



## JUSTICE AND PUBLIC SAFETY CABINET

Steven L. Beshear  
Governor

### Kentucky Law Enforcement Council

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John W. Bizzack, PhD  
Commissioner

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Leslie Gannon  
Executive Director

January 31, 2014

RE: Marksmanship Qualifications

Dear Law Enforcement Community:

I am sending you this letter to let you know about the requirements of KRS 15.383 related to marksmanship qualification for certified peace officers. The 2009 update to this 2006 law required certified peace officers to qualify annually according to the standards set out in the statute. I am confident that most (if not all) of you are already meeting, if not exceeding, the requirements of this law in your individual agencies. As you are no doubt aware, by statute and regulation, officers must qualify each year by firing twenty rounds at an adult size silhouette target at a range of twenty-one feet, with a handgun, and must hit the silhouette not less than eleven times.

Agencies may have their officers qualify under the supervision of:

1. A firearms instructor of the officer's agency;
2. A KLEC approved firearms instructor;
3. A DOCJT firearms instructor; or
4. A certified Concealed Deadly Weapons instructor or instructor-trainer.

The law requiring agencies to document their officers' annual qualification is not new; the process for reporting and record-keeping, however, has recently been updated, streamlined, and simplified. KRS 15.383 already requires each agency to document and report compliance with the annual marksmanship requirement. Agency record-keeping will now be supplemented by record keeping at KLEC. Please note that each agency is still required by law to maintain the records for individual officers. I have attached the newly streamlined and updated Form 68-3 for agency use to satisfy the statutory record-keeping requirements.

For your reference, I have included copies of the new Form 68-3, KRS 15.383, and 503 KAR 1:180. If you have questions about the information contained in this letter, feel free to contact me or contact counsel for KLEC, Hon. Dana M. Todd, by email at [dana.todd@ky.gov](mailto:dana.todd@ky.gov). If you



have questions about submitting the form, contact Elizabeth Kring at the KLEC office at the number listed on the form.

Again, this is not a new requirement; we have simply taken steps to assist with the record-keeping burden on local agencies and ensure that accurate information is collected. Agencies can begin immediately submitting completed Form 68-3 to the KLEC office and the records submitted will be maintained there. As with all KLEC forms, the preferred method for submission of forms is to scan and email them to [DOCJT.KLEC@ky.gov](mailto:DOCJT.KLEC@ky.gov); however, paper forms may be submitted by mailing to the address on the form or faxed to the number shown on the form. Once the initial forms have been submitted and entered by the KLEC office, it is the intent that users of DOCJT's Training and Registration Information System (TRIS) be able to view their officers' marksmanship qualification status in the system. If you are unfamiliar with TRIS and its capabilities or would like to sign up as a user, please email your request to [DOCJT.TRIS@ky.gov](mailto:DOCJT.TRIS@ky.gov).

Sincerely,

A handwritten signature in black ink that reads "Keith Cain". The signature is written in a cursive style with a horizontal line underneath.

Keith Cain, Chair

Kentucky Law Enforcement Council

**503 KAR 1:180. Firearms qualification for certified peace officers.**

RELATES TO: KRS 15.383(1)

STATUTORY AUTHORITY: KRS 15.330(1)(h), 15.383

NECESSITY, FUNCTION, AND CONFORMITY: KRS 15.383(1) requires all certified peace officers to meet the marksmanship qualification standards for retired peace officers in KRS 237.140. This administrative regulation establishes when and where a certified peace officer shall qualify and the requirements for reporting annual qualification requirements to the Kentucky Law Enforcement Council.

Section 1. Qualification. (1) In accordance with KRS 15.383(1), each certified peace officer shall annually meet the firearms qualification standard established for retired peace officers in KRS 237.140(4)(a).

(2) The rounds fired pursuant to subsection (1) of this section shall be done under the supervision of:

- (a) A firearms instructor of the officer's employing agency;
- (b) A currently certified peace officer who has successfully completed a Kentucky Law Enforcement Council approved firearms instructor course;
- (c) A firearms instructor employed by the Department of Criminal Justice Training; or
- (d) A Department of Criminal Justice Training certified concealed deadly weapon instructor or instructor-trainer.

Section 2. Agency Record-keeping and Reporting. (1) Each law enforcement agency whose officers are required to meet the requirements of Section 1(1) of this administrative regulation shall retain a record of each of its officers having met the annual marksmanship qualification on KLEC Form #68-3.

(2) For purposes of maintaining peace officer certification records, on or before December 31 of each year, each law enforcement agency shall forward to the Kentucky Law Enforcement Council's Office of Peace Officer Professional Standards, a copy of the completed KLEC Form #68-3.

Section 3. Incorporation by Reference. (1) "KLEC Form #68-3", August 2013 edition, is incorporated by reference.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Kentucky Law Enforcement Council, Funderburk Building, 521 Lancaster Road, Richmond, Kentucky 40475-3102, Monday through Friday, 8 a.m. to 4:30 p.m. (32 Ky.R. 1025; eff. 2-3-2006; 40 Ky.R. 662; eff. 12-6-2013.)

**15.383 Marksmanship qualification for certified peace officers.**

- (1) In order to maintain his or her certification as a peace officer, each certified peace officer shall annually meet the marksmanship qualification requirement for a retired peace officer as specified in KRS 237.140. Each law enforcement agency whose officers are required to meet the requirements of this subsection shall retain a record of each of its officers having met the annual marksmanship qualification. These records shall be made available upon request to the Kentucky Law Enforcement Council and to the Justice and Public Safety Cabinet in order to carry out its responsibilities under KRS 15.330 and 15.450.
- (2) Any law enforcement agency employing a certified peace officer may require the certified peace officer to meet a marksmanship qualification requirement which is in excess of that specified in KRS 237.140. Failure of a certified peace officer to meet the increased marksmanship qualification requirement specified by his or her employing or appointing agency shall not affect the certification of the officer, but may subject the officer to discipline by the agency, including suspension or dismissal of the officer from the agency.

**Effective:** July 12, 2006

**History:** Amended 2006 Ky. Acts ch. 240, sec. 1, effective July 12, 2006. --  
Created 2005 Ky. Acts ch. 182, sec. 14, effective March 31, 2005.

<b>Form 68-3</b> <i>Form Must Be Typed</i>	<b>Kentucky Law Enforcement Council</b> <i>APPLICATION FOR TRAINING RECORD</i>	Office Use Only
<b>Mail:</b> Kentucky Law Enforcement Council Funderburk Building 521 Lancaster Ave. Richmond, KY 40475-3102  <b>Phone:</b> 859-622-6218 <b>Fax:</b> 859-622-5943	<b>INSTRUCTIONS:</b> This form must be completed and returned to KLEC for the student and the agency to comply with KRS 15.383. An instructor's signature is required. Each agency must submit one copy and retain one copy to demonstrate annual compliance with marksmanship qualification. Do not submit information for more than one agency per form.	

	SSN or OL & STATE	NAME OF CERTIFIED OFFICER QUALIFYING	DATE QUALIFIED
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____

*INSTRUCTOR STATEMENT: I CERTIFY THAT THE ABOVE NAMED CERTIFIED OFFICER(S) SUCCESSFULLY MET THE ANNUAL MARKSMANSHIP QUALIFICATION REQUIREMENT AS REQUIRED BY KRS 15.383 FOR THE YEAR ENDING ON DECEMBER 31, 20\_\_\_\_ AND THAT THE QUALIFICATION WAS CONDUCTED UNDER THE SUPERVISION OF A FIREARMS INSTRUCTOR WHO MEETS AT LEAST ONE OF THE FOLLOWING: (1) IS THE FIREARMS INSTRUCTOR OF THE QUALIFYING OFFICER'S AGENCY; (2) IS A CURRENTLY CERTIFIED PEACE OFFICER WHO HAS SUCCESSFULLY COMPLETED A KLEC-APPROVED FIREARMS INSTRUCTOR COURSE; (3) IS A FIREARMS INSTRUCTOR EMPLOYED BY THE DEPARTMENT OF CRIMINAL JUSTICE TRAINING; OR (4) IS A CONCEALED DEADLY WEAPON INSTRUCTOR OR INSTRUCTOR-TRAINER CERTIFIED BY THE DEPARTMENT OF CRIMINAL JUSTICE TRAINING.*

<i>SIGNATURE OF FIREARMS INSTRUCTOR WHO CONDUCTED QUALIFYING</i>	<i>PRINTED NAME</i>	<i>DATE</i>
<i>SIGNATURE OF QUALIFYING OFFICERS' AGENCY HEAD OR TRAINING COORDINATOR</i>	<i>PRINTED NAME</i>	<i>DATE</i>
<i>NAME OF AGENCY OF QUALIFYING OFFICER(S)</i>		