

RETIREE CONCEALED FIREARMS

2080.1 PURPOSE

This procedure will provide guidelines for processing a request by a department member, who is preparing to retire, for issuance of a Santa Ana Police Department identification card under the Law Enforcement Officers' Safety Act (LEOSA) and California law (18 USC § 926C; Penal Code § 25455). It will also provide guidelines for retired members who want to renew these identification cards.

2080.2 AUTHORIZED MEMBERS

Only those members authorized in accordance with the Retiree Concealed Firearms Policy will be eligible to receive a Santa Ana Police Identification card authorizing the carrying of a concealed firearm under LEOSA and California law.

2080.3 WEAPON AUTHORIZATION

Retired members are only authorized to carry firearms of the same type as he/she qualifies with annually, as per LEOSA. It shall be the responsibility of the retired member to provide verification of the handguns ownership and registration.

2080.4 ANNUAL FIREARMS QUALIFICATION

Each retired member, including members preparing to retire and requesting an identification card, shall qualify with their authorized firearms annually. The Department will hold qualification days once a month on a date determined by the Professional Standards representative who administers the retiree CCW program. This representative will coordinate with a Department Rangemaster to confirm availability and Training Division to reserve a classroom.

Retirees wishing to conduct their annual qualification in a location other than at the Santa Ana Police Department will adhere to the Retiree Concealed Firearms Policy. If this occurs, it is the retiree's responsibility to complete the required application and provide verification of the firearm instructor's certification. The Department will have the final authority to determine if an outside firearm instructor is competent to conduct the annual firearms qualification.

2080.5 IDENTIFICATION CARD APPLICATION

The retiree application will minimally contain:

- Qualification course of fire
- Firearm proficiency verification form
- A photograph of target at completion of the qualification
- A waiver of liability

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Department-sponsored qualification dates, Department Policy 208 (Retiree Concealed Firearms), and Department Policy 1005 (Reporting of Employee Convictions) will be posted on the Department's website or the Santa Ana Police Officer's Association website.

It is the responsibility of the retired member to submit the completed identification card application and waiver of liability to the Professional Standards representative at least two weeks prior to the requested qualification date. This will give the representative sufficient time to conduct the required background check and coordinate the issuance of new identification cards.

2080.6 FIREARMS QUALIFICATION - SANTA ANA POLICE DEPARTMENT

On the date of qualification, the Professional Standards representative or his / her designee will instruct the applicants to meet in the department lobby at the designated time. Applicants shall bring their firearms in a condition (concealed and/or in a container) that conceals the firearm. The applicants will then be taken to a classroom to verify completion of the application and proof of registration and ownership for their firearm(s).

After the administrative verification is complete, the applicants will qualify using the "CCW Qualification Course". The target used will be the BT-5S and only those hits within the two (2) inner sections of the target will be accepted. The course of fire is 30 rounds, ammunition for which shall be provided by the applicant, and the minimum passing score is 80% (hit ratio of 24 out of 30).

Prior to the qualification, the applicant(s) will safely unload and verify their handguns are clear and safe. The Rangemaster or designated firearms instructors will perform a safety function check on the handgun, verifying there are no obstructions in the barrel and no obvious signs the handgun is inoperable. The applicants will be advised that this process is not an inspection of the firearm.

After the safety function check(s) are complete, the applicants will safely load their firearm(s). The applicants shall complete the qualification course of fire with each of their authorized firearm(s). The course of fire for each firearm shall be completed prior to continuing on to the next firearm, if applicable.

When the Rangemaster or firearms instructor is satisfied the applicant can safely unload, safely load, and pass the course of fire, the applicant will be issued an identification card.

2080.7 FIREARMS QUALIFICATION - OUTSIDE SANTA ANA POLICE DEPARTMENT

The retired member shall provide verification that their chosen firearms instructor is competent and qualified to administer the firearms qualification by providing the instructor's certification(s). This certification may be on an official letter from the law enforcement agency, if applicable, or verifiable certificates stating the instructor's certification. The firearms instructor must also certify (sign firearms proficiency verification form) that the retired member passed the qualification course, as described in Department Policy 208.5.2 (a), with each of their firearm(s).

After the retired member has completed their qualification with the outside instructor, they may send, via email or postal service, the completed application and all required forms to the Professional Standards representative. The representative will then conduct the background

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check. If this process does not preclude the issuance of an identification card, the representative will send, via certified mail, the retired member the identification card.

2080.8 DOCUMENTATION

After the retired member is issued or denied an identification card, all applications and required forms will be digitally uploaded to the Professional Standards "Retiree CCW Database". The database will track the retired member by name, the name of the qualifying firearms instructor, and the expiration date of their identification cards, or the fact they were not issued an identification card. The retirees name and their expiration date will also be available for review by department members, with a need and right to access the information, on the Department Intranet.

- Identification Card Expiration – Identification cards issued under the provisions of this procedure shall only be valid for one year from the date of issuance.