement as required by Federal and California law and San Rafael Police Department policy. In accordance with department policy 220.5.2, in order to maintain a CCW approved endorsement on an identification card issued under California law, the retired officer shall (Penal Code 26305):

- (a) Qualify every two years with the authorized firearm at a course approved by this department at the retired officer's expense.
- (b) Remain subject to all applicable department policies and federal, state and local laws.
- (c) Not engage in conduct that compromises public safety.
- (d) Only be authorized to carry a concealed firearm inspected and approved by the Department.

**1. OPEN RANGE DAY- 2/1/19 (Friday) or 2/04/19 (Monday), 10:30am to 1:30pm:**

Retired officers may attend one of two retiree range days at the Richmond Rod and Gun Club. The day will begin at 1030 hours with a review of department policy regarding LEOSA and some skills development training if time allows. After the skills development training, the retiree will be required to complete the qualification course of fire. SRPD will provide the ammunition. The **Richmond Rod and Gun Club is located at 3155 Goodrick Avenue Richmond, CA.**

**2. PRIVATE RANGE QUALIFICATION:**

If the retired officer is not able to attend the open range day, they will be required to participate in a qualification course held by a certified Law Enforcement Officers Safety Act (LEOSA) firearms instructor or qualified firearms instructor at another law enforcement agency. After completing the qualification course, the retiree will be required to return the signed "Retiree CCW Form" and instructor certification information for the person administering the qualification course of fire.

After the retiree has demonstrated they have completed the qualification course, a CLETS check will be conducted to ensure no restraining orders are in place prior to the Chief of Police authorizing the endorsement and providing an updated identification card. This qualification will be required every year, regardless of California or "50 State" endorsement.

If you have any further questions, please feel free to contact me.

Thank you,

Scott Ingels  
Professional Standards Unit Sergeant  
(415)485-3039  
524@srpd.org

*Protecting the Mission City*



# **SAN RAFAEL POLICE DEPARTMENT**

## **OFF-DUTY & RETIRED OFFICER HANDGUN QUALIFICATION COURSE**



**Ammunition Required:** 24 handgun rounds

This qualification course will be fired in daylight conditions. The off-duty or retired officer will perform this course of fire using the individual equipment mostly frequently used to carry the qualifying firearm. The off-duty or retired officer must display safe weapon practices during the qualification course. The off-duty or retired officer must have a serviceable holster and magazine pouch with at least one reloading device.

**Off-duty & retired officers must qualify one time every year in the presence of a Certified Firearms Instructor**

### **Instructor's Notes:**

"Hands Up": The officer will start with hands elevated around chest level.

"Object in Hand": The officer must simulate holding an object in dominant hand.

<b>Distance</b>	<b>Weapon location</b>	<b>Rounds</b>	<b>Instructions</b>	<b>Time</b>
3 yards	Combat Ready	2 rounds	None	3 seconds
3 yards	Combat Ready	2 rounds	None	3 seconds
3 yards	Holstered	2 rounds	Hands Up	5 seconds
3 yards	Holstered	2 rounds	Hands Up	5 seconds
5 yards	Combat Ready	3 rounds	Failure Drill	5 seconds
5 yards	Combat Ready	3 rounds	Failure Drill	5 seconds
5 yards	Holstered	2 rounds	Object in Hands	5 seconds
5 yards	Holstered	2 rounds	Object in Hands	5 seconds
7 yards	Holstered	5 rounds	None	10 seconds

The total rounds fired during this qualification is 23. The passing score is 19.

## Retiree Concealed Firearms

### 220.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the issuance, denial, suspension or revocation of San Rafael Police Department identification cards under the Law Enforcement Officers' Safety Act (LEOSA) and California law (18 USC § 926C; Penal Code § 25455).

### 220.2 POLICY

It is the policy of the San Rafael Police Department to provide identification cards to qualified former or retired officers as provided in this policy.

### 220.3 LEOSA

The Chief of Police may issue an identification card for LEOSA purposes to any qualified former officer of this department who (18 USC § 926C(c)):

- (a) Separated from service in good standing from this department as officer
- (b) Before such separation, had regular employment as a law enforcement officer for an aggregate of 10 years or more or, if employed as a law enforcement officer for less than 10 years, separated from service after completing any applicable probationary period due to a service-connected disability as determined by this department.
- (c) Has not been disqualified for reasons related to mental health.
- (d) Has not entered into an agreement with this department where the officer acknowledges that he/she is not qualified to receive a firearm qualification certificate for reasons related to mental health.
- (e) Is not prohibited by federal law from receiving or possessing a firearm.

#### 220.3.1 LEOSA IDENTIFICATION CARD FORMAT

The LEOSA identification card should contain a photograph of the former officer and identify him/her as having been employed as an officer.

If the San Rafael Police Department qualifies the former officer, the LEOSA identification card or separate certification should indicate the date the former officer was tested or otherwise found by the Department to meet the active duty standards for qualification to carry a firearm.

#### 220.3.2 AUTHORIZATION

Any qualified former law enforcement officer, including a former officer of this department, may carry a concealed firearm under 18 USC § 926C when he/she is:

- (a) In possession of photographic identification that identifies him/her as having been employed as a law enforcement officer, and one of the following:
  - 1. An indication from the person's former law enforcement agency that he/she has, within the past year, been tested or otherwise found by the law enforcement

# San Rafael Police Department

## San Rafael PD Policy Manual

### Retiree Concealed Firearms

---

- (a) The retiree's previous agency is no longer providing law enforcement services or the relevant government body is dissolved.
- (b) This department is in possession of the retiree's complete personnel record or can verify the retiree's honorably retired status.
- (c) The retiree is in compliance with all of the requirements of this department for the issuance of a CCW Approved endorsement.

#### **220.4.3 QUALIFIED RETIRED RESERVES**

Qualified retired reserve officers who meet the department requirements shall be provided an identification card with a CCW Approved endorsement (Penal Code § 26300).

#### **220.5 FORMER OFFICER RESPONSIBILITIES**

A former officer with a card issued under this policy shall immediately notify the Shift Supervisor of his/her arrest or conviction in any jurisdiction, or that he/she is the subject of a court order, in accordance with the Reporting of Employee Convictions policy.

##### **220.5.1 RESPONSIBILITIES UNDER LEOSA**

In order to obtain or retain a LEOSA identification card, the former officer shall:

- (a) Sign a waiver of liability of the Department for all acts taken related to carrying a concealed firearm, acknowledging both his/her personal responsibility as a private person for all acts taken when carrying a concealed firearm as permitted by LEOSA and also that these acts were not taken as an employee or former employee of the Department.
- (b) Remain subject to all applicable department policies and federal, state and local laws.
- (c) Demonstrate good judgment and character commensurate with carrying a loaded and concealed firearm.
- (d) Successfully pass an annual criminal history background check indicating that he/she is not prohibited by law from receiving or possessing a firearm.

##### **220.5.2 MAINTAINING A CALIFORNIA IDENTIFICATION CARD CCW ENDORSEMENT**

In order to maintain a CCW Approved endorsement on an identification card issued under California law, the retired officer shall (Penal Code § 26305):

- (a) Qualify every two years with the authorized firearm at a course approved by this department at the retired officer's expense.
- (b) Remain subject to all applicable department policies and federal, state and local laws.
- (c) Not engage in conduct that compromises public safety.
- (d) Only be authorized to carry a concealed firearm inspected and approved by the Department.

#### **220.6 DENIAL, SUSPENSION OR REVOCATION OF A LEOSA IDENTIFICATION CARD**

A LEOSA identification card may be denied or revoked upon a showing of good cause as determined by the Department. In the event that an identification card is denied, suspended or

# San Rafael Police Department

San Rafael PD Policy Manual

## *Retiree Concealed Firearms*

---

2. The Shift Supervisor should document the investigation, the actions taken and, if applicable, any notification made to the retiree. The memo should be forwarded to the Chief of Police.
3. The personal and written notification should be as follows:
  - (a) The retiree's CCW endorsement is immediately and temporarily suspended.
  - (b) The retiree has 15 days to request a hearing to determine whether the temporary suspension should become permanent revocation.
  - (c) The retiree will forfeit his/her right to a hearing and the CCW endorsement will be permanently revoked if the retiree fails to respond to the notice of hearing within the 15-day period.
4. In the event that personal contact with the retiree cannot be reasonably achieved in a timely manner, the Shift Supervisor should attempt to make the above notice of temporary suspension through another law enforcement officer. For example, if a retiree was arrested or detained by a distant agency, the Shift Supervisor may request that a law enforcement officer from that agency act as the agent of the Department to deliver the written notification.

### **220.8 FIREARM QUALIFICATIONS**

The Professional Standards Sergeant may provide former officers from this department an opportunity to qualify. Written evidence of the qualification and the weapons used will be provided and will contain the date of the qualification. The Professional Standards Sergeant will maintain a record of the qualifications and weapons used.