

**PROCEDURES FOR CONDUCTING  
IN-HOUSE BASIC FIREARMS TRAINING**  
FETC Form 19B (REVISED: 1 August 2013)

\_\_\_\_\_ County Probation Department applies to conduct an in-house basic training (FCTMS Event ID: \_\_\_\_\_) in accordance with the procedures outlined below:

- 1. OBJECTIVE.** The objective of this document is to provide the Master Instructor (MI) and the Applicant County with the policies and procedures that must be followed when conducting Commission approved In-House Basic Firearms Training. This document describes actions and requirements, which follow the submission of a request to Conduct In-House Basic Firearms Training, via the Firearm Commission Training Management System (FCTMS), and the subsequent approval, also via FCTMS.
- 2. NATURE AND SCOPE OF THE IN HOUSE BASIC FIREARMS TRAINING ACADEMY.** County-conducted In-House Basic Firearm Training encompasses a minimum of 24 hours of classroom instruction and 28 hours of range training that is to be presented over a period not to exceed **30 calendar days**. The Commission will provide master copies of the Instructor and Student Manuals, the related PowerPoint Presentation on disk, numbered copies of the 70-question examination, and a master copy of each of the required forms to the county conducting the training. The following syllabus will be followed in presenting the training.

**Basic Firearms Training Program Syllabus**

<u>DAY 1 – CLASSROOM</u>	<u>TIMES</u>	<u>HOURS</u>
<b>NOTE: NO FIREARMS/GEAR REQUIRED</b>		
Introduction and Administration	1:00 PM - 1:30 PM	0.5 Hours
Part I Authority, Jurisdiction, and Use of Force	1:30 PM – 4:00 PM	2.5 Hours
Part II Firearms Safety	4:00 PM – 5:00 PM	1.0 Hours
<b>Total Hours Day 1</b>		<b>4.0 HOURS</b>

<u>DAY 2 – CLASSROOM</u>	<u>TIMES</u>	<u>HOURS</u>
<b>NOTE: FIREARMS AND GEAR REQUIRED</b>		
Part III Firearms Familiarization / Nomenclature	8:00 AM – 9:00 AM	1.0 Hours
Part IV Shooting Fundamentals	9:00 AM – 12:00 PM	3.0 Hours
Lunch	12:00 PM – 1:00 PM	1.0 Hours
Practical Exercises 1	1:00 PM – 5:00 PM	4.0 Hours
<b>Total Hours Day 2</b>		<b>8.0 HOURS</b>

<u>DAY 3 – CLASSROOM</u>	<u>TIMES</u>	<u>HOURS</u>
<b>NOTE: FIREARMS AND GEAR REQUIRED</b>		
Part V Firearms Cleaning and Care	8:00 AM – 9:00 AM	1.0 Hours
Part VI Adverse Light / Flashlight Techniques	9:00 AM – 11:00 AM	2.0 Hours
Part VII Range Rules	11:00AM – 11:30 AM	0.5 Hours
Part VIII Range Instruction and Qualification	11:30 AM – 12:00 PM	0.5 Hours
Lunch	12:00 PM – 1:00 PM	1.0 Hours
Practical Exercises 2	1:00 PM – 5:00 PM	4.0 Hours
<b>Total Hours Day 3</b>		<b>8.0 HOURS</b>

**DAY 4 – CLASSROOM**

**NOTE: NO FIREARMS/GEAR REQUIRED**

Review	8:00 AM – 9:00 AM	1.0 Hours
Examination	9:00 AM – 10:00 AM	1.0 Hours
Range Orientation and Preparation	10:00 AM – 11:00 PM	1.0 Hours
Ending Administrative Functions	11:00 AM – 12:00 PM	1.0 Hours
<b>Total Hours Day 4</b>		<b>4.0 HOURS</b>

**Classroom Hours 24 Hours**

**DAY 5 - RANGE**

Range Instruction	8:00 AM - 12:00 PM	4.0 Hours
Lunch	12:00 PM - 1:00 PM	1.0 Hours
Range Instruction	1:00 PM - 5:00 PM	4.0 Hours
<b>Total Hours Day 4</b>		<b>8.0 HOURS</b>

**DAY 6 - RANGE**

Range Instruction	8:00 AM - 12:00 PM	4.0 Hours
Lunch	12:00 PM - 1:00 PM	1.0 Hours
Range Instruction	1:00 PM - 5:00 PM	4.0 Hours
<b>Total Hours Day 5</b>		<b>8.0 HOURS</b>

**DAY 7 - RANGE**

Range Instruction	8:00 AM - 12:00 PM	4.0 Hours
Lunch	12:00 PM - 1:00 PM	1.0 Hours
Range Instruction	1:00 PM - 5:00 PM	4.0 Hours
<b>Total Hours Day 6</b>		<b>8.0 HOURS</b>

**DAY 8 - RANGE**

Range Qualification Course of Fire / Clearance	8:00 AM - 12:00 PM.	4.0 Hours
<b>Total Hours Day 7</b>		<b>4.0 HOURS</b>

**Range Hours 28 Hours**

**TOTAL ESTIMATED TRAINING HOURS 52 Hours**

**3. REQUIREMENTS.**

- A. The MI conducting the training must complete all actions included in this form.
- B. The MI will use the last five (5) digits of the student’s Social Security Number to register and track the student.
- C. The MI may not use any form unless it has been pre-approved by the Commission Executive Director.
- D. All material that the MI may produce or compile in accomplishing the training becomes the property of, and will be turned over to, the Commission at the conclusion of the training, or upon written request by the Commission.
- E. All course manuals, outlines, guides, examinations, examination results, required forms and other training material are the Commission’s property and will be returned to the Commission at the conclusion of the training, or upon written request by the Commission.

- F. Any proposed changes in the training program content or its delivery, which are desired by the MI, must receive prior approval by the Commission's Executive Director. The Commission retains the right to make modifications to the BTA curriculum at any time to assure maximum effectiveness and relevance consistent with the training needs of the Commission.
- G. The MI must ensure that all classrooms and ranges are safe. The Commission reserves the right to inspect and disapprove any proposed training site.
- H. The MI must ensure that every student receives the same number of hours of training as specified in the syllabus. All reasonable efforts must be made to minimize any student down time in the classroom or on the range.
- I. The MI will personally conduct all classroom instruction and serve as the Range Master. In addition, the MI will ensure that there is no less than one Commission approved Certified Firearms Instructor (CFI) (not including the MI) for every five students engaged in range training.
- J. In addition to the MI, all Commission Certified Firearms Instructors that are assigned to assist in conducting any classroom training session must be identified by the Department Approving Authority (AA) via FCTMS prior to each scheduled classroom training session. The Commission reserves the right to disapprove any firearms instructor to conduct any classroom training session.
- K. In addition to the MI, all Commission Certified Firearms Instructors that are assigned to assist in conducting any range training session must be identified by the Department AA via FCTMS prior to each scheduled range training session. The Commission reserves the right to disapprove any firearms instructor to conduct any range training session.
- L. The firing range must have a separate firing position for each student.
- M. For safety purposes, the range must have marked firing lines for the width of the firing line at the 2, 5, 7, 10, 15, and 25-yard lines.
- N. When a range drill requires a student to take a barricaded position, the range must have appropriate barricades at every firing position. The barricades must be of a stationary, but removable design (i.e. a post or a plank), that permit the shooter to place their foot or knee behind the barricade while shooting without having any body part extend beyond the firing line. The barricades must be suitable for standing and kneeling barricade shooting. Plastic drums, chairs, boxes, etc. will not be used as barricades.
- O. The MI must provide a First Aid Kit. The MI must complete the Commission's Emergency Incident Response Plan (FETC Form 07) for any range training location. In addition, the MI must be able to communicate with the local Emergency Medical Service by telephone during all range training.
- P. All training sites must have suitable restroom facilities or two portable toilets and running water or a minimum of 10 gallons of potable water.
- Q. The Applicant will identify all projected training site locations and dates. The Executive Director will be notified of all training site locations and dates. In the event that the Applicant needs to change a training site and/or date, the Applicant must notify the Executive Director. The Executive Director must receive all notifications of change as soon as possible prior to the start of the scheduled training session. If the Applicant elects to cancel any portion of the scheduled training, it will be the Applicant's responsibility to contact and notify the Executive Director, all students and instructors scheduled for the training of the change.

#### 4. TASKS.

**ADMINISTRATIVE TASKS.** The Applicant County / MI will:

- A. Schedule the training electronically via FCTMS.

- B. Ensure that officers who will attend In-House Basic Training have applied for attendance by completing and submitting an application via FCTMS. The Executive Director must receive the completed application via FCTMS prior to the start of the training.
- C. Schedule a room suitable for the classroom instruction.
- D. Schedule a firing range appropriate for the required range training.
- E. Provide written notification to each student scheduled for training.

**CLASSROOM TRAINING TASKS.** The Applicant County / MI will:

- A. Provide all required training materials and equipment, including Instructor Manuals, Student Manuals, required forms and information sheets, training videotapes, VCR/DVD player and TV, PowerPoint Projector and laptop or overhead projector, projection screen, demonstration weapons (at least one pistol and one revolver), and flashlights to demonstrate flashlight holding techniques. The MI will be responsible for ensuring that each student registers on sign-in sheets and for collecting the Pistol/Revolver Questioners on the first day of the classroom training. Home Work Assignments will be collected on the second day of the classroom training (See Part Ten of the Student Manual).
- B. Provide classroom instruction according to the syllabus and schedule provided in Section 2 of this document, and Parts 1-7 of the Instructor Manual.
- C. Conduct an examination for Part I, Authorization and Jurisdiction, Use of Force, and Firearm Law, following presentation of this material by a Commission-approved attorney, Legal Train-the-Trainer approved MI, or the viewing of the Commission's DVD.
- D. Conduct an examination for Parts 1-7 of the Instructor Manual following presentation of this material. This involves providing pre-examination instructions, handing out the 70-question examination and answer sheet, collecting the examination and answer sheet when completed, scoring the examinations, and posting the scores of any student who fails. Posting scores of students who fail the examination will be by county and the last five (5) digits of their Social Security Number. Students who fail will be given another opportunity to pass a different version of the test. Anyone failing this second exam will be dismissed from the training. The MI will notify the Executive Director of students who fail the examination via telephone before the end of Day 4, and will provide all examination material including the answer sheets within 5 days of the conclusion of the Basic Firearm Training (see Required Forms, page 7).
- E. Enter all examination scores via FCTMS. Examination results must be entered into FCTMS within **30 working days** of the conclusion of the training.
- F. Review the Student Equipment Requirements (FETC Form 03) following the conclusion of all instruction and examinations, provide any information deemed pertinent to the upcoming range training, and answer any questions before dismissing students.
- G. Provide all Classroom Attendance Sheets (Form FETC 12) to the Commission within **30 working days** of the conclusion of the training.
- H. Reproduce and bear the cost of reproduction for all course manuals, guides, outlines, handouts, and required forms.

**RANGE TRAINING TASKS.** The Applicant County / MI will:

- A. Provide all required range training materials, including target holders and backers, sufficient targets of the types required to complete all the range drills in Appendix D of the Instructor Manual, and all equipment necessary to conduct the training. Required documents, lists, and forms, include Commission Range Safety Rules Certification (FETC Form 01), DROR (Daily Range Observation Report) Forms and Instructions, Firearms Training Lane Assignments (FETC Form 10), Range Drill Sheets, Range Qualification Score Sheet (FETC Form 21), Officer

Certification Sheet, Firearm Type & Serial Number (FETC Form 08), Firing Range Penalty Points (FETC Form 02), Target Evaluation Sheets, Emergency Incident Response Plan (FETC Form 07), and any other form or information sheet that the Commission requires to complete the training (see Required Forms, page 7).

- B. Provide range training according to the syllabus and schedule provided in Section 2 of this document, and Appendix D of the Instructor Manual.
  - C. Read the Range Safety Rules Certification (FETC Form 01) to all students and instructors each day, prior to the commencement of any range drills and ensure that questions on the form are answered and initialed where required, and that the form is otherwise completed. These forms will be forwarded to the Commission within **30 working days** of the conclusion of the training.
  - D. Provide the Commission's Daily Range Observation Report (DROR; FETC Form 33) to each Instructor each day. Instructors will complete a DROR for each student assigned to them for the day. The Instructor will meet with each student prior to the next day's training to review the DROR, and will sign the form, along with the student. The Range Master will collect all DRORs, ensure that they are completed in accordance with the instructions, and forward them to the Commission within **30 working days** of the conclusion of the training.
  - E. Prepare FETC Form 10, prior to the range training, assigning each student to a shooting position on the range. Students will occupy the assigned position during the entire training. A lane assigned to a student who fails to report for training will remain unoccupied. A copy of the Lane Assignment form will be forwarded to the Commission **at least 10 working days prior to the beginning** of the training.
  - F. Be responsible for ensuring that all range drills were completed.
  - G. Complete the Commission's Range Qualification Scoring Sheet (FETC Form 21), which is used to document student's scores when shooting the Qualification Course of Fire. The Range Master or his designee will document all scores and the Range Master will sign this form. The scores will be input into FCTMS. The original Form 21 will be forwarded to the Executive Director **within 30 working days** of the conclusion of the training.
  - H. Verify, prior to conducting the Qualification Course of Fire, the Make, Model, and Serial Number of the firearm that each student will use to shoot the qualification course of fire. This information will be entered on the Commission's Firearm Type & Serial Number Form (FETC Form 08). The Range Master will sign this form. The original of this form will be forwarded to the Executive Director **within 30 working days** of the conclusion of the training. The correct the Make, Model, and Serial Number of each student's firearm will be entered into FCTMS.
  - I. Provide a copy of the Commission's Firing Range Penalty Points (FETC Form 02) to each student and instructor prior to the beginning of the range training.
  - J. Complete the Commission's Emergency Incident Response Plan (FETC Form 07) prior to conducting the range portion of the Basic Firearms Training Program. The original of this form will be forwarded to the Executive Director within **30 working days** of the conclusion of the training.
  - K. Identify, at the conclusion of the range training, any student who fails to shoot a qualifying score, and/or who does not have a completed Fingerprint Background Investigation on file. These students will not be certified to carry a firearm. The Range Master will provide the Executive Director with a list of students who successfully passed the BTA. The Executive Director will mail Certificates of Completion to each student who successfully passed the Basic Firearms Training course and who has a completed Fingerprint Background Investigation on file.
  - L. Reproduce and assume all costs of reproduction for all course manuals, guides, outlines, handouts, examinations, and required forms is the responsibility of the County sponsoring the training.
5. **TRAINING TIME FRAMES.** Completion of all training must occur within 30 calendar days of the beginning date of the training. Administrative activities must be completed within the time frames established in this document for each activity.
6. **SUPERVISION.** The County Applicant will be responsible for scheduling of the training and notifying the Executive Director.
7. **SUPPORT.** The County Applicant will be responsible for providing all necessary support services for the training.

8. **SUPPLIES AND EQUIPMENT.** The County Applicant will be responsible for providing all training supplies and equipment to support the training.
9. **FACILITIES.** The MI and the County Applicant will ensure that all training facilities, both classroom and range, are adequate to handle the class size and conform to the Commission's specifications and mandates.
10. **HANDGUNS.** The MI will qualify officers using the handgun that the County will permit the officer to carry on the job in the performance of their duties as County Probation/Parole Officers. The MI will only certify the officer using the County designated firearm.
11. **AMMUNITION.** The MI will qualify officers using duty ammunition that the County authorizes the officer to carry on the job in the performance of their duties. The student's County will supply the ammunition, both practice and duty. The ammunition must be factory new ammunition; officers may not use reloaded or remanufactured ammunition.
12. **RANGE TARGETS.** The County Applicant will supply all targets, backers, and target holders used for all firearm range training exercises.
13. **DUMMY ROUNDS.** The County Applicant will supply all dummy rounds used for firearm range training.
14. **SOFTWARE.** Any documentation (required forms, list, reports, etc., as specified by the Commission) that the MI is required to use will be provided to the Executive Director electronically and will be in a software version compatible with the Commission's software. In the event that the Commission changes to another version of software, the MI will be given written notice of the new requirement and will have 30 working days to begin providing electronic files produced in the new version of software.
15. **COMMISSION REGULATIONS.** The MI and the County Applicant will comply with all polices and procedures as outlined in the Commission Regulations.
16. **LIABILITY.** The County Applicant, the designated MI, all participating CFIs and students are reminded that they are responsible for and agree to indemnify and hold harmless the Commonwealth and the Commission from damages to property or injuries (including death) to any person(s) and other losses, damages, expenses, claims, demands, suits and actions by any party against the Commonwealth and the Commission in connection with the County conducting the Commissions Basic Training Academy.

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All questions regarding the conduct of In-House Basic Firearms Training should be addressed to:

Executive Director  
County Probation and Parole Officers'  
Firearm Education and Training Commission  
1101 South Front Street, Suite 5600  
Harrisburg, PA 17104-2522  
Tel. (717) 787-5699 Ext, 1523  
Fax (717) 705-1778  
Email [tburns@pa.gov](mailto:tburns@pa.gov)

Signature of Chief/Director:

Date:

REQUIRED CLASS FORMS/MATERIALS

DAY	FORM	FORM NAME
1	FETC FORM 05	PISTOL QUESTIONNAIRE
1	FETC FORM 06	REVOLVER QUESTIONNAIRE
1	FETC FORM 12	BTA CLASSROOM ATTENDANCE
2		STUDENT HOMEWORK ASSIGNMENT
4		70 QUESTION TEST ANSWER SHEET
4	FETC FORM 23	TRAINING EVALUATION

REQUIRED RANGE FORMS/MATERIALS

DAY	FORM	FORM NAME
1	FETC FORM 01	RANGE SAFETY CERTIFICATION
1	FETC FORM 07	EMERGENCY INCIDENT RESPONSE
1	FETC FORM 10	BTA LANE ASSIGNMENTS
1	FETC FORM 33	DROR
2	FETC FORM 01	RANGE SAFETY CERTIFICATION
2	FETC FORM 33	DROR
3	FETC FORM 01	RANGE SAFETY CERTIFICATION
3	FETC FORM 33	DROR
4	FETC FORM 01	RANGE SAFETY CERTIFICATION
4	FETC FORM 08	WEAPON TYPE AND SERIAL NUMBER
4	FETC FORM 21	QUALIFICATION SCORE SHEET
4	FETC FORM 23	TRAINING EVALUATION

Please submit originals of these forms to the commission within 30 days of the end of training. Forms are available for download at\*:  
<http://www.fetc.state.pa.us>

\*Test answer sheets are available in Appendix D of Student Manual.

\*Homework assignment is available in Part Ten of Student Manual.

**No credit shall be issued to a department until all forms are returned.**