



KANSAS CITY MISSOURI POLICE DEPARTMENT

PROCEDURAL INSTRUCTION

DATE OF ISSUE

11-30-2016

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NO.

16-07

SUBJECT

Firearms Procedures

AMENDS

REFERENCE

P.I.: Police Involved Incident Response, Ambulance Calls and Arrests
Taken to Hospitals, and Response to Resistance
PPBM: Retiree Firearms Certification

RESCINDS

P.I.: 14-12 Firearms Procedures

I. INTRODUCTION

The purpose of this written directive is to provide a reference source for the authorization, discharge, and carrying of firearms.

II. PROCEDURE

This directive has been arranged in Annexes for easy reference.

- Annex A - General Firearms Procedures
- Annex B - Discharge of a Firearm
- Annex C - Firearms Qualification Program
- Annex D - Care and Maintenance of Firearms
- Annex E - Extended Range Impact Devices

Darryl Forté
Chief of Police

Adopted by the Board of Police Commissioners this _____ day of _____ 20____.

Michael Rader
Board President

DISTRIBUTION: All Department Personnel
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Policy Acknowledgement SyStem (PASS)

GENERAL FIREARMS PROCEDURES

A. General Procedures

- *1. Cardinal Rules of Firearms Handling
 - a. Always treat all firearms as if they are loaded.
 - b. Muzzle Discipline: Never allow the muzzle of any firearm to point at anything you are not willing to shoot.
 - c. Trigger Finger: Keep your finger outside of the trigger guard and along the frame/receiver unless the muzzle is pointed at something you are prepared to shoot and you have made the conscious decision to fire.
 - d. Be sure of your target and the area immediately around your intended target.
2. The department approved on-duty firearm for sworn members will be called their primary duty firearm.
- *3. This written directive does not apply to firearms that are used for the sole purpose of recreation or home protection.
4. Sworn members may discharge a department approved firearm under the following circumstances:
 - a. When using deadly force.
 - b. During firearm range practice, qualification courses, or competitive sporting events.
 - c. To destroy an animal that represents a threat to public safety or to prevent unnecessary suffering.
 - d. For tactical purposes (e.g., to shoot out a light for officer safety, etc.).
 - e. Test firing by firearm range or lab personnel.
- *5. **[REDACTED]**
- *6. **[REDACTED]**

- a. [REDACTED]
 - b. [REDACTED]
7. [REDACTED]
8. Removing a firearm from the holster must be done in the proper performance of duty or during the following administrative situations:
- a. Inspections
 - b. Firearms training
 - c. Cleaning and maintenance
 - d. Securing and storage
9. All department approved firearms are prohibited from being permanently altered or modified in any manner with the following exceptions:
- a. Texturing the grip area of the Glock firearm is acceptable as long as it does not compromise the structural integrity of the firearm. Sworn members electing to texture their firearm:
 - (1) Must do so at their own expense and assume responsibility for any damage the texturing causes to include replacement of the firearm.
 - (2) Will have the firearm inspected by the Firearms Training and Tactical Section (FTTS) personnel after completion.
 - b. Slip-on rubber style grips may be used on all department approved on and off-duty firearms.
 - c. The only other department approved alterations or modifications are the attaching of approved additional equipment (add-ons) to the firearm. For further information, refer to Annex C, Section C, of this written directive.
 - d. The strain screw on the department approved solid frame .38 caliber revolver will not be altered.
- *10. Sworn members will provide maximum security for all department approved firearms in their custody while on or off-duty. This includes firearms kept in the sworn member's residence. Firearms left unattended in a residence should be locked with a gunlock or in a container designed for firearm security where only the sworn member has access (e.g., safe, vault, or lock box).

11. While on-duty the sworn member's firearm will never be given to anyone except another law enforcement officer or authorized department member except in exigent circumstances.
12. An off-duty sworn member, while operating a department vehicle, must have a department approved firearm readily available.
- *13. Sworn members acting in law enforcement capacity, on or off-duty, are prohibited from carrying any firearm they have not been properly trained on and have qualified with at the department's firearms range during the current or previous calendar year, except in exigent circumstances. For further information on the qualification refer to Annex C of this written directive.
- *14. When responding to any facility that requires their firearm be secured (e.g., court, federal buildings, etc.) sworn members will secure their firearm in a gun lock box when one is provided. Sworn members should contact an on-duty supervisor or commander if unable to comply with this restriction.
15. The sworn member's chain of command, as well as the Supply Section, will be notified, as soon as possible, in all instances where a department issued firearm, primary duty firearm, or any department approved purchased firearm is lost or stolen.
 - a. Sworn members will complete all necessary documentation regarding the incident, including that which is required by the Supply Section.
 - b. A temporary replacement for the primary duty firearm will be made available through the Supply Section.
16. The only time a department approved semi-automatic firearm will be considered empty or incapable of firing is when:
 - a. There is no magazine in place.
 - b. The slide is locked back in the open position.
 - c. There is no visible sign of ammunition in the chamber or magazine well.
17. The department approved solid frame .38 caliber revolver will be considered empty or incapable of firing when:
 - a. The cylinder is in the open position.

- b. There is no visible sign of ammunition in the cylinder.
18. The department approved AR15 rifle will be considered empty or incapable of firing when:
- a. The magazine is removed.
 - b. The bolt is locked in the “open” position.
 - c. There is no visible ammunition in the chamber or magazine well.
19. Carrying firearms/chemical agents aboard commercial aircraft is permitted provided the following criteria have been met:
- a. Obtain prior authorization from the Chief of Police.
 - b. Submit a letter to the airline written on department letterhead and signed by the Chief of Police.
 - c. Sworn members should refer to the Transportation Security Administration (TSA) website for further information.

B. Purchase of a Department Approved Firearm

- 1. The purchase of any department approved firearm to be carried, or have accessible, as an on or off-duty firearm, will be the responsibility of the sworn member.
- 2. The required permits, licenses, and federal and state laws applicable to the purchase of firearms will be the responsibility of the sworn member.
- 3. Sworn members will forward copies of applicable documents to the Supply Section to be included in the department inventory for record keeping.

C. On-Duty Firearms

- 1. On-duty sworn members in uniform will be armed with a department approved primary duty firearm at all times.
- 2. The department will provide the required amount of ammunition for sworn members to carry on-duty in department approved firearms.
- 3. Either of the following may be used as the primary duty firearm:
 - a. Glock Model 22.
 - b. Glock Model 23.

4. On-duty sworn members in civilian clothes will be armed at all times **[REDACTED]** and may carry, in place of their primary duty firearm, any of the following:
 - a. Glock Model 23.
 - b. Glock Model 27.
 - c. Glock Model 35.
 - d. Any solid frame .38 caliber revolver.
5. Sworn members whose official duties may require carrying another type of firearm or alternate primary duty firearm must receive written approval from their chain of command and qualify to carry that firearm.
- *6. The above listed firearms, with the exception of the .38 caliber, must have:
 - a. A fully loaded magazine in the firearm.
 - b. A live round in the chamber of the firearm.
 - c. A full spare magazine carried on the sworn member's person.
 - d. Department approved ammunition that has not been modified.
7. The solid frame .38 caliber revolver will have a speed loader/strip carried on the sworn member's person and be fully loaded using department approved ammunition that has not been modified.
- *8. Supervisors/commanders will conduct inspections of the duty firearms, plain clothes authorized firearms, and personal rifles carried by sworn members under their supervision during regularly scheduled inspections. At minimum, firearm inspections will occur once per month. Supervisors/commanders will:
 - a. Inspect the firearms for cleanliness, rust, proper functioning and unauthorized add-ons.
 - b. Keep a record of which sworn members, under their supervision, are qualified and have a personal rifle using the Personnel Inspection Sheet, Form 125 P.D.
9. All approved firearms will be inspected by the department gunsmith or armorer prior to each In-Service or qualification session. At minimum firearms will be inspected annually.

D. Off-Duty Firearms

1. When in civilian attire, off-duty sworn members may carry any department approved firearm that is properly loaded, but must keep it concealed from public view.
2. Any firearm the sworn member owns and wishes to carry off-duty must be inspected for compliance by FTTS personnel. This must be done prior to the sworn member carrying the firearm.
3. Sworn members who decide not to carry a firearm while off-duty will not be subject to disciplinary action if an incident arises and the sworn member does not take enforcement action.
4. Sworn members who desire to purchase an off-duty firearm are strongly urged to consult with the FTTS personnel prior to purchasing a firearm to ensure it complies with this directive.
5. Since the decision to carry a firearm while off-duty is voluntary, the purchase of a firearm and associated equipment, (e.g. ammunition, holster), will be the sworn member's responsibility.
 - a. If the sworn member uses the firearm while off-duty it may be recovered and retained as evidence.
 - b. If possible, the department may provide the sworn member with a substitute firearm until their original firearm is returned. The sworn member should have no expectation that an exact replacement will be issued.
 - c. If the firearm is damaged as a result of a lawful enforcement action on the part of the sworn member, the department will attempt to repair the firearm and will consider replacement on a case by case basis.
6. Sworn members will be responsible for purchasing ammunition for any firearm they intend to carry off-duty and during required annual qualification.
 - a. Ammunition must be American made, hollow point ammunition suitable for defensive purposes.
 - b. No reloaded ammunition or full metal jacketed ammunition will be used as carry ammunition for off-duty firearms.
7. Sworn members will be required to qualify annually on a department approved qualification course with all off-duty firearms they intend to carry.

8. In addition to the firearms currently approved for on-duty uniform or plain clothes carry, sworn members will be allowed to carry firearms while off-duty only when they comply with the following restrictions:
 - a. Any firearm with the capability of being loaded with **[REDACTED]**.
 - b. The firearm must have a minimum of a five (5) pound trigger pull as determined by FTTS personnel.
 - c. Revolver must be double/single action or double action only. Single action revolvers are prohibited.
 - d. Single action semi-automatic firearms must have a manual safety.
 - e. The firearm must be one of the following calibers:
 - (1) .380 Automatic
 - (2) 9x18 Makarov
 - (3) 9mm Parabellum
 - (4) .38 Super Auto
 - (5) .38 Special
 - (6) .357 Magnum
 - *(7) .357 SIG
 - (8) .40 Smith and Wesson
 - *(9) .41 Magnum
 - (10) 10mm Auto
 - (11) .44 Special
 - (12) .45 GAP
 - (13) .45 ACP
 - *(14) .45 Colt
 - f. Firearms carried while off-duty will be carried in a suitable holster or retention device. Sworn members are encouraged to carry an extra magazine or speed loader/speed strip for their firearm.

E. Department Owned Shotguns

1. [REDACTED]:
 - a. [REDACTED].
 - b. [REDACTED].”
 - c. [REDACTED].
 - d. [REDACTED].
- *2. [REDACTED].
3. When a patrol/department vehicle is taken out-of-service, the department shotgun will be unloaded and stored in a department facility as previously described.
4. [REDACTED]:
 - a. [REDACTED].
 - b. [REDACTED].
 - c. [REDACTED].
 - d. [REDACTED].
5. The shotgun will never be left unattended unless it is securely locked in the shotgun rack.

F. Personal Shotguns

1. The purchase of any personal shotgun to be carried or have accessible, as an on or off-duty firearm, will be the responsibility of the sworn member.
2. The personal shotgun will be stored at the sworn member’s residence when not in use.
3. Since all sworn members have received and continue to receive training on the department approved shotgun, additional training is not necessary to carry a personal shotgun.
4. Sworn members choosing to carry a personal shotgun on or off-duty will be required to bring it to In-Service training and qualification.
5. If the sworn member wishes to qualify with the personal shotgun prior to In-Service training they can do so during open shoot hours at the indoor firearm range.

6. The personal shotgun must meet the following requirements to be approved for use while on or off-duty:
 - a. Remington 870 shotgun (12 gauge only).
 - *b. 18" barrel (no rifled barrels, no ported barrels).
 - c. **[REDACTED]**.
 - d. Sling (1, 2, or 3 point).
 - e. **[REDACTED]**
 - f. Subdued finish, blued, parkerized, matte finish.
 - g. Stock trigger/safety systems, no aftermarket trigger systems or safety systems.
 - h. No muzzle brake/compensators/hold off devices allowed.
 - i. No barrel shrouds allowed.
 - j. No knives or bayonets or bayonet attachments allowed.
7. Department approved optional equipment (not required):
 - a. **[REDACTED]**.
 - b. Speedfeed stock.
 - c. Non-folding collapsible stocks with or without pistol grip. Must have full stock capabilities. (AR-15 style only. No side or over the top folding style.)
 - d. Recoil reducing stocks.
 - e. Side saddle ammunition carriers.
 - f. Stock mounted ammunition carrier.
 - g. Light mount with light.
 - h. Extended magazine tubes will be allowed, but must not extend more than 1" past the muzzle.
8. Any additional options not specifically listed previously will be evaluated on a case by case basis by FTTS personnel.

9. Sworn members carrying a personal shotgun will only carry department approved shotgun ammunition in the firearm.
10. Depending on the cause of the damage, the department may replace individual parts of the personal shotgun.
 - a. FTTS personnel will evaluate if the cause of the damage was due to negligence and if the personal shotgun part will be replaced.
 - b. The sworn member will be responsible for the replacement of any damaged/non-functioning additional equipment (add-ons) previously listed.
11. On-duty storage of the personal shotgun:
 - a. **[REDACTED]**.
 - b. It will be stored:
 - (1) **[REDACTED]**.
 - (2) **[REDACTED]**.
 - (3) Any additional shell holders attached to the firearm will be fully loaded.
 - (4) The bolt will be forward.
 - (5) With no tension on the hammer.
 - (6) The safety/selector switch will stay in the "ON" position.
12. If a sworn member cannot secure the personal shotgun in a patrol/department vehicle, (e.g., illness or injury), it will be stored in a secure location at a department facility.

G. Personal Rifles

- *1. Sworn members will notify their dispatcher at the beginning of their tour-of-duty that they have a personal rifle readily available.
2. Sworn members that have not attended the 2-Day Personal Rifle School, nor qualified on the personal rifle, should not handle the rifle while on-duty, except in exigent circumstances.

3. Sworn members already in the personal rifle program who wish to withdraw must submit an Interdepartment Communication, Form 191 P.D. through their chain of command and forward a copy to the FTTS.
4. The personal rifle will be considered an on-duty firearm. The only department approved rifle will be the AR-15, .223 caliber, style firearm.
 - a. The main components of the purchased rifle must be interchangeable with the AR-15 style firearm.
 - b. Each personal rifle magazine will be loaded with department approved ammunition to full capacity **[REDACTED]**
5. The personal rifle is not generally an approved firearm to be carried while off-duty, except in cases involving exigent circumstances or where prior approval has been obtained from an immediate supervisor/commander.
6. The personal rifle must meet the following requirements to be approved for use while on or off-duty:
 - a. **[REDACTED]**.
 - b. **[REDACTED]**.
 - c. **[REDACTED]**.
 - d. **[REDACTED]**.
 - e. **[REDACTED]**.
7. Required additional equipment (add-ons):
 - a. **[REDACTED]**
 - b. **[REDACTED]**
 - c. **[REDACTED]**
8. Department approved optional equipment (not required):
 - a. **[REDACTED]**.
 - b. **[REDACTED]**.
 - c. **[REDACTED]**.
 - d. **[REDACTED]**

9. All add-ons to the personal rifle will be inspected by FTTS personnel prior to each qualification.
10. Depending on the cause of the damage, the department may replace individual parts of the personal rifle.
 - a. FTTS personnel will evaluate if the cause of the damage was due to negligence and if the personal rifle part will be replaced.
 - b. The sworn member will be responsible for the replacement of any damaged/non-functioning (add-ons) listed above.
11. On-duty storage of the personal rifle.
 - *a. [REDACTED].
 - b. [REDACTED]:
 - (1) [REDACTED].
 - (2) [REDACTED].
 - (3) [REDACTED].
 - (4) [REDACTED].
 - (5) [REDACTED].
 - c. If a sworn member cannot secure the personal rifle in a patrol/department vehicle, (e.g., illness or injury), it will be stored in a secure location at a department facility until the sworn member can retrieve the firearm.

*H. Short Barrel Rifles (SBRs)

1. Only sworn members assigned to the Traffic Enforcement Unit who are assigned to ride a motorcycle are authorized to carry SBRs.
2. With the exception of the shorter barrel and folding stock, all procedures described in this Annex, Section G of this written directive, apply to the SBR.
3. In an incident when a motorcycle traffic officer is involved in a shooting, the department will not provide a temporary SBR.
4. If the sworn member is transferred or no longer is assigned to ride a motorcycle, the sworn member may carry the rifle only after it has been modified to comply with the requirements as described in Annex A, Section G, of this written directive.

5. The SBR must meet the following requirements to be approved for use while on or off-duty:
 - a. [REDACTED].
 - b. [REDACTED].
6. Sworn members are responsible for all costs associated with the SBR.
7. Sworn members should contact the Bureau of Alcohol Tobacco, Firearms and Explosives (ATF) for procedures on how to obtain a tax stamp required for carrying a SBR.

DISCHARGE OF A FIREARM

- A. Sworn members should refer to the written directive entitled, “Police Involved Incident Response” for information regarding the discharge of a firearm not covered in this annex.
- *B. The Internal Affairs Unit (IAU), the FTTS Supervisor and the Violent Crimes Division (VCD) will be notified as soon as possible anytime a sworn member discharges a firearm in an official capacity or is disarmed of their firearm, with the exception of those instances outlined in Annex A, Section A, 4, b-e.
- C. Discharge of a Firearm Involving Animals
 - 1. Euthanizing an Animal
 - a. Euthanizing an animal is the act of humanely putting an animal to death to end suffering.
 - b. Sworn members may end an animal’s life that is suffering by discharging an approved department firearm as directed in this annex. Refer to the diagram on page B-5 for proper shot placement.
 - c. Sworn members will:
 - (1) Obtain authorization from a supervisor/commander, if practical.
 - (2) Complete the online Euthanizing an Animal form located on the Intranet within the Patrol Bureau Reporting System (PBRs).
 - (3) Document the incident on their Daily Activity Log, Form 112 P.D.
 - d. Supervisors will:
 - (1) Respond to the scene.
 - (2) Replace the sworn member’s ammunition and ensure the sworn member has the proper amount of ammunition.
 - e. The Discharge of Firearm Report, Form 101 P.D, is not required when euthanizing an animal.

2. Destroying an Animal

- a. Destroying an animal is the act of putting an animal to death to protect the safety of citizens or department members.
- b. Sworn members may destroy a dangerous animal by discharging an approved department firearm as directed in this annex. Refer to the diagram on page B-5 for proper shot placement.
- c. Sworn members will:
 - (1) Obtain authorization from a supervisor/commander, if practical.
 - (2) Complete a Discharge of Firearm Report, Form 101 P.D.
- d. Supervisors will:
 - (1) Respond to the scene.
 - (2) Replace the sworn member's ammunition and ensure the sworn member has the proper amount of ammunition.

3. Discharge Guidelines

- a. Ensure the safety of all citizens and lessen the risk of damage to property by moving the animal to an area of relative safety that, if possible, is out of public view (e.g., vacant lot, backyard, roadway median strip, etc.).
 - (1) In no instance should the sworn member compromise their own personal safety to accomplish this.
 - (2) Whenever possible, the animal should be placed on soft ground in lieu of the pavement to decrease the possibility of ricochet.
- b. Shoot the animal from close range, five (5) to 15 feet, if possible.
- c. Shoot "down" into the animal so the projectile, if exiting the animal's body, will enter the ground.
- d. Shoot the animal in the brain to minimize suffering. Refer to the diagram on page B-5 for the proper shot placement.
- e. If the possibility exists that the animal has rabies or has bitten someone, the animal should not be shot in the brain. In these cases, the animal should be shot in the chest cavity, directly behind either front leg.

4. Disposal of Animal Carcasses
 - a. Disposing of a deer destroyed by a sworn member or killed by a traffic accident:
 - (1) The deer carcass may be given to any citizen at the scene or to any citizen who comes upon the carcass.
 - (a) The citizen will be advised to contact the Missouri Department of Conservation within 24 hours to report receipt of the deer carcass.
 - (b) Sworn members will notify the Missouri Department of Conservation only when a deer is injured or killed as a result of illegal activity (e.g., poaching, etc.).
 - (2) Sworn members will not transport the carcass in a department vehicle.
 - (3) Sworn members unable to dispose of the carcass will contact the City of Kansas City, Public Works Department (Public Works) or the Missouri Department of Transportation (MoDOT).
 - (4) The carcass will be removed from the roadway, if possible, by the responding sworn member(s). Sworn members need not remain at the scene until Public Works or MoDOT personnel respond unless the carcass is blocking the roadway and cannot be removed.
 - b. For disposal of all other animal carcasses, Public Works or MoDOT will be notified without delay for removal.
 - c. Public Works or MoDOT employees should be advised if it is believed the animal has bitten someone. This will allow the appropriate steps to be taken if the animal needs to be rabies tested at the State Public Health Laboratory in Jefferson City.
5. The sworn member's supervisor/commander will notify IAU when facts surrounding the incident raise questions as to adherence to department directive(s).

*D. Unintentional Discharge of a Firearm

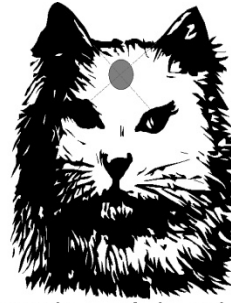
1. In the event that a sworn member unintentionally discharges a firearm in an official capacity on or off-duty, or a sworn member recovers a firearm and an unintentional discharge occurs, or when a non-department member unintentionally discharges a department approved firearm, the sworn member will:
 - a. Notify a supervisor and remain at the scene until the proper elements arrive.
 - b. Complete a Discharge of Firearm Report, Form 101 P.D.
2. When a Discharge of Firearm Report, Form 101 P.D., is completed for an unintentional discharge, the form will be endorsed by the sworn member's chain of command.
 - a. The Discharge of Firearm Report, Form 101 P.D., will be forwarded to the primary investigative element.
 - b. After IAU's investigation is complete, the file will be returned to the sworn member's chain of command for recommendations and disposition.

EMERGENCY EUTHANASIA



DOGS:

Aim at intersection of imaginary lines crossing from ears to eyes, well up on forehead.



CATS:

Aim at intersection of imaginary lines crossing from ears to eyes, well up on forehead.



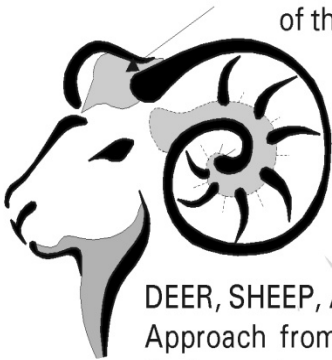
CATTLE:

Aim at the center of head, 2/3 of the way up on the forehead. (Calves, slightly lower.)



DEER, SHEEP, AND RAMS (WITHOUT HORNS):

Approach from the rear. Aim down on the top of the head, just back of the eyes.

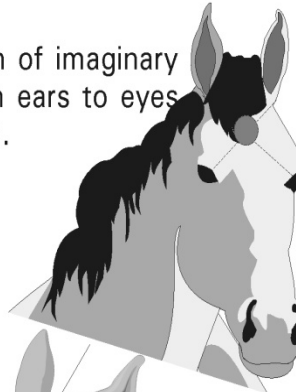


DEER, SHEEP, AND RAMS (HORNED):

Approach from the rear. Aim between the horns, towards the mouth.

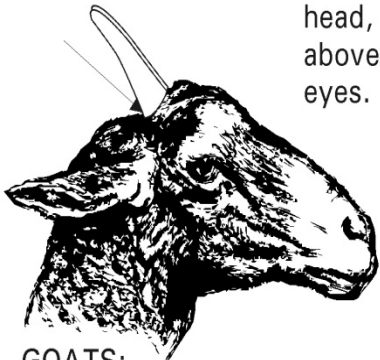
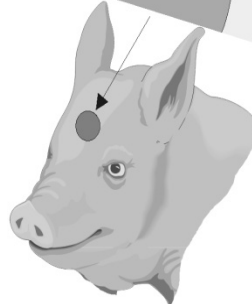
HORSES:

Aim at intersection of imaginary lines crossing from ears to eyes, well up on forehead.



SWINE:

Aim at the center of the head, approximately 1" above the level of the eyes.



GOATS:

Approach from the rear. Aim between horns and toward the mouth.

"SAFETY FIRST"

FIREARMS QUALIFICATION PROGRAM

A. On-Duty Firearms Qualification

- *1. All sworn members will qualify twice per year with their primary duty firearm and a shotgun under the Firearms Qualification Program. The qualification will include a day and a night fire/low light course for each firearm.
2. Sworn members will qualify annually on the department's firearms training simulation system machine, if available.
3. Department Personal Rifle Course
 - a. To attend this course, sworn members will submit an Interdepartment Communication, Form 191 P.D., to their immediate supervisor.
 - b. The Interdepartment Communication, Form 191 P.D. will include:
 - (1) The department approved personal rifle information, including make, model, caliber, and serial number of the firearm.
 - (2) The department approved personal rifle has been inspected by the department's gunsmith or staff armorer.
 - c. When the sworn member has received approval to attend the Department Personal Rifle Course:
 - (1) Forward a copy of the approved Interdepartment Communication, Form 191 P.D., to the Supply Section.
 - (2) Contact the Professional Training Section for available course dates.
 - (3) If the date and time occurs during a sworn members off-duty hours, the sworn member will not receive pay or compensation in any form.
4. Sworn members approved to carry the personal rifle will initially complete a two (2) day (one day fire and one night fire) training and qualification course at the department firearm range.
- *5. Sworn members approved to carry the personal rifle will re-qualify twice per year by completing the day and night fire qualification course at the department firearm range.

6. Personal Rifle Qualifications:
 - a. Will not be administered in conjunction with the primary duty firearm/shotgun qualification.
 - b. **[REDACTED]**
 - c. The necessary rounds of .223 caliber ammunition will be provided on the day of qualification.
7. Patrol Bureau supervisors and Tactical Response Team members will qualify annually on extended range impact device applications and deployment. For further information on extended range impact devices, refer to Annex E, of this written directive.
8. Sworn members whose normal tour-of-duty requires them to work in uniform will qualify with their primary duty firearm, department approved/issued holster, magazine, and belt.
9. Sworn members whose normal tour of duty allows them to work in civilian clothes will qualify with the department approved firearm normally carried using an outside the belt style holster.
 - a. Sworn members must also qualify with the primary duty firearm if different.
 - b. Sworn members may qualify with department approved firearms during open shoot hours at the indoor firearm range.
10. Any sworn member in a "Pool" assignment who did not qualify during the previous year, will not carry a firearm and will qualify prior to returning to full duty (e.g., Injury Leave Pool).
11. Sworn members are responsible for exchanging their duty ammunition during the qualification process once each year for each department approved firearm.
12. Sworn members scheduled for firearms training will:
 - a. Respond to the department's firearms range on the date and time scheduled with the proper equipment to include spare magazines, flashlights, and any other required equipment.
 - b. Submit an Interdepartment Communication, Form 191 P.D., through the chain of command to explain why they cannot or did not respond and request rescheduling.
13. Sworn members failing to qualify with an on-duty department approved firearm:

- a. A sworn member who fails to qualify on the first attempt, during either the day or night time mandatory firearm/shotgun qualification, will be afforded a second attempt to qualify if time permits during the qualification session.
 - (1) If the sworn member qualifies on the second attempt, the sworn member will not need to be enrolled in the remedial firearms program or placed on training days.
 - (2) If the sworn member fails to qualify after the second attempt, the sworn member will notify their supervisor before returning to duty.
- b. After the second attempted failure, the FTTS personnel will:
 - (1) Document the failure to qualify on a Memorandum, Form 5332A P.D.
 - (2) As soon as possible, forward the document through the Training Unit's chain of command.
 - (3) Contact the sworn member's immediate supervisor/commander and coordinate a remedial training session.
- c. Training Unit personnel will immediately notify the sworn member's bureau commander that the sworn member:
 - (1) Failed to qualify.
 - (2) Needs to be enrolled in the remedial firearms program.
 - (3) Will be placed on training days for up to 24 hours of remedial firearms training.
 - (a) Sworn members will be scheduled for up to six (6) remedial training sessions to address their deficiencies.
 - (b) Each of the sessions will be four (4) hours in duration.
 - (c) Sworn members will be released to an administrative assignment for the remainder of their workday until they successfully complete remedial training.
- d. Sworn members will not be placed on training days when failing to qualify with firearms not considered the primary duty firearm.

- *14. Sworn members will be afforded two (2) consecutive qualification attempts with the personal rifle, if possible, prior to being enrolled in the remedial firearms program.
- a. If the sworn member fails to qualify after two (2) attempts, the sworn member will notify their supervisor/commander.
 - b. The supervisor/commander will suspend the sworn member's privilege to carry the personal rifle.
 - c. FTTS personnel will document the sworn member's participation in remedial training and forward the documentation through the Training Unit's chain of command.
 - d. Suspension of a sworn member's privilege to carry the personal rifle will be documented on an Interdepartment Communication, Form 191 P.D., and forwarded through the sworn member's chain of command.
 - e. The Training Unit will advise the sworn member's bureau commander of the sworn member's qualification or non-qualification.
15. Until qualified, the sworn member will not carry any firearm, on or off-duty, except when transporting the firearm to and from the department's firearm range.
16. For information regarding retiree's qualification refer to current written directive entitled, Retiree Firearms Certification."

B. Off-Duty Firearms Qualification

1. Prior to carrying an approved off-duty firearm, sworn members must qualify at the department's firearm range.
2. It is the sworn member's responsibility to contact FTTS personnel for the scheduling of a qualification time.
3. All department approved off-duty firearms will be inspected by the department gunsmith or FTTS personnel prior to each qualification. The scheduling of inspections will be the responsibility of the sworn member.
4. Yearly qualification will be mandatory and a passing score is required before the sworn member may carry the firearm off-duty.

- a. Proof of the qualifying score will be provided by FTTS personnel on a Firearms Qualification Card, Form 5332 P.D.
- b. Sworn members will give the form to their immediate supervisor/commander for inclusion in the sworn member's personnel jacket.

C. Conversion Training

- 1. Sworn members who desire to convert to a light mounted firearm should contact the Training Unit or the FTTS for information about attending a conversion class.
- 2. Light Mounted Firearms
 - a. Only sworn members who successfully complete the department approved Firearms Mounted Light Conversion course and qualify with a light mounted firearm will be allowed to carry a firearm with a light attached.
 - b. Sworn members choosing to convert to a light mounted firearm will be responsible for any cost associated with the conversion.
 - c. The following equipment is the only equipment allowed for voluntary conversion to a light mounted firearm by sworn members not assigned to a specialized unit:
 - (1) Generation 4 Glock Model 22 or 23.
 - (2) Streamlight TLR-1, TLR-1s or TLR-1 HL firearms light.
 - (3) Safariland 6360 Holster.
 - d. With prior approval, specialized units may continue to carry the approved equipment even if it differs from the criteria above.
- 3. Conversion to any Solid Frame .38 Caliber Revolver
 - a. Only sworn members who have successfully completed the department approved revolver training course (sworn members with a serial number lower than 3900 received training on the revolver in the academy) and qualification course may carry a solid frame .38 caliber revolver as an on or off-duty firearm.
 - b. Sworn members desiring to complete the conversion should contact the Training Unit or the FTTS for information.

CARE AND MAINTENANCE OF FIREARMS

A. Care of Firearms

1. Sworn members using firearms approved for on or off-duty, plain clothes carry, or specialized duty functions are responsible for cleaning and maintaining the firearms in a presentable and functional condition at all times.
2. Cleaning will be in accordance with the manufacturer's instructions or instructions provided by the department gunsmith.
 - a. Presentable Condition – Properly cleaned and adequately lubricated, free of any rust, lead deposits, carbon or powder residue.
 - b. Functional Condition – All working parts and mechanisms in proper operating order and loaded with the correct amount of approved ammunition.
 - c. Cleaning of the firearm should be completed weekly, when exposed to inclement weather, or when fired.
 - d. The metal surfaces of the firearm should be wiped with an approved rust-preventive solution at least once a week and anytime the firearm is exposed to inclement weather. Under no circumstances should the firearm be cleaned by washing it with soap and water.

CAUTION: Use of a lead removal cloth will ruin the exterior surface on any blued firearm and will remove laser etching if equipped.
 - e. Non-deadly shotguns (e.g., bean bag shotguns) will have an approved rust preventive finish in order to combat the harsh conditions normally found within the trunk of police vehicles; however, they should be routinely oiled and checked for corrosion.
3. Sworn members are responsible for understanding the operation of any firearm before loading or unloading it.
4. If a firearm should become “jammed” and cannot be cleared, the sworn member will contact their supervisor, the department gunsmith, or FTTS armorers for assistance.

5. A proper and adequate supply of cleaning equipment will be available at each unit or division station.
6. Division commanders or designees will periodically inspect firearms carried by sworn members under their command to ensure proper maintenance.
7. **[REDACTED]**

B. Maintenance of Firearms

1. During In-Service Firearms Training, the primary duty firearm is stripped and inspected by the department gunsmith or certified armorers. This method of inspection allows the gunsmith/armorers to view all primary duty firearms and check for worn or broken parts.
 - a. Only a certified armorer will strip, inspect and clean the internal parts (e.g., firing pin, trigger mechanism, etc.), of the primary duty firearm.
 - b. Entrant officers' firearms will be inspected by the gunsmith/armorers after completion of firearms training and before graduation.
2. All division elements will rotate shotguns through the Supply Section once a year for repairs, cleaning and inspection by the department gunsmith. This will be accomplished at a rate of no more than two (2) shotguns per division per week.
 - a. The Supply Section will:
 - (1) Receive the shotguns from the divisions on Fridays, and issue temporary replacements, if needed.
 - (2) Transport the turned in shotguns to the department gunsmith for maintenance.
 - (3) Pick up the completed shotguns and notify the division elements when the shotguns are ready to be returned.
 - b. Division personnel will ensure that the completed shotguns are picked up from the Supply Section no later than the day after notification.
3. If the sworn member's primary duty firearm is not functioning properly, the sworn member is responsible for taking it to the department gunsmith or FTTS armorers.

- *a. If a FTTS member is unavailable, a temporary replacement firearm will be obtained from the Supply Section.
 - b. Should the Supply Section be closed, the Supply Section supervisor will be notified to issue a replacement firearm.
 - c. The replacement firearm will be returned to the Supply Section upon re-issue of the repaired firearm.
- *4. When a problem with a department approved firearm is discovered, the firearm will be inspected by a member of the FTTS prior to any work being performed.
- a. No repairs or alterations of any kind will be made on any department approved firearm unless such work is performed by a member of the FTTS. This includes upgrades or changes to optics, trigger work or any change that affects the operation or functioning of the firearm.
 - b. Any expense required to correct alterations and modifications, or to repair off-duty damage caused by the sworn member will be paid by the sworn member.
 - c. Any repairs to an approved firearm made by someone other than a member of the FTTS are required to have the firearm re-inspected by a member of the FTTS prior to returning the firearm to service.
 - d. A member of the FTTS will document all unauthorized alterations or modifications to department approved firearms and report these alterations through their chain of command.
 - e. Any unauthorized alterations or modifications to these firearms may result in the suspension of a sworn member's authorization to carry the firearm.

EXTENDED RANGE IMPACT DEVICES

A. Guidelines for Use

1. The primary type of projectile used by the department is the beanbag round.
2. The beanbag round is designed to exert energy in the form of blunt trauma to the human body and incapacitate a suspect with a minimal potential for serious physical injury or death. They may be used in the following circumstances:
 - a. As an alternative to resolve incidents in a non-deadly manner.
 - b. To protect sworn members and other citizens from harm.
 - c. To protect the suspect/subject from self-inflicted injury.
 - d. To end incidents involving combative, non-compliant, armed, or violent suspects.
3. Only sworn members of the Tactical Response Teams are authorized to use other extended range impact devices not mentioned within this written directive in compliance with current training practices.
4. Only sworn members who have been trained and certified will be authorized to deploy the 12-gauge shotgun with beanbag rounds.
5. Patrol Bureau supervisors will:
 - a. Utilize a 12-gauge shotgun with an orange stock and forearm specifically designated for the use of non-deadly ammunition.
 - b. **[REDACTED]**.
 - c. Visually and manually check to ensure the non-deadly shotgun is not loaded with conventional ammunition prior to loading.
 - d. Routinely check the non-deadly shotguns for signs of corrosion to ensure their reliability.

B. Deployment of Beanbag Rounds

- *1. Prior to deploying any extended range impact projectile munitions, the sworn member in charge should ensure:
 - a. [REDACTED].
 - b. [REDACTED]
 - c. [REDACTED].
 - d. [REDACTED].
 - *e. [REDACTED]
 - (1) [REDACTED]
 - (2) [REDACTED]
 - *f. When possible, the dispatcher will be notified prior to the deployment of an extended range impact device. This will serve to notify other sworn members in the immediate area to prevent unnecessary firearm discharge issues.
- *2. Prior to the sworn member using the extended range impact projectile shotgun, the sworn member will verbally announce the intent to use an extended range impact device.
 - a. The extended range impact device should typically be directed at non-deadly areas as directed by current training unless circumstances dictate otherwise (e.g., the need to stop the action outweighs the risk of serious physical injury or death to the subject).
 - b. Exigent circumstances or element specific procedures may dictate alternative actions by sworn members.

C. Providing Medical Assistance

- *1. Any suspect/subject who is struck by an extended range impact projectile round will be transported to a medical facility for examination, regardless of whether or not the suspect/subject exhibits signs of injury or is under arrest.
- 2. Sworn members will refer to the current written directive entitled, "Ambulance Calls and Arrests Taken to Hospitals," for the handling of these types of situations.

D. Reporting Procedures

1. The Police Incident Team will only be notified when the use of an extended range impact device causes serious bodily injury or death to another person.
- *2. Any use of an extended range impact device from a extended range impact projectile shotgun will be documented on the online Response to Resistance Form. Sworn members should refer to the written directive entitled, "Response to Resistance" for further information.