



**Instructions, Applications and Related Documents  
to obtain**

**Honorably Retired Peace Officer ID Card  
&  
Weapons Proficiency ID Card**



## Austin Police Department

### *Weapons Proficiency Identification Card* **Honorably Retired Peace Officers**

### Temporary Instructions Due To APD Range Being Closed

#### Instructions for APD Retirees requesting to demonstrate weapons proficiency

Under provisions of the Texas Occupations Code, Title 10, Section 1701.357, retired officers of the Austin Police Department may apply for an opportunity to demonstrate weapons proficiency in order to carry a handgun.

The retiree must complete a sworn affidavit affirming to the following:

1. That he/she honorably retired. The term "Honorably Retired" means:
    - a. *Previously served but is not currently serving as an elected, appointed, or employed peace officer under Art. 2.12., code of Criminal Procedure, or other law;*
    - b. *Did not retire in lieu of any disciplinary action;*
    - c. *Was eligible to retire from a law enforcement agency in this state or was ineligible to retire only as a result of an injury received in the course of the officer's employment with the agency; and*
    - d. *Is eligible to receive a pension or annuity for service as a law enforcement officer in this state or is ineligible to receive a pension or annuity only because the law enforcement agency that employed the officer does not offer a pension or annuity to its employees.*
  - e. 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 to P.O. Box 689001, Austin, Tx. 78768-9001 or delivered to the APD Headquarters, 715 E, 8<sup>th</sup> st., security booth and left for review. **NO AFFIDAVITS WILL BE PROCESSED WHILE THE APPLICANT WAITS.**
    1. The review process will take approximately 5 business days; after which a copy of the approved/denied affidavit will be mailed to the applicant at the address listed in the affidavit.
    2. Once the applicant receives approval, he/she will contact the Williamson County Range (512-846-1224, 3910 CR 130, Hutto, Texas) to schedule a date and time at the Firing Range to demonstrate the proficiency requirement for carrying a weapon.

- a. Retirees must qualify with a weapon from APD's approved firearms list.
  - b. Retirees must qualify on APD's authorized departmental firearms course.
  - c. All participants will be given 2 opportunities to pass the qualification course. 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 a Certificate of Proficiency will be issued.
- a. The retiree will then complete the application for a Weapons Proficiency Identification Card.
  - b. The retiree will need to present three items to CTM Security Staff:
    - 1. Certificate of Proficiency
    - 2. Completed application for weapons proficiency ID card  
An approved honorably retired identification card application or valid retiree identification card to CTM Corporate Security office, located at 1124 S. I.H.35. Identification cards will only be issued Tuesday 9:00 a.m. to Noon and any Thursday 1:00 p.m. to 3:00 p.m. The entrance you will need to take here is on the third floor of the parking garage.
  - c. Under NO circumstances will a Weapons Proficiency Identification 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 "Honorably Retired" Identification Card produced.
5. Anytime a retiree carries a handgun under these provisions, he/she will also carry the Weapons Proficiency Identification Card, and present card upon request.
6. Any Certificate of Proficiency and Weapons Proficiency 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 Weapons Proficiency 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 inform the retiree that the Certificate of Proficiency and Weapons Proficiency 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 Weapons Proficiency Identification Card are to be immediately surrendered to the Department.

Check one: Initial \_\_\_\_ / Renewal \_\_\_\_

STATE OF TEXAS

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AFFIDAVIT OF RETIRED APD  
OFFICER – ELIGIBILITY  
TO DEMONSTRATE  
WEAPONS PROFICIENCY

COUNTY OF \_\_\_\_\_

BEFORE ME, the undersigned authority, personally appeared \_\_\_\_\_,

whose date of birth is \_\_\_\_\_, whose address is \_\_\_\_\_,  
Street address

\_\_\_\_\_, \_\_\_\_\_, Texas \_\_\_\_\_, and who made this Affidavit and,  
City County Zip Code  
on oath, stated the following:

I meet the eligibility requirements set out in Section 1701.357 of the Texas Occupations Code to authorize me to demonstrate weapons proficiency. This includes:

[Initial the items below that apply to you. By initialing each line on this affidavit, you are certifying that the information on that line is true and correct.]

INITIAL

- \_\_\_\_\_ 1. I am an honorably retired peace officer of the Austin Police Department, and I retired after not less than 15 years of service as a commissioned officer.
- \_\_\_\_\_ 2. My license as a commissioned officer was not revoked or suspended for any period during my term of service as a commissioned officer.
- \_\_\_\_\_ 3. I have no psychological or physical disability that would interfere with my proper handling of a handgun.

Social Security Number (for TCLEOSE records): \_\_\_\_\_

Date of Retirement: \_\_\_\_\_

Employee Number (if known): \_\_\_\_\_

\_\_\_\_\_  
Affiant's signature

Witnessed before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary

APPROVED:

DENIED:

\_\_\_\_\_  
Chief of Police's/Designee's signature

\_\_\_\_\_  
Date

Application must be approved PRIOR TO proceeding to Firing Range for proficiency testing.



# Austin Police Department

## *Identification Card*

### *Honorably Retired Peace Officers*

This is an application for an identification card to identify a person as an honorably retired peace officer, as authorized by Texas Government Code, Section 614.124, Honorably Retired Peace Officer. For purposes of this application Honorably Retired means a former peace officer who:

- a. Previously served but is not currently serving as an elected, appointed, or employed peace officer under Art. 2.12., code of Criminal Procedure, or other law;
- b. Did not retire in lieu of any disciplinary action;
- c. Was eligible to retire from a law enforcement agency in this state or was ineligible to retire only as a result of an injury received in the course of the officer's employment with the agency; and
- d. Is eligible to receive a pension or annuity for service as a law enforcement officer in this state or is ineligible to receive a pension or annuity only because the law enforcement agency that employed the officer does not offer a pension or annuity to its employees.

#### **ACTION NEEDED BY YOU:**

1. Read this application carefully.
2. Sign the application as a verification of the accuracy of the information submitted.
3. APD's Internal Affairs Commander/Designee verifies retirement status and signs below.
4. Submit form to the Chief's office for approval once the information below is completed.
5. Take approved application to 1124 South IH 35 (COA Housing Authority), 3<sup>rd</sup> floor, CTM Security Office.
6. Report lost or stolen ID cards immediately to APD Watch Commander at 974-0913.

PRINT FULL NAME & RANK	APD EMPLOYEE NUMBER
DATE OF COMMISSION	HEIGHT, WEIGHT, EYE COLOR
DATE OF BIRTH	RACE/SEX
DATE AT TIME OF RETIREMENT	SIGNATURE
	DATE

APPROVED: <input type="checkbox"/> DENIED: <input type="checkbox"/>		
<table border="0" style="width: 100%;"> <tr> <td style="width: 70%; border-top: 1px solid black; padding-top: 5px;">Chief of Police/Designee's signature</td> <td style="width: 30%; border-top: 1px solid black; padding-top: 5px;">Date</td> </tr> </table>	Chief of Police/Designee's signature	Date
Chief of Police/Designee's signature	Date	

Honorably Retired:    Yes    No (circle one)	<table border="0" style="width: 100%;"> <tr> <td style="width: 70%; border-top: 1px solid black; padding-top: 5px;">IA Commander/Designee Signature</td> <td style="width: 30%; border-top: 1px solid black; padding-top: 5px;">Date</td> </tr> </table>	IA Commander/Designee Signature	Date
IA Commander/Designee Signature	Date		



**Austin Police Department**  
***Identification Card***  
***Honorably Retired Peace Officers***

As you can see by the application, this form is supposed to be signed off on by the APD Internal Affairs Commander or his/her designee and then submitted to the Chief's Office. It is highly unlikely this can all be done in a short period of time so if you plan to walk it through the process, you may be looking at two trips to APD. We have asked that this form be revised as many of our members live out of State and out of the Austin area. Until it is revised we have created the below form in an attempt to save you a little time and gas. Once you have read the application carefully and signed it, mail it to:

**Mailing Address**

**Austin Police Department  
Internal Affairs  
P.O. Box 689001  
Austin, TX 78768-9001**

**Physical Address**

**Austin Police Department  
Internal Affairs  
1520 Rutherford Lane, Bldg. 2, Suite 201  
Austin, TX 78753**

**Attach the form below with your application.** At the bottom where you sign, you may want to include a phone number in case they need to contact you.

**Be sure to include a self-addressed stamped envelope.**

.....  
APD Internal Affairs

Dear Sir:

Enclosed is my application for an Honorably Retired Peace Officer's ID Card. I am required to submit this application for verification of my retirement status and signature to the APD Internal Affairs Office.

Once this form has been verified and signed off on by Internal Affairs, please forward it to the Chief's Office for final approval, as required by the application.

APD Chief's Office

Dear Sir:

This note should be attached to my application for my Honorably Retired Peace Officer's ID Card. The application indicates this form needed to be signed off on by Internal Affairs and then submitted to the Chief's Office. As this is not a quick process I have attached a self-addressed stamped envelope. Please mail this completed form back to me.

Thank you.



## Austin Police Department

### Weapons Proficiency Identification Card Application

#### *Honorably Retired Peace Officers*

This is an application for an identification card to identify a person as an honorably retired peace officer who has demonstrated weapons proficiency as authorized by the provisions of the Texas Occupations Code; Title 10, Section 1701.357. For purposes of this application Honorably Retired means a former peace officer who:

- a. Previously served but is not currently serving as an elected, appointed, or employed peace officer under Art. 2.12., code of Criminal Procedure, or other law;
- b. Did not retire in lieu of any disciplinary action;
- c. Was eligible to retire from a law enforcement agency in this state or was ineligible to retire only as a result of an injury received in the course of the officer's employment with the agency; and
- d. Is eligible to receive a pension or annuity for service as a law enforcement officer in this state or is ineligible to receive a pension or annuity only because the law enforcement agency that employed the officer does not offer a pension or annuity to its employees.

#### **ACTION NEEDED BY YOU:**

1. Read this application carefully
2. Sign the application as a verification of the accuracy of the information submitted
3. Take the application, Certificate of Proficiency and Honorably Retired Identification Card to 1124 South IH35 (COA Housing Authority), 3rd floor, CTM Security office.
4. Report lost or stolen ID cards immediately to APD Watch Commander at 974-0913.

\_\_\_\_\_  
PRINT FULL NAME

\_\_\_\_\_  
APD EMPLOYEE NUMBER

\_\_\_\_\_  
RANK AT TIME OF RETIREMENT

\_\_\_\_\_  
HEIGHT

\_\_\_\_\_  
DATE OF RETIREMENT

\_\_\_\_\_  
WEIGHT

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
EYE COLOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PHONE NUMBER

**AUSTIN POLICE DEPARTMENT  
ASSUMPTION OF RISK AND  
COVENANT NOT TO SUE**

\_\_\_\_\_  
**(Print Name)**

\_\_\_\_\_  
**(Date)**

That I, the undersigned \_\_\_\_\_ for and in consideration of being extended the privilege of utilizing the Austin Police Department's Firearm's Range for the purposes of demonstrating weapons proficiency pursuant to Texas Occupations Code Section 1701.357 (Weapons Proficiency for Certain Retired Peace Officer and Federal Criminal Investigators) on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, do hereby assume all risk of injury to my person arising out of, or in any way incident to the aforementioned proficiency process, including but not limited to injuries caused to me through the intentional, negligent, or reckless conduct of the City of Austin, its employees, or agents, caused to me through the intentional, negligent, or reckless conduct of another person not employed by the City of Austin but who may also be participating in this proficiency process, or injuries caused to me arising out of defect in the premises or equipment belonging to the City of Austin. Furthermore, I assume whatever risk to my personal well-being such proficiency process may entail or accrue, and that I, the undersigned for the aforesaid consideration have covenanted and do hereby covenant never to bring any claim, demand, or suit, in law or in equity, in any court whatsoever against the City of Austin, its officers, employees, or agents, for any such injury. I further agree to hold harmless and indemnify the City of Austin, its officers, employees, and agents from any and all claims, demands, suits or other forms of liability that may arise out of, or by reason of, any acts committed by me, whether intentional, negligent, or reckless, arising from my participation in this proficiency process, that may or does cause injury to any other person or his property.

Executed on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature

Subscribed and sworn to before me, by the said \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ to certify which witness my hand and seal of office.

\_\_\_\_\_  
Notary Public, State of Texas



# TEXAS COMMISSION ON LAW ENFORCEMENT OFFICER STANDARDS AND EDUCATION

6330 U.S. Highway 290 East, Suite 200  
Austin, Texas 78723  
Phone: (512) 936-7700



## CERTIFICATE OF FIREARMS PROFICIENCY (Commission Rule §217.21(c)(1))

### Applicant

First Name	M.I.	Last Name	TCLEOSE PID or SSN
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### Firearms Instructor

First Name	M.I.	Last Name	<input type="checkbox"/> TCLEOSE Firearms Instructor
			<input type="checkbox"/> CHL Instructor # _____
Law Enforcement Agency/Business Name		Mailing Address	
City	County	Zip Code	Telephone Number
Range Location (if other than the above address)			Date of qualification

I, \_\_\_\_\_, certify that the above named applicant has met the minimum  
Firearms/CHL Instructor  
firearms proficiency requirements as established in Commission Rule §217.21 (c)(1) under the following conditions:

- (1) B-27 or similar silhouette target;
- (2) Combat scoring;
- (3) A minimum of 50 rounds, including at least five rounds of duty ammunition;
- (4) Fired at ranges from point blank to at least 15 yards with a least 20 rounds at or beyond seven yards;
- (5) Including at least one timed reload; and
- (6) Minimum passing percentage of 70 (175 out of a possible 250 for 50 rounds).

I am fully aware that this firearms proficiency certification is a government document, and under penalty of perjury I declare the foregoing information to be true and correct.

\_\_\_\_\_  
Signature of Firearms/CHL Instructor

\_\_\_\_\_  
Date

### Affidavit

I, \_\_\_\_\_, do swear or affirm that I meet the requirements established in the Texas  
Applicant  
Occupations Code §1701.357 Weapons Proficiency for Certain Retired Peace Officers and Federal Criminal Investigators and Chapter 44, Title 18, United States Code, Section 926C(c) Qualified Retired Law Enforcement Officers. I am honorably retired (benefits eligible) after not less than a total of 15 years of service as a commissioned peace officer with one or more state or local law enforcement agencies or federal criminal investigator as designated by the Texas Code of Criminal Procedure Article 2.122-, or a qualified retired law enforcement officer under Chapter 44, Title 18, United States Code, Section 926C.

My license or authority as a commissioned officer was never revoked or suspended for any period during my term of service as a commissioned officer. I was not retired for reasons of mental instability and have no psychological or physical disability that would interfere with the proper handling of a handgun. I have met the minimum qualifications for a handgun as established in Commission Rule §217.21(c)(1).

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Sworn to and ascribed before me the undersigned official on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

AUSTIN POLICE DEPARTMENT  
APPROVED PISTOL AND AMMUNITION LIST

This document supersedes all previously dated weapons and ammunition lists. It remains effective until approved updates and revisions are circulated.

1. This document is effective **August 1, 2007** and applies to all new weapons purchases by sworn personnel.
  - a. Officers who are on the authorized 1911 Handler list are grandfathered. (See 5)
  - b. Officers who obtained weapons under the provisions of previous weapons lists may continue to carry them on their weapons card until they are no longer serviceable.
2. Only weapons on the approved weapons list (listed by brand name and model number) are authorized. Variations of the approved models are allowed only if the variation to the existing approved model does not adversely affect the safety or internal function of the weapon. (Examples: light rails, DAK/LEM triggers, finish or grip material)  
Approval by the Commander of Training, or his designee, is required.
3. Any approved semi-automatic pistol that is added to an officer's list of duty or off duty sidearms must be equipped with night-sights.
4. Barrel porting is not approved for duty or off-duty use. Weapons with factory or after market compensators are not approved for duty/backup use.
5. Officers certified as 1911 Handlers are authorized to add and delete similarly approved weapons for the duration of their career. (Refer to the attached 1911 addendum.)

**I. Departmentally approved Semi-Automatic Pistols**

Weapons from the following list of approved manufacturers and models may be carried both on-duty and off-duty as a primary or a back-up weapon. The only calibers allowed are 9MM, .40 S&W, and .45 ACP.

**Glock**

Models 17, 19, 21, 22, 23, 26, 27, 30, 34, 35, 36

(See 2 above)

**Heckler & Koch**

USP-9, USP-40, USP-45, USP TAC 45

Variants allowing "single action only" carry are strictly forbidden. NO OFFICER will carry ANY H&K variant in "single action" or "locked and cocked" mode.

Compact versions of the H&K USP are not authorized.

(See 2 above)

### **Sig Sauer**

Models P220, P225, P226, P228, P229, P239, SP2340, P245.

(See 2 above)

### **Smith & Wesson**

Any 3<sup>rd</sup> Generation S&W including Models 410, 457, 908, 910, 3913, 3953, 4013, 4053, 4513, 4553, 4043, 4043, 4006, 4046, 4563, 4566, 4583, 4586, 5906, 5946, 5903, 5943

S&W Model 99 is approved in 9mm, .40 caliber, and .45 caliber.

S&W M&P is approved in .40 caliber, but must NOT have the magazine disconnect.

## **II. Off Duty and Back-Up Weapons**

The following weapons are authorized for back-up and off-duty **only**. These weapons are authorized in .38 caliber and .357 Magnum only.

### **Smith and Wesson Revolvers**

M686, 2.5" Barrel; M649 Bodyguard; M60 Chief's Special; 340 and 340PD; 342 and 342PD; 442; 642; and 649. These models may be equipped with fixed or floating firing pins.

## **APPROVED DUTY AMMUNITION**

### **Pistol**

Winchester	38+p	125 gr.
Speer CCI Gold Dot	357	125 gr.
Speer CCI Gold Dot	9MM	147 gr.
Speer CCI Gold Dot	40 cal.	165 gr.
Speer CCI Gold Dot	45 cal.	230 gr.

## **Addendum A**

### **AUSTIN POLICE DEPARTMENT APPROVED PISTOL AND AMMUNITION LIST**

#### **Departmentally Approved 1911 Handlers and Weapons**

Effective March 15, 2005, the Model 1911 was dropped from the Austin Police Department Approved Weapons List. Those officers who had successfully passed the 1911 Handlers Course are authorized to continue carrying approved weapons. Officers who registered for a 1911 Handlers Course, and presented an approved weapon for inspection prior to March 15, 2005 will be permitted to carry approved 1911 pistols upon meeting training standards.

With the exception of those officers described above, no sworn member of the Austin Police Department is authorized by the agency to add a 1911 to their weapons card or carry the weapon on or off duty.

Unlike previous “grandfathered” criteria, authorized 1911 Handlers may add and delete approved weapons for the duration of their career, rather than for the serviceable life of the weapon. As such, the officer is grandfathered rather than the weapon.

All 1911 weapons must be equipped with Titanium firing pin and a heavy duty firing pin return spring. An ambidextrous thumb safety is required for left handed shooters. All 1911s must also be equipped with a functioning grip safety, disconnecter and a hammer with a half cock notch.

All Model 1911 weapons must be inspected by range personnel and approved by the Commander of training prior to the weapon being added to an officer’s weapons card.

#### **Departmentally Approved 1911 Pistols**

##### **Colt**

Models 1911 Government, Officers, Commanders

##### **Kimber**

Stainless Custom, Custom Defender, Supermatch, Ultra CDP II, Custom II, Custom II TLE and TLE/RL

##### **Les Baer**

Model 1911 Thunder Ranch Special, Comanche

##### **Para Ordnance**

Models P14-45, P13-45, P12-45, P10-45, P16-40, P15-40, P14-40

##### **Springfield**

Springfield Pro-Model 1911-A1, Springfield Operator 1911 -A1

##### **STI**

All Model 1911 type manufacture.