

JOPLIN POLICE DEPARTMENT	7-03 STANDARD OPERATING GUIDELINE
SUBJECT: Weapons Training and Control	REVIEW DATE: Annually - July
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AMENDS/SUPERSEDES: 7-03 January 11, 2011	AMEND DATE: June 1, 2017
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I. POLICY (1.2.2)

An officer's firearm is perhaps the most commonly perceived symbol of his or her authority and role. In fact, every contact with a citizen is an armed encounter because the officer always carries a loaded firearm. In the interest of public safety, the department sets high standards of performance for its personnel who use weapons. The department's policy ensures that members are properly trained not only in the use of appropriate firearms and the circumstances of their use, but also in their safety and maintenance, regarding both on- and off-duty weapons. Supervisors and the department rangemaster shall rigorously enforce departmental firearms standards.

All sworn personnel shall qualify semi-annually with his or her issued firearms. Firearms qualifications shall be fired on an approved range under the supervision of a certified firearms instructor. Firearms qualification is a combination of skill and discretion: when to shoot is perhaps a more important question than how to shoot. Officers shall review the Use of Force policy frequently. (1.3.11 A)

II. PURPOSE

To establish policy and procedures governing the care and maintenance of issued weapons, the selection and use of holsters, off-duty weapons, firearms training, and qualification.

III. DEFINITIONS

A. Rangemaster

A supervisor who is responsible for coordinating the Department's firearms training program; qualifying all individuals armed with Department firearms; repairing and maintaining Department firearms; and performing a variety of technical tasks relative to the assigned area of responsibility. The rangemaster is a certified weapons instructor. (1.3.11 A)

B. Range Officer

Also known as the firearms instructor, the range officer is an aide to the Rangemaster. The range Officer's main responsibility is to administer the departments' firearms training program. The range officer is a certified weapons instructor. (1.3.11 A)

IV. PROCEDURES

A. Issuance and carrying of weapons

1. The rangemaster or firearms instructor, if appropriate, shall issue departmental weapons to authorized personnel.
2. Departmental firearms, which become unserviceable or are no longer needed shall be returned to the rangemaster.
3. All officers, while on duty, shall carry a department issued firearm that they have qualified with at the range. Plainclothes officers shall carry their primary firearm in an approved holster. Uniformed officers shall carry their primary firearm in an approved holster attached to the police utility belt. (1.2.2)
4. As authorized in H.R.218: The law Enforcement Officers Safety Act of 2004, qualified officers are permitted to carry concealed weapons nationwide, within certain guidelines:
 - i. This authority does not supersede or limit the laws of any state that permit persons or entities to prohibit or restrict the possession of concealed firearms on their property; or
 - ii. Prohibit or restrict the possession of firearms on any state or local government property, installation, building, base, school, or park.
 - iii. Officers must carry photographic identification issued by the Joplin Police Department.
 - iv. Officers may carry either the department issued weapon or their back-up/off duty weapon with which they have met the same qualification standard as their duty weapon.
5. Under the same authorization granted by H.R.218 for active duty officers, retired officers having an aggregate of 10 years or more, and in good standing, or retired from the Joplin Police Department due to a service connected disability, may continue to carry a concealed firearm under the same guidelines covered for active duty officers. These officers must continue to qualify at a minimum of one time per year during normal qualification sessions, at their own expense, or provide written documentation upon request of the Range master that said qualification has been met.
 - i. All Police department photo identification is the property of the City of Joplin, and may be revoked by the Chief of Police at any time; retiree identification will expire one year from each date of issuance.
6. Only leather and magazines approved by the department's rangemaster and the Chief of Police will be carried by officers. The holster must be able to effectively secure the weapon, and be black basket weave in design. Uniform officers must carry a minimum of two additional magazines in a black basket weave or nylon magazine pouch on their duty belt.
7. Plainclothes and off-duty officers shall wear their authorized firearm in a manner that will not be in open view unless a badge or ID card is also visible. An exception to the badge or ID card requirement would be an officer working in an undercover assignment or when in the police department's facility.
8. Any time that officers carry a firearm off duty they shall carry their departmental identification and badge.

9. Handguns shall be carried fully loaded by on-duty sworn personnel. Uniformed officers shall carry three fully loaded magazines for a total of 52 rounds. Plainclothes officers shall carry a minimum of 2 fully loaded magazines for their primary weapon regardless of the model. The total number of rounds to be carried by plainclothes officers is as follows; Glock 17-35 rounds, Glock 19-31 rounds, Glock 26-21 rounds. The required minimum number of rounds/magazines includes those in the firearm. Officers shall carry an extra fully loaded rifle magazine on their person when deployed with their rifle. (1.3.9 B)
10. An officer shall never brandish a firearm or remove a firearm from its holster other than in the proper performance of duty.
11. No officer will be armed while under suspension, unless possession of a firearm is in compliance with existing state statutes and any applicable ordinances regarding the use and possession of firearms by the general public.
12. Firearms shall not be carried into the jail area but shall be placed inside the firearms storage box provided for weapons located at the entrance of the jail.

B. Authorized firearms

The only weapons officers are authorized to carry or use while on duty are department owned firearms. The only exceptions to this rule are department authorized “back-up” weapons (41.3.4) The department rangemaster shall maintain a list of all authorized weapons.

1. Handguns: Officers will be authorized to carry only two handguns; one primary and one secondary firearm. The authorized department issued service weapon (primary firearm) is the Glock, model 17, 19, and 26. The secondary firearm must be concealable and of the caliber of .380 or larger if a semi-automatic, or a revolver. The secondary firearm should have a minimum of two magazines including the one in the firearm, or a minimum of twelve rounds for a revolver. The secondary firearm must be first approved by the rangemaster. (1.2.2, 1.3.9 A)
2. Shotguns: The authorized service shotgun of the department shall be a 12 gauge, 870 Remington pump chambering 2 ¾” or 3” shells, as evaluated and approved for duty use by the rangemaster. (1.2.2, 1.3.9 A,B)
 - a. When the shotgun is stored in the police vehicle, the chamber shall be empty, the hammer down, the safety on, with 4 shells in the magazine. (1.3.9 F)
 - b. The shotgun shall be made safe and the round in the chamber returned to the magazine without undue delay after the tactical field situation has been stabilized.
 - c. When the shotgun is in use in the field, it should be transported in its case and in the trunk of the patrol car, unless there is a shotgun rack in the patrol vehicle, in which case it should be secured in the rack. (1.3.9 F)
3. Rifles:
 - a. The only rifles authorized for use are those purchased and issued by the department. The department will purchase and issue the following: (1.2.2, 1.3.9 A)
 - i. Colt commando

- ii. Colt M4
 - iii. Remington 700 (sniper rifle)
 - iv. FN Herstal SPR (sniper rifle)
 - v. Rock River M4 series
 - vi. Any other rifle approved by the chief of police
- b. Rifles may be deployed by qualified and assigned officers to:
- i. Provide a more immediate tactical response to calls involving armed and/or violent offenders.
 - ii. Increase citizen and officer safety at high-risk incidents.
 - iii. Provide for more accurate and controlled shot placement, if necessary.
- c. Officers assigned a rifle are responsible for the safe and secure storage of that rifle.
- d. When the rifle is in use in the field, it should be transported inside its case and in the trunk of the patrol car. An exception would be situations in which a vehicle was being used to deploy officers or during an on-going operation or, if the vehicle is equipped with a rifle rack. (1.3.9 F)
- e. When carried in a vehicle, the rifle shall be in the following mode: (1.3.9 F)
- i. Safety on.
 - ii. Chamber empty.
 - iii. Magazine inserted into the rifle.
- f. The rifle may be deployed under any of the following conditions:
- i. For a perimeter/containment situation involving a hostage and/or barricaded subject.
 - ii. An “armed subject” call.
 - iii. A felony or high-risk traffic stop.
 - iv. A “hold-up” or armed robbery call.
 - v. Where the officer has a reasonable expectation that there is potential for an armed subject encounter.
 - vi. Upon request of a department supervisor.
 - vii. An officer assigned to any special assignment, whose official duties may require carrying a firearm other than the firearms authorized

above, must receive prior written approval from the chief of police to carry such a firearm.

Note: Officers should avoid deploying with their rifle inside a building unless the building is a large warehouse or commercial building or the type of confrontation necessitates the use of the rifle.

C. Secondary and off-duty weapons

1. Secondary and off-duty weapons and their ammunition are purchased at the officer's expense. The rangemaster shall inspect and certify the secondary or off-duty weapon and ammunition before the firearm may be carried. Secondary and off duty weapons shall be approved by the range master or designee. Primary weapon must be department issued. (1.3.9 A,B,C)
 - a. Officers shall qualify with the secondary weapon annually.
 - b. The rangemaster shall approve any concealed holster for a secondary or off-duty weapon. Any off- duty holster shall have at minimum one retention device.
 - c. The rangemaster shall maintain a record of all weapons used by each officer. The record shall include the officer's name, make of the firearm, caliber, and serial number. (1.3.9 E)
2. Officers may carry, while off duty, either an issued weapon or one purchased at officers' expense, subject to the controls listed above.
3. Officers may not carry weapons while under the influence of alcohol or drugs or in other situations where it is socially inappropriate.
4. Carrying a firearm while off-duty is at the option of the officer. An officer who elects not to carry a firearm while off-duty shall not be subject to disciplinary action if an occasion should arise in which he could have taken action but did not do so because he was unarmed.
5. Off-duty officers, while operating a marked department vehicle, shall have an approved firearm available.

D. Ammunition Specifications Authorized by the Department (1.3.9 B)

1. Handgun ammunition:
 - a. .380 caliber;
 - b. .9mm caliber; Speer Gold Dot G2 147gr. GDHP (issued)
 - c. .38 caliber;
 - d. .357 caliber;
 - e. .40 caliber; Speer Gold Dot 165gr. GDHP (issued)
 - f. .45 caliber
2. Shotgun ammunition:

- a. 00 buckshot; 2 ¾ or 3” Federal (issued)
- b. Rifled slug; 2 ¾ or 3” Federal (issued)
- c. Less Lethal Projectile;
 - i. ALS pen prevent (ballistic bag)
 - ii. ALS rubber rocket OC projectile
 - iii. ALS OC muzzle blast dispersion round
- 3. Rifle ammunition:
 - a. .223 caliber; Black Hills 60gr. Soft point (issued)
 - b. .308 caliber; Black Hills Gold 180gr. Nosler Accubond (issued)
- 4. 37 / 40 mm ammunition:
 - a. ALS short range CS projectile
 - b. ALS long range CS projectile
 - c. OC muzzle blast dispersion round
 - d. ALS tri-action multiple projectile CS cartridge
 - e. ALS technologies 40mm REACT round
 - f. 40mm CS barricade penetrator

E. Security of weapons (1.3.9 F)

Officers are responsible for the care, cleaning, and maximum security of departmental weapons issued to them. Officers shall report any weapon malfunction to the chief of police via the rangemaster. Every commissioned officer is issued a “life-jacket” as well as a gun lock for their handgun or long-gun and they are expected to use them. Any time an officer transports a department assigned firearm in a personally-owned vehicle, the weapon shall not be left unsecured, in plain view in the passenger compartment of the vehicle, for any length of time, at any location when the officer is not in the vehicle. If available, the weapon shall be locked in the trunk. An officer shall not leave the firearm in a vehicle (personal or take home) if the officer is at their residence.

F. Departmental Rangemaster

The duties of the rangemaster are as follows:

- 1. Maintain issued departmental weapons and associated equipment.
- 2. Inspect all weapons being returned to the rangemaster to ensure they are clean and serviceable. (1.3.9 C)
- 3. Repair all returned malfunctioning weapons. (1.3.9 C)

4. Maintain records of issuance, care, and maintenance of departmental weapons and associated items. (1.3.9 E)
5. Maintain the armory and department range and issue departmental ammunition.
6. Inspect and certify as serviceable personally owned firearms and ammunition that are authorized for on- or off-duty use. (1.3.9 C)
7. Inspect and authorize the use of holsters for on-duty and off-duty use.
8. Inspect all weapons used by officers both on and off duty at each qualification shoot. (1.3.9 C)
9. The rangemaster shall maintain a record of all firearms, which have been authorized and certified as safe and with which officers have qualified. This record shall include the following: (1.3.9 E)
 - a. Officer's name and identification number.
 - b. Make and model of weapon.
 - c. Serial number of weapon.
10. The rangemaster shall be a firearms instructor certified by the FBI's Rangemaster Course or other comparable training. Other officers may be certified as firearms instructors yet they are not assigned the rangemaster's duties. (1.3.9 C) (1.3.11 A)

G. Modification of weapons

1. Departmental weapons shall not be modified or altered without approval of the chief of police or his designee.
2. No substitution of the firearm's grips is permitted without approval of the range master.

H. Firearms inspections (1.3.9 C)

1. Although either the firearms instructor or the rangemaster shall thoroughly inspect each weapon during qualification on the range, sergeants shall inspect subordinate officers' issued firearms quarterly to ensure that they are maintained in a clean and serviceable condition.
 - a. Firearms inspections shall include sidearms, shotguns, authorized rifles, magazine holders, and holsters.
 - b. Ammunition shall be inspected to ensure that it is of departmental issue, of correct quantity, and in serviceable condition. Firearms shall be loaded with department-approved ammunition, which shall not be modified in any way.
 - c. Upon completion of inspections, the sergeant shall forward a memorandum to the chief of police through the bureau lieutenant that documents the following information:
 - i. The date the inspection was held.

- ii. The name of each officer inspected.
 - iii. The findings of the inspection.
- 2. Officers shall present their firearms to a range officer at any time without notice for inspection and examination for defects and malfunction. The range officer, or any supervisory officer may make inspection of firearms.
- 3. Any weapon found to be unsafe during inspection, or at any time, will be immediately removed from service pending repair by a department armorer, outside armorer, or the manufacturer. (1.3.9 D)
 - a. When an issued weapon is taken out of service, a replacement will be provided by the Department Range Master of the same make and model.
 - i. The officer will be required to qualify with any replacement weapon at the earliest available opportunity.

I. Annual Inventory of Weapons

- 1. A complete inventory of all department issued weapons shall occur on an annual basis in conjunction with the second qualification of the year. The Rangemaster shall be responsible to ensure that all serial numbers from all weapons are recorded. This would include having a range officer visually verify and record each serial number.
- 2. This list of serial numbers gathered from the qualification will then be forwarded to the Internal Affairs Division to compare with the current electronic records of issued firearms.
- 3. The Internal Affairs Division will then complete an inventory of all weapons that are shown to be in the armory to verify that they are still on hand in the armory.
- 4. A completed inventory report shall be forwarded to the Chief of Police following the inventory. The report shall list the total number of firearms that the agency currently owns with a breakdown by make, model and caliber. Any discrepancies found during the audit shall also be noted on this report.
- 5. The annual inventory shall also include any weapons that are designated as “training weapons” that are maintained by the Training Unit.

V. **PROCEDURES - QUALIFICATION**

A. Qualification rules

- 1. The range officer or rangemaster shall be in charge always when officers are on the firing range for qualification. All officers must qualify semi-annually (twice per year) with the weapon(s) they are authorized to carry. Officers shall qualify with the shotgun and rifle annually. (1.3.11 A)
- 2. Only weapons and ammunition issued by the department shall be used during qualifications, except for officers who are qualifying with off-duty weapons. Officers qualifying with a personally owned firearm will supply their own ammunition.
- 3. No smoking, drinking, eating, or chewing tobacco shall be permitted in the firing lanes.

4. Officers waiting to shoot shall remain outside the immediate firing area (behind the 25-yard line or 50-yard line, whichever appropriate).
5. Persons who are not participating officers shall not be allowed nearer the shooting area than the parking lot, except by the approval of the range officer or rangemaster.
6. Strict discipline must be maintained by the Range Officer and by the officers receiving the training. Employees attending firearms training will be attentive and cooperative in class and on the firing range. Horseplay shall not be permitted. Anyone engaged in horseplay shall be asked to leave the range, and the range officer or rangemaster shall write a report to the chief of police detailing the circumstances.
7. The rangemaster or range officer shall inspect all weapons before firing to (1) ascertain that weapons are safe and (2) to ensure that weapons are properly maintained. (1.3.9 C)
8. Every officer shall fire the regular firearms course approved by the departmental rangemaster.
9. The firearms qualification score for law enforcement officers of this agency is a "pass" or "fail", which shall be recorded in the official records. (1.3.11 B)
10. Officers shall be permitted 2 opportunities to qualify. Officers who fail to qualify shall be placed in remedial training as soon as practicable and shall be removed from patrol or investigative duties until the standards expressed herein are met. Officers who cannot qualify within fifteen days of the original qualification shall be subject to administrative termination. (1.3.11 C)

B. Safety

1. The range officer, regardless of rank, will oversee the firearms training. (1.3.11 A)
2. All officers, including superior officers, will follow the range officer's commands concerning range operations and procedures. The range officer will report to the chief of police any problems he/she might encounter because of this policy provision.
3. Before going to the shooting line, each officer shall wear approved protection for eyes and ears.
4. All weapons and ammunition pouches, speed loaders, and magazines shall be emptied within the firing range upon command and under supervision of the firearms instructor or rangemaster. The instructor or rangemaster shall instruct all shooters on range safety procedures before the qualification takes place.
5. Once weapons have been emptied, they shall remain in holsters until officers have taken positions on the firing line and the firearms instructor has given permission to "dry fire" or "load with ammunition."
6. Once a shooting phase has begun, weapons shall be kept pointed down range, and officers shall remain facing their targets. An officer shall raise his hands to draw the instructor's attention if he or she misunderstands a command.
7. At no time shall anyone go beyond the firing line until it is safe, and then only when the range officer or rangemaster gives the command.

8. Keep the trigger finger out of the trigger guard and away from the trigger until the weapon is pointed down range.
9. When picking up a firearm, open the cylinder or action and check to see if it is loaded. Check the weapon the second time to assure that it is safe. Always unload a weapon before laying it down or handing it off for someone else to use.
10. Do not give a firearm to anyone unless the cylinder or action is open and no rounds are in the weapon.
11. Any time a weapon is cleared of ammunition on the range, it will be done so while the officer is on the firing line, with the weapon pointed down range, otherwise the weapon will be cleared in the clearing trap at the range shed.

While at the station, all weapons needing to be cleared for any reason, will be cleared in the clearing trap located just inside the employee entrance. The proper procedure for using the clearing trap is; remove magazine from weapon, insert the muzzle of the weapon approximately one inch into the top of the clearing trap, cycle action on the weapon at least twice to remove round from chamber, leave action open. To load a weapon; insert magazine, insert into clearing trap, cycle action, holster or properly store weapon.

C. Shotgun

1. Every officer must pass a shotgun qualification course approved by the rangemaster before carrying a department-issued shotgun.
2. The ammunition chamber shall be left open and the safety on until instructed by the firearms instructor or rangemaster to load or check the weapon.
3. Shotguns shall not be handled except on the command of the firearms instructor or rangemaster.

D. Rifle

1. Every officer must pass a rifle qualification course approved by the rangemaster before carrying a department-issued rifle.
2. The ammunition chamber shall be left open and the safety on until instructed by the firearms instructor or rangemaster to load or check the weapon.
3. Rifles shall not be handled except on the command of the firearms instructor or rangemaster.

E. Classroom instruction

1. All department personnel shall, if duties require carrying firearms, receive classroom familiarization with their firearms before obtaining permission from the firearms instructor to enter the firing range. Classroom training shall cover the mechanics of the weapon (stripping, lubricating, nomenclature, troubleshooting, misfires), sound safety practices, and departmental policy governing the use of force. Tactical considerations shall be a part of this training, such as the use of verbal commands, shooting in various postures and positions, handling multiple suspects.

2. In addition to the range qualifying sessions, the rangemaster shall schedule one-training/practice session during the year for all officers; this will be an eight-hour training day during the annual in-service. Topics covered include shoot/don't shoot issues, less lethal weapons.

VI. COMPLIANCE

Violations of this policy, or portions thereof, may result in disciplinary action as described in the City of Joplin's Personnel Rules or the Joplin Police Department's Rules and Regulations and General Orders. Members of the Joplin Police Department, while assigned to or assisting other agencies, shall comply with this policy.

VII. APPLICATION

This document constitutes department policy, is for internal use only, and does not enlarge an employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense, with respect to third party claims insofar as the employee's legal duty as imposed by law. Violations of this policy, if proven, can only form a basis of a complaint by this department, and then only in a non-judicial administrative setting.