



DIRECTIVES

Oak Creek Police Department

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FIREARMS POLICY

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Sworn Officers

I. PURPOSE

It is the purpose of this directive to provide officers with guidelines associated with the use, maintenance, safety, and qualification requirements related to agency-authorized firearms.

II. POLICY

It is the policy of the Oak Creek Police Department that officers adhere to the requirements established herein in order to ensure the safe handling and use of service firearms.

III. DEFINITIONS

- A. *Authorized Firearm* – Any make, model, or caliber of firearm that meets this agency’s designated requirements and specifications and has been formally approved by the Chief or his designee and checked by an armorer for proper function. This includes primary service handguns, alternate service handguns, backup handguns, off-duty handguns, shotguns and rifles used for law enforcement purposes.
- B. *Primary Service Handgun* – The firearm authorized by this agency to be carried as part of the service uniform and related equipment for uniformed personnel or the authorized firearm to be carried by plainclothes officers.
- C. *Back-up Handgun* – Any handgun other than the primary service handgun that is a) authorized by the Department, and b) carried in a manner authorized by the Department when on duty.
- D. *Alternate Service Firearm* - Any firearm other than the primary service handgun that is a) authorized by the Department and b) carried in a manner authorized by the Department. Alternate Service weapons are intended to be used during special assignments or by specialty units that require a different weapon/carry other than the Department Primary Service weapon/carry. Alternate Service weapons are intended for undercover work/investigations, Drug Unit work/investigations, Tactical Unit (E.R.U.), plainclothes assignments etc. Officers may carry their alternate service weapon while in uniform in place of their service weapon with special permission by the Chief of Police or his designee.
- E. *Off-Duty Handgun* – Any handgun other than the primary service weapon that is a) authorized by the Department and b) carried in a manner authorized by the Department when off duty.
- F. *Shotgun* – A 12 gauge pump-operated, shoulder-fired, smoothbore weapon chambered for 2¾ inch or 3 inch ammunition capable of firing less lethal (bean bag), single projectile (slug), multiple projectile (000 buck) rounds, chemical agents or breaching rounds

III. DEFINITIONS - *Continued*

- G. *Squad Rifle* – A 5.56mm, magazine-fed, gas-operated, shoulder-fired weapon, with a rifled barrel capable of firing in semiautomatic mode only (locked out for automatic mode). Specialty units have the ability to carry a squad rifle capable of firing in automatic mode if approved by the Chief.
- H. *Holster* – A sheath-like case designed to carry a weapon in a secure fashion.
- I. *Ammunition* – Any Department-approved, standard factory-produced (reloads for training), projectile with primer that can be fired from a gun that has been tested and approved by the training unit.
- J. *Firearms Qualification* – Periodic testing required of officers to determine their competency to carry authorized firearms.
- K. *Department Authorized Ammunition* – Authorized handgun ammunition: a) Winchester Ranger b) Federal HST or c) Speer Gold Dot. Authorized rifle ammunition: a) Federal Tactical Bonded or b) Hornady TAP. Authorized shotgun ammunition: Quality manufactured ammunition. Authorized training ammunition: Quality manufactured or remanufactured reloaded ammunition. The department's ammunition will be tested and reviewed every three (3) years along with other ammunition currently on the market to ensure that the department is using the best ammunition available.

IV. PROCEDURE

A. General Provisions

1. Any firearm carried by officers when on or off duty—with the exception of weapons used for recreational purposes—must be an authorized firearm.
2. Only department authorized ammunition may be used in authorized firearms.
3. The primary service handgun shall be carried in accordance with uniform and related requirements and as otherwise specified by this policy. Officers assigned to uniformed patrol will carry the Department Primary Service Weapon. Officers may carry an alternate service weapon in place of their primary service weapon with permission from the Chief of Police or his designee. [See Section IV(E)]
4. Officers shall be issued fresh duty ammunition in the specified quantity for all authorized firearms every 3 years. Rifle ammunition will be replaced in its entirety every three years. Replacements for defective or depleted ammunition shall be dispensed by an armorer or shift commander, when needed, in accordance with established policy.
5. Generally, officers carry only one primary service handgun. However, officers on special assignment and other officers with an articulable need may request authorization to carry alternate primary service firearms, backup firearms and/or alternate ammunition on an on-going or periodic basis.
6. In the event an off-duty weapon must be used to protect life, the officer has immediately gone to an on-duty status, if he/she is acting within Department policy, thereby making the City accountable for his/her actions.

IV. PROCEDURE – *Continued*

7. Generally, officers are not authorized to discharge firearms from a vehicle, unless it is an exigent circumstance or is covered under “Vehicular Evacuations” in the Active Shooter-Mass Casualty Responses Policy (#7-800).

B. Firearms Maintenance and Inspection

1. Officers will be responsible for cleaning, lubrication, and checking their firearms as well as their back-up and off-duty weapons for proper functioning. It is the responsibility of each officer to ensure that his/her firearm is cleaned and properly lubricated when he/she reports for duty.
2. Officers may disassemble firearms only to the point of field-stripping, according to training delivered to that effect.
3. Shift/Unit Supervisors will minimally check all Department firearms for cleanliness, lubrication and function at the same time as locker and uniform inspections.
4. A factory-certified armorer will inspect all Department firearms every year, as arranged by a Range/Armory Supervisor. The results of such inspections will be documented and maintained by the Range/Armory Supervisor. Maintenance will occur as needed based on individual weapon wear.

C. Off-Duty Firearms

1. Officers may, but are not required to, carry an authorized firearm while off duty. However, officers must be armed when in uniform and/or operating a marked patrol vehicle whether on or off duty.
2. The Chief or his designee must first approve the firearm prior to qualifying and carrying the firearm off duty. A Firearm Authorization Form (Attachment #1) should be filled out and given to the Chief or his designee for review and authorization. This form shall describe, in detail, the officer’s off-duty firearm including a general description, barrel length, serial numbers, etc., along with the off-duty ammunition make, caliber, weight (grains) and any special or unusual characteristics. The officer shall not change his/her off-duty firearm or ammunition without prior approval of the Chief or his designee.
3. An officer’s off-duty firearm shall be checked for proper maintenance and basic functioning by the Chief’s designee prior to approval for off duty carry. On an **annual** basis—at the time an officer qualifies with his/her off-duty firearm—the firearm will again be checked by the Chief’s designee for proper functioning and maintenance. At this time, the officer will also be asked to perform basic functions of the firearm to ensure their knowledge of the firearm.
4. While carrying off duty, officers shall carry the firearm in a safe manner, secured in a holster or other secure concealment-carry fashion (i.e., inside the pants holster, paddle holster, fanny pack, etc.). Officers should refrain from carrying a firearm loose in their pocket or stuck loose inside their waistband to avoid accidental discharge.
5. Back-up and off-duty firearms shall be carried concealed when the officer is in plainclothes or in uniform unless:
 - a. the officer is in the workplace and the officer’s badge is prominently displayed next to the firearm;

IV. PROCEDURE – *Continued*

- b. the officer is engaged in law enforcement actions that may reasonably require quick access to the firearm and the officer's badge is prominently displayed; or
 - c. the officer is engaged in activities where it would be permissible for a citizen to carry an exposed firearm, such as in hunting or target practice.
6. When armed off duty or on a plainclothes assignment, officers shall carry their badge and agency identification.
 7. Officers shall purchase department-authorized ammunition to supply themselves with more ammunition for such approved and qualified Off-Duty Firearms.

D. Back-Up Firearms

1. The Chief or his designee must first approve the firearm prior to qualifying and carrying the firearm. A Firearm Authorization Form (Attachment #1) should be filled out and given to the Chief or his designee for review and authorization. This form shall describe, in detail, the officer's back-up firearm including a general description, barrel length, serial numbers, etc., along with the back-up ammunition make, caliber, weight (grains) and any special or unusual characteristics. The officer shall not change his/her back-up firearm or ammunition without prior approval of the Chief or his designee.
2. An officer's back-up firearm shall be checked **annually** for proper maintenance and basic functioning by the Chief's designee prior to approval for carry. During the yearly back-up firearms qualification, the firearm will again be checked by the Chief's designee for proper functioning and maintenance. At this time, the officer will also be asked to perform basic functions of the firearm to ensure their knowledge of the firearm. The officer will also be required to draw the back-up firearm from the holster and location they carry the back-up in on duty during qualification.
3. Along with an officer's request to carry a specific back-up handgun, they will also be required to have their back-up holster and location of carry approved by the Chief or designee.
4. Back-up ammunition will be supplied by the department to the officer for one (1) full magazine and chambered round under these circumstances:
 - a. No special caliber ammunition will be purchased by the Department. It will only be provided if the Department stocks the requested ammunition.
 - b. Ammunition will be provided once every three years on qualified weapons as is indicated on the Firearms Authorization Form (Attachment I).
5. Officers shall purchase department-authorized ammunition to supply themselves with more ammunition for such approved and qualified Back-Up Firearms.

IV. PROCEDURE – *Continued*

E. Alternate Service Firearms

1. The Chief or his designee must first approve the firearm prior to qualifying and carrying the firearm. A Firearm Authorization Form (Attachment #1) should be filled out and given to the Chief or his designee for review and authorization. This form shall describe, in detail, the officer's alternate service firearm including a general description, barrel length, serial numbers, etc., along with the firearm's ammunition make, caliber, weight (grains) and any special or unusual characteristics. Additionally, officers will be required to get approval from the unit commander (i.e., ERU) to carry an alternate service firearm. The officer shall not change his/her alternate service firearm or ammunition without prior approval of the Chief or his designee.
2. An officer's alternate service firearm shall be checked for proper maintenance and basic functioning **annually** by the Chief's designee during the yearly firearms qualification prior to approval for carry.
3. Alternate service firearm qualification will be conducted at the same time as off duty and back up qualification.
4. Officers will be required to provide a proper carry method for the alternate service firearm as approved by the unit commander.
5. An alternate service firearm is intended for special assignments, plainclothes assignments, tactical unit (E.R.U.), and Drug Unit work/investigations. Alternate service firearms may be carried as a primary service firearm for uniformed patrol assignments with permission of the Chief of Police or his designee. If an officer receives permission to carry an alternate service firearm as a primary he/she will adhere to all primary service firearm requirements with the authorized alternative service firearm. Officers shall shoot all qualifications and trainings utilizing the authorized alternative service firearm.
6. An officer who has received permission to carry an alternate service firearm in place of his or her primary service firearm shall shoot all the training and qualifications with his/her alternate service firearm. Officers who alternate between carrying their primary service firearm and their alternate service firearm shall shoot all the training and qualifications with both their primary and alternate service firearms. Therefore, either can be carried as a primary as long as both are being shot monthly/qualified. ERU members carrying both a primary (during patrol duty) and alternate (during ERU operations) service firearm will shoot their primary firearm during firearms training and qualifications and the alternate service firearm at monthly ERU department training.
7. Alternate Service ammunition will be supplied by the department to the officer for up to three (3) full magazines and chambered round.

F. Purchase of an Off-Duty, Back-Up or Alternate Service Firearm

1. If an officer is purchasing an off-duty, back-up or alternate service firearm with special law enforcement characteristics (i.e., extended magazine), and which is not available to the general public, a Firearm Purchase Form (Attachment #2) must be completed and approved by the Chief prior to its purchase.

G. Shotguns

1. Officers assigned to patrol operations are permitted to utilize agency-issued shotguns while on duty if they have successfully passed the shotgun qualification course.

IV. PROCEDURE – *Continued*

2. Squad shotguns shall be carried in a secure rack as provided in patrol vehicles and in the following manner:
 - a. magazine loaded to full capacity with slug ammunition;
 - b. no shell in the chamber; and
 - c. with the safety in the “On” position;
 - d. “000 Buck” will be affixed to the sling..
 - e. Less Lethal shotguns will be carried in a hard case in the trunk. (Less Lethal Policy #6-400)
 - 1) They will be stored with the chamber and magazine empty;
 - 2) An orange safety plug will be inserted in the chamber;
 - 3) The sling will be loaded completely with less lethal rounds;
 - 4) The stock and fore grip of the shotgun will be orange designating the weapon as a less lethal weapon.
3. Officers may only carry and use ammunition authorized by this agency unless approval is granted by the Chief or his designee and the officer qualifies with that ammunition. (This includes, but is not limited to, rifled slugs and magnum loads.)
4. Department-authorized shotguns/ammunition will be inspected and function checked **annually** by the Range/Armory Supervisor.

H. Squad Rifles

1. The squad rifle is intended to be utilized for high-risk incidents; such as on a perimeter during a barricaded subject/hostage situation or for dealing with dangerous and/or heavily armed subject(s) (i.e., subjects possibly wearing body armor or those using vehicles as cover, etc.). Situations that require an officer to set up a perimeter requiring great distances would also facilitate the use of a squad rifle.
2. The squad rifle should not be used to dispatch an animal, unless exigent circumstances exist (i.e., sudden assault/attack by an animal or danger to the public exists while armed with squad rifle).
3. If time permits, before deploying a squad rifle, an officer will request supervisor approval over the radio by the use of the 10 code **10-33**. The shift supervisor will then give or deny permission depending on the circumstances. Dispatch should immediately repeat officer’s **10-33** request over the air and then repeat supervisor’s response to the **10-33** request.
4. Patrol vehicles will have the squad rifle secured in the vertical rifle mount in the passenger compartment of the squad. The rifle will have an empty chamber and a full magazine loaded in the magazine well (Squad Ready), along with 2 spare magazines in the combat bandolier.
5. Detective vehicles will have the squad rifle secured in the trunk in a protective case, with an empty chamber and a full magazine loaded in the magazine well, along with 3 spare magazines in the combat go bag.

IV. PROCEDURE – *Continued*

6. Officers will complete an intensive 4-hour in-user training course taught by an in-house rifle instructor. During this course, officers will be required to pass a proficiency practical exam demonstrating safe unloading, loading, malfunction drills and proper functioning of the squad rifle.
7. Squad rifles/ammunition shall be inspected and function checked **annually** by the Range/Armory Supervisor.

I. Firearms Qualification

1. All officers shall be required to qualify with their firearms as follows:
 - a. Duty firearm – on an annual basis
 - b. Shotgun – on an annual basis
 - c. Squad rifle – on an annual basis
 - d. Off-duty firearm – on an annual basis
 - e. Back-up firearm – on an annual basis
 - f. Alternate service firearm – on an annual basis
 - g. Shotgun with less lethal rounds – on an annual basis
2. All officers shall be graded on a pass/fail basis for purposes of firearms qualification.
3. Officers qualifying with an off-duty or back-up firearm will qualify with ammunition having the same ballistic characteristics as the ammunition they carry in that firearm.
4. Officers will be required to purchase and carry factory-produced ammunition for off-duty and back-up firearms. Reloads will be acceptable for training purposes only.
5. On at least an annual basis, all officers authorized to carry firearms shall receive and shall be required to demonstrate their understanding of the law and agency policy and procedures relating to the use of deadly force.
6. Failure to Qualify

Officers who fail to qualify with any authorized firearm on the first day shall be subject to the following requirements:

- a. The officer's shift commander shall be notified and shall promptly arrange with the training coordinator for a period of formal remedial firearms training, not to exceed one week in duration. Such training does not preclude an officer from engaging in any additional informal practice or training sessions that the officer may deem necessary.
- b. The officer shall be given additional attempts to re-qualify within a reasonable period of time. A written report shall be forwarded to the commander of any officer who fails to re-qualify within a reasonable period of time. The report shall include the training officer's recommendations for corrective action.

IV. PROCEDURE – *Continued*

I. Firearms Qualification – *Continued*

- 1) Any officer who fails to qualify with the **primary service handgun** within a reasonable time period and following remedial training or other corrective action(s) shall be relieved of duty pending the outcome of an administrative hearing and/or a fitness-for-duty evaluation as determined by the Chief or his designee.
- 2) Any officer who fails to qualify with any **backup firearm** shall be given opportunities within a reasonable time period to re-qualify with that firearm. Failure of the officer to re-qualify thereafter shall disqualify the officer from carrying the firearm in question until such time as the officer may re-qualify. However, the officer may remain on regular duty assignment if qualified to carry the primary service handgun.
8. Officers must qualify with their primary service handgun and additional firearms (as appropriate) following return to duty after a leave of absence of more than 180 days.
9. Officers assigned to special tactical units, such as E.R.U., are required to qualify using additional proficiency standards established by their unit commander and/or the training officer. These include, but are not limited to, proficiency testing at night and/or in reduced-light situations, in combat simulation, and when using both weak and strong hands. Officers assigned to or serving with such units shall be guided by and subject to firearms training and qualifications standards promulgated by their unit commander.

J. Firearms Modifications

1. Modifications to any agency-authorized firearm assigned to patrol require the written approval of the agency-designated armorer. Weapons assigned to specialty units, i.e., ERU, will need the approval of the unit/team leader. This includes, but is not limited to, modifications involving grips, spring kits, sights or finishes.
 - a. Officers who have been issued or purchased a tac light for the P30 and have been properly trained may use the light after being granted approval by the Chief or designee. Officers may only utilize a tac light if the officer has an approved holster that accepts the officer's weapon with the light attached. For general safety reasons, officers are not normally permitted to place the tac light on the weapon when needed and then remove it when it needs to be holstered.
 - b. Hogue or similar brand rubber grip sleeves which do not alter the integrity of the grip or weapon will be permissible on the H&K P30.
2. Defective, unsafe, or unauthorized firearms shall be reported to the shift commander immediately.
3. Repairs or alterations to agency-authorized firearms may only be made by an armorer employed or authorized by this agency.

K. Firearms Safety

1. Officers shall not carry a firearm on or off duty when they are legally impaired or have a blood alcohol content of .01 percent or greater.

IV. PROCEDURE – *Continued*

2. Officers shall report to their immediate supervisor any use of prescription drugs or other medication that they reasonably believe would impair their ability or judgment to use a firearm.
3. Officers shall not store or leave a firearm in any place within the reach or easy access of anyone untrained and not authorized to handle the firearm.
4. All authorized firearms shall be carried in a safe and secure manner as authorized by this agency.
5. Removal of firearms from their holster or other carrying devices for purposes other than those authorized is prohibited. Any careless, flippant, or casual use or display of a firearm should be reported to a supervisor immediately and will constitute grounds for disciplinary action.
6. Administrative Unload – Officers will observe the following guidelines (in a safe environment) when unloading semi-automatic pistols:
 - a. Remove the magazine from the holstered firearm and secure it in a safe manner;
 - b. Draw the firearm into position #3 with finger removed from the trigger;
 - c. Firmly grip the slide without blocking the ejection port lock, then slide to the rear in a single motion. The live round will clear;
 - d. Visually and physically check the chamber and magazine well to ensure that the firearm is empty. Close the action;
 - e. Secure the firearm in holster or locking device;
 - f. Pick up the ejected round.
7. Administrative Load – Officers will observe the following guidelines when loading semi-automatic pistols:
 - a. Insert a loaded magazine into the holstered firearm;
 - b. Draw the firearm into the #3 position with finger removed from the trigger;
 - c. Firmly grip the slide without blocking the ejection port, draw the slide to the rear and then release the slide allowing the spring to carry the slide forward loading a live round into the chamber;
 - d. Reholster the firearm and snap the holster. Remove the magazine from the reholstered weapon. Refill the magazine with live ammunition and reinsert into the firearm.

L. Indoor Range

1. Sworn members of the department may utilize the indoor range for scheduled department firearms training and for individual, unsupervised firearms practice. One sworn department member and an authorized guest or two sworn department members are required to be physically present at the range in order to operate the range. The authorized guest must be briefed on how to

IV. PROCEDURE – *Continued*

contact dispatch in case of emergency prior to utilizing the range and abide by all range rules and regulations. Officers utilizing the range will CAD in with Dispatch and again CAD out when they are through utilizing the range. Officers and guests will also sign in on the “range use log” documenting time in, out and all individuals using the range. The Range/Armory Supervisor will maintain the “Range Use Log”.

2. The indoor range may be utilized by non-sworn members of the department and individuals not employed by the department if under the direct supervision of a sworn member of the department. Visitors shall sign in and wear a visitor identification badge prior to utilizing the range with a sworn officer.
3. Officers may use the indoor range at any time that it is not being utilized by department training as long as there are two individuals on the range.
4. All individuals utilizing the range shall wear ear and eye protection and a ballistic vest and abide by all OCPD training and firearms safety rules while on the range. These training safety rules shall be posted at the entrance to the range in the control booth of the range, and inside the range itself. (Reference Range Safety Rules below.)
5. The range ventilation system shall be operating whenever the range is in use.
6. Officers using the range shall have at least one department radio on and **immediately accessible at all times**, while on the range in case of an injury.
7. Officers who fail to follow range rules or any of the above requirements may be subject to discipline and/or loss of range use privileges.

M. Range Safety

1. The firearms instructor is in charge of the range.
2. No one may use the range without the approval of the on-duty first-line supervisor or Training Officer.
3. Weapons are to remain holstered until officer(s) are instructed to begin exercise.
4. Everyone in the range during firing will wear eye and ear protection along with their ballistic vest.
5. When loading a firearm, keep it pointed down range.
6. Visually and physically verify the weapon is clear.
7. Never proceed without the command of the range officer.
8. No horseplay is allowed on the range.
9. Never pick up or lay down a firearm with the action closed.
10. When handing a firearm to another person, present it with the action open and grip first.

IV. PROCEDURE – *Continued*

11. Do not go down-range unless commanded to do so by the range officer.
12. All firearms will be holstered when a person is down-range.

NOTE: These rules are also posted on the firing range.

N. Armed Law Enforcement Officers Aboard Air Carrier Aircraft

If an officer wishes to fly armed they are required to access the TSA website and follow the rules and regulations put in place by the TSA. All paperwork forwarded to the TSA must also be forwarded to the Chief of Police for the department to keep on file.

O. Armory Security and Accountability

1. The Department armory is to be closed and locked at all times, unless occupied by an individual who has approved access to the armory. The armory cannot be left open for any reason when authorized armory personnel are not present.
2. The Sergeant in charge of the Firearms Training Unit will hold the position of Range/Armory Supervisor. The range/armory supervisor is in charge of maintaining the accountability and integrity of the armory. This position will monitor and account for all inventory kept in the armory by maintaining a current armory inventory log.
3. Only sworn supervisors and approved armory personnel, department trainers and Emergency Response Unit Team Leaders have approved armory access (approved armory access is anyone who has been issued a key to the armory and has the authority to sign out ammo and/or armory equipment/inventory.) A sworn supervisor must accompany those who do not have access approval. The range/armory supervisor can only grant special assignment access approval. (An appointed Department Firearms Instructor may be utilized to assist with logging armory inventory under the supervision and direction of the armory supervisor.)
 - a. Designated lockers within the armory will have limited access and will not be available to those who do not have approval.
 - 1) The Honor Guard rifle locker will have limited access to include: the Sergeant/Armory Supervisor, Honor Guard team leaders (for the Honor Guard rifle locker), the Administrative Captain, the Operations Captain and the Chief of Police.
 - 2) Locker #1 will have restricted access to include: the Sergeant/Armory Supervisor, the Administrative Captain, the Operations Captain, the Chief of Police, and a designee approved by the Operations Captain. Any item removed from or placed into this locker will be logged on the appropriate log sheet form found in the locker.
 - 3) Locker #2 will have restricted access to include: the Sergeant/Armory Supervisor, the Administrative Captain, the Operations Captain, the Chief of Police, and a designee approved by the Operations Captain. Any item removed from or placed into this locker will be logged on the appropriate log sheet form found in the locker.

IV. PROCEDURE – *Continued*

- 4) Locker #3—Temporary Weapons Storage Locker—will be used for the temporary storage of squad weapons. Restricted access to this locker will include: the Sergeant/Armory Supervisor, the Administrative Captain, the Operations Captain, each shift Lieutenant, the fleet mechanic, the Chief of Police, and a designee approved by the Operations Captain. Any item placed into or removed from this locker will be logged on the appropriate log sheet form found in the locker.
4. If a Department Instructor requests to remove training ammunition or other inventory from the armory and they have been assigned access to the armory, they may do so after filling out the armory requisition form. Any officer requesting training ammunition or other equipment from the armory shall advise the on-duty supervisor. The on-duty supervisor (or any available supervisor) will accompany the requesting officer to the armory and stand by as the items are removed. At no time are the keys to the armory to be turned over to an individual without armory access approval.
5. The supervisor who is overseeing the removal of requested ammunition or armory inventory will fill out an Armory Requisition Form (Attachment #3) outlining all items removed, who removed them, their intended use, date, time and the releasing supervisor's signature; or, in the case of duty rounds' replacement, the duty ammunition log. The Armory Requisition Form will be left on the clipboard to be retrieved by the Range/Armory Supervisor and used to maintain a comprehensive and current record of all armory inventories.
6. Armory Requisition Forms (Attachment #3) will be found in a folder next to the armory door and at the end of this policy.
7. An Armory Requisition Form (Attachment #3) shall be filled out when training ammunition is used from the armory. The instructor or person requesting the ammunition shall fill out the Armory Requisition Form. When duty ammunition is rotated or replaced due to the rotation schedule, the Armory Requisition Form shall also be used.
8. When duty ammunition needs to be replaced and involves only a few rounds, an Armory Requisition Form does not need to be completed. The duty ammunition log sheet attached to the ammunition shelf should be filled in to include the date, type of round(s) replaced, and the supervisor's name that approved replacement.
9. A dry-erase board is affixed inside the armory to assist with the documentation of the following: ammunition supplies (for duty and training—separated by caliber), maintenance schedule for squad equipment (shotgun, less-lethal and squad rifle) as well as the duty ammunition schedule for rotating handgun and rifle ammunitions.
10. Firearms will not be placed on the armory floor or left uncased in the armory. In the event armory personnel without access to one of the weapon lockers is not available, a firearm will be cased, placed on a shelf, and an e-mail will be sent to the Sergeant/Armory Supervisor, the Administrative Captain, the Operations Captain, and their approved designee advising them of the need to have a weapon placed in one of the lockers. At the earliest available time, the weapon will be placed into one of the locked armory lockers and logged.
11. All items used—such as cleaning supplies, training magazines, training equipment, etc.—shall be placed back in the armory to the location it was retrieved from.
12. If any items are observed missing from the armory or damaged in the armory, this should be immediately reported to the Sergeant/Armory Supervisor.

IV. PROCEDURE – *Continued*

O. Armory Security and Accountability - *Continued*

13. No weapon should be removed from the armory that is assigned to the armory unless permission is given from the Sergeant/Armory Supervisor, the Administrative Captain, or Operations Captain. Any assignment of any weapon from the armory must be logged on the appropriate locker form and the serial number, weapon type, and assignment should be forwarded to the Sergeant/Armory Supervisor to maintain the weapon inventory.
14. Weapon parts will be assigned to one of the lockers. A request for a weapon part must be made to the Sergeant/Armory Supervisor, the approved designee, or the Administrative Captain or Operations Captain. Only a department-authorized armorer will be given weapon parts or be allowed to repair or replace weapon parts.

V. DISCLAIMER

The Firearms Policy developed by the Oak Creek Police Department is for internal use only and does not enlarge an officer's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety and care in an evidentiary sense with respect to third party claims. Violations of the Firearms Policy can only be the basis of a complaint by this department, and then only in non-judicial administrative setting.

REFERENCES:

Use of Force Policy #6-100
Less Lethal Extended Range Impact Devices Policy #6-400
State of Wisconsin *Defense And Arrest Tactics Manual*
State of Wisconsin Firearms Manual
Wisc. Stats §941.23 – Carrying Concealed Weapon
Wisc. Stats §941.235 – Carrying Firearm in Public Building
Wisc. Stats §941.29 – Possession of a Firearm
Wisc. Stats §948.605 – Gun-free School Zones

Steven J. Anderson
Chief of Police

DRS/smv

policies\Firearms Policy

(Attachments)

- *Firearm Authorization Form*
- *Firearm Purchase Form*
- *Armory Requisition Form*