**FIREARMS QUALIFICATION CERTIFICATION (HR 218) INSTRUCTIONS FOR RETIRED SWORN VICTOR VALLEY COLLEGE POLICE DEPARTMENT (VVCPD) PERSONNEL**

If you plan to qualify at a VVCPD range:

1. Print the Retired Officer Qualification Form from the VVC Police Department’s website and take it with you to a VVCPD (Public Safety Center, Apple Valley) range.

2. Have the Range Instructor complete and sign the form after you qualify.

3. Print the Waiver and Release Agreement from the website and complete.

4. Review Policy 206: Retired Concealed Firearms from the website.

5. Print the HR 218 Record Form for Policy 206 and complete.

6. Deliver the Retired Officer Qualification Form, Waiver and Release Agreement, and HR 218

Record form to the Victor Valley College Police Department Front Desk.

7. After review and approval by the Chief of Police, you will be contacted by the Police Department to schedule an appointment for a photo and Retired Officer CCW identification card.

If your retired Department identification card has expired and you qualified at the VVCPD range, please notify the Campus Police Department Police.

Applications for new and expired CCW identification will require a Live Scan of the applicant at their expense and which will provided to VVCPD prior to issuance of a CCW Identification card.

If a new photo is required, please make an appointment with Campus Police Department at 760-245-4271, ext. 2329.

If you plan to qualify at a location other than a VVCPD range:

1. Print the Out-of-Area Range Qualification Form from the website.

2. Take the Out-Of-Area form with you to the range of your choice.

Have the form completed by a bona fide Range Instructor.

3. Print the Waiver and Release Agreement from the website and complete.

4. Review Policy 206: Retired Concealed Firearms from the website.

5. Print the HR 218 Record (receipt) for Policy 206 and complete.

6. Mail the HR 218 Record Form, Out-of-Area Range Qualification Form, and Waiver and Release Agreement, and provide your return address to: Victor Valley College Police Department: Attention Firearm Qualification, 18422 Bear Valley Road, Victorville, CA 92395

After review and approval by the Chief of Police, you will be required to schedule an appointment VVCPD for issuance of a Retired Officer CCW Identification card.

Please Note: New or replacement cards will not be issued unless you qualify at a VVCPD range once every two years to ensure competency.