

POLICY 113	AUTHORIZED LESS-LETHAL WEAPONS	
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B. POLICY

Only those less-lethal weapons specifically listed in this policy may be carried by any member of this Department, while on or off duty. All personnel authorized to carry less-lethal weapons must be trained and demonstrate proficiency in the use of each weapon prior to carrying and utilizing such weapons in the performance of their duties. Less-lethal weapons include subject control chemical defense sprays, all chemical munitions, batons, sting bags, Pepperball guns, and CEWs. Less-lethal weapons are defined as weapons that, when deployed, are not likely to cause death or great bodily harm, but have the potential to do so in certain circumstances.

It shall be mandatory for all uniformed officers, while engaged in field activities both on duty and during off duty police employment, to carry a less lethal option of either a Conducted Electrical Weapon (CEW) or Subject Control Spray (SCS).

C. INSPECTION

1. During annual use of force training the use of force instructor shall inspect all less-lethal weapons for safety, functionality and to assure that weapons conform to Department policy. Any unsafe weapons shall be removed from service until repaired or replaced.
2. The Training Unit shall maintain a record of each less-lethal weapon approved for each member. The record shall include inspections and repairs to each weapon.
3. The Training Unit shall periodically review less-lethal weapons approved for Department use and add or delete weapons, as deemed appropriate.

D. CONDUCTED ELECTRICAL WEAPON (CEW)

The CEW is deployed as an additional law enforcement tool, and is not intended to replace firearms or self-defense techniques. It is a less-lethal method of controlling violent or potentially violent offenders, as well as those who actively resist arrest. The CEW may be used to control a dangerous or violent subject when deadly force does not appear to be justified and/or necessary; or attempts to subdue the subject by other conventional tactics, including verbal communications, have been, or will likely be ineffective in the situation at hand, or there is reasonable expectation that it will be unsafe for officers to approach within the contact range of the subject. A CEW may be utilized at a safe distance to maximize officer safety and limit injuries to potential subjects.

1. Deployment

The use of a CEW by personnel is intended to limit injury to the subject involved, police officers involved, and the public. Officers shall maintain their finger off the trigger, until they are ready to deploy the CEW, and release the trigger once deployed.

- a. The primary objective of the CEW is to prevent a continuing escalation of a subject's resistance or violence and to minimize injury to department personnel, the public and the subject(s).

- b. The decision for an officer to deploy a CEW will ultimately rest on the officer's judgment based on the totality of circumstances and application of Departmental policies. A subject's actions, including verbal statements and body language, should be taken into account before deploying a CEW.
- c. The officer should make every effort, when practical, to aim for the back or when facing the subject, the lower torso area targeting two major muscle areas to capture full neuro-muscular incapacitation (NMI).
- d. All officers shall perform a pre-operation check of the CEW prior to going into service to ensure:
 - (1). The CEW battery is performing properly
 - (2). The Central Information Display (CID) has no fault icons.
- e. A full five second spark/functionality test should be conducted once every week for issued CEW's to ensure the CEW is sparking properly. This test is performed by depressing the "ARC" button.
- f. Officers shall consider all safety precautions in accordance with the CEW manufacturer and Department training while conducting the Spark/Functionality test. Safety considerations include but are not limited to testing near a gasoline pump or testing where other individuals are at risk, etc.
- g. When deploying the CEW in the field and other Department personnel are present, the CEW officer shall, warn other officers of their intention by loudly announcing "TASER, TASER, TASER" when practical.
- h. Officers shall avoid multiple, repeated, prolonged, extended, or continuous CEW exposures unless necessary to counter reasonably perceived resistance. Officers should be aware that several law enforcement groups (e.g. IACP, PERF, COPS, DOJ) have established fifteen (15) seconds of CEW exposure (multiple applications or continuous) as a significant safety point. The justification of a prolonged exposure shall be documented in the offense report.
- i. All subjects exposed to a CEW must be transported via Fire Rescue and medically cleared at an approved hospital prior to being transported to the appropriate booking facility. Only medical personnel shall remove CEW probes embedded in the skin. CEW probes attached to clothing shall remain attached until after medical clearance and photographs have been taken.

2. Training

Prior to carrying a CEW, officers are required to successfully complete an end user course approved by the CEW manufacturer and the Department. This course is to be taught by manufacturer certified CEW instructors.

- a. Officers are required to attend the CEW manufacturer and Department approved re-certification course annually.
- b. Trained officers shall secure their CEW within a Department issued cross-draw holster designed for their issued CEW. This holster shall be affixed to a duty belt or tactical vest on the opposite side of their firearm. At no time will any officer carry a CEW on the same side as their firearm.
- c. Every four years, scenario based training will be conducted.

3. Administrative Functions/Issuance:

The Training Unit Sergeant or his/her designee shall act as the CEW Program Coordinator(s) and is responsible for managing CEW related duties. These duties include inventory control, issuing devices, coordinating initial certification, recertification, and the repair of damaged or malfunctioning CEW's.

- a. Police Supply shall be responsible for inventorying all CEW smart cartridges purchased by the Department via the bar coded serial number.
- b. The Training Unit Sergeant or his/her designee will be the issuing authority for the CEW, two (2) 25-foot CEW cartridges, and a Department approved holster. The Training Unit Sergeant or his/her designee will document the serial number of the CEW, the serial number of each 25-foot cartridge and the name of the receiving officer. Each officer will be responsible for the cartridges that are issued to them.
- c. Upon receipt of the issued equipment, the receiving officer shall check to ensure it is in working order. Officers shall not use any equipment related to the CEW that has not been issued or approved by the Department. When not in use, officers are required to secure their issued CEW within their issued holster, which must be capable of permitting the CEW's safety switch to be engaged.
 - (1). Officers will be responsible for replacing CEW cartridges before their expiration date.
 - (2). Outdated cartridges will be used for training only.
- d. Repairs and Replacement: If at any time an officer or supervisor determines that a CEW, battery or cartridge is defective and/or damaged, that unit or part shall be taken out of service immediately. The CEW, or part, shall not be used until it is repaired and/or replaced by the Program Coordinator or his/her designee.
 - (1). Any officer with defective or damaged CEW equipment shall notify his/her supervisor immediately. The individual who was issued the CEW shall turn in the damaged equipment to the Program Coordinator or Police Supply to have the equipment

repaired or replaced. This individual will notify the CEW Program Coordinator via email of the defective or damaged equipment at Police Supply. Prior to any CEW being sent for repairs, a final download of the data shall be made for record purposes by the CEW Program Coordinator.

- (2). In the event the equipment cannot be repaired or replaced immediately, or if the Program Coordinator is not available, the affected officer shall be issued a spare or part if possible. Police Supply shall have on hand replacement equipment which may be issued after hours. The officer in need of the replacement equipment shall notify his/her supervisor. The supervisor will contact Police Supply and sign for a replacement equipment. The individual will then contact the Program Coordinator via email and provide the serial numbers of the old equipment and the new replacement serial numbers.

4. CEW Limitations/Considerations

- a. Officers shall consider the possibility of secondary risks to subjects while being exposed to the CEW. These situations include, but are not limited to falling from a standing position, elevated locations, bodies of water, etc.
- b. Flammable Liquids: Officers shall not knowingly discharge a CEW near flammable liquids or fumes. The CEW shall not be discharged if flammable self-defense spray has been deployed.
- c. Pregnancy: Every effort should be made not to use the CEW on known to be pregnant women unless exigent circumstances can be articulated by the officer. The specific circumstances justifying the deployment shall be documented in the offense report.
- d. Handcuffed Subjects: An officer should not utilize a CEW on a handcuffed non-resisting subject.
- e. Baker Act: An officer's decision to deploy the CEW on a subject who personnel are attempting to take into custody pursuant to the Baker Act, should be predicated upon the subject clearly exhibiting behavior that would cause harm to themselves or others and who has the apparent ability to carry out those intentions.
- f. Young Children and Elderly: An officer's decision to deploy the CEW on these subjects should be predicated upon these subjects clearly exhibiting behavior that would cause harm to themselves or others and who has the apparent ability to carry out those intentions.
- g. Vehicles: The CEW should not be deployed on subjects in physical control of a motor vehicle while the engine is running.

- h. Animals: CEW's can be used on animals in circumstances where the use of such device is necessary for the safety of the officer, public or the animal.

5. Documentation

The CEW has a record storage function where it stores the time and date of when it is deployed. This data provides documentation on each deployment. When deployed the CEW cartridge discharges "marking chads" with the serial number of the cartridge fired.

a. Officer's Responsibilities

- (1). When an officer is required to point, laser and/or "ARC" a CEW at a non-compliant suspect without actually deploying the CEW, the officer must document the incident, in detail, in an offense report.
- (2). Officers who have deployed their CEW shall make every attempt to download the information into the CEW software via a supervisor, as soon as it is practical to do so. However, all downloads shall be completed prior to the end of the deploying officer's shift. The download report shall be printed and attached to the Supervisor's CEW Use Review.
- (3). If at any time a problem occurs and a download cannot be completed, a Department certified CEW instructor or Program Coordinator should be contacted to assist in the download. If an instructor or Program Coordinator is not available, the CEW shall be taken out of service and placed into evidence. A Department certified instructor or Program Coordinator shall be contacted (E-mail, phone) and requested to retrieve the CEW and complete the download. The CEW or a replacement will then be made accessible to the officer on a case by case basis.
- (4). Every time an officer deploys his/her CEW, an Offense Incident Report and CEW Report shall be generated and previously mentioned CEW procedures shall be followed. This includes an accidental discharge, deployment on an animal, etc.
- (5). Since the probes may have blood on them, they should be considered a biohazard. Any officer handling such probes shall wear protective latex gloves. The wires shall be gathered and placed into an evidence bag along with the cartridge. The probes shall be inverted and inserted into the cartridge portals they originally were deployed from (this will prevent the sharp ends from penetrating the envelope). The probes, wires and cartridge(s) shall be submitted into Evidence.
- (6). If practical, "marking chads" shall be collected from the scene and placed into Evidence.

b. Supervisor's Responsibilities

- (1). A supervisor shall respond to all scenes of a CEW deployment and ensure that photographs are taken of the probe penetration sites and any secondary injuries. The photos shall be uploaded into the Department's Foray system. Supervisors will also complete a Supervisor's CEW Use Review. The photos shall be submitted with the CEW Review packet.
- (2). If the supervisor determines that the use of the CEW was justified per policy, and there were no unusual or noteworthy circumstances, a narrative is not necessary. However, in the event the downloaded time of deployment is inconsistent with the actual discharge time and or date documented by the officer, the reviewing supervisor must detail the discrepancy in the narrative section of the CEW Review.
- (3). Supervisors will forward the completed package to the Office of Internal Affairs, via chain of command, within five (5) working days from receipt of all necessary documentation. A CEW Use Review Packet will consist of an Offense Incident Report, CEW Review, Photographs, Medical Reports (if available), and all related reports to the incident.
- (4). After being reviewed by Internal Affairs, all CEW Review Packets will be filed in the Internal Affairs office. Once approved and logged by Internal Affairs, a copy of the CEW Review packet will be forwarded and reviewed by a Certified CEW Instructor in the Training Unit.
- (5). In addition, an annual review will be conducted by the program coordinator or designee of all CEW uses during that period. Topics to be discussed will be training and/or policy changes.

6. Unintentional Discharges

- a. If an Officer experiences an unintentional discharge of his/her CEW, a supervisor will be contacted immediately. Regardless if the unintentional discharge occurs while on or off-duty, a supervisor will respond to the scene to ensure that a thorough review of the CEW usage is conducted. A Supervisor/Employee Interview form will also be issued. Remedial training and discipline may result from a second or subsequent accidental discharge(s) within a 12 month period.
- b. Officers shall author an Offense Incident Report documenting the incident. If the unintentional discharge does not strike any person or animal no CEW Use Report or photos are required.

- c. The responding supervisor shall ensure the CEW cartridge, probes and marking chads (if collectable) are collected and placed into Evidence. A CEW download page shall also be placed into Evidence.
- d. Evidence shall retain the CEW cartridge, chads and CEW download page for a period of 90 days, if no criminal case and/or administrative investigation is pending. If it is determined that the incident is under either administrative review or subject to a criminal investigation or prosecution, the CEW cartridge, chads and CEW download page shall be preserved until its purging is approved by Internal Affairs or in a criminal investigation, the investigating detective or State Attorney.

E. CHEMICAL MUNITIONS (Subject Control Spray / SCS)

1. Purpose

- a. To provide Fort Lauderdale Police Officers and Public Safety Aides (PSA), with an alternative less-lethal weapon that has been proven to minimize the use of force and maximize user safety.
- b. The SCS is deployed as an additional law enforcement tool, and is not intended to replace firearms or self-defense techniques. It is a less-lethal method of controlling violent or potentially violent offenders as well as those who actively resist arrest. The SCS may be used to control a dangerous or violent subject when deadly force does not appear to be justified and / or necessary; or attempts to subdue the subject by other conventional tactics, including verbal communications, have been, or will likely be ineffective in the situation at hand, or there is reasonable expectation that it will be unsafe for officers to approach within the contact range of the subject. A SCS may be utilized at a safe distance to maximize officer safety and limit injuries to potential subjects.
- c. The FLPD has authorized for use by its officers and PSA's the following defense sprays:
 - (1). Non-specialized personnel: Punch II, Freeze Plus and Freeze Plus P, mist or stream dispersal system units.
 - (2). Supervisors and specialized personnel: Same as above and, when trained and certified by Departmental instructors, burst dispersal system units.

2. Description

- a. Punch II - OC = 5%
- b. Freeze Plus - 1% CS and .25% OC Blend
- c. Freeze Plus P - 1% CS and 1% OC Blend

- d. All products are manufactured by AERKO INTL. These units are disposable and cannot be reloaded. The expiration date, which appears on the base of the unit, should be noted.
3. Carrying

These (SCS) units should be carried in a manner which would permit employment of the unit by either weak or strong hand.
4. Deployment

(SCS) units shall be regarded as a weapon and deployed and safeguarded as such. Justification of the use of (SCS) must be documented in an offense or supplemental report.
5. First Aid
 - a. It has been shown that after thousands of nationwide applications, there are no long-term medical affects.
 - b. Fire Rescue will be called immediately if at any time a condition requiring medical attention arises from exposure to chemical agents.
 - c. After application, the following first-aid steps shall be taken:
 - (1). Remove person from immediate contaminated air space to fresh air space.
 - (2). Allow up to 45 minutes for chemical to dissolve.
 - (3). If situation allows, apply cool water and a ventilated source of air to accelerate the recovery time.
 - (4). DO NOT apply salves, creams, oils or lotions to the affected area.
 - d. Any individual who has been exposed to OC Spray shall be closely monitored by the primary, arresting or transporting officer for a period of 45 minutes before clearing the scene or transferring custody to the Broward County Jail. If the individual has not recovered, their condition deteriorates, or does not improve to a level satisfactory for acceptance into the Broward County Jail, the subject shall be transported to a medical facility, as soon as possible.
6. Care and Maintenance

DO NOT USE after the expiration date as the device may fail to function. These ADS (SCS) units have an effective shelf life of two (2) years from the date of manufacture.
7. Reporting

The use of (SCS) shall be documented and reported as described in policy 119.3, RESPONSE TO RESISTANCE- REPORTING. A copy of the report will be forwarded to the Internal Affairs Unit for review. If the actions which precipitated the use of an (SCS) constitutes a criminal act, the appropriate charge shall be made.

8. Training

Each officer or PSA who desires to carry the (SCS) unit must complete a Department approved training class designed to familiarize them with the product's capabilities and limitations and Department policy regarding their use and reporting. Lesson outlines are available from the Training Unit.

F. CHEMICAL AGENTS (OC/CS, Stingers 40mm/37mm/Hand deployed, Smoke Canisters)

1. Responsibility

- a. SWAT - The use of chemical agents by SWAT personnel will be under the direction of the SWAT Supervisor.
- b. Patrol - Any use of chemical agents by Patrol personnel must be authorized by a Shift/Duty Lieutenant, unless otherwise authorized in advance. Chemical agents must be deployed by a supervisor or an officer directly under the command of a supervisor.

2. Inventory and Maintenance

- a. All Department chemical agent inventories, including SWAT, Patrol and related riot equipment, will be maintained and evaluated on a continuing basis by the SWAT Team to insure the proper amounts and types of chemical agents and equipment are being maintained.
- b. A current listing of the amounts, types and location, detailing method of access will be distributed to, and kept by, the Operations Support Division and all patrol captains.
- c. SWAT Personnel will conduct annual inspections of the condition and inventory of chemical agents and related items, and will submit the necessary orders for replacement of used or outdated stock through the proper administrative channels.
- d. An annual report of the inventory status will be forwarded to the Operations Bureau Assistant Chief. Annual inventories will be completed and the reports forwarded by April 1st of each year.

3. Training

- a. SWAT - SWAT personnel will train within their units under the direction of their supervisors.

- b. Patrol - The SWAT Team will conduct periodic training sessions utilizing outdated Chemical Agents stock for all Shift/Duty Lieutenants, Sergeants, and other designated personnel. Each session will include instruction on:
 - (1). Policies and Procedures for chemical agent use
 - (2). Status and location of chemical agents and equipment, and method of access
 - (3). Hands-On Training (defined as demonstrating the proper use and deployment of chemical munitions, not the forced physical exposure of employees to the munitions)
- c. All personnel who have been trained in Field Force have received Basic Grenadier Training for chemical agent deployment.

G. BATON

Officers are authorized to carry the following batons:

- 1. Standard Department issued Monadnock baton;
- 2. Monadnock Expandable Baton, Model SX-24 (within the guidelines of G.O 2004-009); or
- 3. Monadnock Expandable Baton-Mini, Model MX 18P (within the guidelines of G.O 2004-009); or
- 4. Monadnock Expandable Autolock and Friction Lock Batons in lengths from 16 to 26 inches.
- 5. ASP Expandable LeverLoc and Friction Lock Batons in lengths from 16 to 26 inches.
- 6. Peacekeeper International Rapid Containment expandable Baton (RCB) in lengths from 21 to 26 inches, black.

H. LESS-LETHAL MUNITIONS

- 1. Policy

This policy addresses the training and use of extended range kinetic energy less-lethal weapons and projectiles. The Police Department recognizes that combative, non-compliant, armed and/or violent subjects cause handling and control problems that require special training and equipment. Thus, the department has adopted this less-lethal force policy to assist with the de-escalation of these potentially violent confrontations.

- 2. Definitions

- a. Less-lethal Tactic - A concept of planning and force application, which meets operational objectives, with less potential for causing death or serious physical injury than conventional police tactics.
 - b. Kinetic Energy Impact Projectiles - Flexible or non-flexible projectiles, which are intended to incapacitate a subject with a minimal potential for causing death or serious physical injury, when compared to conventional projectiles.
3. Technical Aspects
- a. Less-lethal extended range kinetic energy impact devices: There are many projectiles considered "less-lethal." The primary types used by the Fort Lauderdale Police Department are the:
 - (1). Non-flexible – 37mm
 - (2). Safariland 40MM eXact Impact Sponge Round
 - (3). CTS 40MM Foam Baton Round
 - b. Technical description and applications
 - (1). Non-flexible-37 mm
 - (a). The authorized 37 mm less-lethal rounds are manufactured by Sage Control Ordinance
 - (b). This 37 mm round contains a non-flexible polyurethane projectile
 - (c). Must be deployed by a rifled barrel 37 mm weapon specially designed for this projectile, namely the 'Sage SL-6 Multi-Role Projectile Launcher.'
 - (2). Flexible - 40 mm
 - (a). Flexible 40MM Foam/Sponge Impact Rounds, either authorized Safariland or CTS less lethal rounds.
 - (b). Foam/Sponge Impact Rounds
 - (c). Must be deployed by a rifled barrel 40 mm weapon specially designed for this projectile, namely the "CTS 40MM Multi-Launcher or Def Tech 40MM Single Launcher."
4. Safety Parameters
- a. For safety reasons the deploying officer utilizing a less-lethal weapon should not aim at the head, throat, face, or groin area of a suspect.

- b. The deploying officer should give verbal direction that the less-lethal weapon is about to be deployed.
- c. Only the authorized less-lethal rounds will be used with each gun.
 - (1). A support person will be available and will provide the reloading of the rounds, reloading of the air tanks and any necessary assistance during a large event such as a Field Force situation.
- d. Evaluation of projectiles
 - (1). Extended Range Kinetic energy impact projectiles will be evaluated on the following criteria:
 - (a). Accuracy
 - (b). Effectiveness
 - (c). Potential for causing death or serious physical injury
 - (2). Accuracy
 - (a). This is the primary consideration, since proper shot placement greatly assists in controlling the other two evaluation criteria.
 - (b). This will be evaluated based on the anticipated ranges of deployment.
 - (c). A minimal standard of accuracy for such rounds is:
 - 1). 12-inch group at 15 yards for the 12 gauge system
 - 2). 12-inch group at 25 yards for the 37 mm and 40 mm system
 - (3). Effectiveness
 - (a). This is the potential of the round to cause incapacitation and reduce the subject's ability to continue their dangerous behavior.
 - (b). The level of energy necessary to cause incapacitation creates the potential for injury, but when properly deployed, with a low probability for causing serious physical injury or death.
 - (c). Potential for causing death or serious physical injury
 - 1). The potential for causing death or serious physical injury by such projectiles is a reality. This potential

is greatly reduced when impacts to the head and neck are avoided and when appropriate medical examination is provided in cases where the subject is struck in an area that might conceal a closed injury, including such areas as the chest, back, thoracic and abdominal cavities, and the groin.

a) When engaging a target, the officer should evaluate the effectiveness of each round during the volley. Compliance and/or incapacitation is the desired goal and alternative target areas should be considered when rounds are not effective. Alternative target area considerations will be based on the circumstances the officer is encountering and the established department safety priorities.

(4) Deployment areas - "Point of aim, Point of impact"

Contact Areas - each situation will dictate which criteria to be used.

(a) Only if deadly force becomes necessary will any round be fired at the head and neck area of the subject.

(b) Waist down, with the exception of groin, back and front

(c) Chest/nipple line to waist, back and front

(d) Extremities are not recommended due to potential for movement

5. Procedure

a. Equipment Management

(1). Special Units (i.e. SWAT or SID) with their own inventory and armory will securely store, issue, and maintain any less-lethal weapon and equipment within their inventory in the same manner as any other weapon.

(2). Patrol Division less-lethal inventory will be stored, issued, and maintained by the Property Control Section, in the same manner as all other Department weapons available to patrol (i.e. shotguns).

(3). Patrol Division members assigned to carry less-lethal equipment are required to:

(a). Sign for and obtain the equipment at Property Control;

- (b). Inspect the equipment and immediately report any missing, damaged or potential problem items;
- (c). Ensure weapons are loaded and ready for immediate deployment by the assigned officer;
- (d). ENSURE ALL ROUNDS ARE LOADED INTO THE CTS 40MM MULTI-LAUNCHER or SL-6 BY THE ASSIGNED OFFICER AND AT THE END OF THE SHIFT THE WEAPON IS UNLOADED PRIOR TO RETURNING TO PROPERTY CONTROL;
- (e). Ensure less-lethal equipment is securely stored in the trunk of the vehicle, with any visible interior release button set to the lock out position.
- (f). Return all equipment to Police Supply at the end of the shift and note any replacement or repairs required, if applicable. Officers will NOT transfer equipment from one shift to the next among themselves, bypassing Police Supply.

b. Deployment Techniques - 37 mm / 40 mm

- (1). Certified personnel are authorized to check out a 37mm SAGE or 40 mm should the need arise.
- (2). Each less-lethal kit will also contain an Oleoresin Capsicum Aerosol projector. Officers shall adhere to Policy 113.1 on use of chemical munitions.
- (3). Officers shall consider:
 - (a). The level of force being confronted;
 - (b). The use of Department issued rangefinder or measuring devices to assist in determining the proximity/range of violators, when practical to do so; and
 - (c). The Department safety priorities.
- (4). At all times the less-lethal operator shall have lethal cover. (This may be either in the form of a barrier or a covering officer.)
- (5). At all times the intended use of less-lethal will be communicated to the other officers present, prior to deployment, to negate any perception of gunfire. Whenever possible, emergency medical personnel Fire/Rescue and/or EMS will be summoned to stand by at the scene prior to less-lethal force of this type being deployed.
- (6). Incapacitation of suspect

The less-lethal team (preferably 4 officers) shall approach and place the subject in custody when appropriate.

c. Handling of Injured Suspects

Suspects who are struck by a less-lethal round shall be transported to a medical facility for examination as soon as practical.

d. Response to Resistance Reporting

(1). The operational use of a kinetic energy impact projectile will be documented in an offense report and a copy of the report will be forwarded to the Internal Affairs Division for review.

(2). Photo of the contact point of the suspect will be included, if possible.

e. Training

(1). Training in the use of extended-range kinetic energy impact projectiles will consist of the approved department program and certification program.

(2). Officers shall be required to qualify on an annual basis.