

# St. Joseph, Missouri Police Department



DIRECTIVE TYPE: <b>GENERAL ORDER</b>		INDEX NUMBER: <b>GO0122</b>
SUBJECT: <b>Weapons Training and Control</b>		
EFFECTIVE DATE: <b>August 1, 2000</b>	REVISED: <b>2/27/04, 7/16/04, 7/21/06,</b>	AMENDS/RESCINDS: <b>GO0022</b>
REVISIONS CONTINUED: <b>11/03/10, 5/14/13, 3/03/14, 2/14/17, 6/12/17, 2/16/24</b>		DISTRIBUTION: <b>B (sworn members)</b>

## I. POLICY:

The Department requires that all sworn members maintain a standard of proficiency with the weapons they are issued and allowed to carry during the performance of their duties. Members acting under the color of law in an off-duty capacity are afforded the same protections as an on-duty officer and therefore held to the same standard of qualification. Sworn members shall be qualified with their duty weapons, shotguns and/or rifles, off-duty/back-up weapons, and special weapons before being authorized to carry or use the same.

## II. DEFINITIONS:

- A. Department Armorer:** The department Armorer is responsible for maintenance of all department-owned firearms, firearms records, and firearms maintenance records. The Department Armorer assists in planning and coordinating firearms qualifications/training and may serve as a firearms instructor and other duties as assigned.
- B. Firearms Instructor:** A member(s) who has completed a department-approved Firearms Instructor Course.
- C. Weapons Instructor:** A member(s) who has completed a department-approved Weapons Instructor Course (batons, mace, etc).
- D. Armorer:** A member who is trained to repair, detail, and/or maintain a particular firearm manufacturer's weapon.

## III. PROCEDURE:

Sworn members shall participate in all weapons training as required by department policy and shall demonstrate weapons proficiency. Members shall be required to participate in weapons-related training regarding the legal, moral, and ethical aspects of the use of force, weapons safety, and maintenance of weapons.

**A. Firearms/Range Qualification:** Members shall be required to qualify annually based on the course of fire being shot.

1. Members who fail to become qualified shall be required to participate in up to twenty-four hours (24) of remedial training and shall be subject to administrative action.
2. Members shall not carry any weapon system that they are not qualified on.
3. Failing to qualify with a personal duty weapon on the first attempt may result in that member not being allowed to carry that weapon on duty. Re-qualification with personal weapons shall be at the discretion of the department Armorer. Members failing to qualify with personal weapons shall carry a department weapon for use (after qualification with same).
4. Members who are unable to fire as scheduled because of an absence shall be rescheduled at the discretion of the Training Officer.

**B. Other Range Qualification and/or Rules:**

1. There shall be a department Firearms Instructor present during all department firearms training. Additional personnel may be utilized for safety concerns.
2. Department firearms training/qualification shall be pre-approved by the Training Officer(s).
3. Members shall qualify with department-approved firearms annually.
4. Members issued or authorized to use special weapons shall qualify with the weapon at least quarterly. The department Armorer will designate special weapons.
5. Members shall report to the firing range with appropriate equipment and attire, as designated on the firearms qualification schedule.
6. The department shall provide ammunition for qualification and scheduled firearms training. Ammunition for off-duty or secondary weapons shall be approved by the department Armorer.
7. The qualification course for on-duty and off-duty weapons shall be the same.

**C. Range Procedures:**

1. All firing shall be done under the direction and supervision of a trained Firearms Instructor.
2. Written records of department firearms training/qualification shall be prepared by the department firearms instructor(s) and maintained as directed by the department Training Officer. These records shall contain the following information:
  - a. Time and date.
  - b. Shooter's name.
  - c. Weapon make and model.
  - d. Weapon caliber.
  - e. Weapon serial number.
  - f. Score (pass or fail).
  - g. Remedial training (if needed).
  - h. Location of range used.
  - i. Name of appropriate firearms instructors.
  - j. Number of rounds fired.

3. All weapons will be inspected at the time of qualifications by a firearms Instructor. Documentation of qualification with a weapon will represent approval of that weapon by the instructor/s conducting the qualifications.
4. Prior to any firearms training/qualification, all range rules shall be read out loud to the qualifying members who are present.
5. As needs and technology change, courses of fire may be changed. The course of fire for qualification and other firearms training shall be determined by the department's Firearms Instructors.
6. The firearms range is designed for the use by department members. Any use by other persons or agencies will require authorization from the Armorer.
7. Members shall not use any department firearms range without prior notification of the Training Officer.
8. Members may use the range for practice during scheduled practice times (open range) announced by the Armorer.
  - a. Members may practice at the range off-duty during open range hours. Off-duty practice is voluntary and is not compensated.
  - b. Members may practice at the range on-duty during open range subject to supervisory approval.

**D. Range Safety:** Range safety rules are posted at the range facility and must be strictly adhered to. Any violation of the range safety rules shall be the cause for removal from the range. All participants using live or simunition fire on the range (or other training location) **shall** wear their ballistic vests during the training.

**E. Firearms Repair and Inspection**

1. Maintaining the weapon is the responsibility of the member to whom it is issued. Any member experiencing problems with a weapon shall immediately bring it to the attention of either their supervisor or an armorer. Members shall not carry unsafe weapons on or off-duty.
2. No modification to a department weapon (firearm or other) shall be allowed. Armorers may install custom grips which do not hinder the functions of the weapon or holster.
3. Repair or modification to internal parts of department weapon shall be performed only by the armorer(s).
4. All department-owned firearms shall be subject to a documented internal inspection and service by the department Armorer annually. functionality, and log the physical location of the weapon to maintain a current inventory.

**F. Control of Firearms by the Department:**

1. **On-Duty Handguns:** Members in uniform shall be equipped with a department issued handgun. Members not in uniform shall carry a department approved handgun. Approved handguns shall meet the following criteria:
  - a. Must be of a caliber no smaller than 9 mm or larger than .45 caliber.
  - b. Must be a semiautomatic pistol.
  - c. Must be loaded with department supplied and/or approved ammunition. All ammunition used by a member shall be produced by a major commercial manufacturer.
  - d. Must be inspected and approved for safety by an armorer(s).
  - e. Must be registered with the department, to include, but not limited to:

- 1) Make;
  - 2) Model;
  - 3) Caliber; and
  - 4) Serial Number.
- f. The weapons and magazines must be carried in department approved duty gear.
  - g. On duty handguns will be carried in a holster with a minimum of level II retention.
  - h. Magazines must also be presented for inspection with the handgun to ensure safe and reliable operation of the handgun.
- 2. On-Duty Rifles and Shotguns:**
- a. Members shall be allowed to carry a department-owned rifle and/or shotgun while on duty.
  - b. Members shall be allowed to carry an individually owned rifle that is the same type as the department issued rifle. The rifle shall also be inspected and approved by an armorer.
  - c. All rifles and/or shotguns carried by a member must be loaded with department approved ammunition with which the member has qualified.
  - d. Individually owned rifles must be registered with the department, to include, but not limited to:
    - 1) Make.
    - 2) Model.
    - 3) Caliber.
    - 4) Serial Number.
  - e. Individually owned rifles must be .223 caliber / 5.56 mm, magazine fed, semiautomatic, with iron sights and equipped with a sling.
  - f. Optics and other auxiliary equipment that modifies the weapon shall be allowed with pre-approval from the department Armorer. Members are encouraged to contact the Armorer prior to any purchases.
  - g. On duty carrying a personally owned shotgun is strictly prohibited.
- 3. On-Duty Special Weapons:** Members qualified with a special weapon shall be permitted to carry such a weapon on-duty in accordance with the provisions set forth under the department General Order governing "Special Response Team" (SRT).
- 4. Off-Duty and Secondary (backup) Handguns:** Handguns for non-uniformed off-duty and secondary use shall meet the following conditions for approval:
- a. May be a revolver or semiautomatic.
  - b. Must be loaded with Armorer-approved ammunition provided by the department if available (limited to 9mm, 40 cal or 45cal) for one handgun per member.
  - c. All off-duty and/or secondary handguns shall be inspected, approved, and registered with the department by the armorer. The approval shall include holster/means-of-carry (see III.F.4.f below).

- d. A member shall be qualified with any off-duty and/or secondary weapon annually.
- e. Weapons must be able to be concealed on or under the duty uniform/clothing with no part of the weapon being visible.
- f. Weapons must be secured in a way that the weapon will not be dropped, damaged, lost or accidentally discharged. Carrying an off duty or secondary handgun in the waistband or in a boot without a holster is specifically prohibited.

**5. Ammunition Specifications Authorized by the Department:**

Shall be approved by the department armorer.

**6. Records of Authorized Firearms:**

Records of all firearms (Department or individually owned) approved for use by department personnel will be maintained by the department Armorer, including dates of inspection and qualification.

**G. Batons, Aerosol Weapons, and Auxiliary Weapon/Qualifications**

Members are only permitted to carry agency-authorized weapons for which they have demonstrated proficiency. A qualified weapons instructor must monitor training and demonstration of proficiency.

- 1. Members who fail to demonstrate proficiency shall be required to participate in remedial training as directed by the instructor.
- 2. Members who fail to demonstrate proficiency after remedial training shall not be allowed to carry the weapon and may be subject to administrative action.

**H. Control of Weapons by the Department**

**1. Batons:**

- a. Officers shall be issued straight, collapsible batons after initial training and demonstrating proficiency and knowledge of agency policy regarding its use.
- b. Uniformed Officers shall be equipped with a department issued or approved baton while on duty.

**2. Aerosol Weapons**

- a. The department will issue aerosol oleoresin capsicum (OC spray) to officers who have completed the required training.
- b. OC spray issued to members will be available to those members while on duty. Uniformed officers shall carry the department-issued OC spray.

**3. Auxiliary Weapons**

All weapons not previously mentioned in this order are considered auxiliary weapons and are prohibited for carry, use or possession while on duty unless advanced permission is received from the Chief of Police (a folding type of pocketknife is not considered an auxiliary weapon, and may be carried as a utility tool in or clipped to your pants pocket).

**4. Storage of Department Weapons**

- a. Weapons security is the responsibility of the officer to whom the weapon has been assigned.

- b.** All weapons assigned to department members will be stored in a manner that ensures access only to authorized personnel.
- c.** Department firearms and other weapons will not be left unattended in locations where they are subject to unauthorized use, manipulation, damage and/or theft.
- d.** Department firearms will not be stored in a vehicle for long periods of time such as overnight or between shifts unless such vehicle is equipped with a physical anti-theft device such as a department approved gun vault or locking gun rack.
- e.** All department weapons not in use shall be stored so that they are not compromised by the elements.
- f.** Weapons safety topics, including safe handling and storage of firearms, will be included in weapons training courses.

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Paul Luster, Chief of Police

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Date