

**CODE OF MARYLAND REGULATIONS (COMAR)**  
**Title 12 DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES**  
**Subtitle 10 CORRECTIONAL TRAINING COMMISSION**  
**Chapter 04 Firearms Training**

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**12.10.04.01 – Purpose**

A. This chapter establishes Commission firearms training requirements for a firearms qualified employee regulated by the Commission for:

- (1) Firearms classroom instruction, training, and qualification; and
- (2) Authorization to use or carry a firearm.

B. Commission Requirements are Minimum Requirements. An employer may adopt more stringent requirements for firearms classroom instruction, training, and qualification.

C. This chapter does not apply to a firearm that discharges a projectile that is not intended to cause death that the employer has authorized a firearms qualified employee to use or carry.

**12.10.04.02 – Definitions**

A. In this chapter, the following terms have the meanings indicated.

B. Terms Defined.

(1) "Academy" means a college, school, training unit, or training facility approved or certified by the Commission under this chapter or COMAR 12.10.01 to conduct entrance-level and other training programs.

(2) Classroom Instruction.

(a) "Classroom instruction" means training conducted in a traditional educational setting; for example, in a room with desks, chairs, books, paper, and other educational tools or equipment.

(b) "Classroom instruction" does not include training conducted on a firing line.

(3) "Commission" means the Maryland Correctional Training Commission, its officers, and its employees.

(4) Course of Fire.

(a) "Course of fire" means a sequence of activities related to the actual discharge of a firearm on a firing line for training or qualification.

(b) "Course of fire" does not include classroom instruction.

(5) Day-fire.

(a) "Day-fire" means firearms training or qualification, or both, conducted during normal outdoor lighting conditions that exist between dawn and dusk.

(b) "Day-fire" includes the indoor equivalent or other lighting conditions that simulate normal outdoor lighting conditions that exist between dawn and dusk.

(6) "Deputy Director" means the Deputy Director of the Police and Correctional Training Commissions, or, the Deputy Director's designee.

(7) "Entrance-level" means initial classroom instruction, training, or qualification with a firearm regardless of experience or training with a different type of firearm.

(8) "Firearms qualified employee" means an individual who:

(a) Is subject to regulation by the Commission;

(b) Is authorized by the individual's employer to use or carry a firearm; and

(c) Meets the requirements of this chapter.

(9) "Firearm" means a pistol, revolver, or long gun.

(10) "Firearm provisional instructor" means an individual certified by the Commission in that instructor classification according to requirements established under COMAR 12.10.06.

(11) "Firearms instructor" means an individual certified by the Commission in that instructor classification according to requirements established under COMAR 12.10.06.

(12) "Firing line" means those areas and positions from which an individual actually discharges a firearm with live ammunition for training or qualification, or both, as part of a course of fire.

(13) Firing Line Controller.

(a) "Firing line controller" means the line instructor or firearms instructor responsible for issuing commands on a firing line during firearms training and qualification.

(b) "Firing line controller" includes a line instructor or firearms instructor actually on the firing line or in a structure overseeing the firearms training and qualification conducted on the firing line.

(14) Handgun.

(a) "Handgun" has the meaning stated in Public Safety Article, §5-101, Annotated Code of Maryland.

(b) "Handgun" includes a:

(i) Pistol; and

(ii) Revolver.

(15) "Judgmental or decision training" means instruction and skills development conducted in the classroom, using firearms simulation, or on a firing line, to enable an individual to:

(a) Differentiate between threat levels; and

(b) Respond appropriately to an identified threat.

(16) "Line Instructor" means an individual certified by the Commission in that instructor classification according to requirements established under COMAR 12.10.06.

(17) Long Gun.

(a) "Long gun" means a firearm designed to be fired from the shoulder.

(b) "Long gun" includes a:

(i) Type 1 long gun;

(ii) Type 2 long gun;

(iii) Type 3 long gun; and

(iv) Type 4 long gun.

(18) Optical Sighting Device.

(a) "Optical sighting device" means a mechanism that assists an individual in sighting a firearm.

(b) "Optical sighting device" does not include an iron sight.

(19) "Pistol" means a handgun that operates semi-automatically:

(a) Discharging a single round of ammunition with a pull of the trigger;

(b) Clearing the chamber of the spent casing; and

(c) Loading the next round of ammunition in the chamber.

(20) "Power" means a measurement used to describe levels of visual magnification, with a number representing the level of magnification above the normal visual range.

(21) "Qualification" means proficiency testing by discharging a firearm on a Commission-approved course of fire to receive a score that the Commission measures against established requirements to determine if the individual is authorized to use or carry a specific firearm.

(22) Reduced Light.

(a) "Reduced light" means the normal outdoor lighting conditions that exist between dusk and dawn.

(b) "Reduced light" includes simulated natural outdoor lighting conditions such as:

(i) Artificial light to simulate natural reduced lighting conditions; or

(ii) Goggles, headgear, or an apparatus worn to cover the eyes designed to reduce the availability of light to simulate natural reduced lighting conditions.

(23) "Revolver" means a handgun that:

(a) Fires a single round of ammunition with each pull of the trigger; and

(b) Has a cylinder containing additional rounds of ammunition that rotates to position the next round of ammunition for firing.

(24) "Strong hand" means the hand:

(a) On the same side of the body where an individual normally carries a handgun in a holster; and

(b) That the individual would primarily use to discharge a handgun.

(25) Training.

(a) "Training" means a demonstration or an exercise, in addition to classroom instruction, provided by an individual certified under COMAR 12.10.06, to enhance understanding, proficiency, marksmanship, and other skills related to proper firearm use and tactics such as movement, multiple targets, judgmental or decision training, and use of cover and concealment.

(b) "Training" may include drills that involve discharging rounds.

(26) "Type 1 long gun" means a long gun with an optical sighting device greater than 4 power intended for use as a counter-sniper firearm.

(27) "Type 2 long gun" means a long gun with an optical sighting device greater than 4 power intended for use other than as a counter-sniper firearm.

(28) "Type 3 long gun" means a long gun without an optical sighting device, or with an optical device of 4 power or less.

(29) Type 4 Long Gun.

(a) "Type 4 long gun" means a long gun manufactured and sold as a shotgun that is designed to discharge a single projectile or multiple projectiles from a single round of ammunition.

(b) "Type 4 long gun" includes a long gun manufactured and sold as a shotgun regardless of the:

(i) Action; or

(ii) Use of an optical sighting device.

(30) "Weak hand" means the hand that is not considered the strong hand.

### **12.10.04.03 – General Requirements – Authorized Firearms Classroom Instruction, Training, and Qualification, and Firing Line Supervision**

A. Firearms Classroom Instruction, Training, and Qualification Requirements — General.

(1) A firearms qualified employee may not use or carry a firearm unless:

(a) The firearm is approved by the firearms qualified employee's employer;

(b) The firearms qualified employee's employer authorizes the firearms qualified employee to use or carry the firearm;  
and

(c) The firearms qualified employee successfully completes the applicable firearms classroom instruction, training, and qualification for the firearm established under this chapter.

(2) All rounds required to be discharged by this chapter shall be fired with only one finger on the trigger.

(3) If a firearm becomes defective or unavailable to a firearms qualified employee during firearms training or qualification, a substitute firearm may be used for the firearms training or qualification if the substitute firearm is the same type, model, manufacture, caliber, and barrel length as the defective or unavailable firearm.

(4) Entrance-Level Firearms Classroom Instruction, Training, and Qualification.

(a) For an individual to be initially authorized to use or carry a firearm, except a firearm for which authorization is provided through conversion under Regulation .09 of this chapter, the individual shall successfully complete entrance-level firearms classroom instruction, training, and qualification established under this chapter for the firearm.

(b) The individual may complete the entrance-level firearms classroom instruction, training, and qualification:

(i) As a part of entrance-level firearms classroom instruction, training, and qualification required by COMAR 12.10.01; or

(ii) Independent of the entrance-level firearms classroom instruction, training, and qualification required by COMAR 12.10.01.

(c) Commission firearms training objectives required for the entrance-level firearms classroom instruction, training, and qualification are available from the Commission upon written request.

#### B. Firing Line Supervision Requirements — General.

(1) At least one firearms provisional instructor, line instructor, or firearms instructor shall be present for every five or fewer individuals on the firing line.

(2) If more than one firearms provisional instructor, line instructor, or firearms instructor is required to be present, the individual responsible for the firearms training and qualification shall designate a firearms instructor or line instructor to supervise the firing line.

(3) If more than 15 individuals are on the firing line:

(a) The individual responsible for the firearms training and qualification shall assign a firing line controller; and

(b) The firing line controller may not be counted as part of the one-to-five ratio required under this regulation.

C. If an individual has met the requirements of this chapter to be a firearms qualified employee but has not met the annual firearms classroom instruction, training, and qualification under Regulation .08 of this chapter for three or more consecutive years, the individual shall successfully complete the entrance-level firearms classroom instruction, training, and qualification before being authorized to carry or use a firearm.

#### D. Firearms Classroom Instruction, Training, and Qualification — Approval and Minimum Hours.

(1) Commission Approval.

(a) Written approval by the Commission is required for firearms classroom instruction, training, and qualification.

(b) An academy or employer of a firearms qualified employee requesting approval shall submit the request to the Commission 20 days before the academy or employer plans to start the firearms classroom instruction, training, and qualification.

(2) The minimum hours required for firearms classroom instruction, training, and qualification established under this chapter:

- (a) Only include the actual hours of firearms classroom instruction, training, and qualification; and
- (b) Do not include meals and breaks.

#### **12.10.04.04 – Entrance-Level Firearms Classroom Instruction, Training, and Qualification – Handgun**

A. A firearms qualified employee shall successfully complete the minimum requirements for entrance-level handgun classroom instruction, training, and qualification established under this regulation before using or carrying a handgun.

B. Minimum entrance-level classroom instruction, training, and qualification for a handgun include:

- (1) 35 hours of classroom instruction, training, and qualification;
- (2) Classroom instruction topics marked with an “X” under Entrance-Level Handgun Training in the table under Regulation .10B of this chapter;
- (3) The following activities conducted over a minimum of three separate calendar days:
  - (a) Firearms training exercises; and
  - (b) A course of fire for qualification scoring that includes:
    - (i) Three successive day-fire courses of fire; and
    - (ii) One reduced light course of fire;
- (4) Use of ammunition authorized by the individual's employer, or the ballistic equivalent when firing for qualification;
- (5) Discharging a minimum of 1,000 rounds of ammunition for firearms training and qualification collectively; and
- (6) The course of fire requirements outlined in the table under Regulation .05 of this chapter.

#### **12.10.04.05 – Course of Fire Requirements for Handgun Qualification**

The following are minimum entrance-level, annual, and conversion courses of fire requirements for handgun qualification:

<b>Type of Requirement</b>	<b>Handgun Day-Fire Required Course of Fire for Qualification</b>	<b>Handgun Reduced Light Required Course of Fire for Qualification</b>
(1) Rounds to be discharged with one finger on the trigger	Minimum of 30 rounds on each course of fire	Minimum of 30 rounds on the course of fire
(2) Minimum passing score	70 percent on each of the three successive courses of fire	70 percent
(3) Target description	Depiction of human torso or silhouette marked to indicate scoring values in a maximum scoring area of 725 square inches	Depiction of human torso or silhouette marked to indicate scoring values in a maximum scoring area of 725 square inches
(4) Required percentages of rounds to be fired, and required firing distances	A minimum of 10 percent, but not more than 40 percent, of the course of fire rounds shall be discharged at each of the following four range of distances: <ul style="list-style-type: none"><li>(a) Less than 5 yards;</li><li>(b) 5 yards to less than 10 yards;</li></ul>	A minimum of 10 percent, but no more than 40 percent, of the course of fire rounds shall be discharged at each of the following three range of distances: <ul style="list-style-type: none"><li>(a) Less than 5 yards;</li></ul>

	(c) 10 to less than 25 yards; and (d) 25 yards or farther.	(b) 5 yards to less than 15 yards; and (c) 15 yards or farther
(5) Maximum time permitted per round of ammunition fired at specified distances	(a) 2 seconds per round when firing at less than 5 yards; (b) 3 seconds per round when firing at 5 yards to less than 10 yards; (c) 4 seconds per round when firing at 10 yards to less than 25 yards; (d) 5 seconds per round when firing at 25 yards, or farther	(a) 2 seconds per round when firing at less than 5 yards; (b) 3 seconds per round when firing at 5 yards to less than 15 yards; (c) 4 seconds per round when firing at 15 yards, or farther
(6) Maximum time permitted to move from one specified firing position to the next	5 seconds	5 seconds
(7) Maximum time permitted for each instance of reloading the handgun during the course of fire	Revolver - 17 seconds Pistol - 8 seconds	Revolver - 17 seconds Pistol - 8 seconds
(8) Minimum requirements for holding the handgun while discharging rounds during the course of fire	(a) Strong hand supported by weak hand; (b) Strong hand with no support; (c) Weak hand supported by strong hand; and (d) Weak hand with no support	(a) Strong hand supported by weak hand; (b) Strong hand with no support; (c) Weak hand supported by strong hand; and (d) Weak hand with no support
(9) Minimum body positions from which rounds are to be fired during the course of fire	(a) Standing; (b) Kneeling; and (c) Two different positions from barricade	(a) Standing; and (b) Kneeling
(10) Supplemental lighting conditions suggested during course of fire	Not Applicable	At least one of the following: (a) Flares; (b) Street lights; (c) Vehicle lights; (d) Flashlights; (e) Vehicle emergency lights; or (f) Alternate lighting source

### 12.10.04.06 – Entrance-Level Firearms Classroom Instruction, Training, and Qualification – Long Guns

A. An individual shall successfully complete the minimum requirements for entrance-level long gun classroom instruction, training, and qualification established under this regulation before using or carrying a long gun.

B. The minimum requirements for entrance-level long gun classroom instruction, training, and qualification include:

(1) Classroom instruction topics marked with an "X" under the column for Entrance-Level Long Gun Training on the table under Regulation .10B of this chapter;

(2) The following total hours of long gun classroom instruction, training, and qualification for a:

(a) Type 1 long gun, 35 hours;

(b) Type 2 long gun, 35 hours;

(c) Type 3 long gun, 14 hours; and

(d) Type 4 long gun, 7 hours;

(3) Discharging the following number of rounds of ammunition at a target for training and qualification for a:

- (a) Type 1 long gun, 150 rounds;
- (b) Type 2 long gun, 350 rounds;
- (c) Type 3 long gun, 350 rounds; and
- (d) Type 4 long gun, 50 rounds; and

(4) Successfully completing qualification requirements on a day-fire course of fire for the specific type of long gun established in the table under Regulation .07A of this chapter.

### 12.10.04.07 – Course of Fire Requirements for Long Gun Qualification

A. The following table establishes minimum requirements for entrance-level, annual, and conversion courses of fire for Type 1 through Type 4 long gun qualification:

Requirement	Type 1 Long Gun	Type 2 Long Gun	Type 3 Long Gun	Type 4 Long Gun
(1) Rounds to be Discharged	Minimum of 20 rounds on one day-fire course of fire	Minimum of 30 rounds on one day-fire course of fire	Minimum of 30 rounds on one day-fire course of fire	Minimum of 10 rounds on one day-fire course of fire
(2) Passing Score	100 percent	80 percent	80 percent	70 percent
(3) Target Description	The target scoring area may not exceed 80 square inches. 80 square inches equals the 9 and 10 ring of a "B-27" target	The target scoring area may not exceed 183 square inches. 183 square inches equals a "TQ19" target or the 8, 9 and 10 ring of a "B-27" target	The target scoring area may not exceed 255 square inches. 255 square inches equals a "Q" target	The target scoring area may not exceed 725 square inches. 725 square inches equals a "B-27" full size target
(4) Required percentages of rounds to be fired and required firing distances	A minimum of 10 percent but not more than 30 percent of the course of fire rounds shall be discharged at each of the following distances: (a) 25 yards; (b) Two distances greater than 25 yards and less than 200 yards; and (c) 200 yards or greater	A minimum of 10 percent but not more than 30 percent of the course of fire rounds shall be discharged at each of the following distances: (a) 15 yards; (b) Two distances greater than 15 yards and less than 100 yards; and (c) 100 yards or greater	A minimum of 10 percent but not more than 30 percent of the course of fire rounds shall be discharged at each of the following distances: (a) 15 yards; (b) Two distances greater than 15 yards and less than 50 yards; and (c) 50 yards or greater	A minimum of 20 percent but not more than 40 percent of the course of fire rounds shall be discharged at each of the following distances: (a) 5 yards to less than 15 yards; (b) 15 yards to less than 25 yards; and (c) 25 yards or greater
(5) Maximum time permitted per round at specified distances	5 seconds per round when firing at 25 yards or less; The number of seconds per round when firing at distances between 25 yards and 200 yards shall be proportional to the distances and times allowed; 10 seconds per round when firing at 200 yards, or farther	4 seconds per round when firing at 15 yards or less; The number of seconds per round when firing at distances between 15 yards and 100 yards shall be proportional to the distances and times allowed; 8 seconds per round when firing at 100 yards, or farther	4 seconds per round when firing at 15 yards or less; The number of seconds per round when firing at distances between 15 yards and 50 yards shall be proportional to the distances and times allowed; 8 seconds per round when firing at 50 yards, or farther	3 seconds per round when firing at 5 yards to less than 15 yards; 4 seconds per round when firing at 15 yards to less than 25 yards; and 5 seconds per round when firing at 25 yards, or farther
	These times do not include the time allotted for changing positions or moving from one firing line distance to another.			
	Reloading Time: When qualifying on type 1, 2, or 3 long gun; an additional 5 seconds may be added to the maximum seconds: (a) For each round of ammunition reloaded on a long gun with an integral magazine; and (b) For reloading a long gun with a detachable box magazine.			



(6) Firing positions from which the long gun shall be discharged	(a) Standing (unsupported); (b) Standing (supported); (c) Kneeling or sitting (supported or unsupported); (d) Prone; and (e) Using a barricade to discharge the long gun from at least one of the above firing positions.	(a) Standing (unsupported) (b) Standing (supported) (c) Kneeling or sitting (supported or unsupported); and (d) Using a barricade to discharge the long gun from at least one of the above firing positions
(7) Stress	To simulate stress when qualifying on Type 1, 2, or 3 long gun, the individual shall perform physical exercise before firing from at least one position listed in this table under the firing positions (No. 6 in this table).	Optional

**B. Automatic Firing Long Gun.**

(1) If a long gun is capable of discharging more than a single round of ammunition with a single pull of the trigger, entrance-level long gun qualification requires the individual to discharge additional rounds of ammunition in the automatic mode from a distance of 3 to 10 yards at a separate target.

(2) The number of additional rounds of ammunition for a:

(a) Type 1 long gun is 5; and

(b) Type 2 or 3 long gun is 20.

(3) Successful completion requires a minimum score of 80 percent on each target.

**12.10.04.08 – Annual Firearms Classroom Instruction, Training and Qualification Requirements**

**A. General Requirements — All Firearms.**

(1) During each calendar year, a firearms qualified employee shall successfully complete the following:

(a) Classroom instruction for each firearm type that the firearms qualified employee is authorized to use or carry;

(b) Firearms training for each firearm that the firearms qualified employee is authorized to use or carry; and

(c) Firearms qualification for each firearm that the firearms qualified employee is authorized to use or carry.

(2) Annual Firearms Classroom Instruction.

(a) A firearms qualified employee shall complete a minimum of two hours of firearms classroom instruction as part of the requirements established under this regulation.

(b) Firearms classroom instruction shall include the classroom instruction topics marked with an “X” under Annual Firearms Training in the table under Regulation .10B of this chapter.

(c) The Commission may accept up to 2 hours of a firearms qualified employee’s annual firearms classroom instruction as part of a firearms qualified employee’s annual in-service training required under COMAR 12.10.01.

**B. Annual Firearms Training and Qualification Requirements — Handgun.**

(1) Required Firearms Training — Handgun.

(a) A firearms qualified employee shall annually discharge a minimum of 30 rounds of ammunition approved by the firearms qualified employee's employing agency, or the ballistic equivalent, for training with the handgun designated by the firearms qualified employee's employer for the employee to use or carry.

(b) Training drills to improve the firearms qualified employee's skills may be incorporated into a course of fire.

(c) Training may not include practicing the actual course of fire used for firearms qualification.

(2) Course of Fire for Qualification — Handgun.

(a) For each handgun a firearms qualified employee is authorized to use or carry, with one finger on the trigger the firearms qualified employee shall discharge a minimum of 30 rounds of ammunition using ammunition authorized by the firearms qualified employee's employer, or the ballistic equivalent, on each of the following:

(i) One day-fire course of fire; and

(ii) One reduced light course of fire.

(b) Firearms qualified employee annual course of fire for qualification consists of requirements 3—10 in the Course of Fire Requirements for Handgun table under Regulation .05 of this chapter.

(c) A minimum score of 70 percent is required on both a day-fire and a reduced light course of fire for qualification for each handgun for which annual certification renewal is required for a firearms qualified employee by COMAR 12.10.01.

C. Annual Firearms Training and Qualification Requirements — Long Gun.

(1) Firearms training for each long gun a firearms qualified employee is authorized to use or carry consists of demonstrations to familiarize a firearms qualified employee with the nomenclature, operation, safety, care, and cleaning of the specific long gun type.

(2) Course of Fire for Annual Long Gun Qualification.

(a) During each calendar year, a firearms qualified employee authorized to use or carry a specific type of long gun shall successfully complete the course of fire requirements for qualification for the specific long gun, as described in this subsection.

(b) Type 1 Long Gun Qualification. Annual firearms qualification requires a firearms qualified employee to successfully complete four courses of fire for qualification, one during each quarter of a calendar year, for the specific type of long gun the firearms qualified employee is authorized to use or carry according to the requirements established in the Course of Fire Requirements for Long Gun Qualification table under Regulation .07 of this chapter.

(c) Type 2 and Type 3 Long Gun Qualification. Annual firearms qualification requires a firearms qualified employee to successfully complete two courses of fire for qualification, one during each half of the calendar year, for the specific type of long gun the firearms qualified employee is authorized to use or carry according to the requirements established in the Course of Fire Requirements for Long Gun Qualification table under Regulation .07 of this chapter.

(d) Type 4 Long Gun Qualification. Annual firearms qualification requires a firearms qualified employee to successfully complete one course of fire for qualification, each calendar year, for the specific type of long gun the firearms qualified employee is authorized to use or carry according to the requirements established in the table under Regulation .07A of this chapter.

D. Reporting Firearm Qualification Scores to the Commission. By January 31 of the calendar year immediately following firearms qualification, the employer of a firearms qualified employee shall submit to the Commission the firearms qualified employee's required firearms qualification score for each firearm the firearms qualified employee is authorized to use or carry.

E. Failure to Meet Commission Annual Firearms Classroom Instruction, Training, and Qualification Requirements.

(1) If a firearms qualified employee fails to successfully complete Commission annual firearms classroom instruction, training, and qualification requirements for an authorized firearm within a calendar year, the firearms qualified employee's employer:

(a) Shall remove the firearm, or authorization to use or carry the firearm if personally owned, from the firearms qualified employee by January 1 of the next calendar year; and

(b) May not return the firearm to or authorize the firearms qualified employee to use or carry a firearm until the employee successfully completes the appropriate firearms classroom instruction, training, and qualification required under this chapter.

(2) Failure to Qualify with a Firearm.

(a) A firearms qualified employee who fails an annual firearms qualification required under Regulation .08 of this chapter shall successfully complete qualification within:

(i) 30 consecutive calendar days of the initial attempt; and

(ii) The same calendar year as the initial attempt.

(b) If a firearms qualified employee does not successfully meet qualification requirements within the period established under §E(2)(a) of this regulation, the firearms qualified employee's employer shall immediately:

(i) Report to the Commission the firearms qualified employee's failure to qualify;

(ii) Require the firearms qualified employee to surrender the firearm to the employer, if it was issued by the employer; and

(iii) Withdraw the firearms qualified employee's authority to use or carry the firearm for which the employee has not successfully met the qualification requirements.

(3) A firearms qualified employee may not use or carry a firearm that has been surrendered or for which authority to carry or use has been withdrawn, except during supervised training to meet the firearms qualified employee's annual firearms training and qualification for the firearm required under this regulation.

#### **12.10.04.09 – Firearms Conversion – Classroom Instruction, Training and Qualification**

A. A firearms qualified employee who has successfully completed entrance-level firearms classroom instruction, training, and qualification for a specific type of firearm and is required or requesting to use or carry a firearm of a different type shall successfully complete:

(1) Firearms conversion classroom instruction, training, and qualification requirements established under this regulation for the different firearm type; or

(2) Entrance-level classroom instruction, training, and qualification established under this chapter for the different firearm.

B. A firearms qualified employee shall successfully complete firearms conversion requirements under this regulation before being authorized to use or carry a different type of firearm if the firearms qualified employee is currently authorized to use or carry a:

(1) Handgun type and is seeking authorization to use or carry a handgun of a different type;

(2) Type 1 long gun, and is seeking authorization to use or carry a Type 2 or 3 long gun; or

(3) Type 2 long gun, and is seeking authorization to use or carry a Type 3 long gun.

C. Firearms Conversion Classroom Instruction, Training, and Qualification for Handgun and Long Gun within the Same Type.

(1) Except for provisions under §C(2) of this regulation, a firearms qualified employee is not required to complete firearms conversion classroom instruction, training, and qualification under this regulation before the firearms qualified employee is authorized to use or carry a handgun or a long gun that is the same type that the firearms qualified employee is currently authorized to use or carry.

(2) A firearms qualified employee is required to complete firearms conversion classroom instruction, training, and qualification under this regulation before the firearms qualified employee is authorized to use or carry a handgun or a long gun that is the same type that the firearms qualified employee is currently authorized to use or carry if the firearms qualified employee’s employer determines:

- (a) There is a difference in operation between the firearms; and
- (b) Conversion classroom instruction, training, and qualification are warranted to ensure safe and effective use of the firearm.

**D. Handgun Conversion — Classroom Instruction, Training, and Qualification.**

(1) If a firearms qualified employee is required to complete conversion classroom instruction, training, and qualification according to §B or C(2) of this regulation, the firearms qualified employee shall successfully complete:

- (a) For a different type handgun, the classroom instruction topics marked with an “X” for Handgun Conversion Training — Different Type Handgun in the table under Regulation .10B of this chapter; or
- (b) For a handgun within the same type, the classroom instruction topics marked with an “X” for Handgun Conversion Training — Within a Handgun Type in the table under Regulation .10B of this chapter.

(2) Course of Fire.

(a) If a firearms qualified employee is required to complete firearms conversion classroom instruction, training, and qualification according to §B or C(2) of this regulation, with one finger on the trigger the firearms qualified employee shall discharge a minimum of 30 rounds of ammunition for each course of fire required for conversion qualification.

(b) Ammunition used for a required course of fire for conversion qualification shall be ammunition that is:

- (i) Authorized by the firearms qualified employee’s employer; or
- (ii) The ballistic equivalent of the ammunition authorized by the firearms qualified employee’s employer.

(c) The required course of fire for firearms conversion qualification shall be completed according to requirements 3 through 10 of the table under Regulation .05 of this chapter.

(3) The following are minimum requirements for firearms classroom instruction, training, and qualification for handgun conversion:

<b>Type of Requirement</b>	<b>Conversion for Different Handgun Type</b>	<b>Conversion within Handgun Type</b>
(1) Total minimum hours of classroom instruction, training, and qualification	14 hours	7 hours
(2) Training drill topics	(a) Reinforcement of the fundamentals of shooting; (b) Reloading techniques; and (c) Clearing malfunctions	
(3) Minimum number of training rounds to be discharged at a target	400 rounds	200 rounds
(4) Minimum passing score for each required qualification course of fire	70 percent for each of one day-fire and one reduced light course of fire	

**E. Long Gun Authorization for which Conversion Training is Permitted.**

(1) Before a firearms qualified employee may participate in firearms conversion classroom instruction, training, and qualification for a long gun, the firearms qualified employee shall currently be authorized to use or carry a:

- (a) Type 1 long gun, if conversion is for another Type 1 long gun, a type 2 long gun, or a type 3 long gun;
- (b) Type 2 long gun, if conversion is for another Type 2 long gun or a type 3 long gun; or
- (c) Type 3 long gun, if conversion is for another Type 3 long gun.

(2) A firearms qualified employee converting from one type of long gun to another type of long gun not listed under §E(1) of this regulation shall successfully complete entrance-level firearms classroom instruction, training, and qualification for the long gun to which the firearms qualified employee is converting.

**F. Long Gun Conversion — Firearms Classroom Instruction, Training, and Qualification.**

(1) Long gun conversion classroom instruction shall, at a minimum, include the Classroom Instruction Topics marked with an “X” under Firearms Conversion Training — Long Gun in the table under Regulation .10B of this chapter.

(2) Long gun conversion firearms classroom instruction, training, and qualification shall, at a minimum, meet the applicable criteria in the following table:

<b>Requirements</b>	<b>Within Type 1 Long Gun</b>	<b>Within Type 2 Long Gun</b>	<b>Within Type 3 Long Gun</b>	<b>From Type 1 to Type 2</b>	<b>From Type 1 or 2 to Type 3</b>
(1) Minimum rounds discharged	80	150	150	150	150
(2) Minimum hours for classroom instruction and training and qualification	14	14	7	14	7
(3) Number of day-fire courses of fire	1	1	1	1	1

(3) The course of fire for long gun conversion qualification shall meet the requirements specified for the type of long gun established in the table under Regulation .07A of this chapter.

**G. Crediting Firearms Conversion Classroom Instruction, Training, and Qualification Toward Annual Training.**

(1) A firearms qualified employee’s employer may use the following conversion training toward a firearms qualified employee’s annual firearms classroom instruction, training, and qualification requirements for the specific firearm used in the conversion training conducted in the same calendar year:

- (a) One day-fire conversion qualification score; and
- (b) One reduced light conversion qualification score.

(2) If firearms conversion classroom instruction is less than 14 hours, a firearms qualified employee’s employer may use a maximum of 2 hours of the firearms conversion classroom instruction toward meeting a firearms qualified employee’s annual firearms classroom instruction requirements in the same calendar year the conversion training was conducted.

(3) If firearms conversion classroom instruction is 14 hours or more, a firearms qualified employee’s employer may use a maximum of 6 hours of the firearms conversion classroom instruction toward meeting a firearms qualified employee’s annual firearms classroom instruction requirements for the same calendar year the conversion training was conducted.

**12.10.04.10 – Firearms Classroom Instruction Requirements**

A. The table in §B of this regulation establishes minimum required firearms classroom instruction topics.

B. An “X” in the following table indicates that the corresponding firearms classroom instruction topic is required for the specified type of training:

Classroom Instruction Topics	Entrance-Level Handgun Training	Entrance-Level Long Gun Training	Annual Firearms Training	Handgun Conversion Training-Different Type Handgun	Handgun Conversion Training-Within a Handgun Type	Firearms Conversion Training-Long Gun
(1) Legal aspects in the use of firearms	X	X	X			
(2) Nomenclature relevant to the firearm for which the training is being given	X	X	X	X	X	X
(3) Care and cleaning of the firearm for which the training is being given	X	X	X	X	X	X
(4) Safe handling and safe storage of firearms	X	X	X			
(5) Fundamentals of marksmanship and shooting related to the firearm	X	X	X			
(6) Explanations and reasons for a qualification course of fire	X		X			
(7) Ballistic properties, if applicable	X	X	X	X	X	X
(8) Potential situations for which the long gun is intended		X				
(9) Unusual characteristics		X				
(10) Optical sighting devices, where applicable		X				X
(11) Reduced light firing techniques	X		X			
(12) Mechanical Operation of the firearm	X	X		X	X	X
(13) Malfunction causes and clearing	X	X	X	X	X	X

C. Legal aspects in the use of firearms, at a minimum, shall include:

- (1) Rules for the use of deadly force;
- (2) Alternatives to the use of deadly force;
- (3) Emotional, mental, and psychological preparation needed for the possibility of a deadly force shooting situation;
- (4) Judgmental or decision training on the use of deadly force; and
- (5) Criminal, civil, and administrative liability for misuse of deadly force.

D. Safe handling and safe storage of firearms, at a minimum, shall address safe handling and safe storage in the following settings:

- (1) At home;

(2) In a correctional or detention facility;

(3) On the firing line; and

(4) In the course of official duties.