**SAMPLE POLICE DEPARTMENT**

**Firearms**

NOTE: This document is for internal use only. It does not establish a legal duty or standard of care for civil liability, or enlarge an employee’s civil or criminal liability in any way. A violation of this policy may only form the basis for internal discipline by this agency and then only in a non-judicial administrative setting.

1. **PURPOSE**

To establish guidelines regarding types and specifications of firearms, including ammunition, authorized for use; training and qualification procedures; care and inspection of all firearms; and safety procedures.

1. **POLICY**

This department will implement strict control over all firearms, including ammunition, which it allows officers to carry and use in the performance of their duties. The use of firearms shall be consistent with the department's USE OF FORCE Policy, and only used to accomplish lawful objectives.

1. **DEFINITIONS**
2. Authorized firearms: Firearms that comply with department's specifications. Authorized firearms include both department owned and privately owned firearms that the officer has qualified with and been approved to carry by the Chief of Police or their designee. Authorized firearms will be properly inspected and documented by the designated department firearms instructor or armorer before being approved for service.
3. **PROCEDURE**
4. Authorized Firearms:
   1. The department issues City owned firearms to its sworn personnel for the purpose of performing appropriate law enforcement duties.
   2. Officers are authorized to carry privately owned firearms of similar types and specifications authorized by the department with written approval of the Chief of Police provided that all inspection and training and qualification requirements have been met.
   3. A record of each firearm assigned and/or approved for use shall be maintained in the department, listing the type, description, identifying model and serial number, as well as the identity of the assigned personnel and the date of assignment.
   4. The types and specifications of all firearms and ammunition authorized by this department will be determined by the Chief of Police.
      1. Pistol: *(list or define here)*
      2. Shotgun: *(list or define here)*
      3. Rifle: *(list or define here)*
      4. Ammunition:
         1. Only department issued duty ammunition shall be carried in department issued weapons, including pistols, shotguns, and rifles.
         2. Ammunition used for privately owned pistols, shotguns, and rifles shall be provided by the officer and shall be of a type and configuration approved by the firearms staff.
         3. Ammunition must be factory loaded; reloads or personal handloads are prohibited for duty use.
         4. Ammunition used for qualification may vary at the discretion of the Firearms Instructor and the Chief of Police.
   5. Back-up or secondary firearms, as well as accessories, may be carried on-duty provided they meet the department criteria regarding quality and capability, all inspection and training and qualification requirements have been met, and upon written approval of the Chief of Police prior to carrying on-duty.
   6. Officers may carry a firearm while off-duty based on their authority as a law enforcement officer provided the firearm meets the department’s criteria regarding quality and capability, all inspection and training and qualification requirements have been met, and upon written approval of the Chief of Police.
      1. Officers shall provide written notice to the department of the type, description, identifying model and serial number, as well as the identity of the assigned personnel and the date of assignment for each and every firearm carried off-duty.
      2. When armed off-duty, officers shall carry their badges and department identification cards.
5. Training and Qualification Procedures:
   1. Each officer shall receive training and qualification in USE OF FORCE and FIREARMS Policies, RANGE OPERATION Procedures, and the following courses of fire, before they are assigned and permitted to carry the respective firearm:
      1. APOSTC Pistol Qualification Course.
      2. Shotgun Qualification Course.
      3. Rifle Qualification Course.
   2. In addition, each officer will receive the above training at least annually *(ideally over two or more training days spaced out over the year)* after their initial training, along with other required courses including but not limited to:
      1. Dim Light / Nighttime Pistol Course.
      2. Tactical.
      3. Scenario-based.
   3. All training and qualification shall be conducted by currently certified firearms instructors.
   4. Unless otherwise approved, officers shall train using their normal on-duty equipment.
   5. Training and qualification shall be determined on a pass/fail basis, unless otherwise required by law or APOSTC.
      1. All attempts at qualification will be documented in the individual officers training file.
   6. All officers are required to maintain qualification with the assigned and/or approved duty pistol by scoring at least 70% on the APOSTC Pistol Qualification Course.
      1. Officers will be provided a minimum of one pre-qualification practice session prior to the qualification process beginning. The firearms instructor will make reasonable efforts to remediate any issues or areas of concern noted during the pre-qualification.
         1. If, during the pre-qualification session, any issues or concerns are unable to be resolved, qualification may be postponed upon the approval of the firearms instructor after consulting with the officer’s division commander.
      2. Officers will be provided two attempts to successfully complete the qualification process.
      3. Any officer who fails to qualify after two attempts shall be assigned administrative duties and prohibited from performing law enforcement functions or carrying a firearm on-duty. In addition, the following requirements shall occur:
         1. The officer’s division commander shall be notified and conduct a meeting with the firearms instructor and the officer as soon as practical to discuss and document the officer’s deficiencies in specific areas, any recommendations for corrective action, as well as the consequences of their failure to qualify.
         2. A period of formal remedial firearms training will be scheduled beginning as soon as practical but not to exceed one week in duration.
         3. Officers shall report for remedial training and qualification with the department’s firearms instructor as scheduled. Such training does not preclude an officer from engaging in additional self- practice or training sessions that the officer may deem necessary.
      4. If, at the end of remedial training, the officer has not successfully completed the qualification process, a Notice of Disciplinary Action will be filed recommending the termination of the officer for failure to meet standards.
   7. An officer must successfully complete all stages of the training and qualification process before they are assigned and permitted to carry the respective firearm.
      1. Officers failing to qualify with a firearm other than the assigned and/or approved duty pistol shall not be permitted to carry that particular firearm. The officer may remain on-duty if qualified with the assigned and/or approved duty pistol.
   8. Violations of department firearms safety standards, involvement in a use of firearms incident, or an accidental discharge may require an officer to undergo remedial training and qualification prior to returning to duty.
   9. Officers returning from light duty as a result of illness or injury or other extended leave may be required to undergo remedial training and qualification prior to returning to duty.
6. Care and Inspection:
   1. All assigned and/or approved firearms shall be maintained in a clean and serviceable condition at all times.
   2. Officers are responsible for and will inspect all assigned and/or approved firearms for cleanliness, damage, or deterioration on a weekly basis.
      1. Firearms, including privately owned, back-up or secondary weapons shall be cleaned after use or as otherwise needed, by the individual officer(s) it is assigned. Cleaning equipment for shotguns / patrol rifles is available from the officer’s immediate supervisor.
      2. Prior to cleaning or inspection, a firearm shall be unloaded by removing and counting the ammunition and leaving the action open. Any loading and/or unloading of any weapon shall be done outside, weapon pointed in a safe direction.
   3. Any officer involved in an accident or other incident where they have fallen or their firearm otherwise struck, shall have it inspected by the department firearms instructor or armorer and a Firearms Inspection Report completed as soon as practical.
      1. Any other malfunction, maintenance, or service need shall be immediately reported to an officer's supervisor and the department firearms instructor or armorer.
      2. A firearm in need of service or repair shall not be carried on duty until corrective action has been made, and upon approval of the department firearms instructor or armorer.
   4. An officer's supervisor shall conduct a cursory inspection of all assigned and/or approved firearms on a monthly basis.
      1. If the inspecting supervisor notes any deficiencies, maintenance, or other service needs, the firearm shall be removed from service and forwarded to the department firearms instructor or armorer for corrective action.
   5. Officers will not attempt to service, modify, or otherwise alter a department issued firearm in any manner, other than routine cleaning and maintenance. This includes but is not limited to modifications involving grips, spring kits, sights, or finishes.
   6. Each inspection and service report shall be kept with the individual firearms record.
7. Security and Safety:
   1. Officers shall adhere to rules of safety at all times.
      * 1. Carelessness, recklessness, or horseplay will not be tolerated.
        2. Officers should treat every firearm as if it were loaded.
        3. Never point a firearm at anything you are not willing to destroy.
        4. Keep your finger off the trigger until your sights are on the target and you are ready to shoot. Every bullet fired is the responsibility of the shooter.
        5. Always be aware of where your target is, what may be behind your target, and what may become in between you and your target.
   2. All firearms shall be secured in a holster, gun rack / locker, or other secure location at all times, unless necessary in the line of duty. Under no circumstances shall a firearm or ammunition be left unattended or unsecured.
      1. Shotguns / Patrol Rifles will be secured in the designated location of the assigned vehicle. The chamber shall be empty, but the magazine loaded.
   3. Officers shall familiarize themselves with each firearm they are authorized to carry to ensure knowledge of decoking, unloading, or other safety procedures.
   4. If any assigned and/or approved firearm is lost or stolen, it shall be reported immediately to the officer’s immediate supervisor, the appropriate law enforcement agency, and the firearm entered into the NCIC as soon as practical.

APPROVED: CHIEF OF POLICE DATE

I HAVE READ AND UNDERSTAND THIS ORDER

SIGNATURE OF OFFICER DATE

***DISCLAIMER***

***NOTE****: These documents are being provided to you from the AMIC/MWCF Loss Control Division and are not intended to be legal advice. They do not identify all the issues surrounding a particular topic. Laws and “Best Practices” change and policies must be continually reviewed and updated as needed. Public agencies are encouraged to review their procedures with an expert or an attorney who is knowledgeable about the topic. Reliance on this information is at the sole risk of the user.*