



Level I & II Firearms Pre-Academy Proficiency Checklist

This checklist ensures that all part-time officer trainees are provided with the fundamental information/skills regarding safe weapon handling.

The trainee's sponsoring agency must provide this completed form to the Academy **PRIOR TO THE TRAINEE'S ATTENDANCE OF THE Level I & II ACADEMY**. The sponsoring agency must contact the Academy if unable to complete this form with an off-site VCJTC-certified FA instructor, as failure to provide this completed form will result in the trainee **NOT** being able to participate in the firearms qualification during the Level I & II Academy. Firearms qualification is required to complete Phase 1 of the Level I & II officer process.

This form is to be completed only by a VCJTC-certified firearms (FA) instructor. The FA instructor must initial each task as it is presented to the trainee. The trainee must initial each task to indicate that he/she has been provided with and understands the information provided by the instructor. **ALL** items on this checklist must be covered/completed.

Please provide contact information (phone number(s) and/or email address) for the trainee and firearms instructor that the Academy may use if there are any questions regarding the information provided on this form.

Upon completion, the FA instructor must sign this form indicating the trainee has demonstrated, where applicable, proficiency. The trainee must sign this form indicating that he/she understands all the information provided by the instructor and can perform all listed tasks.

This checklist reflects a minimum expectation of training. Additional training is encouraged.

Trainee's Name: _____ Agency: _____
(please print)

Contact Information: _____

Firearms Instructor's Name: _____ Agency: _____
(please print)

Contact Information: _____

Trainee (Initials)	Firearms Instructor (Initials)	
_____	_____	Understands basic firearms safety rules: <ul style="list-style-type: none"> • Muzzle control • Finger off the trigger • Treat all weapons as if they were loaded
_____	_____	Demonstrate ability to properly* wear duty belt
_____	_____	Review weapon nomenclature
_____	_____	Demonstrate ability to lock the slide to the rear

Trainee
(Initials)

**Firearms
Instructor**
(Initials)

- | | | |
|-------|-------|--|
| _____ | _____ | Demonstrate ability to clear weapon visually and physically |
| _____ | _____ | Demonstrate how to safely and properly handoff a weapon to another person |
| _____ | _____ | Demonstrate ability to properly* holster weapon |
| _____ | _____ | Demonstrate ability to lock down/secure weapon in provided holster |
| _____ | _____ | Demonstrate ability to properly* draw weapon from holster |
| _____ | _____ | Demonstrate ability to properly load cartridges into magazines |
| _____ | _____ | Demonstrate ability to insert and remove magazines from weapon |
| _____ | _____ | Demonstrate ability to insert and remove magazines from pouch on duty belt |
| _____ | _____ | Demonstrate ability to "field strip" and reassemble weapon |
| _____ | _____ | Demonstrate ability to clear a level 1, 2 and 3 malfunction |
| _____ | _____ | Demonstrate ability to conduct a function check of weapon |
| _____ | _____ | The weapon's operation manual is given to trainee |

*Per the Agency's guidelines or in lieu of, standard guidelines

Trainee's Signature: _____ Date: _____

FA Instructor's Signature: _____ Date: _____

<p align="center"><u>VCJTC Staff Use Only</u></p> <p>TC approval: _____</p> <p>Date reviewed/approved: _____</p>
