

# Implementing the 2009 Police Firearms Regulations into Skills Manager

## Introduction

For Police Agencies who use Skills Manager, a few simple steps will enable Skills Manager to produce the necessary data for annual firearms compliance. In fact, there are four basic steps that need to be done in Skills Manager.

Step #1 requires that new weapon description and application codes be added re Weapons in Skills Manager.

Step #2 requires adding a minimum of 5 approved firearms courses to be added to your Skills Manager.

Step #3 comes into play after an officer completes his annual firearms training. At this point, the Skills Manager administrator of the officer's Agency needs to enter data into Skills Manager that pertains to each of the five firearms courses mentioned in Step #2.

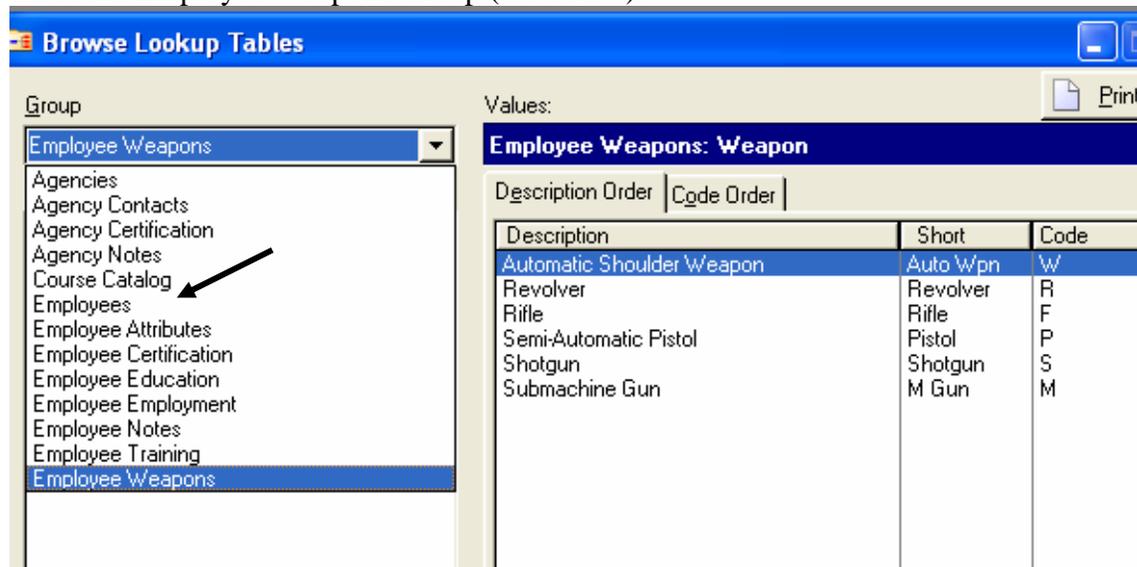
Lastly, Step #4 involves exporting all the firearms data and submitting the same to MPCTC – after all officers in the agency have completed their firearms training.

Here are the 4 steps set out in more detail.

## Step #1: Add new codes and change a few existing codes in the Tables of Skills Manager

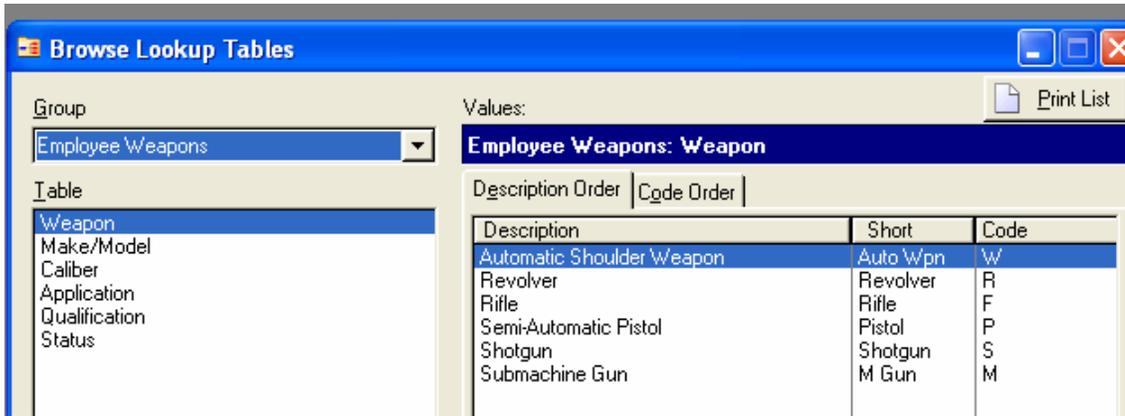


After you click on the Tables menu, the Browse Lookup Tables window appears (see Screen shot below). Go to the Employee Weapons Group (see below).

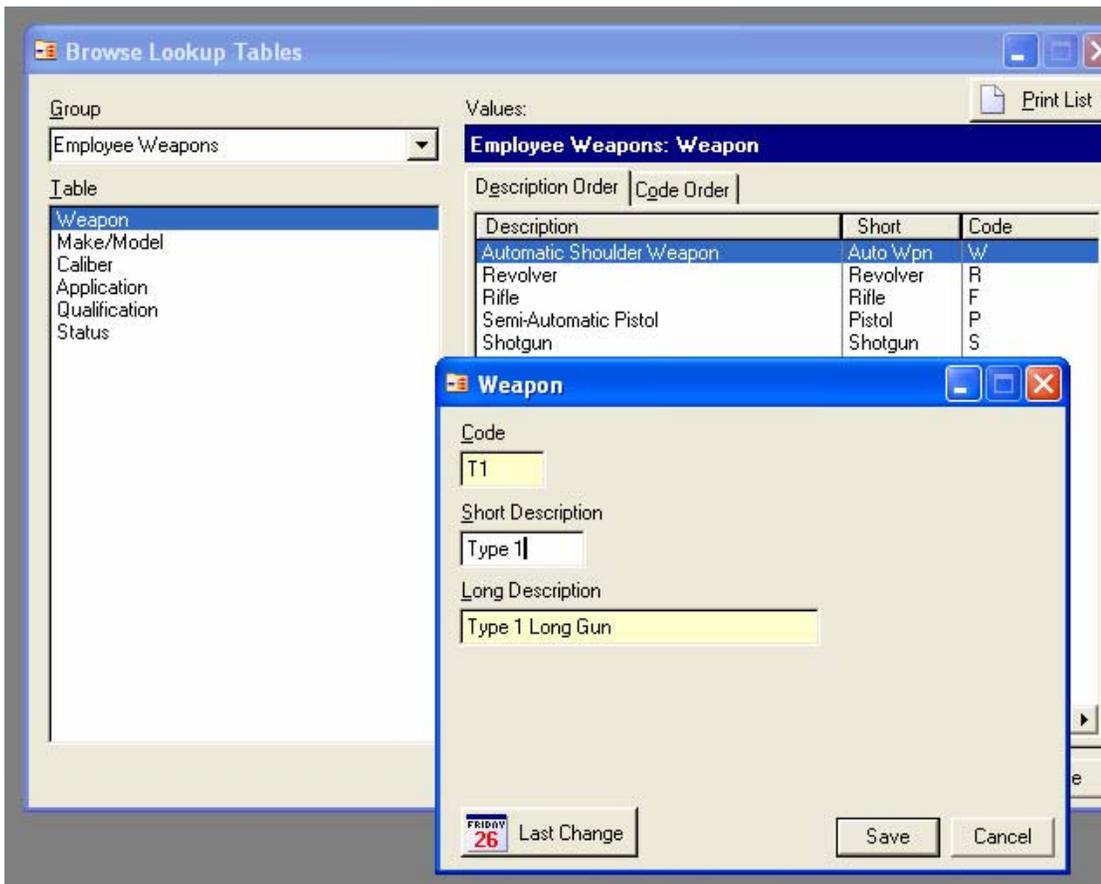


Your current Weapons codes in Skills Manager must have the codes P (Semi-Automatic Pistol) and R (Revolver). Additionally, you must make the addition to the Weapon description codes (T1, T2, T3).

First begin by selecting the table “Weapon”; see the screen shot below:



Next enter the Weapons and their respective codes, as shown in the screen shots below. After clicking on the Insert or Change button in Skills Manager, the Weapon window comes up. See below.



When completed “Weapon Description” codes should be the values per the screen shot below.

The screenshot shows a software window titled "Browse Lookup Tables". On the left, there is a "Group" dropdown menu set to "Employee Weapons" and a "Table" list with "Weapon" selected. On the right, the "Values:" section displays a table titled "Employee Weapons: Weapon". The table has three columns: "Description", "Short", and "Code".

Description	Short	Code
Automatic Shoulder Weapon	Auto Wpn	W
Revolver	Revolver	R
Rifle	Rifle	F
Semi-Automatic Pistol	Pistol	P
Shotgun	Shotgun	S
Submachine Gun	M Gun	M
Type 1 Long Gun	Type 1	T1
Type 2 Long Gun	Type 2	T2
Type 3 Long Gun	Type 3	T3

Note: There is no addition for a Type 4 Long Gun since the code “S” has been and will continue to be used for shotgun courses.

Next, change the application codes – as shown in the below illustration

The screenshot shows the same "Browse Lookup Tables" window, but now the "Table" list has "Application" selected. The "Values:" section displays a table titled "Employee Weapons: Application". The table has three columns: "Description", "Short", and "Code".

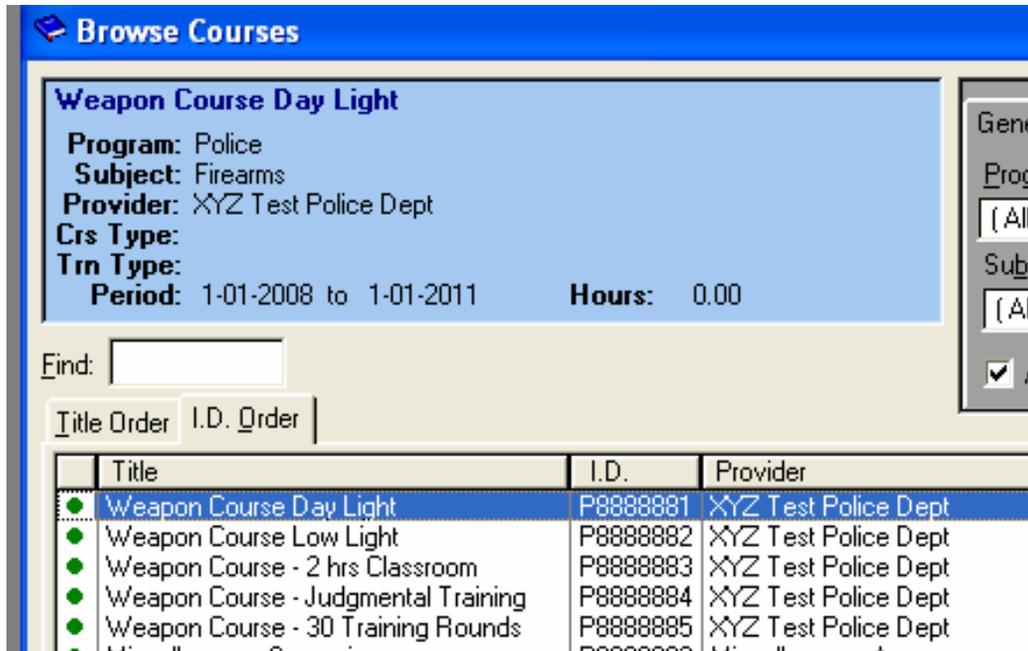
Description	Short	Code
2 hours classroom firearms training	ClassRm	C
30 Rounds fired in Training	30_Rnd	T
Judgmental Training	Judg	J
Primary Weapon Day	Primar Day	D
Primary Weapon Low Light	Primary LL	L
Secondary Weapon Day	2nd W Day	Y
Secondary Weapon Low Light	2nd W LL	Z

Four new Application Codes need to be “2 hours classroom firearms training” (Code: “C”), “30 Rounds fired in Training” (Code: “T”), “Judgmental Training” (Code: “J”) and “Secondary Weapon Low Light” (Code: “Z”).

Also, “Application Code” description wording for codes “D”, “L”, and “Y” must be changed as shown above.

**Step #2: Enter approved “Firearms” courses (Minimum of 5 courses)**

(A) When approved by MPCTC, a course approval number for each course will be sent to your Agency. It will then be necessary to enter those approved courses into the Skills Manager. Below is a sample group of five courses entered in a “Test/Fictitious” Police Department.



Note: There are minimally five required firearms training courses:

- Two Hours Classroom,
- Judgmental Training,
- 30 Rounds Training Fire,
- Day Light Course of Fire,
- Low Light Course of Fire.

**Keep in mind that when you add these courses into Skills Manager, the Subject for each course is “Firearms” (not “Inservice”).**

(see next page)

**Skills Manager: MD Police & Correctional Training**

File Edit Employees Agencies Courses Reports Tables Utilities Custom Window Help

**Add Course**

General | Comments / Fees | Test Answer Key

**Title / Identification**

Course	Title	
P8888888	2 Hours Classroom Training Course	
Hours	Status:	Date Approved ----- Approved Period -----
2.00	Active	01-01-2009 01-01-2009 to 01-01-2009
Program	Subject	
Police	Firearms	
Description		

Note that the Subject value for all five courses is "Firearms" – including the 2 Hour Classroom course

As Stated previously, "Weapons Course 2 hrs. Classroom", has the subject "Firearms". This means that this course will apply only to **annual firearms training**, and the two hours will **not** be applied to the eighteen hours of required **annual inservice training**. If a Police Agency would like to have the two hours applied towards **annual inservice training**, a separate course with the subject **inservice** must first be submitted for approval to the MPCTC.

### Step #3: Enter the officer's firearms training data into Skills Manager

To enter completed training/qualification scores locate the officer's record by the "Browse Employee" then enter the officer's firearms training clicking on the "Weapons Scores" button.

After clicking on the "Weapons Scores" button, the "Add Weapon History" window comes up in Skills Manager. Enter the weapon training data for the Officer, as shown in the screen shot below.

**Add Weapon History - Aalders, David B.**

General

Course  

Class  

Date  Status  Score

Serial Number

Weapon Type  Make / Model  Caliber  Barrel

Application  Qualification

The “Add Weapon History” page (shown above) must be filled out for each of the five firearms courses, described previously. This means there must be a firearms course for each of the following:

- Two Hours Classroom,
- Judgmental Training,
- 30 Rounds Training Fire,
- Day Light Course of Fire,
- Low Light Course of Fire.

(See Next Page)

Here is an example of filling out a course for a given officer that applies to the Two Hours Classroom.

**Add Weapon History - Mullin, Michael B.**

General

Course  
P14532 2 Hrs Classroom Firearms Training

Class  
[Empty]

Date: 05-01-2009 Status: Passed Score: 0.00

Serial Number  
[Empty]

Weapon Type: Semi-Automatic Pistol Make / Model: [Empty] Caliber: [Empty] Barrel: [Empty]

Application: 2 hours classroom firearms tra Qualification: Annual

It is very important to note that in the above example each of the following fields must be filled out for each firearms course:

**Course No.** (see screen shot above)

**Weapon Type:** This must be Semi-Automatic Pistol or Revolver

**Application:** choose 1 out of the following categories:

- 2 hours classroom (we would choose this selection in the example above since the course is a 2 hour classroom course),
- Judgmental Training,
- 30 rounds fired in Training,
- Primary Weapon Day,
- Primary Weapon Low Light

**Qualification:** Annual

Keep in mind that in the Weapons History window, the two courses, “Primary Weapon Day” and “Primary Weapon Low Light” need to show a Status value of “Passed” and a Score value equal to the actual shooting score that the officer scored in the completed course of fire. See the previous screen shot.

The three courses, “2 hours classroom firearms training”, “Judgmental Training”, and “30 Rounds fired in training” only need a Status value of “Passed”. In the Score box, a score of 0.0 can be entered because score is not taken into account for those three categories.

#### **Step #4: Final Step – send in the firearms data to MPCTC**

After all the weapons data for all of the officers in a given Law Enforcement Agency is entered into Skills Manager, export the data in Skills Manager by running the custom Report “Export Annual Firearms” and then send the created text file by email (or a disk by special delivery or by regular mail) to the Certification Unit of MPCTC.

#### **Conclusion**

The Firearms Regulations for Maryland Law Enforcement officers, effective January 1, 2009, creates new requirements for annual firearms training and qualification. For Law Enforcement Agencies who use Skills Manager, some very specific changes are required. In order that your agency’s Law Enforcement officers, who are authorized to carry a weapon, are in full compliance with the new regulations, the specific changes outlined in this document must be implemented into Skills Manager.