



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, 8th 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.