

Instructions for APD Retirees requesting to demonstrate weapons proficiency

Under provisions of the Texas Occupations Code, Section 1701.357, and the Texas Penal Code, Section 46.15 (a)(5), retired officers of the Austin Police Department may apply for an opportunity to demonstrate weapons proficiency in order to carry a handgun.

Requirements which must be met to comply are:

1. The retiree must complete a sworn affidavit affirming to the following:
 - a. That he/she honorably retired from APD after not less than 20 years of service as a commissioned officer;
 - b. That his/her license as a commissioned peace officer was not revoked or suspended for any period during his/her term of service as a commissioned officer; and
 - c. That he/she has no psychological or physical disability that would interfere with the proper handling of a handgun.
2. The completed affidavit must be mailed or delivered to the APD and left for review. **NO AFFIDAVITS WILL BE PROCESSED WHILE THE APPLICANT WAITS.**
 - a. The review process will take approximately 5 working days; after which a copy of the approved/disapproved affidavit will be mailed to the applicant at the address listed in the affidavit.
3. Once the applicant receives approval, he/she will contact the Training Academy (974-6932) to schedule a date and time to appear at the Firing Range to demonstrate proficiency with an approved handgun*.
 - a. Retirees must qualify on the authorized departmental firearms course.
 - b. All participants will be given 2 opportunities to pass the qualification course. A failure will be recorded if the retiree fails to pass the qualification course after 2 consecutive tries.
 - (1) Additional retries will only be granted with the authorization of the Chief of Police or designee.
 - (2) Failure on any subsequent retries could result in permanent exclusion from the program.
4. Upon successful completion of the qualification process, the retiree will be issued a Certificate of Proficiency authorizing a special Photo Identification Card to be issued.
 - a. The retiree will take this Certificate of Proficiency to the front lobby of the APD Main Headquarters at 715 E. 8th st. (during specified dates and times*) where the special Photo Identification Card will be made.
 - b. Under NO circumstances will a special ID Card be made, nor will a retiree be authorized to carry a handgun under these provisions, without the proper Certificate of Proficiency being presented and the ID card produced.
5. Anytime that a retiree carries a handgun under these provisions, he/she will also carry the special Photo Identification Card, and present such upon request.
6. Any Certificate of Proficiency and Special Photo Identification Card issued under these provisions will expire on the second anniversary of the date the Certificate of Proficiency was issued.
7. A retiree's Certificate of Proficiency and special Photo Identification Card may be revoked at any time by the Chief of Police or designee. A certified letter will be

sent to any retiree whose privileges under these provisions are revoked. The letter will advise the retiree that the Certificate of Proficiency and special Photo Identification Card:

- a. Have been revoked;
- b. The retiree is no longer authorized to carry a handgun under the provisions of these sections of law; and
- c. The Certificate and Identification Card are to be immediately surrendered to the Department.

* We will make every effort to schedule the firearms proficiency date on the same date that the ID card can be made. This means only a 1-day trip will be required by the Retiree.