


MONROE COUNTY SHERIFF'S OFFICE

General Order

CHAPTER: 055-A		TITLE: Retiree Firearms Qualifications	
EFFECTIVE DATE: August 19, 2001	NO. PAGES: 3	REVIEWED/REVISED: October 5, 2020	
REFERENCE:		RESCINDS:	
 Sheriff of Monroe County			

- I. **PURPOSE:** The purpose of this order is to establish policy and procedures for retired law enforcement and corrections personnel to qualify with firearms for the national carry provisions.
- II. **POLICY:** It is the Monroe County Sheriff's Office (MCSO) policy to provide law enforcement and corrections personnel who have retired from Monroe County, as well as state and federal officers who have worked and retired in Monroe County, an opportunity to demonstrate the firearms proficiency requirements under the Federal Law Enforcement Officers Safety Act of 2004, 18 U.S.C. 926C and the rules established by the Florida Department of Law Enforcement to be able to carry a concealed firearm nationally under the provision.
- III. **PROCEDURE:**
 - A. All provisions of 18 U.S.C. 926 C, F.S 943.132, and the rules set forth by the Florida Department of Law Enforcement found at F.A.C. 11B-27.014 will be followed.
 - B. Opportunities for retired law enforcement and corrections personnel wishing to qualify with a handgun will be made available during normal range dates and times as determined by the Training Division.
 - C. The authorized range locations are:
 - 1. Naval Air Station Boca Chica in the Lower Keys
 - 2. Key Largo Gun Range in the Upper Keys
 - D. Applicants for a range date will:
 - 1. Obtain a request form from the www.keyso.net website, General Information tab or the Human Resources Division.
 - 2. Return a completed, notarized form to the Human Resources Division. Human Resources will forward the form to the Training Division prior to attending the range session.
 - 3. Pay a fee of \$75.00 at the time the application is submitted. This fee is intended to cover the cost of the background check, targets and ammunition provided for qualification. MCSO retirees will not be required to pay a fee.
 - E. MCSO retirees residing in other states may contact the Human Resources Division to obtain a letter documenting their retired status.

- F. The Human Resource Division will conduct a background check to include:
1. A check with the retiring agency to ensure:
 - a. The person retired under normal conditions in good standing
 - b. Before retirement, he/she was authorized to engage in or supervise the prevention, detection, investigation or prosecution or the incarceration of any person for any violation of law, and had statutory powers of arrest;
 - c. Before retirement, he/she was regularly employed as a law enforcement officer for an aggregate of 15 years or more or retired from service after completing any applicable probationary period of such service or due to a service-connected disability
 2. A criminal background check for any criminal history since retiring
- G. Any questionable data will be brought to the Undersheriff for a determination if the subject will be allowed to participate.
- H. Once the person has been cleared, Human Resources will notify the Training Division with the person's name, contact information and the participation clearance.
- I. The Training Division will notify the applicant of available range dates and ensure they have a copy of the range rules and course of fire description.
- J. The Training Division will provide enough ammunition for two courses of fire.
- K. The applicant will be afforded an opportunity to shoot the qualification course a maximum of 2 times.
- L. The course of fire will be that prescribed by the Florida Department of Law Enforcement.
- M. Only Florida Criminal Justice Standards and Training certified firearms instructors may qualify the applicant retiree.
- N. If the applicant shoots a qualifying score, they will be provided a Firearms Proficiency Verification Card (CJSTC form 600).
- O. If the applicant fails to shoot a qualifying score, they may reapply for a future range date and will be required to again pay the range fee.
- P. Human Resources will not be required to conduct an additional background check if the second attempt to qualify is within 8 weeks of the first attempt.
- Q. The applicant may shoot two practice rounds if they provide their own ammunition, which must be acceptable to the MCSO Range Master.
- R. The Range Master will maintain the following documentation related to the course of fire for each retiree who successfully completes the course. The retained documentation will be maintained for at least two years and is subject to an audit by CJSTC staff.
1. Full name of the retiree
 2. Address of the retiree

3. The course of fire proficiency score
4. Date the course of fire was completed
5. Location where the course of fire was conducted
6. The specific number imprinted on the CJSTC-600 form issued to the
7. Type of firearm