



**Professional Licensing Training Guideline & Range Agenda
Firearms-Handgun Certification – Re-Certification**

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- Daylight & Diminished Light/Night combined (normally 1st annual shoot) = 100 rounds (50 Daylight / 50 Diminished light)
- Daylight only (normally 2nd annual shoot) = 50 rounds



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SECTION I: Professional Licensing Firearms Certification General Provisions

Professional Licensing Firearms/Handgun Certification Rules, Regulations and Law

This document will provide guidelines to all Firearms Instructors certified by Delaware State Police Professional Licensing. This Guide will provide initial firearms instruction in accordance with the requirements in the respective rules, regulations and law for an individual licensed as any of the following:

- 24 Del.C. Ch. 13 - Armed Security Guards
- 24 Del.C. Ch. 13 - Armored Car Guard
- 24 Del.C. Ch. 55 - Bail Enforcement Agents
- 24 Del.C. Ch. 56 - Commissioned Constables

Professional Licensing Firearms instructors will instruct perspective and renewing commissioned constables or licensees to review the specific rules, regulations and law related to firearms within their respective industry.

Professional Licensing Firearms/Handgun Training Non-Qualification

A perspective commissioned constable or licensee not meeting the minimum qualifications set forth in Firearms Regulation subsection associated with their industry will not be issued a firearms license from Professional Licensing. A current commissioned constable or licensee will have their firearms license suspended until such time that they meet the minimum three qualifying shoots within the calendar year.

Should perspective or current commissioned constable or licensee fail to qualify, that person would be permitted to reattempt and successfully complete training and certifications at the discretion of the Professional Licensing Firearms Instructor and the employing agency.

Professional Licensing Firearms/Handgun Annual Re-Certification

All firearms licenses are valid for a period of one year, subject to proof of compliance which consists of a minimum of three (3) re-qualification shoots per calendar year, scheduled on at least 2 separate days, with at least 60 days between scheduled shoots are required. Of these 3, there will be 1 mandatory "low light" shoot. The "low light" shoot may be conducted on the same day as 1 daylight shoot. by submission of shoot certification or re-certification forms to the Professional Licensing Section, within 30 days of the date of the qualification shoot.

The recertification must be conducted by an approved Professional Licensing Firearms Instructor. Professional Licensing Firearms Instructors are not permitted to recertify themselves.



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Professional Licensing Firearms/Handgun Certification form submission

Effective, January 15, 2026, Firearms/Handgun Certification forms for all qualified commissioned constables or licensees must be submitted directly by the certified Professional Licensing Firearms Instructor to Delaware State Police Professional Licensing Section within thirty (30) days of the qualification. Individual constables and licenses will not be permitted to submit certification forms, as they will not be accepted by Professional Licensing.

Firearms/Handgun Certification forms must clean, neat, legible. The form will be rejected for cross-outs, white-outs, errors or defects. The forms must be acknowledged by the instructor and the constable or licensee.



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SECTION II - Basic Firearms & Range Safety

Basic Firearms Safety

4 firearms safety rules – for everyday carry of a firearm NOT just the range

- Treat all guns as if they are loaded

Administrative Safety Points

- Dropped or fumbled weapons should be allowed to fall to the ground
- Maintain your safety if brass goes down your shirt or pants!
- When you are not on the firing line **DO NOT TOUCH** your firearm! **PERIOD!**
- Stay on the line until told different
- Any person on the range is a safety officer and can call **“CEASE FIRE”** at any time
- If anyone yells **“CEASE FIRE”** all students **FREEZE** and take your finger off the trigger and wait for instruction.
- **FREEZE MEANS DO NOT MOVE AT ALL!!!!!!!**
- You **WILL** be asked to leave if you act unsafe with a firearm!

Medical briefing

- Who is primary and secondary EMS
- Truck staging
- GPS

Firearms Handling Procedures

Carrying Firearm

- Firearms must be always holstered when not in use. Constables will carry weapons in a manner that ensures they are both accessible for quick response and safely secured.
- Firearms must never be left unattended in any public or unsecured area and will remain on the constable and securely holstered.

Drawing and Using a Firearm

- Firearms should only be drawn when the constable reasonably believes there is an immediate threat of serious physical injury or death to themselves or others and all other means have been exhausted or impractical to stop the threat.
- If a firearm is drawn, it should be used with restraint and in accordance with their law enforcement agencies' use of force protocols.

Incident Reporting

- Any firearm discharge, whether intentional or unintentional, must be immediately reported to the appropriate authorities.



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Firearms, Inspection, Maintenance and Storage

Maintenance procedures safety check: Before performing an inspection, maintenance, or cleaning of a firearm, follow the below sequential procedures:

1. Remove the magazine from the firearm while it's secured in the holster.
2. Remove the firearm from the holster with your finger off the trigger while pointing it in a safe direction.
3. While pointing the firearm in a safe direction, lock the slide to the rear, ejecting the cartridge.
4. Visually and physically inspect the firearm's chamber to ensure it is clear and safe.
5. Remove all ammunition from the area before inspecting and performing maintenance on the firearm.
6. Once inspection and maintenance have been performed, reload the firearm while keeping your finger outside the trigger guard and pointing in a safe direction. Then, holster the firearm.

Maintenance: Firearms and related equipment maintenance should be performed before reporting to duty.

Secure Storage: When not in use, all firearms must be securely stored in a locked, designated area. Access to this storage area will be restricted to authorized personnel only.

Authorized Access: Firearms will only be accessible to the constables who are properly trained and authorized to carry them. Unauthorized access is strictly prohibited.

Monitoring: Firearms will be regularly inspected for proper maintenance and function.



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SECTION III: Firearms Qualification

Day Qualification and Night Qualification – 100 rounds

Professional Licensing Day Qualification

50 round course of fire

25 yards – 2 standing 2 kneeling from cover – 4 rounds
15 yards – 3 standing 3 kneeling from cover – 6 rounds
7 yards – 2 round holster draw, 3 times – 6 rounds
7 yards – lateral movement – step draw fire 3 rounds, twice – 6 rounds
5 yards – transition drill, 3 strong, 3 support – 6 rounds
5 yards – shoot 2, reload, shoot 1, 9 seconds, twice – 6 rounds
3 yards - support hand reload – 3 rounds
3 yards – 2 rounds 4 seconds, twice – 4 rounds
3 -7 yards – rear movement – 9 rounds

Professional Licensing Low light/Night Qualification

50 round course of fire

15 yards – 3 standing 2 kneeling from cover – 5 rounds
7 yards – 3 round holster draw, 3 times – 9 rounds
7 yards – lateral movement – step draw fire 3 rounds, twice – 6 rounds
5 yards – transition drill, 3 strong, 3 support – 6 rounds
5 yards – shoot 2, reload, shoot 1, 10 seconds, twice – 6 rounds
3 yards - strong hand reload – 3 rounds
3 yards – 2 rounds 5 seconds, 3 times – 6 rounds
3 -7 yards – rear movement – 9 rounds



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NOTE: flashlights must be on when firing. When using the weapon mounted light, the shooter will active their light and use a 2 handed grip while firing with the exception of the one handed reload drill.

Daytime

Yard Line	Course of Fire	Total Rounds (50)
25 or greater	Behind cover from 2 positions	4
15 or greater	Behind cover from 2 positions	6
10 to 7	Draw from the holster 3x2	6
7	Move off the X	6
3-10	Support Hand Reload Drill	3
5-7	Strong Hand Support Hand Transition Drill	6
3-5	Two rounds from the holster (4 seconds) x2	4
3-5	3 round Combat Reload Drill (9 seconds) x2	6
3	Get Back Drill	6
3 or greater	Any Course of Fire Listed Above	3

Low Light

Yard Line	Course of Fire	Total Rounds (50)
15	Behind cover from 2 positions	5
7	Move off the X	6
10 to 7	Draw from the holster 3x3	9
3-10	Strong Hand Reload Drill	3
5-7	Strong Hand Support Hand Transition Drill	6
3-5	2 rounds from the holster (5 seconds) x3	6
3-5	3 round Combat reload Drill (10 seconds) x2	6
3	Get Back Drill	6
3 or greater	Any Course of Fire Listed Above	3