

SANTA CLARA POLICE DEPARTMENT GENERAL ORDER 1.8

WEAPONS AND AMMUNITION: SPECIFICATIONS

ISSUED APRIL 2006

1.8.1 Weapons and Ammunition Specifications

It is the policy of the Santa Clara Police Department that only weapons (lethal and less lethal) that have been approved by the Department may be carried by employees. Before any weapon may be carried, the employee must demonstrate proficiency in its use.

1.8.2 Handguns

The Department shall issue a handgun to any police officer that requests one. If a Department weapon is issued, the police officer may not carry any other primary weapon when on duty. Officers assigned to SRT or an undercover assignment, are exempt from this restriction.

Police officers who elect not to carry the issued handgun may elect to carry one of the handguns listed on the approved weapons list (maintained by the Services Division), provided that:

- The police officer has qualified with the weapon,
- The police officer has registered the handgun in compliance with this manual,
- Unless exempted, the Department issued weapon is returned to the Armorer.

On-duty personnel shall carry an approved handgun of a 9mm caliber or greater. When operating in an undercover capacity, officers shall carry a .380 caliber or greater handgun as their primary weapon.

Unless involved in an undercover operation, an officer's handgun will be carried in a holster. While in uniform, only one (1) handgun may be carried on the duty belt.

While on duty, uniform personnel must carry a minimum of two (2) additional magazines or speedloaders of ammunition.

When in publicly accessible areas within the Police Administration Building, or once outside the facility, on-duty sworn personnel shall be armed with at least their primary handgun.

All sworn personnel may carry an approved concealed "off-duty" handgun. It must be secured in a holster or designed carrier. The "off-duty" handgun must be of a .380 caliber or greater.

While carrying their "primary" or "off-duty" handgun, all sworn personnel may carry an approved, concealed "backup" handgun. It must be secured in a holster or designed carrier. The "backup" handgun must be of a .22 caliber or greater.

Except for SRT applications, the use of weapon lasers is prohibited. Officers may mount a light on their handgun.

Newly sworn police officers shall have completed the Basic Police Training Academy, and have received firearms training from the Rangemaster or Firearms Training Officer, before they can carry any firearm on or off duty.

1.8.3 Shotguns

Only Department approved and issued shotguns and ammunition shall be utilized by police officers during the course of their duties.

Prior to carrying the shotgun on duty, officers must successfully complete academy and/or Departmental shotgun training and qualify quarterly with the weapon.

While on duty, all officers assigned to a marked or unmarked Field Operations vehicle (four wheels) shall field a shotgun or Tactical Rifle, contingent on their qualification and/or weapon availability.

All Department shotguns shall be carried or stored in the following manner:

- No shotgun shall be carried in the Police Administration Building while loaded. "Loaded" will refer to the condition of a round being in the magazine or chambered.
- When taking out a shotgun from the armory storage rack, it shall be safely pointed at the "outside" clearing box, located at the rear of the Police Administration Building, cleared, and checked. The shotgun shall then be secured in the vehicle rack.
- No shotgun shall be carried in a patrol vehicle with a live round in the chamber, nor shall any shotgun be carried in the shotgun rack with the safety in the "off" position.
- No shotgun shall have a round chambered unless it is in the process of being tactically deployed within the Department's Use of Force Policy; or while in range training.
- When checking the shotgun at any point during the shift, the shotgun shall be removed from the vehicle. It shall be pointed in a safe direction and only then cleared and checked. At this point the weapon can be reloaded and returned to the rack in the vehicle.
- Only Department issued optics and lights will be mounted on shotguns. Only the armorer may mount this equipment or make an approved modification to the shotgun.
- At the end of the shift, no firearms shall be left in a Department vehicle. All shotguns shall be unloaded at the "outside" clearing box and returned to the armory in the Police Administration Building or SRT Warehouse. The shotgun shall be locked back in its respective cabinet in the equipment room.

1.8.4 Tactical Rifle

Only Department issued and approved Tactical Rifles and ammunition shall be used by police officers during the course of their duties.

Prior to carrying the rifle on duty, officers must successfully complete Departmental Tactical Rifle training and qualify quarterly with the weapon.

While on duty, all officers assigned to a marked or unmarked Field Operations vehicle (four wheels) shall field a shotgun and/or Tactical Rifle, contingent on their qualification and/or weapon availability.

Tactical Rifles shall be carried or stored in the following manner:

- No Tactical Rifle shall be carried in the Police Administration Building while loaded. "Loaded" will refer to the condition of a round being chambered or in an inserted magazine.
- When taking out a Tactical Rifle from the armory storage rack, it shall be safely pointed at the "outside" clearing box, located at the rear of the Police Administration Building, cleared, and checked. While still pointed into the "outside" clearing box, a loaded magazine may be inserted in the rifle. The rifle shall then be secured in the vehicle rack.
- No Tactical Rifle shall be carried in a patrol vehicle with a round chambered. No Tactical Rifle shall be carried in a gun rack with the safety in the off (FIRE) position.
- No rifle shall have a round chambered unless it is in the process of being tactically deployed within the Department's Use of Force Policy; or while in range training.
- When checking the Tactical Rifle at any point during the shift, the Tactical Rifle shall be removed from the vehicle. It shall be pointed in a safe direction and only then cleared and checked. The weapon may then have a loaded magazine inserted in the magazine well and seated. At this point the weapon can be returned to the rack in the vehicle.
- Only Department issued optics and lights will be mounted on the Tactical Rifle. Only the armorer may mount this equipment or make an approved modification to the rifle.
- At the end of the shift, no firearms shall be left in a Department vehicle. All Tactical Rifles shall be unloaded at the "outside" clearing box and returned to the armory in the Police Administration Building or SRT Warehouse. The Tactical Rifle shall be locked back in its respective cabinet in the equipment room. Magazines shall be retained by Tactical Rifle operators or by the Department Armorer.

1.8.5 Automatic Weapons

Automatic weapons shall be stored in the Department's SRT armory, Evidence Room or Range Armory.

Automatic weapons may be tactically deployed by SRT members in specific circumstances, as defined by Division Commanders. These can include SRT operations, 1st Responder deployment by on-duty SRT personnel, High Risk Warrant Service, Protection Details, etc.

1.8.6 Ammunition

Only Departmentally approved factory ammunition shall be carried by police officers either on or off duty. Prior to issuance, the selection and appropriation of any ammunition must be approved by the Administrative Services Commander.

1.8.7 Approval Process for Weapons

If a police officer wishes to have a weapon considered for placement on the Approved Weapons List, he/she shall route a memo to the Chief's office (through the Training Sergeant) outlining the benefits for including the handgun on the Department list. The Chief of Police shall review the request and decide whether to authorize the weapon.

If a police officer wishes to change the weapon he/she is carrying to a different approved weapon, the new weapon shall be inspected by the Department Rangemaster prior to being carried. Once approved, the complete information on the weapon (make, model and serial number) shall be entered on the master weapons list maintained by the armorer.

Any weapon that is not safe in the Rangemaster's opinion shall not be authorized for on or off-duty use.

1.8.8 Weapons Proficiency

Police officers shall train and qualify with their primary, secondary/back-up, and off-duty handgun(s) prior to being carried on or off-duty. Qualification for primary and secondary/back-up handguns will occur quarterly. Off-duty handgun qualification will occur annually, during the month of their employment anniversary with the city.

Police officers who have been authorized to use the Tactical Rifle shall train and qualify with it quarterly.

All police officers assigned to Field Operations shall also train and qualify quarterly with a shotgun.

All police officers authorized to use extended range impact weapons shall train and qualify with them quarterly.

All SRT personnel shall qualify monthly with their primary, secondary/back-up handgun(s) and long-gun(s).

Any police officer, irrespective of rank, who fails to qualify on a proficiency course or who receives an "unexcused" absence may receive Documented Oral Counseling. Continued

1.8

unsatisfactory performance or “unexcused” absences, may subject the officer to disciplinary action.

The Chief of Police may excuse, for good cause, mandatory firearms qualifications for personnel based on special assignment or other compelling needs.

No employee shall carry a weapon (firearm or other type) unless he/she has demonstrated proficiency in the use of the weapon (as certified by a qualified Department weapons instructor). Demonstrated proficiency shall also include (to the satisfaction of the weapons instructor): exhibiting an understanding of the Department’s Use of Force policy, and the safe-handling procedures for weapons the employee carries.

In addition to maintaining a list of all weapons authorized for carry by police officers, the Rangemaster shall maintain the qualification records for all police officers.

1.8.9 Weapons Training

It shall be the responsibility of the Department Rangemaster to implement training programs to aid those not fully proficient with firearms. The special training given those persons who are less than proficient shall be fully documented by the Rangemaster.

Firearms proficiency courses shall be designed by the Department Rangemaster and approved by the Chief of Police (or designee).

Failure to show an acceptable level of firearms proficiency may subject the police officer to more intensive retraining or a temporary reassignment to a position that does not require the use of a firearm. The reassignment shall continue until an acceptable level of weapon proficiency is attained.

1.8.10 Weapons Clearing Box

The weapons clearing boxes located at the Police Administrative Building and at the Firearms Range have been designed for the purpose of safely manipulating firearms. It shall be mandatory that officers load, unload, manipulate or clear their weapons only while using the weapons clearing boxes. However, shotguns and Tactical Rifles shall be cleared and loaded at the “outside” clearing box or at the Range only. In the case of SRT, members may also utilize their warehouse clearing box. The only exceptions are: during a tactical situation; while on the firing line engaged in training (under the direction of a firearms instructor), or during a courtroom demonstration.

1.8.11 Weapons Servicing and Inventory

The Rangemaster will maintain a complete list of all Department firearms and their service records. The Armorer will service both Department and officer-owned duty firearms annually. Only the Armorer shall make approved modifications to Department firearms. Prior to any modification being made to an officer owned firearm (duty, back-up, or off-duty weapon), the modification must be approved by the Department Armorer.

1.8.12 Institutional Weapons CLETS Entry

All weapons acquired by the Santa Clara Police Department will be entered into the Automated Firearms System (AFS) in CLETS within 10 days of acquisition per Penal Code 27600(c).

All weapons relinquished by the Santa Clara Police Department through a sale or transfer will be entered into the Automated Firearms System in CLETS within 10 days of the transfer per Penal Code 22620, 27620, and 31835.

The Range master will update and maintain an accurate inventory of department owned weapons and their appropriate use. The Range master will notify the Records Manager of changes to the inventory including weapons that have been acquired for duty use, transferred to another agency, or a change in status of weapons that are used for parts or training only. All firearms, including SIMS weapons, will be maintained on the weapons inventory log and subsequently entered into AFS.

The Records Manager will ensure all weapons maintained on the weapons inventory log are entered and removed from CLETS as appropriate.

A complete audit of the Department Armory will be conducted every three years. The audit will consist of reconciliation of CLETS entries to the weapons inventory log. The Range master will ensure the weapons inventory log is accurate in every category. The Records Manager will be responsible for initiating the audit by retrieving a list of Institutional Weapons and Weapons Retained for Official Use from the Department of Justice and compare them to the weapons inventory log.

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