

**PROCEDURES FOR CONDUCTING  
IN-HOUSE IN-SERVICE FIREARMS TRAINING**

FETC Form 19C (REVISED: 20 March 2012)

\_\_\_\_\_ County Probation Department applies to conduct an in-house in-service training (FCTMS

Event ID: \_\_\_\_\_) in accordance with the procedures outlined below:

1. **OBJECTIVE.** The objective of this document is to provide the Master Instructor (MI) and the Applicant County with the policies and procedures that must be followed when conducting Commission approved In-Service Firearms Training. This document describes actions and requirements, which follow the submission of a request to Conduct In-Service Firearms Training, via the Firearm Commission Training Management System (FCTMS), and the subsequent approval, also via FCTMS.
2. **NATURE AND SCOPE OF THE IN HOUSE IN-SERVICE FIREARMS TRAINING.** County-conducted In-Service Firearm Training encompasses a minimum of 8 hours of classroom/range instruction to be presented over a period not to exceed **30 calendar days**. The Commission will provide master copies of the Instructor and Student Manuals, the related PowerPoint Presentation on disk, numbered copies of any examinations, and a master copy of each of the required forms to the county conducting the training.
3. **REQUIREMENTS.**
  - A. The MI conducting the training must complete all actions included in this form.
  - B. The MI will use the last five (5) digits of the student's Social Security Number to register and track the student.
  - C. The MI may not use any form unless it has been pre-approved by the Commission Executive Director.
  - D. All materials that the MI may produce or compile in accomplishing the training becomes the property of, and will be turned over to, the Commission at the conclusion of the training, or upon written request by the Commission.
  - E. All course manuals, outlines, guides, examinations, examination results, required forms and other training material are the Commission's property and will be returned to the Commission at the conclusion of the training, or upon written request by the Commission.
  - F. Any proposed changes in the training program content or its delivery, which are desired by the MI, must receive prior approval by the Commission's Executive Director. The Commission retains the right to make modifications to Commission curricula at any time to assure maximum effectiveness and relevance consistent with the training needs of the Commission.
  - G. The MI must ensure that all classrooms and ranges are safe. The Commission reserves the right to inspect and disapprove any proposed training site.
  - H. The MI must ensure that every student receives the same number of hours of training as specified in the syllabus. All reasonable efforts must be made to minimize any student down time in the classroom or on the range.
  - I. The MI will personally conduct all classroom instruction and serve as the Range Master/Lead Instructor. In addition, the MI will ensure that there is no less than one Commission approved Certified Firearms Instructor (CFI) (not including the MI) for every five students engaged in range training for Course 3; one Commission approved Certified Firearms Instructor (CFI) (not including the MI) for every four students engaged in practical exercise training for Course 4; and one Commission approved Certified Firearms Instructor (CFI) (not including the MI) for every six students engaged in practical exercise training for Course 6.
  - J. In addition to the MI, all Commission Certified Firearms Instructors who are assigned to assist in conducting any classroom training session must be identified by the Department Approving Authority (AA) via FCTMS prior to each scheduled

classroom training session. The Commission reserves the right to disapprove any firearms instructor to conduct any classroom training session.

- K. In addition to the MI, all Commission Certified Firearms Instructors who are assigned to assist in conducting any range or practical exercise training session must be identified by the Department AA via FCTMS prior to each scheduled range training session. The Commission reserves the right to disapprove any firearms instructor to conduct any range training session.
- L. The firing range must have a separate firing position for each student.
- M. For safety purposes, the range for Course 3 must have marked firing lines for the width of the firing line at the 2, 3, 5, 7, 10, 15, and 25-yard lines.
- N. When a range drill requires a student to take a barricaded position, the range must have appropriate barricades at every firing position. The barricades must be of a stationary, but removable design (i.e. a post or a plank), that permit the shooter to place their foot or knee behind the barricade while shooting without having any body part extend beyond the firing line. The barricades must be suitable for standing and kneeling barricade shooting. Plastic drums, chairs, boxes, etc. will not be used as barricades.
- O. The MI must provide a First Aid Kit. The MI must complete the Commission's Emergency Incident Response Plan (FETC Form 07) for any range training location. In addition, the MI must be able to communicate with the local Emergency Medical Service by telephone during all range training.
- P. All training sites must have suitable restroom facilities or two portable toilets and running water or a minimum of 10 gallons of potable water.
- Q. The Applicant will identify all projected training site locations and dates. The Executive Director will be notified of all training site locations and dates. In the event that the Applicant needs to change a training site and/or date, the Applicant must notify the Executive Director. The Executive Director must receive all notifications of change as soon as possible prior to the start of the scheduled training session. If the Applicant elects to cancel any portion of the scheduled training, it will be the Applicant's responsibility to contact and notify the Executive Director, all students and instructors scheduled for the training of the change.

#### 4. TASKS.

**ADMINISTRATIVE TASKS.** The Applicant County / MI will:

- A. Schedule the training electronically via FCTMS.
- B. Ensure that officers who will attend In-Service Training have applied for attendance by completing and submitting an application, via FCTMS. The Executive Director must receive the completed application prior to the start of the training.
- C. Schedule a room suitable for the classroom instruction.
- D. Schedule a firing range/practical exercise room appropriate for the required training.

**CLASSROOM TRAINING TASKS.** The Applicant County / MI will:

- A. Provide all required training materials and equipment including Instructor Manuals, Student Manuals, required forms and information sheets, training videotapes, VCR/DVD player and TV, PowerPoint Projector and laptop or overhead projector, and projection screen. The MI will be responsible for ensuring that each student registers on sign-in sheets.
- B. Provide classroom instruction according to the syllabus and schedule provided in Instructor Manual.

- C. Conduct any required examination following the presentation of course material. This involves providing pre-examination instructions, handing out any examination and answer sheets, collecting the examination and answer sheets when completed, scoring the examinations, and posting the scores of any student who fails. Posting scores of Students who fail the examination will be by county and the last five (5) digits of their Social Security Number. Students who fail will be dismissed from the training. The MI will notify the Executive Director of students who fail the examination via telephone or email before the end of the day and will provide all examination material including the answer sheets within **30 working days** of the conclusion of the training.
- D. Enter all examination scores via FCTMS.
- E. Review any Student Equipment Requirements following the conclusion of all classroom instruction and examinations, provide any information deemed pertinent to the upcoming range/practical exercise training, and answer any questions.
- F. Provide all Classroom Attendance Sheets (FETC Form 12) to the Commission within **30 working days** of the conclusion of the training (see Required Forms, page 5).
- G. Reproduce and bear the cost of reproduction for all course manuals, guides, outlines, handouts, and required forms.

**RANGE TRAINING TASKS.** The Applicant County / MI will:

- A. Provide all required range training materials, including target holders and backers, sufficient targets of the types required to complete any range drills and all equipment necessary to conduct the training. Provide copies of all documents, lists, forms, or information sheets that the Commission requires to complete the training.
  - B. Read the Range Safety Rules Certification (FETC Form 01), if required, to all students and instructors prior to the commencement of any range drills or practical exercises and ensure that questions on the form are answered and initialed where required, and that the form is otherwise completed. These forms will be forwarded to the Commission within **30 working days** of the conclusion of the training.
  - C. Complete the Commission's Emergency Incident Response Plan (FETC Form 07) prior to conducting the range /practical exercise portion of any Firearms Training Program. The original of this form will be forwarded to the Executive Director within **30 working days** of the conclusion of the training (see Required Forms, page 5).
  - D. All costs of reproduction for all course manuals, guides, outlines, handouts, examinations, and required forms is the responsibility of the County sponsoring the training.
- 5. **TRAINING TIME FRAMES.** Completion of all training must occur *within 30 calendar days* of the beginning date of the training. Administrative activities must be completed within the time frames established in this document for each activity.
  - 6. **SUPERVISION.** The County Applicant will be responsible for scheduling of the training and notifying the Executive Director.
  - 7. **SUPPORT.** The County Applicant will be responsible for providing all necessary support services for the training.
  - 8. **SUPPLIES AND EQUIPMENT.** The County Applicant will be responsible for providing all training supplies and equipment to support the training.
  - 9. **FACILITIES.** The MI and the County Applicant will ensure that all training facilities, both classroom and range, are adequate to handle the class size and conform to the Commission's specifications and mandates.
  - 10. **HANDGUNS.** The MI will train officers participating in Course 3 and Course 4 using the handgun that the County will permit the officer to carry on the job in the performance of their duties as County Probation/Parole Officers. The MI will only certify the officer using the County designated firearm.
  - 11. **AMMUNITION.** The MI will train officers participating in Course 3 using ammunition that the County authorizes. The student's County will supply the ammunition. The ammunition must be factory new ammunition; officers may not use reloaded or remanufactured ammunition.

12. **RANGE TARGETS.** The County Applicant will supply all targets, backers, and target holders used for all firearm range training exercises.
  13. **DUMMY ROUNDS.** The County Applicant will supply all dummy rounds used for firearm range/practical exercise training.
  14. **SOFTWARE.** Any documentation (required forms, list, reports, etc., as specified by the Commission) that the MI is required to use will be provided to the Executive Director electronically and will be in a software version compatible with the Commission's software. In the event that the Commission changes to another version of software, the MI will be given written notice of the new requirement and will have 30 working days to begin providing electronic files produced in the new version of software.
  15. **COMMISSION REGULATIONS.** The MI and the County Applicant will comply with all polices and procedures as outlined in the Commission Regulations.
  16. **LIABILITY.** The County Applicant, the designated MI, all participating CFIs, and students are reminded that they are responsible for and agree to indemnify and hold harmless the Commonwealth and the Commission from damages to property or injuries (including death) to any person(s) and other losses, damages, expenses, claims, demands, suits and actions by any party against the Commonwealth and the Commission in connection with the County providing the Commission's approved training curricula.
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All questions regarding the conduct of In-House Basic Firearms Training should be addressed to:

County Probation and Parole Officers' Firearm Education and Training Commission  
Training Division  
1101 South Front Street, Suite 5600  
Harrisburg, PA 17104-2522  
Tel. (717) 787-5699 Ext, 1523  
Fax (717) 705-1778  
Email [gyoung@pa.gov](mailto:gyoung@pa.gov)

Signature of Chief/Director:

Date:

## REQUIRED CLASS AND RANGE FORMS/MATERIALS

COURSE	DAY	FORM	FORM NAME
2	1	FETC FORM 12	CLASSROOM ATTENDANCE
2	1	FETC FORM 23	TRAINING EVALUATION
3	1	FETC FORM 12	CLASSROOM ATTENDANCE
3	1	FETC FORM 01	RANGE SAFETY CERTIFICATION
3	1	FETC FORM 07	EMERGENCY INCIDENT RESPONSE PLAN
3	1	FETC FORM 23	TRAINING EVALUATION
4	1	FETC FORM 12	CLASSROOM ATTENDANCE
4	1	FETC FORM 07	EMERGENCY INCIDENT RESPONSE PLAN
4	1	FETC FORM 41	COURSE 4 SAFETY ACKNOWLEDGEMENT
4	1	FETC FORM 23	TRAINING EVALUATION
5	1	FETC FORM 12	CLASSROOM ATTENDANCE
5	1	FETC FORM 07	EMERGENCY INCIDENT RESPONSE PLAN
5	1	FETC FORM 25	SIMUNITION® TRAINING PARTICIPANT ACKNOWLEDGEMENT
5	2*	FETC FORM 26	SIMUNITION® TRAINING SAFETY CERTIFICATION
5	3**	FETC FORM 26	SIMUNITION® TRAINING SAFETY CERTIFICATION
5	3***	FETC FORM 23A	SIMUNITION® TRAINING EVALUATION
6	1	FETC FORM 12	CLASSROOM ATTENDANCE
6	1	FETC FORM 07	EMERGENCY INCIDENT RESPONSE PLAN
6	1		STUDENT SCENARIO LOG
6	1	FETC FORM 23	TRAINING EVALUATION

\* Day 1 of a two-day SIMUNITION® training.

\*\* Day 2 of a two-day SIMUNITION® training.

\*\*\* Day 2 of a two-day SIMUNITION® training.

Please submit originals of these forms to the commission within 30 days of the end of training. Forms are available for download at:

<http://www.fetc.pa.gov>

**No credit shall be issued to a department until all forms are returned.**