



CHAIRMAN'S MEMORANDUM

NO. 9-2005

August 17, 2005

TO: SHERIFFS, CHIEF ADMINISTRATIVE OFFICERS, COMMISSIONERS OF CORRECTION, TRAINING COORDINATORS

RE: Firearms, Chemical Agents and Other Weapons Initial and Annual Training

The State Commission of Correction has been working closely with the Division of Criminal Justice Services (DCJS) to assure that all jurisdictions are in compliance with peace officer training requirements as they relate to correction officers, in accordance with Criminal Procedure Law §2.30. In order for a peace officer to use any weapon, initial training specific to that weapon, as well as an annual training course, which includes three hours of use on force, is required by the statute.

Earlier this year, a Chairman's Memorandum stated that as of July 1, 2005 all Basic Courses for Correction Officers must include the Basic Course for Peace Officers classroom and the Initial Firearms Course. The current Commission course includes each required component. Individuals who fail to complete any component of this required training cannot serve in the capacity of a correction officer. (See Chairman's Memo No. 6-2005 for more information.)

The Initial Firearms Course (handgun, shotgun, and rifle) consists of seven hours of use of force and forty hours of firearms training.

The Initial Other Weapons Course (expandable baton, straight baton, oleoresin capsicum spray, CN/CS gas, or stun shield) consists of seven hours of use of force and three hours each for every separate weapon the officer is authorized to carry. If initial other weapons training is conducted as part of basic training or other initial weapons training, the use of force hours need not be repeated.

If officers are not authorized to use a firearm or any other weapon after their initial training, no annual refresher training is required.

Officers authorized to carry any weapon must complete an annual training course in that weapon, which includes three hours of use of force training. There is no need to complete the use of force training more than once each year, regardless of the number of weapons courses they take.

For further clarification, the following breakdowns are given:

Type of Training	Frequency	Hours *	Who must Complete it
Firearms	Annually	3 - Use of Force 5 - Firearms	Those authorized to carry a firearm
Oleoresin Capsicum	Annually	3 - Use of Force 3 -Oleoresin Capsicum devices	Those authorized to use, authorize or supervise the use of O.C.
CN / CS	Annually	3 - Use of Force 3 - CN /CS devices	Those authorized to use, authorize or supervise the use of CN / CS
Each other weapon	Annually	3 - Use of Force 3 - Each other weapon	Those authorized to carry a weapon not listed above.

*Use of force is only required for once per year. For example, a corrections officer who carries a handgun, expandable baton, and OC spray is required to successfully complete the:

- Annual Firearms Course (five hours-firearms, three hours-use of force)
- Annual Other Weapons Course - Baton (three hours-expandable baton)
- Annual Other Weapons Course - Aerosol Subject Restraint (three hours-OC Spray)

Correction officers annual weapons training must be approved and recorded with DCJS. See the Training Guide for Peace Officer Employers for information on how to gain approval for annual weapons training. The guide and forms are available at the DCJS Internet site at:

www.criminaljustice.state.ny.us/ops.

It has been determined that for those facilities using the Commission approved two hour lesson plan for chemical agents for O.C. must add an extra hour of instruction in order to meet the three hour course requirement set by Municipal Police Training Council. This hour can be on facility-specific policy and procedures for the use of O.C., or time for hands on training, such as demonstrating dispersal techniques. The course must be three hours total, not including the three hours of Use of Force course required annually, as referenced above.

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