

ALLAN H. KITTLEMAN
County Executive



GARY L. GARDNER
Chief of Police

HOWARD COUNTY DEPARTMENT OF POLICE
3410 Court House Drive, Ellicott City, Maryland 21043

Law Enforcement Officers Safety Act Training (Effective January 1, 2019)

Beginning January 1, 2019, HCPD will use the following process for renewing LEOSA cards:

- **60 days prior** to the expiration of the current LEOSA card, retirees shall go to www.HCPD.org, complete the *Qualified Separated Law Enforcement Officer Application for Certification to Carry a Concealed Firearm* and accompanying *Authorization for Release of Personal Information*, and return them to the Screening Section – preferably via email at LEOSA@howardcountymd.gov. Retirees can also return the documents via U.S. Mail or by dropping them off at headquarters. Please ensure that any items mailed or dropped off to either District are labeled **Screening Section**.
- The Screening Section will complete the LEOSA background check within 14 days of receipt of the completed paperwork. The Screening Section will then notify the retiree and the HCPD Firearms Unit via email that the retiree has been cleared to attend a qualification date at the outdoor range.
- The Firearms Unit will schedule one (1) LEOSA qualification date per month throughout the year.
- Only after receiving notification will the retiree contact the Education & Training Division to qualify on one of the designated dates.
- The Firearms Unit will **NOT** allow any retiree to qualify who has not been cleared through background.
- Once the retiree qualifies on both courses (daylight and lowlight) and passes the written test, the Firearms Unit will issue the LEOSA card on-site.
- All applicants must re-apply annually.

(410) 313-3200
(410) 313-3295-FAX
WWW.HCPD.ORG
HCPD@HOWARDCOUNTYMD.GOV

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2019 TRAINING SCHEDULE

James N. Robey Public Safety Training Center
2200 Scott Wheeler Drive, Marriottsville, MD 21104

January 16th – 4:00-7:00 p.m.

February 16th – 8:30-11:30 a.m. and 12:30-3:30 p.m.

March 13th – 4:00-7:00 p.m.

April 13th – 8:30-11:30 a.m. and 12:30-3:30 p.m.

May 15th – 4:00-7:00 p.m.

June 15th – 8:30-11:30 a.m. and 12:30-3:30 p.m.

July 17th – 4:00-7:00 p.m.

August 10th – 8:30-11:30 a.m. and 12:30-3:30 p.m.

September 11th – 4:00-7:00 p.m.

October 12th – 8:30-11:30 a.m. and 12:30-3:30 p.m.

November 13th – 4:00-7:00 p.m.

December 14th – 8:30-11:30 a.m. and 12:30-3:30 p.m.

Upon notification of background clearance, contact Brittany Moore in the Education and Training Division to schedule a qualification date at 410-313-1364 or bmoore@howardcountymd.gov.

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