

Illinois Law Enforcement Training and Standards Board
INSTRUCTIONS FOR REPORTING ANNUAL FIREARMS
QUALIFICATION

(Using Bi-Annual Personnel Roster received on paper)

An officer's Annual Firearms Qualification must be reported to the BOARD by December 31st of each year. Any agency not submitting their Firearms Roster electronically will be mailed a copy of their Personnel Roster twice a year. The roster will be mailed on on July 1 (for first six months of the year) and again on January 1st (for last six months of the year). The Personnel Roster contains an area for recording each officer's Annual Qualification date (LAST FIREARMS QUALIFIED). If an officer qualifies during the first six months of the year, their qualification date will be entered on the Personnel Roster the department receives in July. When the Personnel Roster arrives again in January, any qualification dates reported during the first six months will be documented on the roster. If an officer didn't qualify during the first six months, there will not be a date entered and therefore a date will need to be recorded.

The individual in charge of recording the Firearms data will need to inform the individual who is completing the Personnel Roster so he or she can record the information onto the Personnel Roster. Although a department may require their officer's to qualify multiple times each year; **ONLY ONE QUALIFICATION DATE NEEDS TO BE SUBMITTED TO THE TRAINING BOARD DURING EACH CALENDAR YEAR.**

An officer only needs to qualify once a year, regardless of where he is employed. If you have an officer who works at multiple departments and qualifies at one of those departments, you can use that qualification date. If an officer qualifies at another agency prior to working with your department, you may also use the date he or she qualified with their previous department. If this situation applies, simply check the column designated "Qualified at Another Agency" and record the agency where the officer qualified.

EXAMPLE: An officer currently works at Greystown PD part time and full time at Billington County Sheriff's Dept. He has provided proof to you that he performed his firearms qualifications with Billington County in March of that year. Your agency is scheduled to perform its annual firearms qualifications in June. Since the officer has already fired at Billington County, you may list his March qualification date on your roster and identify Billington County as the name of the OTHER Qualifying Law Enforcement Agency. **Per department policy, you may require the officer to qualify with your agency and report that date rather than any dates reported from other agencies. This is entirely up to the individual agency; however, the**

officer would not have to qualify with your agency in order to comply with the yearly state mandate.

NOTE: If your department is using a firing range other than your own, you do not need to report that department as the place you qualified.

Personnel Roster doesn't need to be signed by the Range Master. The Personnel Roster will be signed by the individual who prepares it and will be signed by the agency administrator (Chief or Mayor) to record it as an official and legal document.

NOTE: IF A DEPARTMENT SENDS THE DOCUMENT ELECTRONICALLY, THE FIREARM QUALIFICATION IS RECORDED, AND SUBMITTED, ON A SEPARATE FIREARMS ROSTER. THE FIREARMS DATES CAN EITHER BE SUBMITTED AS EACH OFFICER QUALIFIES, OR ONCE THE ENTIRE DEPARTMENT HAS QUALIFIED. THE FIREARMS ROSTER IS A SEPARATE DOCUMENT FROM THE PERSONNEL ROSTER WHEN YOU FILE YOUR DOCUMENTS ELECTRONICALLY. THE FIREARMS ROSTER CAN BE SUBMITTED AS MANY TIMES AS NECESSARY UNTIL EACH OFFICER'S DATE HAS BEEN SUCCESSFULLY SUBMITTED.

If you have any questions regarding the above items, please call the Training Board at 217/782-4540.