



Firearms

<i>Original Date of Issue</i> May 14, 2018	<i>General Order Number</i> 17-03
<i>Effective Date of Reissue</i> April 26, 2022	<i>Section Code</i>
<i>Reevaluation Date</i> April 2023	<i>Amends / Cancels</i> 00-08 WEAPONS and 07-01 Patrol Rifle
<i>C.A.L.E.A.</i> 4.1.3, 4.3.1, 4.3.2, 4.3.3	<i>Reference</i> Use of Force / Training

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I. PURPOSE

The purpose of this order is to govern the types of firearms and ammunition used by officers in the performance of their duties. The policy shall establish a registration and approval process for all firearms and ammunition. Officers shall be required to demonstrate proficiency prior to being authorized to carry any firearm.

II. POLICY

It is the policy of the Iowa City Police Department to equip its officers with firearms and ammunition which are safe and reliable. Members of the Department shall only use firearms and ammunition authorized by the Department in the performance of their duties and in a manner consistent with their training and General Order 99-05: Use of Force. It is also the policy of the Department to require officers to

demonstrate at least annually, proficiency in the use of all firearms utilized under color of official duty. The Iowa City Police Department recognizes that combative, armed and/or violent subjects create handling and control problems requiring special training and equipment.

III. DEFINITIONS

Armorer - A member who has received specialized training to provide firearms manufacturer's authorized maintenance and repair for authorized firearms. The armorer must be recommended by the Lead Range Officer, Training Officer and approved by the Chief of Police or designee. The written approval shall specify which firearms the armorer is authorized to maintain and repair.

Departmental issued handgun - Handguns issued to the officer by the department and which the officer shall carry when on duty. Any exceptions require the approval of the Chief of Police or designee.

Department issued shotgun – Shotguns provided by the department for deployment in tactical situations.

Department issued semi-automatic rifle - Rifles provided by the department for deployment in tactical situations for unconventional situations where the police may face heavily armed and/or ballistically protected suspects. These rifles are a tool to allow the potential resolution of these incidents by providing a tactical advantage not available with more conventional police firearms.

Firearms – For the purposes of this policy firearms means handguns, shotguns, and rifles. It excludes less lethal shotguns and 37mm munitions. For these see GO 17-06 titled Less Lethal Weapons.

Lead Range Officer - A sworn member who has received specialized training in the instruction of firearms training and activities (firearms instructor school). The Lead Range Officer shall be responsible for the development and coordination of firearms training, courses of fire, recommendations for firearms, targets, range safety issues and all supplies needed for the operation of the firing range and duty use. The Lead Range Officer shall ensure that firearm maintenance and repair issues are referred to an armorer.

Long-gun - Any firearm other than a handgun. Includes all shotguns and rifles regardless of application.

Off-Duty Weapons – Any firearm that is not registered with the department as a backup weapon and is carried solely in an off-duty capacity. Off-duty firearms are not regulated by the department and shall not contain/use department duty issued ammunition.

Official color of duty - Any action taken by a sworn officer whether on or off duty pursuant to his/her status or authority as a police officer and within the scope of their duties.

Patrol Rifle Operator (PRO) - A specially selected and trained officer of the patrol division issued a department rifle; or an officer selected and trained to carry a personally owned rifle approved by the department. Operators are selected based on guidelines established by the Commander of Field Operations.

Personally owned firearms - Any firearm not purchased and owned by the department.

Range Instructor - A member who has received specialized training in the instruction of firearms training and activities (firearms instructor school) and recommended by the Lead Range Officer, Training Officer and approved by the Chief of Police or designee. Range Instructors assist the Lead Range Officer in the development and coordination of firearms training, courses of fire, targets, range safety issues and all supplies needed for the operation of the firing range and duty use.

Subject - The person who is the focus of the police operation.

IV. PROCEDURES

A. General Requirements

1. All on-duty sworn personnel, whether in uniform or non-uniform, shall be armed with a departmentally approved duty handgun.
 - a. Exceptions
 - i. Officers operating in a status where possession of a firearm would endanger the officer or the operation in which they are participating.
 - ii. Where there is a need to or requirement that officers secure their weapon prior to entering a secured area. e.g., courtroom, correctional facilities or psychiatric wings of hospitals.
 - iii. Officers with non-uniform administrative assignments while performing that assignment.
 - iv. Officers on "light duty" will carry weapons based on limitations as provided by a physician.
2. Prior to initial issuance or carry while on duty, all firearms shall be reviewed, inspected and approved by a range instructor or armorer. On an on-going basis, qualified instructors or armorers shall conduct inspections of all firearms that are being carried by members. The date of the inspection and name of the inspector shall be recorded

and forwarded to the Lead Range Officer, Training Officer and/or SRT supervisor, as appropriate. If a firearm is determined to be unsafe, the instructor or armorer shall remove it from use pending repair, record the malfunction, cause repair to be made, and provide a replacement to the employee as soon as practical if it is a department issued firearm.

3. Non-uniformed on-duty officers carrying a handgun in an unconcealed manner must be readily identifiable as a police officer by wearing their badge adjacent to the weapon.
4. Whether on or off-duty, officers shall carry their police identification while armed with a department issued firearm.

Exceptions

- i. When participating in recreational shooting events.
 - ii. When the possession of police identification would endanger the officer, or operation in which he/she is participating.
 - iii. When in the department issued uniform, the uniform may serve as police identification.
5. The carrying of a handgun while off-duty shall be at the discretion of the officer. If the officer elects to carry off-duty with a department issued handgun or a department approved backup handgun that the officer has qualified with and carrying under the premise of their professional authorization to carry, it shall be concealed from public view. An officer carrying a personally owned weapon off-duty under the premise of their non-professional permit is not required to carry police identification. An officer electing not to carry a handgun while off-duty shall not be subject to disciplinary action if an occasion should arise in which they could have taken police action were they armed.
 6. Officers may carry a personal backup handgun while on duty provided the following requirements are met:
 - a. The weapon meets the specifications for approved backup carry.
 - b. The officer shall qualify with the weapon on at least an annual basis.
 - c. The officer's Watch Commander shall be advised of the make, model and serial number of the approved weapon.

- d. On an annual basis the weapon shall be inspected by a departmental armorer or firearm instructor.
 - e. The weapon shall not be carried as the officer's primary weapon.
 - f. The weapon shall not be modified after it has been approved without notification and approval of the Lead Range Instructor.
 - g. If the weapon is discharged in the line of duty it shall be immediately surrendered to the on-duty watch supervisor.
 - h. The officer recognizes that the Department or City of Iowa City will in no way be liable for the damage, theft or loss of the personal weapon.
 - i. The weapon shall only be loaded with ammunition approved by the commanding officer field operations when carried on duty.
7. All sworn officers shall be armed with a Department approved handgun while operating any marked police vehicle.
8. Department issued firearms shall only be used for departmental duties.
9. All officers must meet approved levels of proficiency in firearms qualification training as set forth by the Range Officer and approved by the Chief of Police.
10. While on-duty, officers shall carry their handgun(s) fully loaded. (I.e. full chamber and magazines for semi-auto handguns and full cylinder for revolvers.) Department issued handguns will be carried only in a department issued holster unless the officer has received permission from a member of Command Staff to use another holster approved by the lead firearms instructor. Personally owned handguns will be carried in a holster approved by the Lead Firearms Instructor.
11. While on duty shotguns will be carried with the magazine fully loaded the chamber empty, and safety on unless being used by the officer. Shotguns shall be stored in the appropriate locking rack of squad cars. Officers shall, as soon as practical, notify a supervisor of any shotgun deployment (i.e. removal from vehicle at a call-for service).
12. While on duty rifles that carry 30 round magazines shall only be loaded with 28 rounds. Rifles that carry 20 round magazines shall be fully loaded. While on duty all rifles will be carried with one magazine inserted in the rifle, the chamber empty, and safety on unless being used by the officer. All rifles are to be stored in the trunk of the assigned officer's patrol car during his/her duty unless the vehicle is equipped with an appropriate rack. Officers shall, as soon as practical, notify a supervisor of any rifle deployment (i.e. removal from vehicle at a call-for service). Department issued rifles are to be secured in the officer's locker at the end of tour.

No rifles shall be left in fleet vehicles at the end of an officer's tour of duty.

13. Only magazines authorized by the department may be used in a firearm and they shall not be modified from their original manufacture. Magazines for all firearms used while on duty will be inspected on an annual basis by a department armorer.
14. Officers are responsible for the safekeeping and security of all department authorized firearms in their custody.
15. When loading or unloading a firearm in the Police Department the unloading / loading shall occur using the bullet trap provided by the department. When in locker rooms, all handguns whether department or personally owned shall remain holstered.
16. All firearms shall be stored, handled, and / or maintained in such a manner as to prevent the firearm from an unintended discharge.
17. Off-duty Patrol Rifle Operators may only remove agency issued rifles from the Department premises for practice purposes. All department authorized weapons shall be stored consistent with Iowa Code Chapter 724.22 (7):

“It shall be unlawful for any person to store or leave a loaded firearm which is not secured by a trigger lock mechanism, placed in a securely locked box or container, or placed in some other location which a reasonable person would believe to be secure from a minor under the age of fourteen years, if such person knows or has reason to believe that a minor under the age of fourteen years is likely to gain access to the firearm without the lawful permission of the minor's parent, guardian, or person having charge of the minor, the minor lawfully gains access to the firearm without the consent of the minor's parent, guardian, or person having charge of the minor, and the minor exhibits the firearm in a public place in an unlawful manner, or uses the firearm unlawfully to cause injury or death to a person. This subsection does not apply if the minor obtains the firearm as a result of an unlawful entry by any person. A violation of this subsection is punishable as a serious misdemeanor.”
18. Officers shall not carry any firearm under the following circumstances:
 - a. The officer is on suspension or is directed not to do so by the Chief of Police.

- b. The officer has not successfully met proficiency and qualification levels as set forth by the Department.
 - c. While under the influence of alcoholic beverages or medications that impair physical or mental ability.
19. Probationary police officers that have not graduated from the academy shall not carry a firearm while off-duty.

Probationary police officers that are already certified upon hire are allowed to carry a concealed firearm off duty once they are sworn in.

20. The Captain of Administrative Services shall maintain a file on each firearm that is authorized for use in an official capacity containing the following:
- a. Date the firearm was authorized for use in an official capacity.
 - b. Excluding routine cleaning, a log of all maintenance, repairs, or alterations completed on the firearm.
 - c. Member using the firearm.
 - d. In the case of shotguns-what car it is assigned to.
21. Firearms shall not be modified after it has been approved without notification and approval of the Lead Range Instructor.
22. Unless dispatching a sick or injured animal, if a firearm is discharged in the line of duty it shall be immediately surrendered to the on-duty watch supervisor. If the firearm was issued by the department the surrendering officer shall be given a replacement as soon as possible.
23. All personnel authorized to carry weapons intended for use of force application must receive training on their use from the perspectives of practical application and organizational policy. Instruction should include confirmation of employee understanding of legal implications and requirements, weapon specific operating and care procedures, documentation and reporting procedures, and obligations following the use of force.

B. Display of Firearms

1. Except for general maintenance, supervisory inspections, storage or authorized training, officers shall not draw or exhibit firearms unless circumstances create a reasonable suspicion that it may be necessary to lawfully use the weapon in conformance with departmental directives.

2. Unless specifically designed to be carried in this fashion, at no time shall a firearm be carried or placed in a cocked condition, except for a second or subsequent shot of a semi-auto firearm.
3. Department owned firearms shall not be carried or utilized for any non-law enforcement activity without the express written permission of the Chief of Police or designee.
4. No officer shall display or provide any weapon to a citizen to inspect, examine or otherwise handle unless authorized by the Chief of Police or designee.

C. Authorized Handguns

- a. An approved duty handgun is any department issued or department approved personally owned handgun as authorized by the Chief of Police.
- b. Specifications
 - i. Handguns must be striker fired.
 - ii. Minimum trigger pull weight not less than five (5) pounds.
 - iii. Barrel length not less than 3.5 inches nor greater than 5.5 inches.
 - iv. Magazine capacity of not less than ten (10) rounds.
 - v. Frame and slide finished in black.
- c. Currently Approved Duty Handguns:
 - i. Glock 17 Gen 4 or Gen 5 – 9mm – Including MOS Models
 - ii. Glock 19 Gen 4 or Gen 5 – 9mm – Including MOS Models
 - iii. Glock 22 Gen 4 – .40 S&W (Department Issued Only)
 - iv. Glock 23 Gen 4 – .40 S&W (Department Issued Only)
 - v. Glock 26 Gen 4 or Gen 5 – 9mm (Plainclothes and Admin Assignments Only)
 - vi. Glock 34 Gen 4 or Gen 5 – 9mm – Including MOS Models
 - vii. Glock 45 Gen 5 – 9mm Including MOS Models
- d. Mandatory and optional features for duty handguns
 - i. Iron Sights: All duty handguns shall be equipped with metallic iron sights. Polymer sights are prohibited. If an optical sight is equipped, the iron sights shall be of sufficient height to be usable through the optic window.

- ii. **Weapon Mounted Light:** Duty handguns carried by officers assigned to patrol duties shall be equipped with a department issued or approved personally owned weapon mounted light. Duty handguns carried by officers assigned to investigative or administrative duties may be equipped with a department issued or approved personally owned weapon mounted light. The Lead Range Officer shall maintain a list of approved weapon mounted lights.
 - iii. **Optical Sight:** An optical sight may optionally be fitted to a duty handgun. The lead range officer shall maintain a list of approved optical sights, mounting plates, and vendors to perform slide modifications. Department owned firearms shall not be modified for optical sight installation. No officer may carry a handgun equipped with an optical sight without completion of a department provided or approved training course.
 - iv. **Other items:** All other accessories are governed by the section of this order concerning firearms modifications.
3. **Authorized Personally Owned Backup Handguns**
- a. An approved backup handgun is any department issued handgun or personally owned handgun meeting the following requirements.
 - i. **Criteria for personally owned, backup handguns**
 - a. .380 ACP or larger
 - b. .45 ACP or smaller
 - c. Annually inspected by a departmental armorer or firearms instructor.
 - ii. Revolvers must be double action. Single action only revolvers are prohibited. Semi-automatics shall be carried according to manufacturer specifications. Semi-autos which are carried with the hammer in the rearward position shall be "cocked and locked" (hammer back and safety on) and carried in an approved holster. Holsters shall be approved by the Lead Range Officer or Chief of Police.
 - iii. **Minimum trigger pull weight:** Factory pull weight not less than five (5) pounds.
 - iv. **Ammunition Capacity:** five (5) round minimum.

- v. The handgun shall be concealed (This does not include transportation of the weapon to and from the officer's residence and the PD) and carried in a secure and safe manner.
 - vi. Backup weapons may be worn while attending court (with judge's approval) if the officer is in plain clothes and has police identification adjacent to where the weapon is located.
- b. Current authorized backup handguns
 - i. Smith and Wesson: Models Body Guard, 442 and 642
 - ii. Glock: Models 17, 19, 22, 23, 26, 27, and 43
 - iii. Springfield: Model XD9
 - iv. Ruger: Model LCP

D. Authorized Shotguns

1. Patrol

- a. The department shall provide a shotgun for each marked squad-car.
- b. An approved patrol shotgun is any department issued shotgun meeting the following requirements:
 - i. Gauge: 12 gauge
 - ii. Barrel length: Minimum 14"
 - iii. Action: pump or semi-automatic
 - iv. 2.75"-3" magnum capability
 - v. Minimum 4 shot magazine tube
- c. Current authorized shotguns for patrol
 - i. Remington: 870 12 gauge pump action
 - ii. Benelli M4 12 gauge semi-automatic

2. Special Response Team (SRT)

- a. The department shall provide a limited number of shotguns for use by the special response team.
- b. An approved special response team shotgun is any department issued shotgun meeting the following requirements:
 - i. Gauge: 12 gauge
 - ii. Barrel length: Minimum 14"
 - iii. Action: pump or semi-automatic

- iv. 2.75"-3" magnum capability
 - v. Minimum 4 shot magazine tube
 - c. Current authorized shotguns for the special response team
 - i. Benelli M4 12 gauge semi-automatic
 - ii. Remington 870 Magnum Breaching Shotgun
- 3. Authorized Personally Owned Shotguns
 - a. The Iowa City Police Department may allow individual officers to purchase and carry their own shotguns, on duty, pursuant to this order.
 - i. Qualifications for Individually Owned Shotguns
 - a) The officer must have successfully completed his/her probationary period.
 - b) The officer must submit a request to the Commander of Field Operations via the Chain of Command.
 - c) The officer's immediate supervisor and the Commander of Field Operations must approve the officer and weapon before a personally owned shotgun can be used on duty.
 - d) The shotgun shall be inspected by the department's Lead Range Officer.
 - b. An approved personally owned shotgun is any rifle meeting the following requirements:
 - i. Gauge: 12 gauge
 - ii. Barrel length: Minimum 14"
 - iii. Action: pump or semi-automatic
 - iv. 2.75"-3" magnum capability
 - v. Minimum 4 shot magazine tube
 - c. Current authorized shotguns for the special response team
 - i. Benelli M4 12 gauge semi-automatic
 - ii. Remington 870 Magnum Breaching Shotgun
 - d. The owner of any shotgun(s) approved pursuant to this policy; is responsible for all expenses related to the care, repair and maintenance of the weapon unless otherwise approved by the Commander of Field Operations.

E. Authorized Rifles

1. Patrol

- a. The department shall provide a limited number of rifles for use by patrol.
- b. An approved department issued patrol rifle is any rifle meeting the following requirements:
 - i. minimum 10" barrel maximum 20"
 - a. A barrel under 16" must be properly registered with the ATF.
 - ii. Gas operated semi-automatic action
 - iii. .223 caliber
 - iv. 20 round capacity box magazine
 - v. fixed or collapsible stock
 - vi. Approved tactical sling
 - vii. Attached light with illumination of at least 200 lumens.
 - viii. Fixed or flip-up iron sights
 - a) An optical sighting device may be used.
 - ix. Appropriate protective case.
- c. Current authorized department issued rifles for patrol
 - i. Rock River Arms Model: LAR15
- d. To the extent practical, each Watch Commander will have assigned to their watch four (4) Patrol Rifle Operators. If an officer is a designated PRO and desires to transfer to another watch, that officer may be removed from the Patrol Rifle program and the rifle surrendered to the Watch Commander. The Watch Commander shall secure the weapon and may designate another officer as a PRO. The newly appointed PRO shall have completed the minimum course for Patrol Rifle Operators and supply qualifying range scores and sight confirmation records to the Training and Accreditation Sergeant.

2. Authorized Personally Owned Rifles

- a. The Iowa City Police Department may allow individual officers to purchase and carry their own patrol rifles, on duty, pursuant to this order.
 - i. Qualifications for Individually Owned Patrol Rifles

- a) The officer must have successfully completed his/her probationary period.
 - b) The officer must submit a request to the Commander of Field Operations via the Chain of Command.
 - c) The officer's immediate supervisor and the Commander of Field Operations must approve the officer and weapon before a personally owned rifle can be used on duty.
 - d) The rifle shall be inspected by the department's Lead Range Officer.

- b. An approved personally owned patrol rifle is any rifle meeting the following requirements:
 - i. minimum 10" barrel maximum 20"
 - a. A barrel under 16" must be properly registered with the ATF
 - ii. gas operated semi-automatic action
 - iii. .223 caliber
 - iv. 20 or 30 round capacity box magazine
 - v. fixed or collapsible stock
 - vi. Approved tactical sling
 - vii. Attached light with illumination of at least 200 lumens.
 - viii. Fixed or flip-up iron sights
 - a. An optical sighting device may be used.
 - ix. Appropriate protective case

- c. Current authorized personally owned rifles for patrol are
 - i. Rock River Arms, Model: LAR15
 - ii. Bravo Company, Model: BCM4
 - iii. Colt, Models: 6720, 6920, and 6940
 - iv. Aero Precision, Models: X15 and M4E1
 - v. Knight's Armament, Model: SR15
 - vi. Daniel Defense, Model: DDM4
 - vii. LMT, Model: Defender
 - viii. Geissele Automatics, Model: SD-556
 - ix. SOLGW, Model: Loyal 9
 - x. SIONICS, Model: SAR-15
 - xi. BV Arms, Model: BV4
 - xii. FN Herstal, Model FN15
 - xiii. Sons of Liberty Model M4-76 Custom Rifle

- d. The Chief of Police or designee may grandfather previously authorized personally owned rifles for patrol. Currently the only one grandfathered is:
 - i. Springfield Armory, Model: SAINT authorized on 09/08/2020
- e. The owner of any rifle(s) approved pursuant to this policy is responsible for all expenses related to the care, repair and maintenance of the weapon unless otherwise approved by the Commander of Field Operations.
- f. A probationary officer who was a certified peace officer prior to hire with the Department and is recommended by the Lead Range Officer, may be selected as a PRO prior to the end of their probationary status.
- g. No ICPD police officer is allowed to deploy a patrol rifle on duty until they have attended an ICPD PRO training course and is certified by the Department as a PRO.

3. Special Response Team (SRT)

- a. The department shall provide a limited number of rifles for use by SRT.
- b. An approved department issued SRT rifle is any rifle meeting the following requirements:
 - i. minimum 10" barrel
 - ii. Gas operated semi-automatic action
 - iii. .223 caliber
 - iv. 20 or 30 round capacity box magazine
 - v. fixed or collapsible stock
 - vi. Approved tactical sling
 - vii. Attached light with illumination of at least 200 lumens.
 - viii. Fixed or flip-up iron sights
 - a) An optical sighting device may be used.
 - ix. Appropriate protective case.
- c. Current authorized department issued rifles for SRT
 - i. Rock River Arms, Model: LAR-15

- d. Trained SRT members may carry their assigned shoulder weapon while on duty and on their patrol watch. SRT members carrying their assigned weapon must follow the guidelines provided in this policy.

3. Sound Suppressors

- a. The department may provide sound suppressors for department issued patrol and SRT rifles that meet the requirements of this order. The issuance of department owned sound suppressors shall be at the discretion of the lead range officer.
- b. Officers with authorized personally owned rifles may purchase sound suppressors for duty use on those rifles that meet the requirements of this order with the approval of the lead range officer or designee.
- c. The use of a sound suppressor on a department owned or approved patrol rifle is subject to the following requirements:
 - i. The make and model of sound suppressor and method of attachment shall be approved by the lead range officer.
 - ii. All approved sound suppressors shall attach via a “quick detach” muzzle device which shall be installed by a department armorer.
 - iii. The rifle shall be zeroed with the sound suppressor attached and all qualifications shall be completed with the sound suppressor attached.
 - iv. The sound suppressor shall be attached at all times when the rifle is carried and used on duty.
- d. Sound suppressors shall be inspected by department armorers as part of the rifle inspection. Repairs to sound suppressors shall only be completed by the manufacturer or manufacturer approved gunsmith.

F. Authorized Ammunition

- 1. Department issued firearms must carry ammunition issued by the department. Personally owned backup handguns must carry department approved ammunition. Rifles shall only be deployed with .223 ammunition approved and supplied by the department. Ammunition shall not be modified in any way.
- 2. The Lead Range Officer shall be responsible for issuing all duty and

training ammunition for all officers of the Department.

- a. All ammunition shall be produced by a major commercial manufacturer of such product.
- b. All issued duty ammunition shall be rotated at least on an annual basis.
- c. All issued duty and training ammunition shall be approved by the Chief of Police or designee.
- d. All ammunition carried in a department approved, personally owned backup firearm shall be approved by the Chief of Police or designee.
- e. The table below lists all authorized ammunition information types:

Handgun	Shotgun	Rifle
380 caliber Speer Gold Dot 90 GR HP	12 Ga Buckshot	Federal .168 grain Bonded SP
.38 special	12 Ga Slug	Federal .165 grain Sierra Match King BTHP
.357 caliber	Royal Arms Tactical Entry Avon Rounds- SRT only	Speer LE Golddot 64grain GDSP
9 mm	Federal 2.75 00 buckshot-9 pellet	Federal Match168 GR, Boat Tail H
.40 caliber	Federal Tactical 9 pellet	
Hornady Critical Duty FlexLock 40 caliber 175 grain	Federal 2.75 1ounce rifled slugs	
.45 caliber		
Speer Gold Dot 125 GR HP		
Speer Gold Dot 125 GR GDHP		
Speer Gold Dot 147 GR		
Speer Gold Dot 180 GR		
Speer Gold Dot 230 GR		
Federal Tactical Bonded 165 GR		
Federal Tactical		
Federal HST		
Magtech 7, 45		
Remington Ultra Defense		
Remington Gold Saber		

G. Firearms Records

- 1. The captain of administrative services shall record the following information and forward it to the Lead Range Officer:

- a. Initial date of service
 - b. Description
 - c. Manufacturer and Caliber
 - d. Serial number
 - e. Repair, service and modification history
2. The Lead Range Officer shall maintain a record for each firearm approved by the Department for use under official color of duty, and shall, at a minimum include the aforementioned information.
 3. A copy of the firearm record shall be provided to the Commander of Field Operations and be entered in the Departments records management system.

H. Firearms Modifications and Repairs

1. All department issued and department approved personally owned firearms shall not be modified from the manufacturer's specifications, except under the following circumstances:
 - a. All modifications or repairs shall be conducted by the a manufacturer, manufacturer authorized service center, or department approved armorer or gunsmith.
Exception: Officers may personally install a slip-on grip on their department issued or personally owned handgun. All other grip changes or modifications shall be conducted per section above.
 - b. Modifications that disable factory safety devices are not authorized under any circumstances
 - c. The Lead Range Officer shall be notified in writing of all modifications or repairs and shall enter the modifications or repairs in the Departments record management system. Documentation shall be kept on file with the Lead Range Officer.

I. Firearms Maintenance

1. Officers shall maintain all firearms issued to them, or approved for use by the Department, in proper working order. Officers shall not disassemble any department issued firearm beyond field stripping, as per the manufacturer recommendations for proper maintenance and cleaning. All other disassembly shall be conducted by the manufacturer, manufacturer authorized center, department approved armorer, or gunsmith.

2. Each repair or service transaction shall be documented and recorded as required in the section above.

J. Firearm Proficiency, Training and Testing

Courses of fire and tests designed to require the officer demonstrate accuracy, safety, functionality and maintenance of the firearms the officer carries or uses and knowledge of laws and departmental regulations concerning the use of force and weapons shall be required on an annual basis.

1. All persons utilizing range facilities shall follow the direction of the Lead Range Officer/Range Instructor at all times.
2. Courses of fire will be designed by firearms training personnel to include scores, target types, timing distance and practical conditions that meet the needs of the department.
3. Scores will be documented as either pass/fail, or in annual firearms qualification courses, as a numerical score with a minimum of 80% required to pass and qualify.
4. Proficiency tests will include demonstrated ability of the officer to accomplish the following: drawing, holstering, clearing stoppages, loading, unloading, and safe handling of the firearm as designated by the training staff.
5. Target types will consist of, but not be limited to the following:
 - a. Paper targets with printed design to represent areas to hit and be used in scoring accuracy.
 - b. Steel targets that present instant feedback to the officer on accuracy.
 - c. Shoot/don't shoot targets that represent the need for an officer to react appropriately.
6. Successful completion of a transitional training course conducted by the firearms training staff is required by any officer who changes from primary handgun of one design to a handgun of another design, prior to being approved to carry the new handgun.
7. Annual handgun proficiency qualification requirements shall consist of successful completion of one course consistent with ILEA for

each issued handgun and a personally owned weapon that has been approved as a backup.

8. All officers who carry special weapons and ammunition shall successfully complete qualification courses and training designed by the firearms training staff and those in charge of the affected units on an annual basis.
9. PRO Range days shall be held twice per year. PRO's must attend one of the PRO Range days each year in addition to sight confirmation at each Department Range day (spring and fall) in accordance with standards established by the Department's Rifle Instructors. Officers desiring to purchase and carry their own rifle must complete the same training and qualification as PROs using Department owned weapons.
10. Remedial training may be required of those officers who fail to achieve the minimum scores or at the recommendation of the lead range officer.
 - a. Remedial training will continue until the officer meets the ILEA standard. The lead range officer will notify the Commander of Field Operations and the Training Officer of those who cannot achieve a passing score.
 - b. Failure to meet the ILEA proficiency requirements within 12 months of the last passing score will result in immediate notification to the Commander of Field Operations and the Training Officer and may result in temporary reassignment to administrative duties that do not require the use of a firearm. This may continue until the standard is met, but will not exceed five (5) duty days without administrative review.
 - c. Continued failure to meet the standard may result in administrative action being taken against the officer.
 - d. Specific to PROs: during qualification, failure to fire a passing score will result in a second attempt approximately one month later. Failure to fire a passing score at that time will result in the officer being suspended from the rifle program for a period of not less than three months. Upon failure to qualify on the second attempt, the officer shall surrender the department issued rifle to their Watch Commander. The Watch Commander may reissue the rifle to another qualified PRO on the watch or the Commander of Field Operations may designate a new PRO. Upon the expiration of the 3-months, the

Commander of Field Operations shall determine if the rifle will remain with the current PRO or revert to the original officer.

11. The Range Officer or Lead Range Instructor conducting the firearms training shall complete records documenting all firearms training for each officer. These records shall be retained by the Training Unit.
12. All firearm instruction, training and qualification shall be provided by a certified instructor.
13. Until the employee achieves full certification, s(he) will not be permitted to operate the specific weapons system other than in a training environment.

Dustin Liston, Chief of Police

WARNING

This directive is for departmental use only and does not apply in any criminal or civil proceeding. The department policy should not be construed as a creation of a higher legal standard of safety or care in an evidentiary sense with respect to third-party claims. Violations of this directive will only form the basis for departmental administrative sanctions