



KANSAS CITY MISSOURI POLICE DEPARTMENT

DATE OF ISSUE

EFFECTIVE DATE

NO.

**PROCEDURAL INSTRUCTION**

SUBJECT

**Firearms Procedures**

AMENDS

REFERENCE

CM: Department Firearms Guide  
ABM: Law Enforcement Officers Safety Act (LEOSA)  
PI: Security and Usage of Police Department Facilities  
Police Involved Incident Response  
PPBM: Internal Affairs Investigations

RESCINDS

PI: 16-07  
SO: 20-04; 21-07

**I. INTRODUCTION**

The purpose of this 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

Annex D - Care and Maintenance of Firearms

Annex E - Extended Range Impact Devices

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Chief of Police

Adopted by the Board of Police Commissioners this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

Mark C. Tolbert  
Board President

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## 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 be aware of the area immediately around and beyond your intended target.
- \*2. The Department approved on-duty/uniformed secondary employment firearm for sworn members will be called their **primary duty firearm**.
3. This 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 euthanize 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.; or
  - e. Test firing by firearms 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; or
  - d. Securing and storage.
- \*9. Department approved firearms will not be permanently altered or modified in any manner without reviewing the Chief's Memorandum entitled, "Department Firearm's Guide," or contacting the Firearms Training and Tactics Section (FTTS).
- \*10. Department members will provide maximum security for all Department approved firearms in their custody while on- or off-duty. This includes firearms kept in the member's residence. It is encouraged that firearms left in a residence be locked with a gunlock or in a container designed for firearm security, e.g., safe, vault, or lock box.
11. Except in exigent circumstances, on-duty sworn member's will never give their firearm to anyone except another law enforcement officer or authorized Department member.
12. An off-duty sworn member, while operating a Department vehicle, must have a Department approved firearm readily available.
- \*13. Sworn members, acting in a law enforcement capacity, are prohibited from carrying any firearm they have not properly trained on and must have qualified with that firearm at the Department's range during the current or previous calendar year, except in exigent circumstances.

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/commander if unable to comply with this restriction.
15. In all instances where a Department owned firearm, primary duty firearm, or any Department approved purchased firearm is lost or stolen, the member's chain of command, and the Supply Section, will be notified as soon as possible.
  - a. Members will complete all necessary documentation regarding the incident, including what 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 the firearm;
  - b. The slide is locked in the open position; and
  - c. There is no visible ammunition in the chamber or magazine well.
17. The patrol rifle will be considered empty or incapable of firing when:
  - a. The magazine is removed;
  - b. The bolt is locked in the "open" position; and
  - c. There is no visible ammunition in the chamber or magazine well.
- \*18. The Department/patrol shotgun (pump action/semi-auto) will be considered empty or incapable of firing when:
  - a. The safety/selector switch is in the "ON" position;
  - b. The bolt is locked to the rear;
  - c. The action is open with shell guide up; and
  - d. There is no visible ammunition in the chamber, action or magazine tube.

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; and
  - c. Sworn members should refer to the Transportation Security Administration (TSA) website for further information.

B. Purchase of a Department Approved Firearm

- \*1. Prior to purchasing any Department approved firearm, sworn members are strongly urged to consult with the Firearms Training and Tactics Section (FTTS) personnel to ensure it complies with this directive.
- \*2. The purchase of any Department approved firearm to be carried or have accessible while in an off-duty capacity, and the associated equipment, e.g., off-duty approved ammunition, holster, will be the responsibility of the sworn member.
- \*3. The required permits, licenses, and federal and state laws applicable to the purchase of firearms, to include Federal Tax Stamps for NFA items, will be the responsibility of the sworn member.
4. 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 issue the required amount of ammunition for sworn members to carry on-duty in Department approved firearms.
- \*3. Conversion training will not be required and sworn members may elect to convert to an approved Glock Model 17 or 19, 9mm firearm, as their primary duty firearm after completing a handgun qualification.
4. Sworn members who choose to convert to the Glock Model 17 or 19 as their primary duty firearm will be **prohibited** from carrying the Glock Model 22 or 23 as a primary firearm thereafter.
5. If the sworn member desires to utilize the Glock Modular Optic System (MOS) for Models 17 and 19, the member **will** contact the Training Unit or the FTTS for information about attending a conversion class.

6. On-duty sworn members in civilian clothes will refer to the Chief's Memorandum entitled, "Department Firearm's Guide," for which firearm may be carried in place of their primary duty firearm.
- \*7. 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. To carry that specific firearm the member must contact FTTS to complete a qualification course.
8. All Department approved firearms carried while on-duty 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; and
  - d. Department approved ammunition that has not been modified.
- \*9. Supervisors/commanders will conduct inspections of the primary duty firearms, plain clothes authorized firearms, and patrol shotguns and rifles carried by sworn members under their supervision during regularly scheduled inspections. At a minimum, firearm inspections will occur once per month. Supervisors/commanders will:
  - \*a. Inspect the firearms for cleanliness, rust, proper functioning and unauthorized add-ons or alterations; and
  - b. Keep a record of which sworn members, under their supervision, are qualified and have a patrol shotgun and/or rifle using the Personnel Inspection Sheet, Form 125 P.D.
10. All approved firearms will be inspected by the Department gunsmith or armorer prior to each In-Service session. At a minimum, the 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 discharges their firearm in accordance with the current directive entitled, "Response to Resistance," while off-duty that firearm 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 Department approved ammunition for any firearm they intend to carry off-duty and during required annual qualification.
  - \*a. Department approved ammunition must be American made, hollow point ammunition suitable for defensive purposes.
  - \*b. No reloaded/remanufactured ammunition or full metal jacketed ammunition will be used as Department approved 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. [ REDACTED ]
  - a. [ REDACTED ]
  - \*b. The firearm must have a minimum of a four (4) pound trigger pull as determined by FTTS personnel;
  - c. A 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 chambered in one of the calibers listed in the Chief's Memorandum entitled, "Department Firearm's Guide;" and
  - 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. Optics Mounted Firearms

1. Sworn members are urged to consult with FTTS prior to purchasing any equipment for this option. Additional information is available in the Chief's Memorandum entitled, "Department Firearm's Guide."
2. Sworn members choosing to convert to an optics mounted firearm will be responsible for any cost associated with the conversion.
3. Sworn members that have not attended the optics mounted firearms conversion class will not carry this firearm system on-duty or for secondary employment, nor handle another member's optics mounted firearm except in exigent circumstances or during training.
4. Prior to scheduling for an optics mounted firearms conversion class, sworn members are required to bring the firearm and optional equipment for inspection to the FTTS for compliance with this directive.

F. Department Shotguns

1. [ REDACTED ]
  - a. [ REDACTED ]
  - \*b. [ REDACTED ]

]



- c. [ REDACTED ]
  - \*d. [ REDACTED ]
  - \*e. [ REDACTED ]
  - 2. [ REDACTED ]
  - 3. When a Department/patrol 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 Department shotgun will never be left unattended unless it is securely locked in the shotgun rack.
- \*G. Patrol Shotguns (Optional) (pump action/semi-auto)
- \*1. Prior to purchasing any on-duty patrol shotgun (pump action/semi-auto), sworn members are strongly urged to consult with the FTTS personnel and will review the Chief's Memorandum entitled, "Department Firearm's Guide," to ensure the shotgun complies with Department approved requirements.
  - \*2. The costs associated with purchasing any patrol shotgun (pump action/semi-auto) to be carried or have accessible as an on- or off-duty firearm, will be the responsibility of the sworn member.
  - \*3 [ REDACTED ]

- \*4. The patrol shotgun (pump action/semi-auto) will be securely stored at the sworn member's residence when not in use.
- \*5. Since all sworn members have received and continue to receive training on the Department approved patrol shotgun (**pump action**), additional training is not necessary to carry this firearm system.
- \*6. Sworn members who desire to convert to an approved patrol shotgun (**semi-auto**) will be required to attend a four (4) hour conversion class. The member will qualify on a daytime and low light shotgun course.
- \*7. Sworn members choosing to carry a patrol shotgun (semi-auto) and optional equipment on- or off-duty are required to bring the firearm for inspection to the FTTS for compliance with current policy.
8. Refer to Chief's Memorandum entitled, "Department Firearm's Guide," for the list of approved personal shotguns and associated equipment that are approved for use while on- or off-duty.
9. Sworn members carrying a patrol shotgun will only carry Department approved shotgun ammunition in the firearm.
10. The Department may replace individual damaged parts of a patrol shotgun, depending on the cause.
  - a. FTTS personnel will evaluate if the cause of the damage was due to negligence and if the patrol shotgun part will be replaced.
  - b. The sworn member will be responsible for the replacement of any damaged/non-functioning additional equipment (add-ons).
11. On-duty storage of the patrol shotgun:
  - a. The patrol shotgun will be secured in the shotgun rack or stored in a case in the trunk of the Department/patrol vehicle.
  - 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; and

(6) The safety/selector switch will stay in the "ON" position.

12. If a sworn member cannot secure the patrol shotgun in a Department/patrol vehicle, e.g., illness or injury, it will be stored in a secure location at a Department facility.

#### H. Patrol Rifles

- \*1. Sworn members that have not attended the two (2) day patrol rifle school, nor qualified on the patrol rifle during the current or previous calendar year, should not handle the rifle while on-duty, except in exigent circumstances.
- \*2. Prior to requesting to attend the two (2) day patrol rifle school, sworn members will contact the FTTS personnel to schedule a time to drop-off their patrol rifle and equipment for inspection.
3. The patrol rifle will be considered an on-duty firearm. The only Department approved rifle will be the AR-15 platform .223/5.56 caliber firearm.
  - a. The main components of the purchased rifle must be interchangeable with the AR-15 platform firearm.
  - b. Each patrol rifle magazine will be loaded with Department approved ammunition to full capacity, [ REDACTED ]
4. [ REDACTED ]
5. Refer to Chief's Memorandum entitled, "Department Firearm's Guide," for the list of approved AR-15 style patrol rifles and associated equipment that are approved for use while on- or off-duty.
- \*6. All add-ons to the patrol rifle will be inspected by FTTS personnel prior to each qualification. Any equipment found to be damaged or not within policy during the inspection process or qualification, will be exempt from use and the member will be advised to reschedule for another qualification date.
7. Depending on the cause of the damage, the Department may replace individual parts of the patrol rifle.
  - a. FTTS personnel will evaluate if the cause of the damage was due to negligence and if the patrol rifle part will be replaced.

- b. The sworn member will be responsible for the replacement of any damaged/non-functioning (add-ons).
- \*8. Sworn members assigned to the Traffic Enforcement Unit who are assigned to ride a motorcycle are authorized to equip their Patrol Rifle with a folding stock and other components to allow for storage in a standard motorcycle saddlebag.
- 9. On-duty storage of the patrol rifle.
  - a. [ REDACTED ]
  - b. [ REDACTED ]
    - (1) [ REDACTED ]
    - (2) [ REDACTED ]
    - (3) [ REDACTED ]
    - (4) [ REDACTED ]
    - (5) [ REDACTED ]
  - c. If a sworn member cannot secure the patrol rifle in a Department/patrol 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.

## DISCHARGE OF A FIREARM

- A. Sworn members should refer to the current 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, of this directive.
- C. Discharge of a Firearm Involving Animals
  - 1. Euthanizing/Destroying an Animal
    - a. Euthanizing an animal is the act of humanely putting an animal to death to end suffering.
    - b. Destroying an animal is the act of putting a dangerous animal to death to protect the safety of citizens or Department members.
    - c. Sworn members may end an animal's life by discharging an approved Department firearm as directed in this Annex.
    - d. Sworn members will:
      - (1) Obtain authorization from a supervisor/commander, if practical;
      - (2) Shoot the animal in the brain to minimize suffering; and
      - (3) If euthanizing an animal:
        - (a) Complete the online Euthanizing an Animal Form located on the Intranet within the Patrol Bureau Reporting System (PBRS);
        - (b) Document the incident in their call notes; and
        - (c) The Discharge of Firearm Report, Form 101 P.D, is **not required**.

- (4) If destroying an animal:
  - (a) Document the incident in their call notes; and
  - (b) Complete a Discharge of Firearm Report, Form 101 P.D.
- e. Supervisors will:
  - (1) Respond to the scene; and
  - (2) Replace the sworn member's ammunition and ensure the sworn member has the proper amount of ammunition.

## 2. 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, if possible, that 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. 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.

## 3. Disposal of Animal Carcasses

- a. Disposing of a deer euthanized/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 (MDC) within 24 hours to report receipt of the deer carcass.

Cass County (816) 809-6259

Clay County (816) 835-6087  
(816) 606-6745

Jackson County (816) 835-6084  
(816) 651-8867

Platte County (816) 244-0702  
(816) 835-6086

- (b) Sworn members will notify the MDC only when a deer is injured or killed as a result of illegal activity, e.g., poaching, etc. Phone numbers for each county are listed above.

(2) Sworn members will not transport the carcass in a Department vehicle;

(3) Sworn members unable to dispose of the carcass will contact the MDC or can file a report with the Kansas City Action Center, phone number 311. Phone numbers for each county are listed above; and/or

- \* (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 MDC personnel respond, unless the carcass is blocking the roadway and cannot be removed.

b. For disposal of all other animal carcasses, MDC will be notified without delay for removal; and/or

c. Animal Services Division (Pet Project) (816-683-1373) 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.

4. 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; and
  - 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 appropriate investigative element.
  - \*b. After IAU's investigation is complete, the file will be returned to the "Education, Accountability, and Disciplinary Coordinator" for recommendations and disposition.



## FIREARMS QUALIFICATION

### A. On-Duty Firearms Qualification

1. All sworn members will qualify twice per year with their primary duty firearm and the Department or patrol shotgun under the Firearms Qualification. 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 Patrol Rifle Course
  - a. Sworn members will submit an Interdepartment Communication, Form 191 P.D., to their immediate supervisor to attend this course.
  - b. The Form 191 P.D., will include:
    - (1) The Department approved patrol rifle information, including make, model, caliber, and serial number of the firearm; and
    - (2) The Department approved patrol 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) Contact the Professional Training Section for available course dates; and
    - \* (2) Dates and times to attend the course will occur during a sworn member's on-duty hours or the member will be placed on training time.
4. Sworn members approved to carry the patrol rifle will initially complete a two (2) day training and qualification course at the Department firearm range.
5. Sworn members approved to carry the patrol rifle will re-qualify twice per year by completing training, to include a day and low light qualification course at the Department firearm range.

6. Patrol Rifle Qualifications:
  - a. Will not be administered in conjunction with the primary duty firearm/shotgun qualification;
  - b. [ REDACTED ]
  - c. The necessary rounds of .223/5.56 caliber ammunition will be provided on the day of qualification.
- \*7. Patrol bureau supervisors, Tactical Response Team (TRT) members and designated members will qualify annually on extended range impact devices and deployment. For further information on extended range impact devices, refer to Annex E, of this 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 will exchange their duty ammunition once yearly at the qualification process due to the ammunitions exposure to the elements. Each Department approved firearm must be qualified on each year.
12. Sworn members scheduled for firearms training will:
  - a. Respond to the Department firearms range on the date and time scheduled with the proper equipment to include spare magazines, flashlights, and any other required equipment; or
  - \*b. If unable to attend the training, notify your supervisor to explain the reason for not attending and reschedule the training.

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, no further action is necessary.
    - (2) If the sworn member fails to qualify after the second attempt, FTTS personnel will contact the sworn member's immediate supervisor/commander to coordinate remedial firearms training sessions.
  - b. Training Unit personnel will immediately notify the sworn member's bureau commander that the sworn member:
    - (1) Failed to qualify;
    - (2) Is being enrolled in remedial firearms training sessions;
    - (3) Will be placed on training days for up to 24 hours of remedial firearms training; and
      - (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 per day.
      - (c) Sworn members will be released to an administrative assignment for the remainder of their workday until they successfully complete remedial training.
  - c. 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 patrol rifle, if possible, prior to being enrolled in remedial firearms sessions.
  - \*a. If the sworn member fails to qualify after two (2) attempts, the sworn member will immediately notify their supervisor/commander.

- b. The supervisor/commander will suspend the sworn member's privilege to carry the patrol rifle.
  - \*c. Remedial training for a failure during the patrol rifle qualification will consist of the member being enrolled in the next available patrol rifle school. FTTS personnel will contact the sworn member's immediate supervisor/commander.
  - \*d. Suspension of a sworn member's privilege to carry the patrol rifle will be documented by the sworn member 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 member's qualification or non-qualification during the remedial training session.
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.

B. Off-Duty Firearms Qualification

- 1. Prior to carrying an approved off-duty firearm, sworn members must qualify at the Department firearms 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 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 unit file.

## C. Conversion Training

1. Sworn members, who desire to convert to the below firearm and/or configuration, need to contact the Training Unit or the FTTS for information about attending a firearms conversion course.
  - \*a. Light/Optics mounted firearm.
  - \*b. Patrol shotgun semi-auto.
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. Refer to Chief's Memorandum entitled, "Department Firearm's Guide," for the list of the only approved equipment for a light mounted firearm.

## CARE AND MAINTENANCE OF FIREARMS

### A. Care of Firearms

1. Sworn members using firearms approved for on- or off-duty, or secondary employment, 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. Less-lethal shotguns, e.g., beanbag 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 Department 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 Department shotguns from the divisions on Fridays, and issue temporary replacements, if needed;
    - (2) Transport the turned in shotguns to the Department gunsmith for maintenance; and
    - (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.
  - \*d. At their earliest opportunity, members must qualify with any loaner firearm **prior to** carrying it as an on-duty/secondary employment firearm.
4. When a problem with a Department approved firearm is discovered, the firearm will be inspected by a member of FTTS prior to any work being performed.
- a. No repairs or alterations of any kind will be made on any Department approved duty 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 FTTS are required to have the firearm re-inspected by a member of FTTS prior to returning the firearm to service.
  - \*d. A member of FTTS will document all unauthorized alterations or modifications to Department approved firearms and report these alterations through their chain of command on an Interdepartment Communication, Form 191 P.D., or Memorandum.
  - 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 an extended range impact projectile (less-lethal) munition used by the Department is the beanbag round.
- \*2. The beanbag round is designed to deliver kinetic energy in the form of a non-penetrating impact to the human body and incapacitate a subject/suspect with 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 less-lethal manner,
  - b. To protect sworn members and other citizens from harm,
  - c. To protect the suspect/subject from self-inflicted injury, and/or
  - d. To end incidents involving combative, non-compliant, armed, or violent subjects/suspects.
3. Only sworn members who have been trained and certified will be authorized to deploy the designated less-lethal 12-gauge Department shotgun with less-lethal beanbag rounds.
4. Only sworn members of TRT are authorized to use other extended range impact (less-lethal) devices not mentioned within this directive in compliance with current training practices.
5. Patrol bureau supervisors will:
  - a. Utilize the less-lethal shotgun(s) with an orange stock and forearm specifically designated for the use of less-lethal munitions.
  - b. [ REDACTED ]
  - c. Visually and manually check to ensure the less-lethal shotgun is not loaded with lethal ammunition prior to loading.
  - d. Routinely check the less-lethal shotgun(s) for signs of corrosion to ensure their reliability.

B. Deployment of Beanbag Rounds

1. Prior to deploying any less-lethal 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 a less-lethal 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 less-lethal shotgun, the sworn member will verbally announce the intent to use a less-lethal device.
  - a. The less-lethal device should typically be directed at less-lethal areas as directed by current training practices 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. Any suspect/subject who is struck by a less-lethal munition 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.

D. Reporting Procedures

1. The Police Incident Team will only be notified when the use of a less-lethal device causes serious bodily injury or death to another person.
2. Any use of a less-lethal shotgun will be documented on the online Response to Resistance Form. For further information refer to the directive entitled, "Response to Resistance."