

U.S. Department of Homeland Security
425 I Street, NW
Washington, DC 20536



U.S. Immigration
and Customs
Enforcement

JUN 8 2007

MEMORANDUM FOR: Field Office Directors
Deputy Field Office Directors
Field Training Officers
Sr. Firearms Instructors
Sr. Defensive Tactics Instructors

FROM: Gary Mead
Assistant Director

SUBJECT: Quarterly Firearms Qualification Requirement

Purpose

The purpose of this memorandum is to ensure that the quarterly firearms qualification requirements are implemented uniformly throughout all headquarters and field components of ICE Detention and Removal Operations.

Background

As required by Part 3 (A)-4, of the ICE Firearms Policy, officers are required to qualify every quarter with their assigned firearm. ICE Policy does not allow officers to skip quarterly qualifications. Whether at the beginning or end of the quarter, every officer must demonstrate proficiency at least once that quarter.

As required by Part 3 (A)-11 of the Firearms Policy, any officer who fails to demonstrate proficiency must immediately relinquish the assigned firearm. It is essential that every officer within DRO understand this requirement within the policy.

Discussion

Regardless of whether an officer has qualified during the previous quarter or not, if that officer attempts to demonstrate proficiency in subsequent quarters and fails to do so, that officer is no longer qualified to carry the weapon. That officer will be allowed a second opportunity to demonstrate proficiency on the same day, and if that officer does not qualify, after the second attempt, that officer must not leave the range with the assigned weapon.

Officers who fail to qualify are to be provided with remedial instruction according to the procedures in the ICE Firearms Policy.

Additionally, any officer who misses all range dates in a calendar quarter becomes unqualified to carry a weapon unless there were exigent circumstances which prevented attending the range. A busy workload does not constitute exigent circumstances. Furthermore, that officer must attend the first range qualification date during the next calendar quarter.

As required in Part 3 (A)-2 of the ICE Firearms Policy, ICE officers shall be authorized at least (8) hours each quarter to participate in approved instruction delivered and/or coordinated by ICE Firearms Instructors.

If you have any questions regarding the ICE Firearms or Use of Force Policy please contact (b)(6),(b)(7)(C) Assistant Director NFTTU for Policy and Programs at the (b)(6),(b)(7)(C)@DHS.Gov. For DRO specific concerns contact the (b)(6),(b)(7)(C) HQ Senior Firearms Instructor at (b)(6),(b)(7)(C)@DHS.Gov.

Attachment

-LAW ENFORCEMENT SENSITIVE-

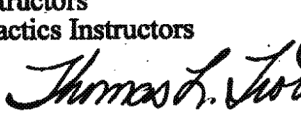
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**U.S. Immigration
and Customs
Enforcement**

May 24, 2006

MEMORANDUM FOR: Senior Firearms Instructors
Senior Defensive Tactics Instructors

FROM: Thomas L. Trotto 
Director
National Firearms and Tactical Training Unit

SUBJECT: Field Delivered Use of Force Training

Purpose

This memorandum is to provide ICE Firearms and Defensive Tactics Instructors with information and guidance on field delivered use of force training for armed ICE employees.

Background

The interim ICE Firearms Policy requires all armed ICE employees to demonstrate proficiency with their issued firearms each quarter. One portion of demonstrating proficiency with a firearm is completing the advanced firearms training exercises pursuant to guidelines determined by the Director of the NFFTU. In addition, armed ICE employees are required to complete defense tactics training, certification and recertification on intermediate use of force devices and other use of force training outlined in the interim ICE Firearms Policy and the interim ICE Use of Force Policy. The interim ICE Firearms Policy requires that ICE officers be authorized a minimum of eight hours each quarter to participate in this authorized instruction delivered and/or coordinated by ICE Firearms or Defensive Tactics Instructors.

Discussion

As you know, the NFFTU has and will continue to provide guidance and support regarding the certification of field-based ICE use of force instructors. These instructors receive materials and equipment to conduct field delivered use of force training, intermediate force weapons certifications and recertifications as required. The NFFTU has posted information on advanced firearms training exercises and other defensive tactics and use of force training requirements on their website at <http://nfttu.ice.dhs.gov>. A list of the course titles that will cover the core requirements is attached for your information. Field instructors should endeavor to address all these core requirements annually. This information and instructor support materials will be updated as necessary and ICE Firearms and Defensive Tactics Instructors will be notified immediately when updates are generated.

www.ice.gov

The interim ICE Firearms Policy requires advanced firearms training exercises and use of force training to be recorded in an ICE training recording system. Until a national level automated training recording system is available to record these advanced training exercises, ICE Firearms and Defensive Tactics Instructors should document these activities through the use of the attached Use of Force Template and retain them locally. For your convenience, the NFTTU has posted this template on our website.

ICE firearms instructors must ensure that all quarterly firearms scores are posted in the automated firearms inventory system. The NFTTU has received numerous inquiries regarding the availability of a data collection instrument in written form to capture firearms proficiency information for firearms instructors prior to entering the scores in the automated system. The NFTTU has also developed a template to allow the collection of firearms proficiency information in a written format for this purpose. As a reminder, the use of this template or worksheet does not eliminate the requirement to promptly enter the firearms scores in the automated firearms information system as required by policy, but does provide Firearms Instructors with another tool for administering their programs.

Please ensure that ICE Firearms and/or Defensive Tactics Instructors in your area of responsibility are aware of the availability of these materials and the requirements listed in both the interim ICE Firearms and Use of Force Policies to complete use of force training each quarter. If you have any questions on this program please contact us at [\(\[b\]\(6\),\(b\)\(7\)\(C\)\]@dhs.gov](mailto:([b](6),(b)(7)(C)]@dhs.gov).

Attachment

Attachment 1

Advanced Firearms Training Exercises and Use of Force Training Guidelines

<u>Number</u>	<u>Title</u>
TA-001	Tactics
FA-001	Firearms Handling Skills
FA-002	Reduced Light Shooting Techniques
FA-003	Survival Shooting Techniques
DT-001	Escort Positions, Armbar Takedown, Ground Handcuffing, Elbow Rollover
DT-002	Basic Defensive Tactics: Patterns of Movement, Blocks, Strikes, Kicks and Officer Mindset
DT-003	Compliant Handcuffing
DT-004	Spontaneous Edged Weapons Defense
DT-005	OC Recertification
DT-006	Expandable Baton Recertification
DT-007	Expandable Baton Initial Certification
DT-008	OC Initial Certification
DT-009	Use of Force

**DEPARTMENT OF HOMELAND SECURITY
U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT**

FIREARMS PROFICIENCY AND USE OF FORCE TRAINING CERTIFICATION

OFFICER INFORMATION		
NAME	POSITION TITLE	SSAN
POST OF DUTY		

FIREARMS PROFICIENCY CERTIFICATION

HANDGUNS				
MAKE	MODEL	CALIBER	SERIAL NUMBER	BARREL LENGTH
<input type="checkbox"/> ISSUED <input type="checkbox"/> PERSONAL		FIREARM CONDITION <input type="checkbox"/> OPERATIONAL <input type="checkbox"/> NON-OPERATIONAL	SCORE	RESULTS <input type="checkbox"/> PASS <input type="checkbox"/> FAIL
MAKE	MODEL	CALIBER	SERIAL NUMBER	BARREL LENGTH
<input type="checkbox"/> ISSUED <input type="checkbox"/> PERSONAL		FIREARM CONDITION <input type="checkbox"/> OPERATIONAL <input type="checkbox"/> NON-OPERATIONAL	SCORE	RESULTS <input type="checkbox"/> PASS <input type="checkbox"/> FAIL

SHOULDER FIRED WEAPONS				
MAKE	MODEL	CALIBER	SERIAL NUMBER	BARREL LENGTH
<input type="checkbox"/> YES <input type="checkbox"/> NO		FIREARM CONDITION <input type="checkbox"/> OPERATIONAL <input type="checkbox"/> NON-OPERATIONAL	SCORE	RESULTS <input type="checkbox"/> PASS <input type="checkbox"/> FAIL <input type="checkbox"/> FAMILIARIZATION ONLY
MAKE	MODEL	CALIBER	SERIAL NUMBER	BARREL LENGTH
<input type="checkbox"/> YES <input type="checkbox"/> NO		FIREARM CONDITION <input type="checkbox"/> OPERATIONAL <input type="checkbox"/> NON-OPERATIONAL	SCORE	RESULTS <input type="checkbox"/> PASS <input type="checkbox"/> FAIL <input type="checkbox"/> FAMILIARIZATION ONLY

CERTIFICATION		
I HEREBY CERTIFY THAT THE ABOVE EMPLOYEE <div style="text-align: center;"> <input type="checkbox"/> HAS <input type="checkbox"/> HAS NOT </div> DEMONSTRATED PROFICIENCY ON THE FIREARMS IDENTIFIED ABOVE	FIREARMS INSTRUCTOR NAME	DATE
	SIGNATURE OF FIREARMS INSTRUCTOR	

REMARKS

ADVANCED FIREARMS AND USE OF FORCE TRAINING EXERCISES

(b)(7)(E)