
Law Enforcement Officer Safety Act Procedure

210.1 PURPOSE AND SCOPE

The purpose of this procedure is to provide authorized members direction in how to process a request for Law Enforcement Officer Safety Act (LEOSA) Certification.

210.2 GENERAL CONSIDERATIONS

Qualified former employees are required to successfully complete the State-approved handgun qualification with each firearm they wish to carry.

Qualified former employees are not required to complete their firearm qualifications at this facility, or with this Agency. They may complete the State-approved handgun qualification at any approved institution and provide documentation of qualification.

Qualified former employees completing their qualification at this Agency must provide their firearm, appropriate holster, and ammunition. The Agency will provide body armor, targets, and eye and ear protection. There are additional fees for range time.

210.2.1 FORMER EMPLOYEE REQUIRED DOCUMENTATION

The former employee should print and complete the required forms:

- Law Enforcement Officer Safety Act registration form
- Background questionnaire which must be notarized
- Certification of residency
- Signed Law Enforcement Officer Safety Act knowledge verification form
- Risk waiver
- Handgun qualification certificate, if applicable

210.3 PROCEDURE

Any member who receives an inquiry should direct the former employee to the Sheriff's website.

Employees who have left the Agency within the last year, successfully qualified, and wish to be certified with the same off-duty weapon that was approved by the Training Academy while an employee of the Sheriff's Office, do not have to complete the firearms qualification course. They are subject to the \$20 administrative fee. The former employee shall completed the Release Waiver of Liability and Assumption of Risk form.

210.3.1 RANGE QUALIFICATION

If the former employee wishes to qualify with this Agency, he/she shall contact the Training Academy and schedule a range date. A risk waiver shall be signed before the qualification. The fee for range time is \$40.00 per hour.

Milwaukee County Sheriff's Office

Policy Manual

Law Enforcement Officer Safety Act Procedure

210.3.2 POST-QUALIFICATION SUBMISSION OF APPLICATION

After a successful qualification, a former employee shall submit the required paperwork to the Training Academy Rangemaster or the authorized designee. There is a \$20 administrative fee for each applicant.

210.3.3 RANGEMASTER RESPONSIBILITIES

The Rangemaster or the authorized designee shall:

1. Verify that all submitted forms are completed.
2. Collect appropriate payment from the former employee.
 - (a) Payment for administrative fees: \$20.00
 - (b) Payment for administrative fees and one hour of range time: \$60.00
3. Create a packet or folder containing all of the required paperwork.
4. Confirm with Human Resources and The Professional Standards Division that the former employee separated in good standing and served for a minimum of 10 years in law enforcement.
5. Forward the completed packet to Criminal Investigations Division/Backgrounds for a background check.
6. Forward the completed folder to the Chief Deputy for authorization.
7. Take or obtain a current photograph of the former employee. Forward the photograph and a copy of the LEOSA applicant approval to Criminal Justice Facility Records & Identification, and formally request a LEOSA identification card.
8. File the completed packet appropriately.
9. Enter the approval information in the appropriate tracking sheet.