



# Lexington Police Department

Lexington, Kentucky

## GENERAL ORDER

BY THE AUTHORITY OF THE CHIEF OF POLICE

### **G.O. 2011-02D Weapons Policy**

Rescinds: GO 2011-02C;  
GO 1978-04G

Effective Date: 02/13/16

Originally Issued: 1973;  
1978

References: CALEA Chapter(s) 1; 46

Distribution Code: B | All Department Employees

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## **I. PURPOSE**

The purpose of this order is to establish the standards and requirements of weapons to be carried by officers of the Lexington Police Department while on or off duty.

The purpose of this policy is also to establish the procedure for range qualifications, use of the Firearms Training Facility, and safe operation of department approved weapons.

## **II. POLICY**

It shall be the policy of the Lexington Police Department to ensure that all police officers are trained and qualified in the use of department approved weapons and ammunition.

It shall also be the policy of the department to assure that each officer receives sufficient training in the use of authorized firearms, maintains proficiency, and completes firearms qualifications in accordance with this policy.

## **III. WEAPONS PROCEDURES**

### **A. On Duty**

1. While on duty, all officers shall be armed with a department approved weapon, department approved ammunition, and extra ammunition on their person.
2. Exceptions shall include those situations when an officer enters restricted areas at the Lexington VA Medical Centers (Leestown Road or Veterans Drive) Federal Medical Center, Eastern State Hospital, Blackburn Correctional Complex, Fayette County Community Corrections, Fayette Regional Juvenile Detention Center and U.S. District Court House. Personal safety should be the primary consideration prior to securing or surrendering the duty weapon at any location.
3. Exceptions may also be approved by a commander or supervisor when an officer is actively working an undercover operation for which being armed would jeopardize the investigation or officer.
4. A weapon in a briefcase or left at a duty station is not in compliance with this policy.
5. A primary on-duty weapon carried in an ankle holster is restricted. Refer to GO

series 1973-05 Personal Appearance of Sworn Personnel regarding wearing a weapon in an ankle holster.

6. No officer shall carry any weapon unless the officer has successfully completed the approved training and has demonstrated proficiency with these weapons by meeting qualification and certification standards. The make, model, and serial number of each weapon an officer is authorized to carry shall be maintained by the department's armorer.

7. No officer shall carry a department approved weapon unless the officer has received, acknowledged and has been trained on the current response to resistance policy.

#### B. Off Duty

1. While off duty, officers are not required to be armed unless:

a. Operating or in a department owned vehicle, or

b. Engaged in off-duty employment, including volunteer work, while wearing the department uniform or wherein the actual or potential use of law enforcement powers is anticipated.

2. Officers who choose to be armed off duty shall be armed with a department approved weapon, ammunition and holstering system while operating or in a department owned vehicle or when the possibility exists that the officer may have to act in an official capacity.

3. Officers must demonstrate proficiency with department approved, personally owned; and/or department approved, department owned off-duty weapons by meeting qualification and certification in order to carry the weapon off duty in an official capacity. The make, model, and serial number of each weapon an officer is authorized to carry shall be maintained by the department's armorer.

4. Officers who choose to be armed off duty shall keep the weapon completely concealed at all times when in public, except at headquarters.

5. Off-duty officers who consume or plan to consume alcohol shall not be armed.

#### C. Carrying Concealed Deadly Weapons

1. Officers are authorized to carry concealed deadly weapons by:

a. KRS 527.020 (3), which states, in part: "...policemen directly employed by state, county, city, or urban-county governments may carry concealed deadly weapons on or about their person at all times within the Commonwealth of Kentucky, when expressly authorized to do so by law or by the government employing the officer.

b. RCO 23-9 (h), which states: “Members of the police force, directly employed by the urban county government, shall be, and are hereby, authorized to carry concealed deadly weapons on or about their persons at all times while within the commonwealth.”

## 2. H.R. 218- The Law Enforcement Officers’ Safety Act [LEOSA]

Officers traveling outside of Kentucky shall abide by H.R. 218 (Law Enforcement Officers’ Safety Act of 2004) in regards to the carrying of concealed firearms. H. R. 218 exempts qualified active law enforcement officers from local and state prohibitions on the carrying of concealed firearms.

While LEOSA supersedes most state and local laws regarding off-duty carry, it does not override federal laws. The list of laws below are not meant to be all inclusive, but present some examples of laws that are still applicable to qualified active law enforcement officers:

- a. Federal laws or regulations governing the carrying of firearms onto aircraft, federal buildings, federal property and national parks
- b. Federal laws or regulations governing the carrying of firearms onto or within 1,000 feet of school property outside the Commonwealth of Kentucky as described in the Gun Free School Zone Act of 1995.
- c. State laws which prohibit the carrying of firearms onto state or local government property
- d. State laws which allow private entities to prohibit firearms onto their private property

The Law Enforcement Officers’ Safety Act excludes machine guns, firearm silencers and other destructive devices from the definition of firearms.

In order to qualify for H. R. 218, an officer must have the officer’s departmentally-issued ID card on the officer’s person. Therefore, if an officer’s police powers have been suspended for any reason, the officer will not be in compliance with H.R. 218. Additionally, an officer will not be covered under this act if determined to be under the influence of alcohol or drugs.

Officers carrying concealed firearms in accordance with H.R. 218 are further restricted by the department to carry only their department approved weapon, ammunition and holstering system (service weapon and/or the off-duty or backup weapon) on which they are currently qualified.

If an officer does not meet the standards as outlined above and is traveling outside of Kentucky, the officer shall abide by all firearms regulations of the jurisdiction through which the officer is traveling.

3. Firearms Aboard Commercial Aircraft

Officers shall abide by all Federal Aviation Administration (FAA), Transportation Safety Administration (TSA) and individual airline regulations regarding weapons on aircraft.

D. Special Firearms and Considerations

1. No officer shall carry or use any special firearm or weapon unless that person has demonstrated proficiency with the weapon and met all qualification and certification standards. Current and former ERU personnel who have received the required rifle training as of September 1, 2004 and officers who have completed a Firearms Instructor course that included patrol rifle recognized by Training or KLEC will not need to complete the Patrol Rifle Course. However, all personnel must complete the annual patrol rifle qualifications.

2. If an officer is approved to carry any department approved pistols, shotguns, rifles or those authorized special weapons, then the officer may carry them in any police vehicle, either on or off duty.

3. Deployment of rifles shall be approved for critical incidents that require their use. An on-scene supervisor or incident commander may determine the necessity for continued deployment. Examples of appropriate deployment situations include, but are not limited to:

- a. Active shooting incidents.
- b. Barricaded subjects known to be armed with a high powered weapon.
- c. Any situation where the officer encounters a high powered weapon.

4. Rifles and shotguns shall be stored in the trunk of the police vehicle or in a carrier with a locking mechanism approved by the Chief of Police. Vehicles without a trunk shall have weapons secured in a locked compartment affixed to the vehicle. Storage compartments shall be approved by the Technical Services supervisor and installed by the Technical Services Unit.

5. Rifles and shotguns shall be stored in the vehicle with the chamber empty and the magazine or tubes loaded as prescribed by Training.

6. No weapon should be left unattended in the passenger compartment of a vehicle unless the vehicle is locked or the firearm is secured in a reasonable manner.

7. All weapons should be secured at all times in such a manner as to prevent accidental discharge and in a location that is not accessible to children or other adults.

8. The department armorer shall review firearms which are being considered for approval to determine their suitability. The armorer's recommendation shall be

forwarded to the Chief of Police for final approval.

a. The Chief of Police has final authority regarding approval of any weapon.

9. No approved weapon should have any optional equipment installed without the inspection of the department armorer and approval of the Chief of Police.

10. Officers have the option to equip (at their own expense) a rifle or shotgun with an approved weapon mounted light. Officers will be responsible for purchasing an approved system, for purchasing batteries and for system maintenance.

a. Weapon mounted lights and mounting systems must be approved by the Range Officer.

1. Information on approved weapon mounted lights and mounting systems for rifles and shotguns, along with a list of equipment restrictions, is located in the Appendix.

2. A laser function on the weapon mounted light is strictly prohibited.

b. Each officer who opts to equip a rifle or shotgun with a weapon mounted light is required to attend a designated training course, demonstrate proficiency with the rifle or shotgun equipped with the weapon mounted light, and meet qualification and certification standards established by the department.

1. Only officers who successfully complete the designated training and qualification courses will be authorized to carry or use a rifle or shotgun equipped with a weapon mounted light.

2. Training will include how and under what circumstances the deployment or use of a rifle or shotgun equipped with a weapon mounted light is justified and appropriate.

c. Each officer who opts to equip a rifle or shotgun with a weapon mounted light must maintain and carry a department approved flashlight on the duty belt.

1. Weapon mounted lights on shotguns and rifles shall remain affixed to the rifle or shotgun throughout an officer's shift.

d. Specialized units, with prior approval, may continue to carry other approved equipment even if it differs from the information listed in the Appendix. Specialized units, upon approval by the bureau Assistant Chief, may carry equipment not designated in the Appendix upon the successful completion of training.

11. The Chief of Police, or designee, may authorize the use of special weapons in certain situations (e.g., barricaded persons, hostages, snipers, undercover investigations, etc). Officers assigned the responsibility for these special department owned weapons

or other authorized special weapons will be required to maintain their names on a list with the commander of the Emergency Response Unit. The ERU commander will be required to ensure and document training of each employee having access to special weapons, with final approval residing with the Chief of Police or designee.

#### E. Weapons Maintenance

1. It is each officer's responsibility to ensure all handguns, shotguns, rifles, and other weapons systems used by the officer are kept clean and in good working order at all times.
2. Weapons carried by department personnel shall either be serviced by the department armorer, or repairs must be coordinated through the department armorer.
  - a. The department armorer will repair approved models of Remington shotguns at no cost to the officer.
  - b. Repairs and modifications to other brands of approved shotguns will be coordinated by the department armorer, who will arrange to ship the shotgun to a factory-authorized repair facility.
    1. The officer who owns the shotgun is responsible for the shipping and repair costs.
  - c. Shotguns repaired or modified at an authorized facility shall be re-inspected by the department armorer to ensure proper functioning prior to permitting qualification and use by the owner officer.
3. The armorer shall document the inspection and approval of every weapon prior to permitting the weapon to be used for qualification and subsequent use. Documentation maintained by the armorer shall also include the make, model and serial number of each weapon an officer is authorized to carry.
4. All modifications to department approved weapons shall meet the approval of the department armorer prior to implementation.
  - a. The department armorer will install approved aftermarket modifications to approved models of Remington shotguns.
5. Any weapon that does not meet the standards of this directive or the approval of the department armorer shall not be carried. The armorer has the responsibility to remove from service any weapon determined to be unsafe or nonfunctional. A weapon of the same type may be checked out by the officer from the Property and Evidence Unit, if available, until the officer's defective weapon has been repaired and approved for service by the armorer. Any officer issued a replacement weapon under these circumstances shall qualify with that weapon prior to carrying it on or off duty. In the event the officer's weapon is collected as part of an investigation into a critical incident, the officer may be issued a temporary weapon and allowed an opportunity to

qualify on that weapon when it is reasonable to do so.

#### F. Less-Lethal Weapons

1. These are departmentally-approved launchers and projectiles, with the ability to incapacitate, with reduced potential for death or serious injury. Each less-lethal weapon should be used consistently with the training for that particular system.
2. Less-lethal weapons and less-lethal ammunition should only be utilized by officers trained and qualified in their use.
3. Less-lethal weapons and ammunition include, and are not limited to:
  - a. Remington 870 less-lethal shotgun (bean bag 23DS)
    1. Sergeants and ERU personnel are trained in deployment.
  - b. 2. Def-Tec 40 mm Exact Impact
    1. ERU personnel are trained in deployment.
4. Any time a less-lethal weapon is deployed on a person, that person shall promptly be provided appropriate medical aid.

#### G. Intermediate Weapons

##### 1. TASER

The TASER is a force option that is intended to temporarily incapacitate subjects to enable officers to gain control over them. The TASER, also referred to as a conducted electrical weapon [CEW], delivers an electrical signal that is designed to temporarily incapacitate a suspect through neuromuscular incapacitation (NMI). The shaped pulse technology stimulates both the sensory and motor nervous systems through two (2) probes and conductive wire. The result is an involuntary contraction of the muscles as well as pain disorientation. All the effects are temporary and will subside immediately upon completion of the discharge.

- a. Officers are permitted to only carry and use CEW's and holsters issued by the department. The use of CEW's shall be consistent with department training and applicable laws. Only officers who have successfully completed the department TASER user course are authorized to carry and use a CEW.
- b. The CEW is a mandatory carry force option for uniformed officers and first line supervisors assigned to the Bureau of Patrol and the Bureau of Special Operations, unless otherwise authorized by the bureau Assistant Chief.
- c. All users must demonstrate proficiency annually prior to being authorized to continue to carry the weapon. Training and annual proficiency certifications

must be monitored by a certified TASER instructor. Remedial training will be conducted for those unable to qualify prior to resuming official duties.

d. A cross draw configuration on an officer's duty belt is the only authorized method of carrying a CEW. Wearing of the CEW on the strong side is strictly prohibited. Plainclothes or off-duty officers are also required to carry CEW's in a cross draw fashion if being worn.

e. If detectives choose to utilize a shoulder holster, they are not authorized to carry a CEW due to the cross draw configuration. Investigators must choose one method of carrying their duty weapon and may not transition between the methods to avoid the chance of drawing the incorrect weapon from the support side. These investigators cannot carry a CEW if working a temporary or off-duty assignment. If a detective returns to uniform duty, the Range Officer must be contacted for retraining.

f. Each officer is responsible for the condition of the carried CEW before the start of each shift.

1. Officers will inspect the device for any obvious damage, check the lights, laser sight, frame, trigger housing, cartridges for damaged or loose doors, and safety switch for functionality.

2. Officers will turn the device on and verify that battery strength is greater than 20%.

3. Officers are recommended to spark test their CEW at the beginning of every shift in order to verify that the device is working, to keep the internal capacitor charged and to avoid delayed spark or software corruption.

- a. If there is a delayed response during the spark test, officers shall conduct an additional five-second test.

g. CEW's requiring maintenance will be taken to the Technical Services Unit for repairs or replacements.

h. The officer's direct supervisor is responsible for confirming spark tests are being completed and documenting this on the weekly inspection form.

## 2. Oleoresin Capsicum Agent (OC Pepper Spray)

- a. Uniformed officers that carry a Taser are not required to carry OC on their person; however, they shall have OC available at all times while on duty. If uniformed officers carry OC on their person, it shall be worn in the approved pouch; otherwise it will be readily available in their department vehicles.

- b. On duty plainclothes officers that carry a Taser are not required to carry OC



on their person; however, they shall have OC available at all times while on duty- either on their person or in their department vehicle. If officers carry OC on their person, a pouch is not required.

c. Training on the use of OC gas products shall be conducted biennially by certified department instructors.

### 3. Baton

a. All uniformed officers, while on duty, shall have in their possession at all times a department approved baton. Exceptions may be approved by the bureau Assistant Chief.

b. The requirement to be armed with a department approved baton while engaged in other assignments shall be designated by the bureau Assistant Chief.

c. Training in the use of approved batons shall be provided to all appropriate sworn personnel by certified department instructors.

d. Arm bars and takedowns, and impact weapon strikes to non-vital areas are considered intermediate weapon use on the Response Control Continuum.

e. Officers shall not change batons or baton holders to a baton or holder that functions differently than the equipment on which they were previously trained without completing transitional training.

### 4. Pepper Ball Guns and Rounds

a. Pepper ball guns can be utilized for a dual purpose, both as a chemical agent dispersal system and as an impact weapon.

b. Striking prohibited areas, including the head, neck and face should be avoided, unless exigent circumstances exist.

c. Officers are required to contact medical personnel to provide appropriate medical aid if the subject displays unusual reactions to the chemical agent.

## H. Distribution of Department Owned Weapons and Court Surrendered Weapons

1. All department owned firearms issued to officers must be inspected by the department armorer prior to issuance or usage. If the officer no longer wishes to maintain the firearm, it must be turned in to the Property and Evidence Unit and inspected by the armorer prior to reissuance. Once inspected, the Chief of Police or designee shall determine whether to authorize reissuance of the firearm for use and who shall be issued the firearm.

2. Upon request, a court surrendered firearm that is eligible to be assigned for use by a department officer shall first be inspected by the department armorer. Once inspected,

the Chief of Police or designee shall determine whether to approve the firearm for use, and who shall be issued the firearm.

#### IV. QUALIFICATIONS PROCEDURES

##### A. Weapons Qualifications

1. All sworn personnel within the department shall be required to successfully complete all firearms qualifications in the presence of a certified Range Officer. The Training Section will conduct a minimum of two firearms qualifications per year. Those personnel assigned less-lethal/intermediate weapons systems will be required to successfully complete an annual qualification.
2. The Range Officer will determine the course of fire for each qualification, to include in each year: night fire session, shotgun qualification, rifle qualification, duty weapon qualification, and off duty or back up qualification and less-lethal/intermediate qualifications.
3. Department personnel shall qualify with the weapon(s) that they regularly carry while on and off duty. The off duty or back up qualification is also when detectives should qualify with the weapon(s) they carry in plainclothes or their normal duty day.
4. The Range Officer will schedule the qualification sessions and makeup sessions with the approval of the Training Section Commander.
5. Officers who fail to attend a qualification session will attend a makeup session, which will be scheduled by the Range Officer. Officers who do not attend the qualification or makeup session shall submit a memo to their supervisor to request an additional opportunity to qualify. The Training Section Commander and Range Officer will attempt to schedule a makeup session at their earliest convenience. The Range Officer shall forward a list of personnel who fail to attend regular and makeup qualifications to the Training Section Commander.
6. A Qualification Data Sheet shall be completed that includes all officers who complete a weapons qualification. The Qualification Data Sheet shall document the weapon used, qualification date, the number of attempts and whether the officer passed or failed. Qualification data shall be maintained on all current officers. The Training Section shall maintain a database containing all qualification data.
7. Officers may carry only those weapons which they are qualified to carry while on or off duty.

##### B. Failure to Qualify

1. Officers who fail to meet qualification standards with their duty weapon shall have two additional opportunities to qualify in a given day. If the officer fails to qualify after the third attempt, the Range Officer shall contact the bureau Assistant Chief, who will temporarily reassign the officer to modified duty status and will notify the officer's

supervisor of the reassignment.

2. An officer who fails to qualify after three attempts shall be temporarily reassigned to modified duty status until such time as the Training Section can provide remedial training for the officer. The officer will be given an opportunity to practice and attempt to meet qualification standards.
3. If an officer fails to qualify after remedial training or continually fails to meet qualification standards (continually fails the regularly scheduled qualification sessions), the Range Officer shall document the deficiencies and forward them to the Chief of Police or designee, who will make a determination as to the action to be taken.
4. Failure to meet qualification standards with the police shotgun, patrol rifle, off-duty weapon, back-up weapon, or less-lethal/intermediate weapon system will require remedial training at the convenience of the Training Section. Officers who fail to qualify with these weapons will not be qualified to carry these weapons either on- or off-duty.

#### C. Use of the Firearms Training Facility

1. All use of the Firearms Training Facility shall be coordinated with the Range Officer or range supervisor.
2. Management and use of the Firearms Training Facility shall be the primary responsibility of the Range Officer.
3. The Range Officer shall have full control while on the range, regardless of rank. In the absence of the Range Officer, the assistant Range Officer or designee shall have full control while on the range, regardless of rank.
4. All use of the Firearms Training Facility by law enforcement agencies outside the LFUCG shall be approved in writing by the Chief of Police, the Training Section commander or designee and a waiver of liability filed with the Range Officer prior to use. The waiver of liability shall be inclusive of all members attending from an outside agency.
5. All requests for use of the Firearms Training Facility by other than sworn members of the department shall be made in writing to the Chief of Police and approved by the Chief of Police or Training Section commander or designee. Upon approval, a waiver of liability shall be completed by the officer making the request and, upon completion, filed with the Range Officer.
6. Only department personnel are authorized to be on the property in the fenced area. Non-department personnel must have the approval of the Range Officer or designee before entering the restricted area.
7. All department officers shall be responsible to ensure that any person allowed onto the Firearms Training Facility property has received the appropriate approval as

described in this order. The accompanying department officer shall be responsible to insure that a waiver has been properly completed for persons approved to shoot on the range.

8. All waivers of liability shall be filed with the Range Officer and maintained on site at the Firearms Training Facility.

9. Only personnel approved in writing by the Training Section commander or Chief of Police may have access to the Firearms Training Facility. Access includes possession of keys, alarm codes and the authority to allow access by other members of the department while on site. Copies of such approval shall be maintained per current records retention schedules at the Firearms Training Facility by the Range Officer.

10. The Range Officer shall schedule range hours, qualification dates, makeup dates, practice times, and events which are to be held at the Firearms Training Facility. The Range Officer shall also determine the availability of the range to outside agencies.

11. The Range Officer shall be responsible for documenting the qualification results and any deficiencies in an officer's knowledge or use of any weapon carried by any member of the department, and may recommend remedial training to correct the deficiency.

12. The Range Officer shall determine Firearms Training Facility rules and ensure compliance. The Range Officer may ask anyone to leave the facility for unsafe behavior. Future use of the range may also be restricted at any time.

13. The Range Officer has authority to refuse use of anyone who appears to be unsafe, or for any reason, to include being under the influence of any drug, including alcohol, or who is unsteady in handling a weapon.

#### **D. Firearms Training Facility Rules**

1. Always keep weapons pointed downrange in a safe direction. When performing any loading or unloading, make sure the weapon is pointed in a safe direction.

2. When transferring the weapon to other personnel, make sure the weapon is safe.

3. The Range Officer has the right to refuse the use of any weapon deemed unsafe at any time.

4. Keep your finger off the trigger and out of the trigger guard until the decision is made to fire and proper target identification and acquisition is made.

5. Weapons entering the Firearms Training Facility shall be cleared and made safe prior to entering the classroom and range house area. Personnel will utilize the clearing barrels located at the entrance to the facility to clear and make safe their weapons, as well as charging their weapons upon completion of their training. Exceptions to this policy will be for officers shooting duty ammunition qualifications. Notification of

duty ammunition qualification will be posted outside of the gate. Officers on duty and not intending to shoot do not need to clear or make safe their weapons.

6. All orders related to firearms training or safety issued by the Range Officer or designee will be obeyed immediately.
7. Dry firing shall not be permitted outside of the firing line, except by those under the direct supervision of the Range Officer or designee, and only after all weapons have been inspected and confirmed to be clear of ammunition.
8. Consumption of alcoholic beverages will not be permitted on the range.
9. Smoking or use of any other tobacco or vapor products will not be permitted inside the “inner” fenced area of the range or range house.
10. Eye and ear protection approved by the Range Officer and OSHA regulations must be worn by all persons shooting or observing from within the “inner” fenced area of the range.
11. When firing on the range, wait for instructions from the Range Officer unless directed otherwise.
12. Report any malfunctions of weapons or ammunition to the Range Officer at the completion of the course of fire.
13. The Range Officer or other firearms instructor shall visually inspect each officer’s weapon prior to the officer exiting the firing line upon completion of each course of fire. This will insure that all weapons have been previously cleared before the officers leave the firing line.
14. All officers shall be responsible to visually inspect their weapon to insure that it is clear before attempting to disassemble the weapon. Firearms to be disassembled shall only have the trigger depressed while the weapon is pointed directly into the center of a clearing barrel or bullet trap.

#### E. Loading and Unloading

All weapons must be unloaded until an order to charge weapons is given by the Range Officer and must remain unloaded while off the firing line. Weapons may be charged prior to leaving the charging station.

##### 1. Semi-Auto Pistol Unloading

- a. Keep your finger off the trigger
- b. Engage the safety (when applicable)
- c. Depress the magazine release button to release the magazine

- d. Retract the slide to eject the chambered round. Lock the slide to the rear.
- e. Visually and physically check the chamber and magazine well, and then re-check

## 2. Semi-Auto Pistol Loading

- a. Keep your finger off the trigger
- b. Engage the safety (when applicable)
- c. With the slide locked back, insert a loaded magazine
- d. Release slide to insert a round into the chamber. Let slide operate on its own power.
- e. Where applicable, de-cock the weapon
- f. Remove the magazine and with finger off the trigger, re-holster the weapon
- g. Add one round to the magazine and with the weapon still in the holster, insert and seat the magazine. Pull on the base of the magazine to make sure it is seated properly and locked in the proper position.

## 3. Shotgun Unloading

- a. Keep your finger off the trigger
- b. Engage the safety (on position)
- c. Retract forearm (pump models) to extract shells from the chamber
- d. Remove all non-chambered shells from the magazine tube with the strong hand by pushing in on shell latches
- e. Visually and physically check chamber and re-check

## 4. Shotgun Loading

- a. Keep your finger off the trigger
- b. Engage safety (on position)
- c. Insert shells into the magazine tube until full
- d. Retract forearm (pump models) to chamber a round
- e. Top off the magazine by loading one additional round into the magazine tube

5. Rifle Unloading

- a. Keep your finger off the trigger
- b. Engage the safety
- c. Remove the magazine
- d. Lock the bolt to the rear
- e. Visually and physically check the chamber and magazine well

6. Rifle Loading

- a. Keep your finger off the trigger
- b. Lock the bolt to the rear
- c. Engage the safety
- d. Insert a loaded magazine
- e. Release the bolt to insert a round into the chamber

F. Clearing and Making Safe Unfamiliar Weapons

Handle all weapons as if they are loaded. Never check to see if a weapon is loaded by pulling the trigger. If an officer is unsure if a weapon is unloaded, repeat the proper unloading procedures. If an officer encounters an unfamiliar weapon in the field and is unsure how to make it safe, and no other officer at the scene is able to assist, the officer shall contact an immediate supervisor. The supervisor will determine if the Range Officer or a department armorer should be contacted.

**The Appendix begins below.**

**APPENDIX**

**DEPARTMENT APPROVED WEAPONS and EQUIPMENT**

**HANDGUNS**

<b>BRAND</b>	<b>MODEL</b>	<b>STYLE</b>	<b>AUTHORIZED</b>
GLOCK	17	9MM FULL SIZE	U; P; O; B; UA; NA
GLOCK	19	9MM COMPACT	U; P; O; B; UA; NA

GLOCK	26	9MM SUBCOMPACT	P; O; B; NA
GLOCK	22	40 CALIBER FULL SIZE	U; P; O; B; UA; NA
GLOCK	23	40 CALIBER COMPACT	U; P; O; B; UA; NA
GLOCK	27	40 CALIBER SUBCOMPACT	P; O; B; NA
GLOCK	42*	380 CALIBER	O; B
GLOCK	43*	9MM	O; B

U= Uniformed  
 P= Plain Clothes  
 O= Off Duty  
 B= Back Up  
 UA= Uniformed Off-Duty Assignment  
 NA= Non-Uniform Off-Duty Assignment

Only the above listed handguns shall be carried by officers while on duty and off duty.

\* The Glock Model 42 and Model 43 shall not be carried as a primary weapon, inclusive of off-duty assignments.

All handguns shall be the manufacturer’s black finish with Tenifer treatment or comparable finish approved by the department armorer.

NOTE: Effective October 1, 2013, all handguns carried either on or off duty will be required to be configured with a 5.5 lb. trigger pull.

Officers may carry a second approved handgun with approved ammunition as long as it is concealed.

**PATROL RIFLE**

<b>BRAND</b>	<b>MODEL</b>	<b>STYLE</b>
Accurate Tool	AR-15	5.56/.223 Caliber
Armalite	M15	5.56/.223 Caliber
Bushmaster	(N/A)	5.56/.223 Caliber
Colt	AR-15	5.56/.223 Caliber
Double Star	Star 15	5.56/.223 Caliber
D.P.M.S.	(N/A)	5.56/.223 Caliber
Rock River Arms	(N/A)	5.56/.223 Caliber
Saber Defence	(N/A)	5.56/.223 Caliber
SIG	M400	5.56/.223 Caliber
Smith and Wesson	M&P	5.56/.223 Caliber

All rifles will have a barrel length of not less than 16 inches and not more than 20 inches. Rifles will be semi-automatic direct impingement gas operated AR-15 models.

All models shall have factory standard parts unless parts are installed/approved by the department armorer.

All visible parts (except for magazine and magazine holder) shall be matte black.



All rifles will have adjustable sights, fixed or collapsible stock, 20 or 30 round magazines and a black tactical sling.

Rifles may be equipped with optical sights with no magnification. The optics shall have the ability to be co-witnessed with their iron sights and shall be mounted as to not affect the function of the rifle or the manipulation.

**OPTICS**

<b>BRAND</b>	<b>MODEL</b>	<b>STYLE</b>
Aimpoint	(N/A)	No magnification
Vortex	Strikefire II	No magnification
Trijicon	MRO	No magnification

**SHOTGUN**

<b>BRAND</b>	<b>MODEL</b>	<b>STYLE</b>
Below listed:		All shotguns must be 12-Gauge; pump or semi-automatic, equipped with a single magazine and have a barrel length of not less than 18 inches. Compact or “bull-pup” shotgun designs, regardless of manufacturer, are prohibited.
Benelli	M1	
Benelli	M2	
Benelli	M3	
Benelli	M4	
Benelli	Nova	
Benelli	SuperNova	
FN Herstal	SLP MK1	
FN Herstal	Tactical Police 12	
Mossberg	500	
Mossberg	590	
Mossberg	590A	
Mossberg	930	
Remington	870	
Remington	887	
Remington	1100	
Remington	11-87	
Remington	VersaMax	
Smith & Wesson	3000	
Weatherby	PA-459TR	
Winchester	1300	
Winchester	Super X Defender	
Winchester	Super X3	

**AMMUNITION**

<b>BRAND</b>	<b>MODEL</b>	<b>STYLE</b>
Federal	9MM	147gr. Hydra-Shok JHP
CCI Speer	9MM	147gr. Gold Dot Hollow Point
Federal	40Cal.	155gr. Hydra-Shok JHP
CCI Speer	40Cal.	155gr. Gold Dot Hollow Point
CCI Speer	40Cal.	180gr. Gold Dot Hollow Point
Federal	12ga	“00” Buck
Federal	12ga	23/4 inch 1oz Hydra-Shok
Federal	5.56mm/.223	55gr. Tactical TRU T223A Hi-Shok SP
Federal	5.56mm/.223	55gr. Tactical Bonded LE223T1 Bonded Soft Point
CCI Speer	.380	90 gr. Gold Dot Hollow Point

**LESS-LETHAL WEAPONS and AMMUNITION**

<b>BRAND</b>	<b>MODEL</b>	<b>STYLE</b>
Remington	870	Less-Lethal Shotgun with Orange Stock
Defense Technology	23DS	12-Gauge Bean Bag Round

**INTERMEDIATE WEAPONS and AMMUNITION/Pepper Ball Weapons**

<b>BRAND</b>	<b>MODEL</b>	<b>STYLE</b>
PepperBall Technologies	SA-200	Launcher
PepperBall Technologies	Carbine-TX	Launcher
PepperBall Technologies	TAC 700	Launcher
PepperBall Technologies	Red Tactical	OC Powder Round

**INTERMEDIATE WEAPONS/Oleoresin Capsicum Agent**

<b>BRAND</b>	<b>MODEL</b>	<b>STYLE</b>
First Defense	MK-3	Aerosol Pepper Projector (10%)
First Defense	MK-4	Aerosol Pepper Projector (10%)
First Defense	MK-6	Aerosol Pepper Projector (10%)
First Defense	MK-9	Aerosol Pepper Projector (10%)
First Defense	MK-46**	Aerosol Pepper Projector (10%)
ALS Technologies	Top Cop 1.5oz*	Aerosol Pepper Projector (10%)
ALS Technologies	Top Cop 1.9oz*	Aerosol Pepper Projector (10%)
ALS Technologies	Top Cop 3.1oz*	Aerosol Pepper Projector (10%)
ALS Technologies	Top Cop 9.2oz*	Aerosol Pepper Projector (10%)

\*Optional OC with training received from sergeant training.

\*\*Optional OC will be assigned to trained personnel by a shift commander, duty commander or ERU commander.

**INTERMEDIATE WEAPONS/Taser**

<b>BRAND</b>	<b>MODEL</b>	<b>STYLE</b>
Taser	X26	CEW
Taser	X2	CEW

**INTERMEDIATE WEAPONS/Batons**

<b>BRAND</b>	<b>MODEL</b>	<b>STYLE</b>
ASP	T50KB (22411)	21" Talon Baton
ASP	T60KB (22611)	26" Talon Baton
Monadnock*	9030	22" Autolock Baton with power safety tip
Monadnock*	9021	26" Autolock Baton with power safety tip
Monadnock	2004	36" Polycarbonate Riot Baton

\*Black Gun Finish or Black Chrome

**WEAPON MOUNTED LIGHT EQUIPMENT RESTRICTIONS**

All weapon mounted lights must be black in color to include the mount. The lights must have a tail cap switch or a tethered pressure switch. No switch or pressure switch should be mounted anywhere near the pistol grip of the rifle or shotgun. The light must not exceed a bezel diameter of 1.65 inches. Approved lights will be from the following manufacturers:

1. Surefire: [Examples are Scout, Millennium, DSF series or G2.]
2. Streamlight: [Examples are Strion, TLR-1 with pressure pad or TL-2.]
3. Elzetta: [Examples are Modular LED flashlights.]

The lights must be affixed to the weapon through a mechanical means. The light shall be mounted with a system designed for the purpose of mounting a flashlight to a weapon. The mount shall not interfere with the function of the weapon or the functioning of the weapon by the operator. Mounts shall utilize a picatinny rail system or similar mounting device. If a rifle or shotgun does not have rails, alternate means can be approved by the Range Officer. The Elzetta ZFH1500 flashlight mount will work with rifles that do not have rails. Universal or integrated rails may be attached to hand guards with the approval of the Range Officer.