



# FIREARMS & AMMUNITION

**INDEX CODE: 402**  
**EFFECTIVE DATE: 08-17-09**

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**I. POLICY**

The following regulations apply to the wearing, carrying, or use in an official capacity of all issued and personal firearms. Only firearms and ammunition meeting Department specifications listed in Index Code 402.2 may be used by employees in law enforcement responsibilities, both on and off duty.

**II. FIREARMS: ON DUTY**

A. Uniformed officers in law enforcement assignments will wear the issued sidearm, loaded with department-issued ammunition, while on duty. Plainclothes officers and uniformed officers in administrative or technical assignments may wear either the issued sidearm or an approved personal sidearm loaded with department approved ammunition. All officers will be armed with a sidearm while on duty, or operating a department vehicle, or in uniform. Plainclothes officers must conceal their firearm from public view.

B. Officers may carry approved personal firearms while on duty to supplement issued firearms, provided they meet the specifications listed in Index Code 402.2, and all requirements of Section III of this directive are satisfied. Supplemental firearms must be concealed from public view when not in use.

C. Officers will carry sufficient ammunition to fully reload the issued sidearm two times. Non-uniformed officers and officers in administrative assignments may carry the reloads in their vehicles instead of on their persons. It is highly recommended that all personnel carry at least one reload/magazine on their person at all times while armed.

**III. FIREARMS: OFF DUTY**

A. Officers are encouraged to carry a firearm while off duty but are not required to do so unless they are in uniform or operating a Police Department vehicle.

B. No officer may wear, carry or use a firearm while his or her ability to use the firearm is impaired for any reason.

C. Unless the officer is in uniform, all firearms carried while off duty must be concealed from public view when not in use.

D. Firearms will be carried in a properly fitting holster designed to carry that particular firearm. Only fanny packs designed to hold firearms securely are authorized.

E. If a firearm is carried in a purse, the purse must be specifically designed to hold a handgun utilizing a dedicated pouch; OR if a standard purse is being used, the firearm must be secured in a properly fitting holster to prevent loss or accidental discharges.

F. For approved procedures for storage of firearms in PPV's, refer to Index Code 1502, Section IV.F.

#### **IV. TRAINING REQUIREMENTS**

##### **A. All Police Officers:**

1. Must demonstrate proficiency in the use of all authorized firearms before being granted approval to carry such firearms. Officers who are unable to qualify with an issued firearm must complete mandatory remedial training before resuming official duties. Officers who are unable to qualify with an authorized personal firearm may not carry the firearm.

2. Must receive in-service training on the department's use of force policies at least annually.

3. At least annually, must demonstrate proficiency with any approved firearm that the officer is authorized to use, except officers authorized to use the .223 caliber carbine or rifle must qualify with that firearm semi-annually (January-June and July-December).

4. Except where authorized in writing by the Chief of Police or his/her designee, are prohibited from carrying or using in an official capacity any firearm or ammunition that has been altered, tampered with, or whose construction or mechanical condition has been changed from the original manufacturer's specifications.

##### **B. Training Academy Commander:**

1. Will establish written procedures for review, inspection, and approval of all firearms intended for use by each police officer in the performance of duty, prior to carrying, by a qualified firearms instructor or armorer; and a process to remove unsafe firearms.

2. Will maintain a qualification record on each firearm approved by the department for official use.

3. Will provide mandatory remedial training for those employees who are unable to qualify with an authorized firearm, before resuming official duties.

4. Will ensure that all firearms proficiency training is monitored by a certified firearms instructor.

5. Will document all firearms training and proficiency results.

6. Will ensure that all police officers who are authorized to carry firearms are instructed in and issued a copy of the Department's policies on firearms and the use of force before being authorized to carry them; and that such instruction and issuance is documented.

7. The Academy Commander will specify the length of remedial training programs for all officers failing to qualify with firearms. Based on the demonstrated skills and proficiency, remedial training may be set quarterly, tri-annually, or at any interval which will ensure proficiency as determined by the Academy Commander.

##### **V. SAFETY, MAINTENANCE & REPAIRS**

A. Officers will maintain all firearms and ammunition in a clean and operable condition at all times.

B. When not in use, firearms will be kept in a secure place, inaccessible to all persons who are not members of the Department.

C. Except during emergencies and formal training, firearms may be loaded or unloaded only at a loading/unloading canister.

- D. Officers will obey all orders issued by firearms qualification instructors at any approved firing range.
- E. Officers with firearms that need repair, inspection or adjustments, especially if a loaner firearm will be required, should first attempt to contact an armorer from the Training Academy. If the need is outside of the Academy's duty hours, the firearm must be turned in to the Property Management Section. A replacement unit will be issued until the original firearm is returned to the officer.
- F. All repairs made by departmental armorers will be documented on an armorer's log sheet and forwarded to the Firearms Training Unit supervisor.

#### **VI. INSPECTIONS**

- A. All supervisors will personally inspect their subordinates' issued firearms and ammunition at least once a month, and will document each inspection. This includes the Sig Sauer Pistol, Departmental AR-15 Rifle, and Less-Lethal Beanbag Shotgun).
- B. All department authorized personal firearms that are carried while on duty will be inspected at least monthly by the officer's supervisor. This includes the AR-15 Rifle and Shotgun.
- C. During inspection, supervisors will ensure that their subordinates' are currently qualified with any specialty firearm they may be carrying (AR-15 Rifle, Shotgun, Less-Lethal Beanbag Shotgun). Supervisors may refer to their subordinates' firearms qualification card, issued by the Police Academy that lists an expiration date.
- D. Before the inspection, all firearms will be unloaded and cleared at a loading/unloading container. Once all firearms are unloaded and cleared, members will move to the inspection area, with all magazines and loose rounds secured. The firearm will be disassembled into two components; (1) the frame and (2) the slide (with the recoil spring guide and spring intact). One component will be held in each hand in preparation for the inspection.
- E. The supervisor will inspect all firearms, ammunition and magazines, noting the type and condition of each.
- F. Supervisors will ensure that all officers go to the loading/unloading area and reload their firearms after leaving the inspection area.
- G. Violations of any firearm and/or ammunition regulation discovered during inspection will be corrected immediately. Supervisors will follow up on previously discovered violations of firearm and ammunition policies to ensure that corrective action has been successful.
- H. All violations will be documented. The supervisor may exercise his or her discretion as to the form of documentation.

#### **VII. WEAPON TRANSFER**

- A. *Prior to reassignment of either a department issued rifle or impact munitions shotgun, the officer currently assigned the weapon must bring it to the Training Academy to have it inspected by a Departmental Armorer. In addition, an Academy "Weapon Transfer Order" form (PD 402) must be completed and signed by the officer's supervisor. The form and weapon must be brought to the Training Academy and left with a staff member from the Firearms Unit for the inspection. After the inspection is completed, a staff member from the Firearms Unit will contact the officer being reassigned the weapon to have them pick it up.*
- B. *The Training Academy's Firearms Unit will be responsible for notifying the Quartermaster of the weapon transfer.*

#### **VIII. PROPONENT UNIT:** Training Academy.

#### **IX. CANCELLATION:** This directive cancels Index Code 402, dated 09-18-06.