

## **Baltimore Police Department GUIDELINES FOR H.R. 218/18 U.S.C. 926C**

The Range Master and/or range supervisors reserve the right to permanently and/or temporarily deny access and qualification, based on safety, liability, equipment concerns, or any other lawful reasons.

**The classroom portion of the training will be a minimum of two (2) hours, as required by law, and will include:**

1. Administrative (weapon inspection, signing of waivers and release forms)
2. Rules of the range
3. LEOSA legal considerations
4. Weapon security
5. Written Examination
6. Review Courses of fire
7. Drill courses of fire
8. Payment collection

### **Handguns & Ammunition Requirements:**

1. A functioning firearm, revolver or pistol that holds at least five rounds. The entire course is shot in five round increments. **(Weapons will be inspected for approval.)**
2. A belt holster that allows the firearm to be drawn from the strong side. (Cross draws, waist bags, ankle holsters and the use of pants pockets will not be allowed, for safety reasons).
3. Semi-automatic shooters will require at least two magazines
4. Revolver shooters will require at least one speed loader
5. A minimum one hundred (100) rounds of ammunition suitable for the firearm (50 rounds for daylight course of fire and 50 rounds for lowlight course of fire) **will be provided by the BPD.** Prices for ammo per box are:

9mm-	\$25.00
.38 cal-	\$31.00
.40 S&W-	\$13.00

## GUIDELINES FOR H.R. 218/18 U.S.C. 926C

**The BPD will only accept checks (no cash or money orders). The check(s) for the initial non-refundable amount of \$100.00 and for any other subsequent ammo purchases must be made payable to: "Director of Finance." An additional fee of \$39.00 will be assessed for all returned checks. In the event of a returned check the \$39.00 fee as well as the original monetary obligations must be paid by money order only.**

6. The only calibers allowed are the following: 9mm, 38.cal, and .40 S&W.
7. BPD will provide the eye and ear protection.
8. The retired/separated officer must bring a baseball cap or he or she will not be allowed to qualify.

### **The qualification course includes:**

1. The courses consist of 50 rounds per off-duty courses of fire, one day-light and one low-light.
2. The FBI "Q" target will be used for scoring; using our current two point system.
3. Firing from the 3, 7, 15, and 25 yard line. (barricade shooting at the 25 yard line)
4. Minimum score of 70% is required on both the written test and each qualification course of fire for certification.
5. In the event that a retired/separated officer does not initially successfully qualify, he or she will be provided one additional attempt that same day. The shooter will have to purchase the additional ammo from the BPD. If the shooter fails to qualify he or she will be given the opportunity to return on a future scheduled qualification day, but no sooner than 30 days from the initially scheduled range date. The retired/separated officer may schedule this subsequent range date by calling Gunpowder Range 410-592-5983. The retired/separated officer will have to pay an additional \$100.00 fee when attending the Northeast Range for qualification. The shooter will then be provided the opportunity to qualify two more times that same day. **The initial 100 rounds of ammo will be provided by the BPD.** If the shooter fails the initial qualification attempt, the shooter will have to purchase additional ammo from the BPD for the final attempt. If the shooter once again fails to qualify, he or she will not be allowed any further attempts. All line sheets, documentation, and records, will be maintained at the Gunpowder Range via a database and hard copy files.

## **GUIDELINES FOR H.R. 218/18 U.S.C. 926C**

**Please note that shooters are expected to successfully qualify both daytime and lowlight during the same session. In other words, if the shooter fails the daylight during the initial attempt and the one additional attempt, but passes the low light course, when the shooter responds back the range to attempt the courses again, the shooter must again be successful at both the daylight and lowlight courses.**

6. Upon successfully qualifying, the retired/separated officer will be issued a LEOSA card, which is valid for 365 days from the day of qualification.
7. The retired/separated officer will only be allowed to qualify with one type of weapon per year. (semi-automatic or revolver)
8. It is the responsibility of the retired/separated officer to re-apply with Personnel at least 90 days prior to the expiration of his or her LEOSA card.

### **Standards for handguns**

#### **All Handguns Must:**

1. Be capable of firing five rounds without reloading.
2. Have all safety features originally in the firearm intact.
3. Have a full trigger guard.
4. Have a barrel length of minimum 2", maximum 6".
5. Have no trigger shoes.

#### **Revolvers Must:**

1. Have double action capability. If single action capable, must have a trigger pulls of no less than 2.5 pounds.
2. Have hammer block safety or transfer bar system that prevents firing unless the trigger is pulled fully to the rear.

#### **Semi-Automatic Pistols Must:**

1. Have a firing pin block or similar passive device that positively blocks the firing pin from forward travel unless the trigger is pulled fully to the rear.
2. Have a trigger pull no less than 3.5 pounds.

#### **Sights:**

1. Must have open sights, fixed or adjustable.
2. No special optical, mirror, telescopic, or other sighting system other than would normally be found on a police service handgun.

## **GUIDELINES FOR H.R. 218/18 U.S.C. 926C**

### **Holsters:**

1. Must be a conventional right or left-handed draw holster that attaches to the belt at the waist.
2. No inside the pants, shoulder, cross-draw, ankle, or “fanny-pack” type holsters.
3. Semi-automatic pistol holster must completely cover the trigger guard when the pistol is holstered.

### ***No handgun armory work will be conducted by the BPD***

**When reporting to the Northeast District Range for qualification  
(Failing to meet any of the below requirements will prevent you from gaining access  
to the Northeast Range to qualify)**

**Northeast Range Address: 1900 Argonne Drive  
Baltimore, Md. 21218  
410-396-2524**

1. Reporting time to the Northeast Range is 0800hrs, late arrivals will not be allowed to qualify that day. No exceptions.
2. Late arrivals will be given the opportunity to qualify on the next scheduled qualification day, but no-sooner than 30 days from the day of the initially scheduled range date. No-shows will be given the opportunity to qualify on the next scheduled qualification day, but no-sooner than 30 days from the day of the initially scheduled range date.
3. You must bring your retired/separated Baltimore City Police Identification. The retired/separated Baltimore City Police Identification may not be older than 10 years. If you have been retired over 10 years, a new retired/separated Baltimore City Police identification is required. (410) 396-2353 (Identification Cards Section).  
The retired officer will not be allowed to qualify if he or she does not have an up to date retired Baltimore City Police Identification and will have to be re-scheduled for a later date, but no-sooner than 30 days from the day of the initially scheduled range date.
4. You will not be allowed to enter the Northeast District with a loaded weapon.
5. All weapons must be transported in a hard sided container and empty.
6. Live ammo will not be permitted to be brought into the Northeast District.

## GUIDELINES FOR H.R. 218/18 U.S.C. 926C

7. **You are not allowed to enter the Northeast Range with a holstered weapon.**
8. An un-loading box placed at the entrance of the Northeast District will be provided for the retired/separated officer to safely remove his or her weapon from the hard sided container and ensure the weapon is unloaded. A range staff instructor will be present at the un-loading box.
9. The retired/separated officer must bring a baseball cap or he or she will not be allowed to qualify.
10. Prior to live fire, shooters will be required to perform weapons drills. Drills are conducted to give the range instructors opportunity to ensure that the retired/separated officer is able to safely and proficiently handle the firearm. If a retired/separated officer is not able to meet all drilling requirements, which will include kneeling, standing, etc...in a safe manner, then the retired officer will not be allowed to qualify. This determination will be made by a range supervisor.
11. **The retired officer will provide a non- refundable check made payable to “Director of Finance” after having his or her weapon approved, identification approved, and successfully and safely completing weapons drills.**
12. In the event that a retired/separated officer does not initially successfully qualify, he or she will be provided one additional attempt that same day. The shooter will have to purchase the additional ammo from the BPD. If the shooter fails to qualify he or she will be given the opportunity to return on a future scheduled qualification day, but no sooner than 30 days from the day of failure. The returning retired/separated officer will be required to pay an additional non-refundable \$100.00 fee prior to qualifying. The returning retired/separated officer must still meet all previously indicated requirements when responding to the Northeast Range, which includes, inspections, classroom, and drills.

The shooter will then be provided the opportunity to qualify two more times that same day. **The initial 100 rounds of ammo will be provided by the BPD.** If the shooter fails the initial qualification attempt, the shooter will have to purchase additional ammo from the BPD for the final attempt. If the shooter once again fails to qualify, he or she will not be allowed any further attempts. All line sheets, documentation, and records, will be maintained at the Gunpowder Range via a database and hard copy files.

**Please note that shooters are expected to successfully qualify both daytime and lowlight during the same session. In other words, if the shooter fails the daylight during the initial attempt and the one additional attempt, but passes the low light course, when the shooter responds back the range to attempt the courses again, the shooter must again be successful at both the daylight and lowlight courses.**

Baltimore Police Department  
GUIDELINES FOR H.R. 218/ 18 U.S.C. 926C  
FORM OF UNDERSTANDING

I \_\_\_\_\_ have read and fully understand the attached form  
(Print Name)

entitled "Guidelines For H.R. 218/ 18 U.S. C. 926C" pages 1-5, and I understand that failure to meet the specifically addressed requirements may result in me not being permitted to qualify and/or receive my LEOSA certification card on the day(s) of attending the Northeast Range. I further understand that the payment of check only in the amount of \$100.00 or any other subsequent ammo purchases must be made payable to the "Director of Finance", and is non-refundable. **An additional fee of \$39.00 will be assessed for all returned checks. In the event of a returned check the \$39.00 fee as well as the original monetary obligations must be paid by money order only.**

Date \_\_\_\_\_

\_\_\_\_\_  
Signature

**Return this signed page to:**

Baltimore Police Department  
Attention: Personnel Section/LEOSA  
242 W. 29th Street  
Baltimore, MD 21211  
(410) 396-2322

Attach a front and back photo copy of your retired/separated Baltimore Police identification (**identification cannot be older than 10 years**). To schedule an appointment with the police identification section, you may call (410) 396-2353

**Front**

**Back**

**Baltimore Police Department**  
**QUALIFIED SEPARATED LAW ENFORCEMENT OFFICER**  
**APPLICATION FOR CERTIFICATION**  
**TO CARRY A CONCEALED FIREARM**  
**18 U.S.C. 926C**

Name:

\_\_\_\_\_  
(First) (Middle) (Last)

Home address:

\_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Telephone number: \_\_\_\_\_ Fax: \_\_\_\_\_  
(Area Code)

E-mail address: \_\_\_\_\_

Date of birth: \_\_\_/\_\_\_/\_\_\_ Sex: \_\_\_\_\_ Race: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Eye color: \_\_\_\_\_ Hair color: \_\_\_\_\_

**Affidavit**

(Indicate "T" for TRUE or "F" for FALSE)

I understand that in order to carry a concealed firearm as a qualified separated law enforcement officer in accordance with 18 U.S.C. 926C, I must satisfy certain basic criteria. My satisfaction of the certification will be established based on my answers to these questions.

\_\_\_\_\_ I did separate in good standing from service from the Baltimore Police Department as a law enforcement officer, other than reasons of mental instability.

\_\_\_\_\_ I was authorized to engage in or supervise the prevention, detection, investigation or prosecution of, or the incarceration of any person for any violation of law, and did have statutory powers of arrest.

\_\_\_\_\_ Before separation, I was regularly employed as a law enforcement officer with the Baltimore Police Department for an aggregate of 10 years or more or I separated after completing probation due to a service connected disability as declared by the Baltimore Police Department.

***QUALIFIED SEPARATED LAW ENFORCEMENT OFFICER APPLICATION FOR CERTIFICATION TO CARRY A CONCEALED FIREARM 18 U.S.C. 926C***

\_\_\_\_\_ The Baltimore Police Department did provide me with a separated/retired law enforcement identification card displaying my photograph. This identification card is not older than 10 years.

\_\_\_\_\_ I did separate in good standing without an open disciplinary or administrative action.

\_\_\_\_\_ I did receive a regular separation or a special disability separation not classified or described as a mental disability.

\_\_\_\_\_ I have a non-forfeitable right to benefits under my agency's retirement plan.

\_\_\_\_\_ I am not under the influence of alcohol or another intoxicating or hallucinatory drug substance, and I will not carry a firearm while I am under the influence of alcohol or another intoxicating or hallucinatory drug or substance.

\_\_\_\_\_ I am not prohibited by state or federal law from receiving a firearm, based on domestic violence causes such as ex-parte, restraining orders, etc... or any other reason.

\_\_\_\_\_ I understand that the definition of "firearm" does not include any machine gun, firearms silencer, or destructive device.

\_\_\_\_\_ I understand that I must carry the Baltimore Police Department LEOSA qualification card, along with the retired officer's photographic identification issued by the Baltimore Police Department, when I carry the concealed weapon.

\_\_\_\_\_ I understand that my certification expires 365 days from its issue date.

\_\_\_\_\_ I understand that the Law Enforcement Officers Safety Act of 2004/S.1132 Law Enforcement Officers Safety Act Improvements Act of 2010 (18 U.S. Code 926C), does not give me any rights whatsoever to exercise law enforcement authority or take police action any circumstances.

**I do hereby declare and affirm under the penalty of perjury that the contents of this application is true and correct to the best of my knowledge, information, and belief and I so indicate by signing below in the designated space.**

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

**Return both completed pages to:**

Baltimore Police Department  
Attention: Personnel Section/LEOSA  
242 W. 29th Street  
Baltimore, MD 21211 (410) 396-2322



# BALTIMORE POLICE DEPARTMENT

## WAIVER AND RELEASE FORM

(To be completed upon responding to Northeast Range)

I am a separated officer of the Baltimore Police Department who is eligible to qualify to carry a concealed firearm, pursuant to the Law Enforcement Safety Act of 2004/S.1132 Law Enforcement Officers Safety Act Improvements Act of 2010 (18 U.S. Code 926C).

I recognize that the Baltimore Police Department is not legally required to provide me with a firearm qualification course or firearms instruction

I understand that should the Baltimore Police Department provide me with firearms instruction, I will be required to fire my weapon under the direct supervision of the Baltimore Police Firearms Instructors.

I agree to indemnify and hold harmless the Baltimore Police Department, or its agents and employees, for any injury caused by my participation in the qualification process. I further waive any claim for damages against the Baltimore Police Department, or its agents and employees, for any injury suffered by me while participating in the qualification process.

**Further, I hereby specifically agree to indemnify and hold harmless the Baltimore Police Department, and/or its officers and employees, from any and all liability resulting from my carrying and/or use of any weapon allowed under the Law Enforcement Officers Safety Act of 2004/S 1132 Law Enforcement Safety Act Improvements Act of 2010 (18 U.S. Code 926C), including, but not limited to, civil litigation. The Baltimore Police Department assumes no liability by issuing this authorization. Retired personnel are reminded that, as retired law enforcement officers, they possess no official authority to act on behalf of the State of Maryland or the Baltimore Police Department in any law enforcement capacity whatsoever. The Law Enforcement Officers Safety Act of 2004 provides no authority for anyone to act in the capacity of a law enforcement official.**

\_\_\_\_\_  
Name of Retired/Separated  
Officer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of witness  
(Range Staff)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Police Department  
Baltimore, Maryland**

**Northeast Range Facility  
Release and Indemnity Agreement  
General Release**

I, \_\_\_\_\_, for the consideration of being  
(print your name)  
permitted use the Northeast Range Facilities of the Baltimore Police Department, do hereby release and forever discharge the Police Commissioner, the Baltimore Police Department, the Mayor and City Council of Baltimore, and the State of Maryland, their heirs, executors, administrators, agents, employees, and assigns from any and all claims I might have against them arising out of any injuries of damages I might sustain while using said Northeast Range Facilities. I acknowledge that this is a **full and complete release** of any such claims. I also agree to abide by and adhere to the same rules and regulations for the use of the Northeast Range Facilities that members of the Baltimore Police Department are required to follow.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness