



DEPARTMENT APPROVED WEAPONS AND AMMUNITION



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RESCINDS:	02 June 2017 Version		
INDEX CATEGORY:	Uniform and Personal Equipment		

I. PURPOSE

This directive:

- A. provides specifications relative to semiautomatic pistols, revolvers, subcompact semiautomatic pistols, carbines, shotguns, ammunition, pistol mounted lights, Taser devices, Oleoresin Capsicum (OC) devices, and batons for sworn members.
- B. outlines the firearm transition process.
- C. delineates Department approved firearms.
- D. continues the use of:
 - 1. Certifying Statement-Firearms Form ([CPD-11.702](#)),
 - 2. Firearms Disposition Form (CPD-31.610),
 - 3. Firearms Registration Application (CPD-31.562),
 - 4. Affidavit of Employment ([CPD-31.563](#)),
 - 5. the Firearms Training and Certification application available through CLEAR APPLICATIONS,
 - 6. the Firearm Loan Receipt ([CPD-63.344](#)), and
 - 7. the Gun Registration Change of Information Form ([CPD-31.579](#)).
- E. satisfies CALEA Law Enforcement Standard Chapters 1, 4, and 17.

II. POLICY

- A. The weapons approved in this directive and its addenda are authorized for use by sworn members.
- B. Any other weapon as described in [720 ILCS 5/24-1](#) or [720 ILCS 5/33A-1](#) is strictly prohibited.
- C. Department members will comply with all applicable federal, state, and local laws related to the purchase, sales, transfers, disposal, and storage of firearms.
- D. **Weapons Training**
 - 1. The Department will offer training to ensure that weapons are safely handled and used in accordance with local, state, and federal laws and Department policy.
 - 2. Prior to being approved to carry a Department authorized weapon, all members will receive training provided by a certified weapons instructor and pass any qualification or certification requirements for the weapon. Only Department members who demonstrate proficiency in the use of Department authorized weapons and pass any required qualification or certification will be approved to carry said weapons.
 - 3. During an initial Department weapon qualification, certification, or training of a Department authorized weapon, the weapon will be examined by a certified weapons instructor of the Firearms Training Unit or the Physical Skills Unit, to ensure functionality of the weapon and that the weapon meets the authorized specifications.

4. Department members will continue to follow the provisions delineated in the Department directive titled "Annual Prescribed Weapon Qualification Program and Taser Recertification" and:
 - a. qualify annually with all prescribed, alternate prescribed, or auxiliary firearms, and short-barreled revolvers prior to carrying the firearm on or off duty.
 - b. recertify annually in the use of a Taser devices, if the member has been trained and certified in Taser use.

NOTE: The Training Division will document and maintain a record of all weapons a Department member is trained, qualified, and approved to carry in accordance to the Department directive titled "Department Training Records Maintenance Program."

5. All weapon qualifications and certifications will be administered and monitored by a certified weapons instructor.
6. The Deputy Chief, Training and Support Group, will authorize members as certified weapons instructors.
7. During annual firearms qualification or the initial qualification of a newly acquired firearm by a Department member, a certified firearms instructor will observe the member during the actual physical phase of shooting to ensure the member handled the firearm in a safe manner and will certify that there were no visual defects in the functionality of the firearm. Upon successful completion of the course, the certified firearms instructor will electronically attest to the member and the firearm passing the required course of fire. This will be completed in the Firearms Training and Certification application available through CLEAR APPLICATIONS.
8. Department members will receive refresher training annually on Use of Force Policy. Members trained in less-lethal weapons (batons, OC devices) will receive refresher training biennially (every 2 years).

EXCEPTION: Recertifications for Taser devices and less-lethal special weapons listed in item XIII-D-2 of this directive will be completed annually.

- E. Department members will possess a valid Firearm Owner's Identification Card (FOID) and will carry the FOID card while on duty.
 1. Members will provide proof of a valid FOID card during the annual prescribed weapon qualification in accordance to the Department directive titled "**Annual Prescribed Weapon Qualification Program and Taser Recertification.**"
 2. Department members will refer to the Department directive titled "Firearm Owner's Identification (FOID) Card Requirement for Sworn Department Members" for the policy relative to FOID card requirements for sworn Department members.
- F. Sworn members will register all duty and non-duty firearms with the Department.
- G. **Sworn members are to secure ALL firearms which they own or possess, in a manner that a reasonable person would believe will prohibit access by unapproved individuals, theft, or loss.**
- H. Firearms will be fully loaded with only one manufacturer and style of prescribed ammunition (same bullet type and grain weight).

EXCEPTION: Police carbine magazines will be loaded two rounds short of full capacity.

- I. A sworn member will not lend his firearm to any other person nor will a sworn member possess or carry a firearm registered to another person except as authorized by the Deputy Chief, Training and Support Group. During an emergency situation, however, a sworn member may lend his firearm to

another sworn member or person who has been summoned to assist him in the performance of his official duty.

- J. While sworn members are permitted to carry firearms during non-duty hours, they are instructed to refrain from doing so when there is a likelihood that they will be consuming alcoholic beverages or medications which may impair their physical and/or mental abilities. Nothing in this policy statement is to be construed as diminishing a sworn member's responsibility to take appropriate police action, which can be as little as summoning the police for help, when observing a crime in progress.

III. GENERAL INFORMATION

- A. The prescribed firearm for all sworn members hired on or before 01 December 1991 is a Department approved revolver or semiautomatic pistol. Department members hired on or before 01 December 1991 electing to carry an approved semiautomatic pistol as their prescribed firearm must first successfully complete a firearm transition process.
- B. The prescribed firearm for all sworn members hired after 01 December 1991 is a Department approved semiautomatic pistol.
- C. Department members may transition to a Department approved striker-fired semiautomatic pistol. A transition to a revolver as a prescribed firearm will not be permitted.
- D. Authorized Department members can access current approved Firearms Training and Certification of all members by logging onto the CLEAR APPLICATIONS system.

IV. AUTHORIZATIONS AND RESTRICTIONS FOR FIREARMS AND EQUIPMENT

The following provisions apply only to firearms intended to be used in the performance of police-related duties:

- A. Uniformed sworn members will:
 - 1. carry their prescribed firearm or alternate prescribed firearm in a Department-approved holster.
 - 2. for exposed firearms, wear a Department-approved holster attached only to the trouser or equipment belt.
 - 3. not carry more than two exposed handguns.
- B. When in citizen's dress, members will carry their firearms and extra ammunition in Department-approved holsters and ammunition carriers.
- C. The First Deputy Superintendent, Office of Operations; Deputy Superintendent, Office of Constitutional Policing and Reform; or exempt member of the Office of the Superintendent may authorize the use of additional weapons/ammunition by specialized units within the Department. This authorization will be in the form of a To-From-Subject Report. Copies of the authorization will be maintained in each bureau/office with one copy forwarded to the Training Division.

NOTE: The To-From-Subject Report will provide justification for the use of the additional weapons/ammunition and a recommended certification procedure to be administered by the Training Division.

V. FIREARM TRANSITION PROCESS

- A. Department members who elect to transition from their prescribed revolver to a striker-fired semiautomatic firearm will be required to successfully complete a firearm transition process as determined by the Deputy Chief, Training and Support Group.

NOTE: Department members who elect to transition from their prescribed revolver to a semiautomatic firearm as their prescribed weapon will not be allowed to revert to the revolver as their prescribed weapon once they complete the transition process. However, Department members will be approved to utilize their revolver as an alternate prescribed weapon or auxiliary weapon upon completion of existing training.

- B. Department members who elect to transition from their prescribed CFS or DAO semiautomatic pistol to a striker-fired semiautomatic firearm will be required to successfully complete a firearm transition process as determined by the Deputy Chief, Training and Support Group.
- C. Department members who elect to carry a striker-fire semiautomatic pistol as an auxiliary or alternate weapon but do not elect to transition from their prescribed weapon must comply with all the requirements of the transition process and attend the appropriate training.

NOTE: The Training Division will notify Department members when the firearm transition process is available. All transition courses will be available on a voluntary basis during off-duty hours.

VI. PURCHASE, TRANSFER, AND SALES OF FIREARMS

- A. The Gun Control Act of 1968 (GCA), as amended by the Omnibus Consolidated Appropriations Act of 1997, makes it unlawful for any person convicted of a misdemeanor crime of domestic violence to ship, transport, possess, or receive firearms or ammunition. The GCA further prohibits persons from selling or otherwise disposing of a firearm or ammunition to any person known to have been convicted of a misdemeanor crime of domestic violence, or to anyone who they have reasonable cause to believe has been convicted of a misdemeanor crime of domestic violence. This prohibition does apply to all law enforcement officers.

- B. 18 U.S. Code Section 922 outlines unlawful acts associated with firearms. The provisions in this code do apply to law enforcement officials including, but not limited to (verbatim text from 18 U.S. Code Section 922):

1. It shall be unlawful for any person to sell or otherwise dispose of any firearm or ammunition to any person knowing or having reasonable cause to believe that such person:
 - a. is under indictment for, or has been convicted in any court of, a crime punishable by imprisonment for a term exceeding one year;
 - b. is a fugitive from justice;
 - c. is an unlawful user of or addicted to any controlled substance (as defined in section 102 of the Controlled Substance Act (21 U.S.C. 802));
 - d. has been adjudicated as a mental defective or has been committed to any mental institution;
 - e. who, being an alien:
 - (1) is illegally or unlawfully in the United States; or
 - (2) expected as provided in subsection (y)(2), has been admitted to the United States under a nonimmigrant visa (as that term is defined in section 101(a)(26) of the Immigration and Nationality Act (8 U.S.C. 1101 (a)(26));
 - f. who has been discharged from the Armed Forces under dishonorable conditions;

- g. who, having been a citizen of the United States, has renounced his citizenship;
- h. is subject to a court order that restrains such person from harassing, stalking, or threatening an intimate partner of such person or child of such intimate partner or person, or engaging in other conduct that would place an intimate partner in reasonable fear of bodily injury to the partner or child, except that this paragraph shall only apply to a court order that:
 - (1) was issued after hearing of which such a person received actual notice, and at which such person has the opportunity to participate; and
 - (2) includes finding that such person represents a credible threat to the physical safety of such intimate partner, or child; or by its terms explicitly prohibits the use, attempted use, or threatened use of physical force against such intimate partner or child that would reasonably be expected to cause bodily injury;
- i. has been convicted in any court or a misdemeanor crime of domestic violence.

C. Purchase of Firearms from a Dealer

- 1. A sworn member who elects to purchase a duty-related revolver, semiautomatic firearm, or high-capacity magazine and requests a waiver of the required waiting period will complete one copy of the Certifying Statement - Firearms form ([CPD-11.702](#)) and present it to the firearms dealer at the time of purchase.

NOTE: Firearms dealers are not required to accept the Certifying Statement-Firearms and may require a sworn member to abide by the waiting period.

- 2. Station Supervisors/unit commanding officers will certify that a criminal records check has been conducted on the sworn member wishing to waive the waiting period when purchasing a firearm and complete the "Lautenberg Certification" section of the Certifying Statement - Firearms form ([CPD-11.702](#)).
- 3. The Certifying Statement - Firearms form will be retained by the firearm dealer as verification of the exempt status of the sworn member.

D. Sale or Transfer of Firearms Between Sworn Members

- 1. The sale and transfer of all firearms from one sworn member to another sworn member requires the buyer and seller to possess an FOID card.
- 2. A member selling or transferring a firearm will:
 - a. complete a Firearms Disposition form (CPD-31.610) and submit the completed form to the Gun Registration Unit.
 - b. complete an Illinois State Police Record of Firearm Transfer Form, per Illinois State Statute [430 ILCS 65/3 \(b\)](#), located at <https://www.ispfsb.com/public/firearms/foid/persontopersonfirearmstransfer.aspx>.
 - c. fill out the person to person firearm transfer section from the above listed Illinois State Police web address and obtain a Illinois State Police approval number.

NOTE: Members selling or transferring a firearm will note the Illinois State Police approval number on the bottom of the Firearms Disposition form (CPD-31.610).

- 3. A member buying or receiving a firearm will:
 - a. submit a completed Firearms Registration Application (CPD-31.562) to the Gun Registration Unit for the received firearm, and

- b. provide a photocopy of their CPD identification and FOID card with the Firearms Registration Application (CPD-31.562), if not current with the Gun Registration Unit.

VII. FIREARM REGISTRATION AND REPORTING REQUIREMENTS

A. Department Firearm Registration

1. **All firearms** owned by a sworn member must be registered per order of the Superintendent. It is the responsibility of the sworn member owning or possessing a firearm to comply with these provisions.
2. All firearms require one-time registration.
3. There is no registration fee for firearms owned by sworn Department members.
4. Department members are required to notify the Gun Registration Unit upon any sale, replacement, transfer, loss, theft, or other registration change of the firearm.

NOTE: Loss or theft of a firearm will be reported following the procedures delineated in Item VII-C of this directive.

5. Department members will complete the Gun Registration Change of Information Card (CPD-31.579) upon a change in personal information (e.g., name, home phone number, address, FOID card number, driver's license number).

B. Firearm Registration Procedures

1. A Firearm Registration Application (CPD-31.562) must be completed for each firearm to be registered.
2. When registering any firearm(s), members will comply with all of the applicable instructions stated on the reverse side of the Firearm Registration Application (CPD-31.562). In addition, a member registering any firearm(s) will:
 - a. enter "CPD" and his or her unit number of assignment on the "A" and "C" portions of the application in the box entitled "Business Address."
 - b. attach a copy of their valid FOID card and a copy of their CPD Identification, if not current with the Gun Registration Unit.

NOTE: Do not separate the Firearms Registration Application(s) from the attachments.

- c. submit an Affidavit of Employment ([CPD-31.563](#)) with the Firearms Registration Application if the member is a probationary police officer.
 - d. forward the application via intra-departmental mail or in person to the Gun Registration Unit.
3. Certificates of Registration for firearms will be returned directly to the registering member.

C. Reporting Requirements – Loss or Theft of Firearms/Weapons

1. Responsibilities of Members Reporting the Loss or Theft of Firearms/Weapons
 - a. If the loss or theft of a firearm or weapon occurs within the City of Chicago, the member will promptly report the incident to the Department. The member preparing the case report will:
 - (1) complete the appropriate case report in accordance with existing Department procedures.

- (2) ensure that an Administrative Message Center (AMC) message is sent and that the AMC message number is included in the narrative portion of the case report.
 - (3) indicate "Extra Copies Required" with the notation "one copy to Gun Registration."
- b. If the incident occurs outside the corporate boundaries of the City of Chicago, the member will:
- (1) promptly report the incident to the law enforcement agency having jurisdiction.
 - (2) immediately notify Alternate Response Section (ARS) or the Office of Emergency Management and Communications (OEMC) upon return to the City of Chicago. The OEMC will assign a beat officer who will prepare a General Offense Case Report (CPD-11.380) using Offense Code 5081 (Non-Criminal, Other Non-Criminal Property) as the Offense/Incident classification. The beat of occurrence will be shown as 3100 for incidents occurring outside the corporate boundaries of the City of Chicago. The beat of occurrence will be shown as 4100 for incidents occurring outside of the State of Illinois. The narrative portion of the case report will include:
 - (a) an account of the incident.
 - (b) the manufacturer, model, and serial number of the firearm/weapon.
 - (c) the responsible agency's incident or case report number and the LEADS/NCIC number.
 - (d) indication of "Extra Copies Required;" "one copy to Gun Registration."

2. Responsibilities of Supervisory/Command Members

Whenever a reported criminal incident involves a firearm or weapon owned by the Department or a firearm or weapon for which the Department is responsible, supervisory/command members will ensure that:

- a. CPIC is notified.
- b. a copy of the case report and related documentation is forwarded to both the First Deputy Superintendent and the Deputy Chief, Training and Support Group,
- c. if the member is unable to report the loss or theft of firearms/weapons, the first on-duty supervisor having knowledge of the occurrence will assume the initial reporting responsibility.

VIII. REPLACEMENT OF FIREARMS AND AMMUNITION

A. Prescribed Firearms/Temporary Replacement

- 1. Temporary replacement of a prescribed firearm may be obtained if:
 - a. the sworn member's prescribed firearm is lost, stolen, unserviceable, or has failed to pass inspection. With the approval of the district commander/unit commanding officer, watch operations lieutenant, designated unit supervisor, or the firearms range officer, the affected member may submit a request for a temporary replacement firearm and ammunition by submitting a To-From-Subject Report approved by his or her district commander/unit commanding officer and all related documentation (such as case reports, gunsmith repair receipts, purchase orders, etc.) to the Deputy Chief, Training and Support Group.

- b. the sworn member's prescribed firearm is to be examined by the Forensic Services Division. The member may request a temporary replacement of a prescribed firearm, if necessary, by:
 - (1) generating a To-From-Subject Report requesting the temporary replacement and obtaining the watch operations lieutenant's or designated unit supervisor's written approval.
 - (2) submitting the approved To-From-Subject Report, along with copies of the Tactical Response Report ([CPD-11.377](#)) and the eTrack inventory report listing the member's prescribed firearm, to the Deputy Chief, Training and Support Group.
2. A sworn member who has been issued a temporary replacement firearm will be responsible for the proper care, maintenance, and return of the firearm to the Training Division. If a member must retain the replacement firearm for more than thirty days, the member will appear in person at the Training Division with the loaned firearm and submit a To-From-Subject Report with the watch operations lieutenant's or designated unit supervisor's approval explaining the need for an extension.
3. The Firearm Loan Receipt ([CPD-63.344](#)) will be prepared when a replacement firearm is issued.

B. Replacement Ammunition

1. Each district is supplied 200 of the following Department-approved duty ammunition calibers:
 - a. .38 Special,
 - b. 9mm,
 - c. .40 caliber S&W,
 - d. .45 caliber ACP, and
 - e. 5.56mm.
2. Each unit which has been authorized for the use of a shotgun will be supplied with the appropriate amount and type of shotgun ammunition designated by the Training Division.
3. The designated unit supervisor is responsible for the security and issuance of this ammunition. Additional cartridges will be requested from the Firearms Training Unit, Training Division.
4. Any member, regardless of assignment, may obtain replacement ammunition for Department-issued cartridges that are lost, stolen, damaged, defective, or expended in the line of duty.
5. Whenever the replacement of ammunition is necessary, the requesting member will submit a copy of a Tactical Response Report and/or other related documentation to the designated unit supervisor from the district of occurrence.
6. The designated unit supervisor will note the number and type of ammunition issued, sign his or her name, and enter his or her rank on the reverse side of the report(s). The report(s) will be forwarded to the issuing district commander.
7. Members will follow established material requisition procedures and submit copies of the Tactical Response Report and/or related documentation when requesting replacement of expended, damaged, lost, stolen, or defective Department ammunition for the district supply.

IX. INTERSTATE TRANSPORT OF FIREARMS OR AMMUNITION

- A. A sworn member whose duty assignment involves the interstate transport of a person in custody or otherwise requires them to be armed while traveling outside of the State of Illinois will conform to federal, state, and local laws.
- B. A sworn member will ascertain and comply with the regulations governing the possession and transportation of firearms/ammunition while using a public common carrier.

- C. Off-duty sworn members will comply with all federal, state, and local jurisdictional regulations pertaining to possession and transportation of firearms and ammunition when traveling outside the State of Illinois.

X. ROLL CALL PROCEDURES

- A. Supervising sworn members will ensure that:
 - 1. firearms carried on duty are regularly inspected for cleanliness and serviceability.
 - 2. only Department-approved ammunition is used and in serviceable condition.
- B. Manual inspection of a duty-related handgun can only be performed by a supervisor who has been trained in inspection procedures by the Training Division for the particular type of handgun.
- C. Roll call firearms inspection will be conducted each Wednesday.

XI. THE BALLISTIC CLEARING STATION

- A. The ballistic clearing station is a floor-standing unit constructed of ballistic rubber granular materials which fill the interior of the steel housing bullet containment center and has a molded rubber channel which prevents weapon scratching. The clearing stations are manufactured and designed to contain a fired projectile and prevent potential injury or “ricochet” in the event of an unintentional discharge.

NOTE: The ballistic clearing station will be used to load and unload duty-related handguns, shotguns, rifles, and carbines.

- B. The ballistic clearing station will be utilized by only one member at a time:
 - 1. to load and unload personal duty-related handguns during the weekly inspection of firearms.
 - 2. whenever it becomes necessary for a member to load or unload his or her personal duty firearm while in a police facility equipped with a ballistic clearing station.

NOTE: Ballistic clearing stations are available to unload firearms taken into custody. If a member is unable to render the firearm safe, the member will follow the procedures outlined in the Department directive titled “**Firearms Taken Into Custody Or Turned In.**”

- C. All district stations and any other police facility designated by the Deputy Superintendent, Office of Constitutional Policing and Reform, will be equipped with a ballistic clearing station.
- D. District/unit commanding officers will identify a location within the police facility for the placement of the ballistic clearing station. The location will be readily accessible to sworn members (e.g., roll call rooms).
- E. Inspection of the ballistic clearing station will be conducted at the beginning of each tour of duty by the station supervisor or designee.
- F. In the event of an unintentional discharge inside a ballistic clearing station, the procedures delineated in the Department directive titled “**Firearm Discharge Incidents Involving Sworn Members**” will be followed.
- G. Any damage to the ballistic clearing station which is not firearm related will be reported in accordance with existing procedures.
- H. Regardless of the type of damage to the ballistic clearing station, the designated unit supervisor will:
 - 1. notify the Firearms Training Unit of the type and extent of damage.
 - 2. immediately take the ballistic clearing station out of service, if determined necessary by the Firearms Training Unit.

- I. The Firearms Training Unit will:
 - 1. conduct a thorough inspection of the ballistic clearing station.
 - 2. determine whether repair or replacement of any damaged part(s) is necessary.
- J. Members will refrain from using a damaged ballistic clearing station determined to be taken out of service until repairs have been completed and written authorization from the Firearms Training Unit to resume use has been received by the district commander or unit commanding officer. If necessary, a member requiring the use of a ballistic clearing station will utilize one in a nearby district or unit.

XII. WEAPON LOCKING DEVICES

- A. Sworn Department members **will** secure all firearms when the firearm is not on their person in accordance Item II-G of this directive.
- B. Sworn Department members **will** secure any/all other firearms which may be in their possession or under their control as mandated by Illinois Compiled Statute (ILCS) entitled "Firearms; Child Protection" ([720 ILCS 5/24-9](#)) and in accordance to Item II-G of this directive.

NOTE: Effective 1 January 2000, 720 ILCS 5/24-9 "Firearms; Child Protection," states that a firearm must be secured when the likelihood exists that a minor under the age of 14 could gain unlawful access to the firearm. Department policy regarding the securing of a sworn member's prescribed duty firearm is more restrictive.

- C. Sworn Department members may secure firearms in a locked box/container or secure the firearm in another location that a reasonable person would believe will prohibit access to the firearms by unapproved individuals and meet the requirements of [720 ILCS 5/24-9](#).
- D. Sworn Department members not carrying their prescribed duty firearm on their person and not having an alternate means to secure the prescribed duty firearm will place a locking device on their prescribed duty firearm.
- E. Sworn Department members hired or promoted on or after 02 June 2017 or any firearm acquired after 02 June 2017 will be required to have a locking device for the firearm.

NOTE: A locking device will be utilized when the firearm is not on their person, secure in a lock box/container, or secure in another location that a reasonable person would believe will prohibit access to the firearms by unapproved individuals and meet the requirements of [720 ILCS 5/24-9](#).

- F. Department members are reminded at the annual Prescribed Weapon Qualification program of proper procedures for securing their prescribed duty firearm pursuant to Illinois Compiled Statute (ILCS) entitled "Firearms; Child Protection" ([720 ILCS 5/24-9](#)).

XIII. DEPARTMENT SPECIAL WEAPONS AND EQUIPMENT

- A. The First Deputy Superintendent, Office of Operations; Deputy Superintendent, Office of Constitutional Policing and Reform; the Chief, Office of Operations; the Chief, Bureau of Detectives; and the Chief, Bureau of Counterterrorism, may authorize the deployment of Department special weapons for use by selected units within their respective bureaus.
- B. Special weapons will only be issued or carried by sworn members who are certified in the use of special weapons by:
 - 1. the Training Division;
 - 2. the Special Weapons and Tactics (SWAT) Unit; or
 - 3. by a certified weapons instructor within their office or bureau of assignment.

NOTE: All certified weapons instructors will follow the procedures delineated in the Department directive titled "**Department Training Records Maintenance Program.**"

C. The SWAT Unit will deploy Special Operations Response Teams (SORT) trained and equipped with special weapons.

D. Department special weapons include, but are not limited to:

1. rifles, carbines, shotguns, and submachine guns;
2. chemical agents, smoke dispensing devices and their launchers, impact munitions, and distraction devices.

NOTE: Department special weapons do not include person aerosol chemical devices, Taser devices, or batons.

E. All members that are trained and qualified/certified in specialty weapons, as listed in item XIII-D, must maintain their qualification/certification and training annually while working in the designated unit they are assigned. In addition, the units authorized in item XIII-A, will ensure the maintenance and inspection of the specialty weapons annually.

XIV. DEPARTMENT ARSENAL

A. Department weapons and ammunition will be stored in the Department Arsenal.

EXCEPTION: A limited quantity of Department special weapons and ammunition will be maintained at each designated unit.

B. The Firearms Training Unit, Training Division, will:

1. provide for the repair and maintenance of all Department-owned weapons with the exception of routine cleaning and oiling.
2. provide replacement shotguns/carbines when available for unit shotguns/carbines that are stolen, lost, or under repair.
3. train Department members who are certified in the use of special weapons to fulfill basic weapon maintenance requirements.
4. supply the firearm ranges with necessary firearms/weapons, ammunition, targets, or other related supplies and equipment.
5. prepare and submit a Department-wide inventory and maintenance inspection report, during the first quarter of each year, for all Department firearms that are being utilized in the field, e.g., carbines. This report will be submitted to the Deputy Chief, Training and Support Group.

EXCEPTION: The certified weapons instructors for the Office of Operations, Bureau of Detectives, Bureau of Counterterrorism, and the Special Weapons and Tactics (S.W.A.T.) unit will be responsible for preparing and submitting their own bureau/unit level inventory and inspection report of all firearms/special weapons, during the first quarter of each year. This report will be submitted to the commanding officer of each designated unit equipped with these weapons.

6. inspect Department owned firearms in the Loaner Weapon Program upon issuance. A Firearm's Training Unit member will ensure the weapon fires safely and is serviceable prior to issuing the firearm to the Department member. This will be documented on the Test Fire/ Inspection receipt wherein the member acknowledges that the weapon is in good working order.

7. ensure the functionality of Department-issued Taser devices during the initial issuance and the reissuance after repairs.
 8. perform other designated technical duties.
- C. Department-Issued Ammunition
1. During the annual prescribed weapon qualification period, the designated supervisor of units supplied with Department-issued ammunition will conduct an inspection of the ammunition ensuring there is no damaged, lost, stolen, or defective Department ammunition. The designated supervisor will notify the Firearms Training Unit for the determination of replacement ammunition.
 2. Department members issued ammunition after a firearm qualification will ensure there are no physical defects or damage to the ammunition.

XV. ARSENAL COMMITTEE

- A. The Arsenal Committee will be composed of the following members:
1. Voting Members:
 - a. Deputy Chief, Training and Support Group or designee.
 - b. Director, Research and Development Division or designee.
 - c. Chief, Office of Operations or designee.
 - d. Captain, Training Division or designee.
 - e. Range Master, Training Division.
 - f. Firearms Technician, Forensic Services Division.
 - g. A sworn member of the Labor Relations Division.
 - h. A sworn member from the Special Weapons and Tactics (SWAT) team.
 2. Non-Voting Members:
 - a. A member from the Legal Affairs Division.
 - b. designated training Sergeant, Training Division.
 - c. A sworn member of the Research and Development Division.
- B. The Deputy Chief, Training and Support Group, will serve as Chair of the Arsenal Committee.
- C. The Director, Research and Development Division, will serve as Vice-Chair.
- D. A designee has the same authority on the committee as the member they have been appointed to represent.
- E. Committee members who determine there is a need for a meeting will communicate with the Chair. Committee meetings will convene upon notification from the Chair during normal business hours where practicable.
- F. A sworn member of the Research and Development Division will attend all meetings and serve as secretary to the committee.
- G. a designated training sergeant, Training Division will provide official liaison between the committee and retailers, manufacturers, and other suppliers of weapons and related equipment.

NOTE: The Arsenal Committee will consult the Uniform and Personal Equipment Policy Committee when there are any modifications or additions to the personal equipment or uniform specifications for Department members.

- H. Committee affairs will be conducted only when a quorum of the voting membership is present. A quorum will consist of at least four voting committee members of which one will be the Chair or Vice-Chair. Issues will be voted upon by all the present committee members.
- I. Responsibilities of the Arsenal Committee include:
 - 1. development of weapon specifications for the Department.
 - 2. conducting research and evaluating weapons and/or ammunition for possible use by Department members.
 - 3. making recommendations to the Superintendent relative to the adoption or discontinuation of weapons and/or ammunition for use by Department members.

(Items indicated by *italics/double underline* were added or revised.)

Authenticated by: KC

Charlie Beck
Interim Superintendent of Police

18-075 RCL

GLOSSARY TERMS:

- 1. **Prescribed Firearm**
A required firearm which must be used/carried by a sworn officer.
- 2. **Alternate Prescribed Firearm**
A firearm which may be used/carried by a sworn officer in lieu of a prescribed firearm.
- 3. **Alternate Prescribed Firearm Only**
A firearm which may be used/carried by a sworn officer in lieu of a prescribed firearm that can only qualify as an alternate prescribed firearm.
- 4. **Auxiliary Firearm**
A firearm which may be used or carried by a sworn officer in addition to a prescribed or alternate prescribed firearm.
- 5. **Police Carbine Operator Program**
The overall program developed by the Department for the approval, procurement, training, security, issuance, use, and maintenance of Department-approved carbines.

6. **Carbine Operator Course**
A voluntary five-day course members must initially pass to be qualified to participate in the Police Carbine Operator Program.
7. **Carbine Operator Requalification Course**
A block of training required for members in the Police Carbine Operator Program. This course is taken subsequent to the Carbine Operator Course and must be completed to maintain qualification.
8. **Carbine Familiarization Course**
A block of instruction relative to the safe handling, loading, and unloading of the carbine as well as placement and removal from gun racks and locks.
9. **Personal Carbine Operator Zeroing Course**
A block of instruction required for police carbine operators who own personal carbines that must be zeroed before approval for duty use.
10. **Carbine**
A short-barreled, lightweight semiautomatic rifle.
11. **Police Carbine Operator**
A member trained by the Department to be armed with a carbine while assigned to routine field duties.
12. **Arm/Arming**
Removing a carbine from a Department vehicle and chambering a round.
13. **Deployment**
The act of issuing / placing a carbine into a Department vehicle gun lock for duty.
14. **Tactical Sling**
A device used to carry the rifle in a hung position in front of the body.
15. **Zero/Zeroed**
At a prescribed distance, the point of aim is aligned with the point of bullet impact.
16. **ChamberSafe**

A high-visibility device, normally orange in color, used to readily identify, from a distance, that a rifle chamber is empty and safe.

17. **Personal Carbine**

A duty carbine purchased, registered, and owned by a member participating in the Police Operator Carbine Program.

18. **Optical Sighting System**

A device mounted or attached to a rifle that assists a shooter with quick target acquisition. An optical sighting system is **NOT a laser sight**.

ADDENDA:

1. U04-02-01 - Department Approved Handguns and Ammunition
2. U04-02-02 - Control Devices and Instruments
3. U04-02-05 - Police Carbine Operator Program
4. U04-02-08 - Department Approved Lethal Shotguns