

INTRADEPARTMENTAL CORRESPONDENCE

April 25, 2011
14.1

BPC No. 11-0181

TO: The Honorable Board of Police Commissioners

FROM: Chief of Police

SUBJECT: MANAGEMENT'S RESPONSE RELATIVE TO THE FIREARMS
INVENTORY TRACKING AUDIT, (AD NO. 08-095)

RECOMMENDED ACTION

1. That the Board of Police Commissioners RECEIVE and FILE the Firearms Inventory Tracking Audit, (AD No. 08-095), dated October 24, 2008.

DISCUSSION

Recommendation No. AD-1: Firearms and Tactics Section of Training Division review, develop, and document firearms inventory tracking policies and procedures. The policies & procedures should (minimally) address the following areas:

- *Firearm acquisitions and disposals, including approval requirements;*
- *Record updates for additions, movement, and deletions;*
- *Policies and procedures for firearms transfers, loans, and other physical movements;*
- *Policies and procedures for handling of firearms purchased or returned by separated employees;*
- *Audit and reconciliation requirements;*
- *Personal firearms tracking; and,*
- *Compliance with the legal reporting requirements*

This recommendation has been implemented. Firearms and Tactics Section, Training Division has developed a standard operating procedures manual titled, *Armory Guidelines, March 2011* (Manual). This Manual consists of seven volumes addressing all concerns listed in the recommendation above:

- 1.0 - Armory Personnel
- 2.0 - Department Acquisition of Firearms and Associated Equipment
- 3.0 - Issuance of City Owned Firearms
- 4.0 - Recovery of Issued City Owned Firearms
- 5.0 - Registration of Privately Purchased Firearms for Department Use
- 6.0 - Repair/Modification of Firearms
- 7.0 - Destruction of Firearms and Equipment

Recommendation No. AD-3: Firearms & Tactics Section of Training Division to establish deadlines in its policies and procedures for forwarding returned firearms or purchase paperwork of separated employees to Training Division.

This recommendation has been implemented. “Volume 4.0 – Recovery of Issued City Owned Firearms,” in the Manual gives detailed information regarding the policies and procedures for the return of all City owned firearms and related equipment, the timelines, and the policies and procedures for purchasing firearms for retiring employees, employees who resign, and reserve police officers.

Recommendation No. AD-4: Firearms & Tactics Section of Training Division to periodically obtain a separation list from Personnel Division to ensure all firearms of separated employees are properly accounted for.

This recommendation has been implemented. On a monthly basis, Personnel Division will forward a roster of sworn employees who have separated from the City to the Department Armory. Upon receipt of the roster, the Department Armory will audit the Firearms Inventory Tracking System (FITS) to ensure all of the firearms assigned to the concerned employees are documented and secured. The equipment must either be turned into the armory, reported lost, or purchased upon retirement. If the monthly audit reveals that an employee has not been cleared by the armory, the Department Armorer will notify Personnel Division. Personnel Division will take appropriate action. The Department Armory will also report the results of the audit to the Commanding Officer, Training Division.

If you should have further questions, please contact Gerald L. Chaleff, Special Assistant for Constitutional Policing at (213) 486-8730.

Respectfully,



CHARLIE BECK
Chief of Police

Attachment

Armory Guidelines

March 2011



Los Angeles Police Department

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1.1 SELECTION OF ARMORY PERSONNEL

Selection of armory personnel is conducted by the Officer in Charge (OIC) of the Firearms and Tactics Section (FTS), Training Division (TD). Armory personnel are responsible for tracking, maintaining and repairing every weapon system authorized for use by the Department.

Department armorers must be knowledgeable in all approved Department weapon systems, including their repair, maintenance, and applicable Department policies/procedures. The following skills and abilities have been identified as essential job functions to the position of certified Department armorer:

- Familiarity with Department policies/procedures related to firearms and related equipment;
- Familiarity with all weapon systems maintained by the Department;
- Fine motor skills and dexterity required to operate necessary tools required to repair firearms;
- Ability to problem solve equipment issues encountered by instructors and officers;
- Ability to relate and work well with others, both individually and in a group setting;
- Ability to provide services to in-service employees and respond directly to firearm related questions as needed;
- Strong administrative skills, to include an aptitude for current Department databases; and,
- Physical strength and ability to include unrestricted bending, lifting, carrying, and moving of Armory inventory as needed.

1.2 TRAINING AND CERTIFICATION

Certification of Department armorers is comprised of formal training and on the job training, conducted under the direct supervision of a senior armorer. Formal training is typically conducted at Susanville Community College, as well as, manufacturer certified courses.

The following is a general outline of armorer training.

Level I

- Private Law Enforcement Armorer Course (LEAS) - Basic.
- Striker-Fired Armorer Course - Glock Inc. or other designated manufacturer.
- Beretta Semi-Automatic Armorer Course, Beretta USA Corp.
- Benelli Semi-Automatic Shotgun Course, Beretta USA Corp.
- Smith and Wesson Revolvers, Smith and Wesson Corp.

Level II

- Private Law Enforcement Armorer Course (LEAS) - Long Guns.
- Colt AR 15/M4 Armorer Course, Colt's Manufacturing Company LLC.
- Smith and Wesson M&P Carbine Course, Smith and Wesson Corp.

Level III

- Private Law Enforcement Armorer Course (LEAS) - Double Action Autos.
- Colt 1911 Armorer Course, Colt's Manufacturing Company LLC.

Factory Certifications

Factory certifications are generally valid for three years. The Armory supervisor is responsible for managing certifications. An armorer who becomes decertified for a particular weapon system, due to time expiration, may continue to work under the supervision of a certified armorer pending recertification. Some armory courses may meet the criteria for funding by the Revolving Training Fund.

2.1 DEPARTMENT ACQUISITION OF NEW FIREARMS

The acquisition of new firearms is generally conducted on an annual basis. New firearm acquisitions generally fall into two categories:

- *Duty handguns* for newly hired employees; and,
- *Divisional firearms* such as shotguns and bean bag launchers.

On an annual basis, the Armory supervisor and Department Armorer prepare a budget request based on the projected growth of the Department. The total funds requested for “recruit handguns” is the sum of projected new hire recruits multiplied by the contracted price per handgun, plus shipping and taxes.

Note: Although firearms from separated employees are returned to the armory, most are obsolete models and not suitable for re-issue.

Duty Handguns- Newly Hired Recruit Police Officers (RPO’s)

Upon approval and publication of the fiscal budget, the Department Armorer orders the appropriate number of handguns to equip the projected number of RPO’s for the fiscal year. The unit price is contracted by Supply Section (SS), Fiscal Operations Division (FOD). The Department Armorer prepares a Supply Order Form, Form 15.11, approved by the Officer in Charge, FTS. The original document is submitted to SS with the current “Semi-Automatic Specifications” sheet as an attachment.¹ If there are any questions regarding the specifications, the Department Armorer is to be contacted for clarification.

Distribution:

- One copy is retained by the Commanding Officer, TD;
- One copy is retained by the Department Armory, and;
- One copy is retained by the FTS administrative office.

Divisional Firearms

Shotguns and Bean Bag Launchers are ordered utilizing a similar process. Generally, the Department will allocate funding for 80 new shotguns per year. The Department does not have an on-going contract for shotgun and bean bag launcher acquisition. Unit price is obtained from the manufacturer’s distributor prior to completion of the Supply Order Form. A specification sheet is also attached with every order and forwarded to SS, FOD.

¹ It is critical that SS personnel understand and adhere to the specification sheets. Firearms acquired that do not meet Department specifications are not approved for duty and result in an unnecessary, non-budgeted fiscal burden to the City.

Shipping/Receiving of Firearms

Generally, firearm orders are fulfilled in a single bulk shipment and delivered to the Department Armory at the Davis Training Facility, Granada Hills. Department armorers inspect the shipment for completeness, shipping damage, and to verify that the serial numbers match the bill of lading. All firearm serial numbers are visually verified by reading the serial number off of the firearm and individual gun box.

Department Firearms Registration

The newly acquired firearm information is entered into the Firearms Inventory Tracking System (FITS) and assigned to TD until issued to individuals or entities.

Federal and State Firearms Registration

In order to fulfill federal and state firearm registration requirements, a copy of the manufacturer's bill of lading is provided to Records and Identification (R&I) Division. The bill of lading is forwarded along with an Intradepartmental Correspondence (15.2) titled, "*Acknowledgement and Receipt of Weapons Requiring Entry into the Automated Firearms System as Institutional Weapons.*" The coversheet will explain the circumstances of the acquisition. The attachment shall include the firearm's make, model, caliber, and serial number.

Distribution:

- Original document is submitted to R&I Division;
- One copy is retained by the Commanding Officer, TD;
- One copy is retained by the Department Armory; and,
- One copy is retained by the FTS administrative office.

City Registration

In order to fulfill City charter requirements, a copy of the newly acquired firearms list will be provided to SS, FOD via Intradepartmental Correspondence titled, "*Weapons Requiring Entry into the Furniture and Equipment Inventory System.*"

Distribution:

- Original document is submitted to SS, FOD;
- One copy is retained by the Commanding Officer, TD;
- One copy is retained by the Department Armory; and,
- One copy is retained by the FTS administrative office.

Institutionalization Verification

Records and Identification Division is responsible for institutionalizing Departmental firearms and will notify the Department Armory via Intradepartmental Correspondence once the registration has been completed.

Distribution:

- One copy is retained by the Commanding Officer, TD;
- One copy is retained by the Department Armory; and,
- One copy is retained by the FTS administrative office.

Note: The firearms are stored in the Department Armory until issued and inventoried in accordance with Department policies and procedures.

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2.2 DEPARTMENT ACQUISITION OF NEW EQUIPMENT

The Department purchases firearms related equipment on an ongoing basis. All equipment can be categorized as either *durable* or *expendable items*. The majority of equipment purchases are made from the "Maintenance Supplies" account. The majority of expenses procured for this account are expendable items such as cleaning supplies and firearm replacement parts.

Durable Items

Durable items are maintained in the *Armory Property Book*, which is inventoried on an annual basis. Durable items have up to a 10 year shelf life, but eventually require replacement. The Department Armorer makes an annual assessment of durable items. Some durable items may exceed the yearly budgeted amount. In such cases, a request for replacement of such items is made by using a supplemental budget request. The Armory supervisor also conducts a cost analysis and makes a recommendation whether the item should be purchased, leased, or the work should be subcontracted.

Expendable Items

The Department Armorer determines an acceptable inventory level for all expendable items and is responsible for continually monitoring inventory levels. Expendable items are replaced on an "as needed" basis. The Armory stocks thousands of small individual items. A detailed list of each replacement item is prohibitive and is not required. The Department Armorer maintains replacement supply levels to ensure weapons can be readily repaired at all times without delay.

Expendable items purchased by the armory on a regular basis include, but are not limited to:

- Firearm replacement parts;
- Eye and ear protection;
- Gun cleaning supplies;
- Armory hand tools;
- Abrasive metal working materials; and,
- Abrasive wood working materials.

2.3 DEPARTMENT ACQUISITION OF CONFISCATED FIREARMS

Acquisition of firearms reduces costs to the Department. A procedure has been established to convert firearms to City property that have been scheduled for destruction. This procedure is consistent with federal, and state law, as well as City charter. It is reviewed on an annual basis by the Armory supervisor for compliance with new or modified firearms laws.

Identification of Firearms for Acquisition

Property Division provides a “destruct list” of firearms, which is a list of firearms that are in the custody of the City, have no evidentiary value, and are no longer required for retention. This list is provided on a periodic basis, to be determined by the Commanding Officer, Property Division. The Department Armorer then identifies those firearms whose retention would provide a benefit to the City. Generally, guidelines that fit the criteria include:

- Approved duty firearms which would fill shortages in the Department inventory;
- Firearms that may be utilized for undercover operations;
- Firearms which are not duty approved but are utilized for unfamiliar firearms training;
- Firearms which are not duty approved but utilized for “sting” operations; and,
- Firearms which will be stripped for parts to repair firearms currently in the Department inventory.

Request for Acquisition

The Department Armorer submits a list of selected firearms to the OIC, FTS for approval. Upon approval from the OIC, FTS and the Commanding Officer, TD, an Intradepartmental Correspondence titled, “*Conversion of Firearms for Department Use*” is prepared. A list of the firearms that have been selected for retention is then attached. The attachment must identify the firearms by Division of Records (DR) number, make, model, and serial number.

Distribution:

- Original signed copy is submitted to Property Division;
- One copy is retained by the Commanding Officer, TD;
- One copy is retained by the Department Armory; and,
- One copy is retained by the FTS administrative office.

Transfer of Firearms

Upon the approval of the Commanding Officer of Property Division, the Department Armorer will schedule a meeting to physically transfer the firearms approved for conversion.

At time of transfer, the Armory supervisor or Department Armorer will inventory the firearms with a representative from Property Division to verify the condition of the firearms. The transfer of weapons will be co-witnessed to ensure recording accuracy and compliance.

Upon completion of the inventory, the Armory supervisor or Department Armorer will sign a Receipt of Property, Form 10.10, prepared by Property Division.

Distribution:

- Original document is retained by Property Division;
- One copy is retained by the Department Armory; and,
- One copy is retained by the FTS administrative office.

Note: The Department Armory records each firearm into the FITS. All accountability of firearms will be maintained in accordance with the FITS procedures.

Federal and State Registration Requirements

In order to fulfill federal and state firearm registration requirements, FTS, TD, will provide a copy of the retained firearms list to R&I Division attached to an Intradepartmental Correspondence titled, "*Acknowledgement and Receipt of Weapons Requiring Entry Into the Automated Firearms System as Institutional Weapons.*" The coversheet will explain the circumstances of the acquisition.

Distribution:

- Original document is submitted to R&I Division;
- One copy is retained by the Commanding Officer, TD;
- One copy is retained by the Department Armory; and,
- One copy is retained by the FTS administrative office.

City Registration

The Department Armorer will submit an Intradepartmental Correspondence titled, "*Weapons Requiring Entry into the Furniture and Equipment Inventory System,*" along with a copy of the related firearms list to SS, FOD.

Distribution:

- Original document submitted to SS, FOD;
- One copy is retained by the Commanding Officer, TD;
- One copy is retained by the Department Armory; and,
- One copy is retained by the FTS administrative office.

Department Registration

When firearms are institutionalized, R&I Division will notify the Department Armory via Intradepartmental Correspondence.

Distribution:

- One copy is retained by the Commanding Officer, TD;
- One copy is retained by the Department Armory, and
- One copy is retained by the FTS administrative office.

Exception: The Underwater Dive Unit (UDU), Metropolitan Division, and Narcotics Division (ND) have been granted approval to utilize an abbreviated acquisition procedure and are allowed to bypass the Department Armorer to acquire firearms from Property Division utilizing an agreed upon procedure. The Department Armorer does not verify or track weapons acquired by the UDU or ND.

2.4 DEPARTMENT ACQUISITION OF CONFISCATED EQUIPMENT

A procedure has been established to convert firearms equipment that has been scheduled for destruction, to City property. This procedure is consistent with federal and state law, as well as City Charter, and is reviewed on an annual basis for compliance with new or modified firearms laws.

Identification of Equipment

In accordance with this policy, the Department Armorer may retrieve firearms equipment when retention would provide a benefit to the Department. Generally, the type of equipment that may be utilized by the Department includes but is not limited to the following:

- Rifle and pistol magazines;
- Rifle, pistol and shotgun cases;
- Rifle, pistol and shotgun parts;
- Various hand tools and power tools;
- Rifle spotting scopes and binoculars;
- Holsters, belts and ammunition pouches;
- Beanbag (BB) shotguns and starter pistols;
- Small air compressors;
- Bench vices;
- Two way hand held radios and charging equipment; or,
- Welding equipment.

Annually, the Commanding Officer, TD, submits a Convertible Property Request, Form 10.09, to the Commanding Officer, Administrative Services Bureau (ASB) for approval.

Distribution:

- Original is retained by ASB;
- One copy is retained by the Commanding Officer, TD;
- One copy is retained by the Department Armory; and,
- One copy is retained by the FTS administrative office.

Transfer of Convertible Property Equipment

On an annual basis, the Department Armorer will schedule a meeting with representatives from Property Division to examine the equipment to ensure it is suitable for Department use. The Department Armorer will inventory the equipment with a representative from Property Division.

Upon completion of the transfer, the property room officer will complete a Convertible Property Request which is signed by the Armory supervisor or the Department Armorer.

Distribution:

- Original is retained by Property Division;
- One copy is retained by the Commanding Officer, TD;
- One copy is retained by the Department Armory; and,
- One copy is retained by the FTS administrative office.

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3.1 ISSUANCE OF HANDGUNS TO NEW HIRE RECRUIT POLICE OFFICERS

Every Recruit Police Officer (RPO) is issued a handgun which meets the Department's requirements for uniformed primary duty weapon use. Recruit police officers are issued handguns and related equipment utilizing the following steps:

1. The issuance process begins when a roster of a newly hired Academy class is provided to the Department Armorer on the date the class is hired.
2. Upon receipt of the roster, armory personnel prepare a handgun for each new RPO.

Note: Armory personnel will attempt to issue guns in sequential order to facilitate audits of existing firearm stocks.

3. During this preparation period, the armory personnel will work off of a paper copy of the roster, referred to as the working copy. Armory personnel will record the handgun serial number next to the name of the concerned RPO on the working copy.
4. Armory personnel will then record the serial number of the RPO on the handgun box as a cross-reference to facilitate the physical issuance of the handgun at a later date.
5. During the second week of employment, the RPO will report to the Department Armory for handgun issuance. The RPO is instructed to stand in alphabetical order at the Armory counter and is to be in possession of his/her Department identification card.

Note: Recruit Police Officers shall not be issued a City owned firearm until they possess a valid Department identification card.

6. Armory personnel shall conduct each handgun issue individually. The Department Armory personnel visually verifies that the identification card matches the RPO who is receiving the equipment. The serial number of the handgun and RPO are verified again prior to dismissal of the RPO. The armorer indicates on the working copy that a handgun has been physically issued to the corresponding RPO.
7. Following the issuance, armory personnel will reconcile the working copy of the roster to the FITS and City gun card.
8. Handguns that are not issued are returned to storage in the Department Armory.

9. Department Armory personnel enter issuance information into the FITS electronically, transferring the status of the handgun out of TD possession to individual assignment when the RPO has completed his/her Academy training and is transferred to an Area/division.

Equipment Issued

Every RPO shall be issued the following equipment:

- One Glock, Model 22, Model 19, or other Department approved handgun authorized -for recruit issuance by the Commanding Officer TD;
- Five corresponding high capacity magazines;
- One pistol case;
- One handcuff with two keys;
- One trigger lock with two keys; and,
- One magazine loader.

Note: Recruit Police Officers are not issued duty ammunition until field deployment.

3.2 ISSUANCE OF HANDGUNS TO RE-HIRED RECRUIT POLICE OFFICERS

Re-hired RPO are assigned to a new Academy class and issued a City owned handgun following the same procedure as a newly hired RPO, refer to Section 3.1, *Issuance of Handguns to New Hire Recruit Police Officers*.

Department Armory personnel will make reasonable efforts to issue the same handgun to the RPO that was previously issued.

Armory personnel will enter issuance information into the FITS electronically, transferring the status of the handgun out of TD possession, to individual assignment when the RPO has completed Academy training and is transferred to an Area/division.

Note: Recruit Police Officers are not issued ammunition until field deployment.

3.3 ISSUANCE OF HANDGUNS TO RE-HIRED SWORN EMPLOYEES

Upon separation from service, an employee's City owned weapon is turned into the Department Armory, with the exception of honorably retired officers who purchase their Department issued handgun.

Upon re-hire, armory personnel will verify the officer's employment status and verify his/her identity via their Department identification card. The armory personnel will then verify the weapon system the officer was issued when initially hired (Smith and Wesson revolver, Beretta Model 92 FS, Glock Model 22) based on the officer's hire date. Re-hired officers will generally be issued the same type of handgun that they were issued when originally hired. Armory personnel will make an additional inquiry to determine if the original handgun the officer was issued is still available in armory storage. If the officer's original handgun is available, a reasonable effort will be made to re-issue the same handgun to the officer.

Exception: Retired sworn employees, who purchased their handgun upon retirement and later return to work for the Department, will not be issued an additional handgun unless the employee no longer possesses the handgun they purchased upon separation.

Armory personnel shall inspect the handgun to ensure that it is serviceable prior to issue. The officer shall verify the serial number of the handgun with the armorer to ensure it is the previously issued handgun.

Armory personnel will make an entry into the FITS to assign the handgun to the officer and remove it from the armory storage inventory.

Note: The armory budget does not provide funds to purchase new handguns for re-hired officers.

Firearms Equipment Issued

Every re-hired officer (except RPOs) will be issued the following equipment:

- 50 rounds of duty ammunition for their handgun;
- Same number of magazines they were issued when originally hired (if applicable); and,
- 10 rounds of 12-gauge buckshot ammunition.

3.4 ISSUANCE OF HANDGUNS TO LATERAL HIRE OFFICERS

Every lateral hire officer is issued a handgun which meets the Department's requirements for uniformed primary duty weapon use. Lateral hire classes are issued handguns and their firearms equipment utilizing the following steps:

1. The FTS instructor responsible for training the lateral class will provide the roster of lateral officers to the Department Armorer as soon as practical and schedule an appointment for the physical issuance of firearms equipment. Ideally, a lateral hire class will be issued their duty handguns on the first day of scheduled firearms instruction.
2. During the initial notification, the armory personnel will verify that the lateral hire class will possess their Department identification cards on or before the scheduled date of the handgun issuance.
3. Upon receipt of the roster, armory personnel will pull a handgun from Armory storage for each new lateral hire officer.

Note: Armory personnel shall attempt to issue guns in sequential order to facilitate audits of existing firearm stocks.

4. During this preparation period, armory personnel will work off of a paper copy of the roster, referred to as working copy. Armory personnel will record the handgun serial number next to the name of the concerned officer on the working copy.
5. Armory personnel will then record the serial number of the officer on the handgun box as a cross-reference to facilitate the physical issuance of the handgun which on a later date.
6. At the scheduled time, the lateral class will report to the Department Armory for handgun issuance. Lateral officers are instructed to stand in alphabetical order at the armory counter and to possess their Department identification card. Armory personnel will verify each employee's identification and issue them a handgun.

Note: Lateral hire officers shall not be issued a City owned firearm until they possess a valid Department identification card.

7. Armory personnel shall conduct each handgun issue individually. Armory personnel visually verify the identification card matches the lateral hire officer who is receiving the equipment. The serial number of the handgun and the lateral hire officer are verified again prior to dismissal of the officer. The armory personnel indicate on the working copy that a handgun has been physically issued to the corresponding lateral hire officer.

8. Following the issuance, the armory staff will reconcile the working copy of the roster to the FITS and City gun card.
9. Firearms that are not issued are returned to storage in the Department Armory.
10. Armory personnel enter issuance information into the FITS electronically, transferring the status of the handgun out of TD possession to individual assignment when the lateral hire officer has completed academy training and is transferred to an Area/division.

Equipment Issued

A lateral hire officer is issued the following equipment:

- One Glock, Model 22, Model 19, or other Department approved handgun authorized by the Commanding Officer TD;
- Five corresponding high capacity magazines;
- One pistol case;
- One handcuff with two keys;
- One trigger lock with two keys; and,
- One magazine loader.

Note: Lateral hire officers are not issued ammunition until field deployment.

3.5 ISSUANCE OF HANDGUNS TO RESERVE POLICE OFFICERS

Issuance of Department handguns is limited to Level 1, Level 2 and Level 3 “Armed” reserve police officers.

Reserve officer classes are issued handguns and their firearms equipment utilizing the following procedures:

1. The FTS instructor responsible for training the reserve class will provide the roster of the class to the Department Armorer as soon as possible and schedule an appointment for the physical issuance of the firearms equipment. Ideally, a reserve class will be issued their duty handguns on the first day of scheduled firearms instruction.
2. Armory personnel will verify that the reserve class will possess their Department identification cards on or before the scheduled date of the handgun issue.
3. Upon receipt of the roster, armory personnel will pull a handgun for each new reserve officer.

Note: Armory personnel shall attempt to issue guns in sequential order to facilitate audits of existing firearm stocks.

4. During this preparation period, armory personnel will work off of a paper copy of the roster, known as a working copy. The armory personnel shall write the handgun serial number next to the name of the concerned reserve officer on the working copy.
5. Armory personnel will then record the serial number of the reserve officer on the handgun box as a cross-reference and to facilitate the physical issuance of the handgun.
6. At the appointed time, the reserve class reports to the Department Armory for handgun issuance. Reserve officers are instructed to stand in alphabetical order and to possess their Department identification card until summoned to the armory front counter.

Note: Reserve police officers shall not be issued a City owned firearm until they are in possession of a valid Department identification card.

7. Reserve officers who are under 21 years of age will not be issued a handgun. Underage reserve officers will only be allowed to handle firearms during training and under the direct supervision of a certified FTS instructor.

8. Armory personnel shall conduct each handgun issue individually. Armory personnel visually verify that the identification card matches the reserve officer who is receiving the equipment. The serial number of the handgun and the reserve officer is verified again prior to dismissal of the reserve officer. The armorer indicates on the working copy that a handgun has been physically issued to the corresponding reserve officer.
9. Following the issuance, armory personnel reconcile the working copy of the roster to FITS and City gun card.
10. Firearms that are not issued are returned to storage in the Department Armory.
11. Armory personnel enter issuance information into the FITS electronically, transferring the status of the handgun out of TD possession to individual assignment when the reserve officer has completed academy training and is transferred to an Area/division.

Equipment Issued

A reserve police officer is issued the following equipment:

- One Glock, Model 22, Model 19, or other Department approved handgun authorized by the commanding officer TD;
- Five corresponding high capacity magazines;
- One pistol case;
- One handcuff with two keys;
- One trigger lock with two keys; and,
- One magazine loader.

Note: Reserve officers are not issued duty ammunition until they are certified for field deployment.

3.6 ISSUANCE OF PATROL RIFLES

Officers who are selected to attend the Patrol Rifle Course are issued a City owned patrol rifle on the first day of instruction. Upon successful completion of the Patrol Rifle Course, the officer may participate in the private purchase program. If the officer participates in the private purchase program, the City owned patrol rifle shall be returned to the Department Armory. An employee who is a certified Rifle Instructor may be permitted to retain his/her City owned rifle in addition to a private purchase rifle at the discretion of the OIC, FTS.

Employees are issued patrol rifles and their rifle equipment utilizing the following steps:

1. The FTS instructor responsible for training the Patrol Rifle Course will provide the roster of the class to the Department Armory as soon as practicable. Ideally, a patrol rifle class will be issued their patrol rifles on the first day of instruction.
2. Upon receipt of the class roster, armory personnel will prepare a patrol rifle for each patrol rifle student.

Note: Armory personnel shall attempt to issue rifles in sequential order to facilitate audits of existing firearm stocks.

3. During this preparation period, armory personnel will work off of a paper copy of the roster, referred to as a working copy. Armory personnel will record the patrol rifle serial number next to the name of the concerned officer on the working copy.
4. Armory personnel shall record the serial number of the officer on the stock of the patrol rifle as a cross-reference to facilitate the physical issue.
5. At the scheduled time, armory personnel verify the patrol rifle student via their Department identification card. A Department issued patrol rifle is individually issued to the employee, verifying the weapon serial number. The employee must complete the "Patrol Rifle User Agreement" upon successful completion of the patrol rifle course.

Note: The Department Armory will not issue a firearm to any officer who does not possess a valid Department identification card.

6. Armory personnel shall conduct each patrol rifle issue individually. The Department Armorer visually verifies that the identification card matches the officer who is receiving the equipment. Armory staff shall review the completed user agreement and file it in the patrol rifle issue book. The serial number of the firearm and the officer are verified again prior to dismissal of the officer.
7. Following the issuance, armory personnel reconcile the working copy of the roster to the FITS and City gun card.
8. Patrol Rifles that are not issued are returned to storage in the Department Armory.
9. Armory personnel enter issuance information into the FITS electronically, transferring the status of the patrol rifle out of TD possession to individual assignment when the patrol rifle student has successfully completed the class.

Equipment Issued

A patrol rifle student is issued the following equipment:

- M16A1 rifle;
- Two 20 round magazines;
- Two 30 round magazines;
- One black nylon two point sling;
- One black nylon case; and,
- One black nylon leg pouch.

Patrol Rifle Operator Deselection

The Department Armorer will hold the working copy of the roster until completion of the Patrol Rifle Course. If an officer is deselected during the patrol rifle training, the patrol rifle and associated equipment are recovered by the lead instructor/supervisor of the Patrol Rifle Course. The instructor ensures that the equipment is returned to the Department Armory. When equipment is received, the armory personnel inspect it for completeness and serviceability. If the equipment is unserviceable, it is tagged for repair. Serviceable equipment is returned to armory storage and an annotation is made on the working copy.

Upon completion of the Patrol Rifle Course, a final reconciliation is made with the Patrol Rifle Instructional Cadre to ensure all equipment was recovered from students who failed to complete the course successfully and all documents are recorded appropriately.

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3.7 ISSUANCE OF REMINGTON 870 SHOTGUNS

Officers who are selected to attend the Slug Ammunition (SA) Shotgun Course may attend with a City owned or privately purchased shotgun. City issued shotguns are generally issued on the first day of instruction. If the officer participates at any time in the private purchase program the City owned slug shotgun shall be returned to the Department Armory. An employee who is a member of the SA Training Cadre may be permitted to retain his/her City issued shotgun in addition to a privately purchase shotgun at the discretion of the OIC, FTS.

Employees are issued a City owned shotgun and shotgun equipment utilizing the following steps:

1. The FTS instructor or supervisor who is responsible for the SA Course will provide the roster of the class to the Department Armorer as soon as practicable and identify students to be issued a City owned shotgun.
2. Upon receipt of the class roster, Department Armorer will prepare a shotgun for each SA class student to be issued a City owned slug shotgun.

Note: Armory personnel shall attempt to issue shotguns in sequential order to facilitate audits of existing firearm stocks.

3. During this preparation period, the armory personnel will work off of a paper copy of the roster, referred to as a working copy. Armory personnel will record the shotgun serial number next to the name of the concerned officer on the working copy.
4. Armory personnel will record the serial number of the officer on the stock of the shotgun as a cross-reference to facilitate the physical issue.
5. At the scheduled time, the class will report to the Department Armory for weapon issuance. Employees are instructed to possess their Department identification card and standby until summoned to the armory front counter.

Note: Armory staff will not issue a shotgun to any officer who does not possess a valid Department identification card.

6. Armory personnel shall conduct each shotgun issue individually. Armory personnel visually verify that the identification card matches the officer who is receiving the equipment. The serial number of the firearm and the officer are verified again prior to dismissal of the officer.
7. Following the issuance, armory personnel reconcile the working copy of the roster to the FITS and City gun card.
8. Shotguns that are not issued are returned to storage in the Department Armory.
9. Armory staff enters the issuance information into the FITS electronically, transferring the status of the shotgun out of TD possession to individual assignment when the SA student has successfully completed the course and is certified to deploy the weapon system in the field.

Note: With the exception of the side saddle shell carrier, optional accessories shall not be installed on any shotgun until the employee has successfully completed the Day Slug Ammunition Qualification Course.

Equipment Issued

A SA student is issued the following equipment:

- One Remington, Model 870 shotgun; and,
- One black nylon two point sling.

Slug Ammunition Shotgun Course Deselection

The Department Armorer will hold the working copy of the roster until completion of the Slug Ammunition Shotgun Course. If an officer is deselected during the SA training, the shotgun and associated equipment are recovered by the lead instructor/supervisor of the SA Instructional Cadre. The equipment is returned to the Department Armory. When equipment is received, armory personnel inspect it for completeness and serviceability. If the equipment is unserviceable, it is tagged for repair. Serviceable equipment is returned to armory storage and a notation is made on the working copy.

Upon completion of the SA course, a final reconciliation is made with the SA Instructional Cadre to ensure all equipment was recovered from students who failed to successfully complete the SA course successfully and all documents are recorded appropriately.

3.8 ISSUANCE OF SHOTGUNS AND BEAN BAG LAUNCHERS TO AREAS/DIVISIONS

Generally, the Department budget allows for the purchase of 200-Remington 870 shotguns and 100-bean bag launchers every fiscal year. Specialized units are issued Remington 870 shotguns and bean bag launchers as needed with the approval of the Commanding Officer of TD.

Note: Training Division has a goal of issuing 50-Remington 870 shotguns and 20-Remington bean bag launchers to every Area/division.

Kitroom Audit

Area/divisional shotguns and bean bag launchers are assigned to the Area/division and recorded in the FITS. Accountability for Area/divisional equipment is the responsibility of the concerned commanding officer. It is recommended that when a new commanding officer is appointed to an Area, that a change of command inventory is completed as soon as practicable to identify equipment losses/shortages and to assess the effectiveness of Area accountability systems currently in place.

Note: A list of all firearms related property assigned to an Area/division can be provided by TD at the request of any commanding officer.

In accordance with Training Division Notice, *Kit Room Inspection*, dated December 26, 2006, the Department Armory conducts an external audit of every Area once every two years. The purpose of the inspection is to assess security standards, serviceability of all weapons and ammunition, and availability of related cleaning equipment. An additional goal is to correct Department inventory errors, and ensure compliance with the Department's maintenance and storage policies.

Following the inspection, the Department Armorer will provide inspection results to the concerned commanding officer.

Inventory Items

The kit room inspection shall include an inventory and inspection of the following items:

- Shotguns (Department Manual Section 3/258.33);
- Shotgun Fire Log (Department Manual Section 3/258.33);
- Less lethal shotguns;
- Less lethal ammunition;
- Reserve ammunition;
- Patrol rifles;
- The Semi-Annual Equipment Report, Form 15.61; and,
- Cleaning equipment.

Note: Electronic Control Devices (ECD), Model X26 TASERS and related equipment are audited on a separate audit schedule. Inspection of ECD equipment is conducted by the Tactics Training Unit (TTU), TD.

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4.1 RECOVERY OF HANDGUNS FROM DESELECTED RECRUIT POLICE OFFICERS

In order to improve accountability of City property, the FTS has adopted a uniform collection procedure for equipment issued to each RPO by the Department Armorer.

When a RPO is separated from the Academy, the Regular Basic Course (RBC) squad leader shall direct the RPO to the Department Armory to turn-in all firearms and related equipment. If this is not practical due to hours or location, the RBC squad leader shall collect the equipment from the RPO and ensure that the equipment is returned to the armory within 10 business days.

Missing Equipment

A lost report with a DR number is required for any missing equipment.

Distribution:

- One copy is sent to the employee's commanding officer; and,
- One copy is retained by the Department Armory.

Recoverable Equipment

The squad leader shall ensure the following equipment is recovered from the RPO:

- Department-issued firearm;
- Five corresponding high capacity magazines;
- One pistol case;
- One handcuff with two keys;
- One trigger lock with two keys; and,
- One magazine loader.

Recovered Equipment Serviceability

Upon receipt of the equipment, armory personnel will inspect the equipment for completeness and serviceability. If there is a deficiency, armory personnel will tag the firearm or other equipment for repair. If there is a deficiency due to negligence, personnel will notify their immediate supervisor and seek further guidance.

Police Recruit Officer Status

Armory personnel will make an inquiry with the RBC squad leader to attempt to determine the probability of the recruit officer being re-hired. If the RPO is not expected to be re-hired, the handgun will be returned to armory storage for reissue. If the recruit officer is expected to be re-hired, the handgun will remain stored in a secure location within the armory with the RPO's name and serial number for a reasonable time period.

Department Firearms Registration

Once the equipment is recovered by the armory, the FITS will be updated and the status of the handgun will be transferred back to TD.

4.2 RECOVERY OF HANDGUNS FROM RECRUIT POLICE OFFICERS ON EXTENDED LEAVE

It is the responsibility of the RBC squad leader to track the duty status of every recruit in the Academy. When a recruit officer's RBC squad leader becomes aware of any condition where the RPO may be absent from duty for a period to exceed 20 business days, the concerned squad leader shall ensure that the City handgun and associated equipment is collected and stored in the Department Armory, within 10 business days.

Recoverable Equipment

The Squad Leader shall ensure that the following equipment is turned into the armory:

- Department issued firearm;
- Corresponding high capacity magazines;
- One pistol case;
- One handcuff with two keys;
- One trigger lock with two keys; and,
- One magazine loader.

Missing Equipment

A lost report with a DR number is required for any missing equipment.

Distribution:

- One copy is sent to the employee's commanding officer; and,
- One copy is retained by the Department Armory.

Department Registration

The status of the firearm will be transferred to TD in the FITS until it is reissued to the RPO.

4.3 RECOVERY OF HANDGUNS FROM EMPLOYEES WHO RESIGN

Handgun Purchase

A Department employee who resigns from the Department and at the time of resignation does not meet the terms of their retirement contract, will not be offered the option to purchase their Department issued duty handgun.²

Exception: Only the Chief of Police or his designated representative has the authority to grant an exception to this policy.

Recoverable Equipment

It is the responsibility of the employee's commanding officer to ensure that the employee's Department issued firearm(s) and associated equipment are turned in. It is preferred that the concerned employee return all issued equipment to the Department Armory in person prior to resignation. In cases where that is not practical, a representative designated by the concerned employees commanding officer, may return the Department issued equipment to the Department Armory.

Lost or Missing Firearms Equipment

A lost report with a DR number is required for any missing equipment. The equipment and/or associated report shall be delivered to the Department Armory within 20 business days of the employee's resignation.

Distribution:

- One copy is sent to the employee's commanding officer; and,
- One copy is retained by the Department Armory.

² Employees must meet the minimum qualifying standard for their respective tier: Tier-3, 10 years of service and 50 years of age; Tier-4, 20 years of service and 50 years of age; and, Tier-5, 20 years of service and 50 years of age .

4.4 PURCHASE OF HANDGUNS BY RETIRING EMPLOYEES

Upon retirement, an employee will be offered a one-time, non-renewable offer to purchase his/her Department issued handgun. The price of the handgun is determined by the General Manager of the Department of General Services.

The steps for an employee to purchase his/her Department issued handgun are as follows:

1. The employee reports to the Retirement Section, Personnel Division, and advises the retirement counselor of his/her intention to purchase his/her Department issued handgun. If the retiring employee does not purchase their Department issued handgun, it is collected and retained by the Retirement Section³. On a bi-monthly basis the Retirement Section delivers collected handguns to the Department Armory.
2. The retirement counselor will direct the concerned employee to the Salvage Unit, Supply Section, where a fee for the handgun will be collected by a Salvage Unit employee. A receipt will be issued for the purchase. When an employee purchases the handgun, the following equipment is included:
 - Loading devices (magazines, speed loaders);
 - Pistol case;
 - Magazine loaders; and,
 - Trigger locks.
3. The employee will return to the retirement counselor and present the receipt to the counselor.
4. The retirement counselor will make a copy of the receipt of payment for the handgun.
5. The retiring employee will complete a "Weapon Transfer Certificate," which is provided by the retirement counselor.
6. The retirement counselor will inspect the certificate for completeness and verify the information in the FITS, or telephonically verify the make, model and serial number of the handgun with the Department Armory.
7. The armory personnel will access the FITS to ensure that the retiring employee has returned all recoverable equipment. If an employee still has outstanding equipment, such as a patrol rifle, or City owned shotgun, the employee will be directed to turn the equipment into the armory prior to completing any further retirement processing.

³ The retirement counselor will return the City owned handgun that was not purchased to the Department Armory as soon as practicable or on a bi-monthly basis, whichever comes first.

8. On a bi-monthly basis, the retirement counselor will deliver handguns that have been collected from resigned or retired officers. The retirement counselor will also deliver the corresponding Weapons Disposition Forms, Form 10.19, for officers who have retired.
9. The Department Armorer will review the Weapons Disposition Form no later than the next working day. If the information is correct, the Department Armorer will forward the form to R&I Division. Any discrepancies will be resolved prior to further processing. The Department Armorer will note in the FITS that the handgun has been purchased by the officer and the date of the purchase. The Department Armorer will also note in the FITS if a handgun has been surrendered to the Retirement Section.
10. The Commanding Officer, R&I Division will ensure that the handgun is removed from the Automated Firearm Inquiry System (AFIS) as an institutional firearm and is transferred to individual status on a voluntary basis. A confirmation of voluntary registrations will be stored at R&I Division.

Training Division will provide a list of handguns that were converted to personal use to SS, FOD weekly. An Intradepartmental Correspondence (15.2) titled, "*Weapons Requiring Removal from the Furniture and Equipment Inventory System*" will be included.

Distribution:

- Original copy submitted to Supply Section, FOD;
- One copy retained by the Commanding Officer, TD;
- One copy retained by the Department Armory; and,
- One copy retained by the FTS administrative office.

Once the firearms have been removed from the system, SS, FOD, will notify TD via a signed copy of the original 15.2.

4.5 RECOVERY OF FIREARMS FROM RESERVE POLICE OFFICERS

Reserve police officers who have been issued a City owned firearm shall be directed to return the handgun and related equipment to the Department Armory upon separation from the Department. In cases where it is not practical for a reserve police officer to return the firearm in person, the reserve police officer's commanding officer shall be responsible for recovering and returning the firearm and all related equipment to the Department Armory within 10 business days of separation.

Reserve police officers who are granted a leave of absence exceeding one year shall return their firearm and related equipment to the armory.

Reserve police officers who have performed over 20 years of active service with the Department are generally allowed to purchase their Department issued handgun. They shall follow the same purchase procedures as full-time officers outlined in Armory Guidelines, Sections 4.3 and 4.4.

Missing Equipment

A lost report with a DR number is required for any missing equipment.

Distribution:

- One copy is sent to the employee's commanding officer; and,
- One copy is retained by the Department Armory.

Department Registration

When the handgun is returned to the armory, the armory staff shall inspect it and verify the serial number. Armory personnel will then update the FITS by removing the handgun from individual assignment and reassign the firearm to TD.

Separation List Audit

On a bi-annual basis, the Department Armory will obtain a list from Personnel Group (PG) of reserve police officers who have separated from the Department. The Department Armorer will reconcile the roster with the FITS. If it is discovered that a reserve police officer separated from the Department and failed to return recoverable firearms equipment, a notification will be made to the former reserve officer, his/her last command, and the Volunteer Services Section, PG.

4.6 RECOVERY OF CITY OWNED PATROL RIFLES

City owned patrol rifles will generally be collected under two circumstances:

- A Patrol Rifle operator chooses to participate in the Patrol Rifle Private Purchase Program; or,
- A Patrol Rifle operator is deselected from the Patrol Rifle Cadre.

When a patrol rifle operator privately purchases a patrol rifle, the Department issued rifle shall be returned to the Department Armory before the privately purchased patrol rifle is registered in the FITS.

Exception: Patrol rifle instructors may retain their City owned rifle for instructional purposes in addition to their privately purchased patrol rifle, at the discretion of the OIC, FTS.

Rifle operators who fail to qualify during two consecutive patrol rifle recertification cycles are decertified from the cadre and are no longer authorized to deploy a patrol rifle. Upon decertification, the officer must return the issued patrol rifle and all related equipment to the armory as soon as possible. Officers who miss one certification will be deemed “inactive” and not authorized to deploy their patrol rifle until they participate in the next available recertification. An extension may be granted by the OIC, FTS. Generally, an extension will only be granted due to an approved leave of absence from the Department.

Department Registration

When a City owned patrol rifle is returned to the armory, the armory personnel will inspect the patrol rifle and verify the serial number. Armory personnel will also refer to the Patrol Rifle Equipment sign-out book and ensure that all equipment has been reconciled. Armory staff will then update the FITS by removing the rifle from individual assignment and reassign the rifle to TD.

Missing Equipment

A lost report with a DR number is required for any missing equipment. Any Department employee, who becomes aware of a lost/stolen or missing patrol rifle, shall immediately notify the OIC, FTS.

Distribution:

- One copy is sent to the employee’s commanding officer; and,
- One copy is retained by the Department Armory.

4.7 RECOVERY OF CITY OWNED REMINGTON 870 SHOTGUNS

Department owned shotguns will generally be collected under two circumstances:

- An SA operator chooses to participate in the Private Purchase SA program; or,
- An SA operator is deselected from the SA program.

When an SA operator chooses to privately purchase a duty shotgun, the Department issued shotgun shall be returned to the Department Armory before the privately purchased duty shotgun is registered in the FITS.

Exception: An SA instructor may retain his/her City owned shotgun for instructional use in addition to their privately purchased duty shotgun, at the discretion of the OIC, FTS.

Slug Ammunition operators who fail to qualify during two consecutive SA recertification cycles are decertified from the cadre and are no longer authorized to deploy slug ammunition. Upon decertification, the officer must return the Department issued slug shotgun and all related equipment to the armory as soon as possible. Officers who miss one certification will be deemed “inactive” and not authorized to deploy their SA shotgun until they participate in the next available recertification. An extension may be granted by the OIC, FTS. Generally, an extension will only be granted due to an approved leave of absence from the Department.

Department Registration

When a City owned shotgun is returned to the armory, the armory personnel will inspect the shotgun and verify the serial number. The armory personnel will then update the FITS by removing the shotgun from individual assignment and reassign the shotgun to TD.

Note: There is no equipment book to cross reference due to the fact that the shotgun is not considered an assault weapon; and additional optics do not apply.

Missing Equipment

A lost report with a DR number is required for any missing equipment.

Distribution:

- One copy is sent to the employee’s commanding officer; and,
- One copy is retained by the Department Armory.

4.8 RECONCILIATION OF SEPARATED EMPLOYEES WITH PERSONNEL DIVISION

The Retirement Section, Personnel Division is tasked with recovering Department issued police badges, identification cards, and City owned firearms from officers who are resigning or retiring (refer to Section 4.4, *Purchase of Handguns by Retiring Employees*).

Separation List Audit

On a monthly basis, Personnel Division will forward a roster of sworn employees who have separated from the City to the Department Armory. Upon receipt of the roster, the Department Armory will audit the FITS to ensure all of the firearms assigned to the concerned employees are documented and secured. The equipment must either be turned into the armory, reported lost, or purchased upon retirement.

If the monthly audit reveals that an employee has not been cleared by the armory, the Department Armorer will notify Personnel Division. Personnel Division will take appropriate action. The Department Armory will also report the results of the audit to the Commanding Officer, TD.

**5.1 DEPARTMENT REGISTRATION OF PRIVATELY PURCHASED DUTY
HANDGUNS**

Officers who elect to use and deploy approved handguns in addition to their Department issued handgun may do so. The handgun must be personally owned by the employee and must be on the official approved handgun list. A list of "Approved and Authorized Handguns" is periodically updated at the discretion of the Chief of Police, and published by the Firearms and Tactics Section, TD and available on the Department Local Area Network System (LANS).

The Department Armory displays the most current copy of the approved and authorized handgun list in an area viewable to the public at both Department armories at all times, in addition to posting on the LANS

In accordance with LAPD Manual Section 3/610.20, an officer who elects to register a privately owned handgun with the Department shall have the gun inspected and approved by a Department Armorer prior to deploying it.

All handguns presented for registration shall be verified by a certified Department armorer to ensure the make, model, and caliber is on the approved and authorized handgun list. Additionally, the armorer shall inspect the handgun to ensure that it meets the Department's minimum/maximum trigger pull weight standards. The inspection is recorded on armory records and documented in the FITS.

Unauthorized Handgun Modifications

The armorer shall not register any handgun if it is determined there has been an unauthorized modification, such as an unauthorized finish, flared ejection port, or unauthorized sights. Any appeals will be presented to the OIC, FTS for final determination. The OIC will indicate in writing whether the weapon is certified for Department use. A copy of the determination will be stored in the armory for future reference.

Department certified armorers will not be held responsible for any repair or modification that is performed by a non-departmental gunsmith. In some instances, the work completed by a non-department employee may render the handgun sub-standard. The modification may not be readily apparent upon visual inspection. The concerned employee will be responsible for repair parts necessary to return the handgun to the original manufacturer's standards or the handgun may be deemed unauthorized for Department related use.

Officers are required to notify the armorer if any work has been performed to a handgun by any repair facility, to include the original equipment manufacturer. If there has been work performed on a handgun, the Department Armorer will inspect the handgun to verify that it still meets Department specifications. Department armorers are not obligated to service privately purchased handguns; however, the armorer may do so if there is no significant cost to the City.

Department Registration

Once the armorer is satisfied that the handgun meets Department specifications, the armorer will make an entry on the officer's gun card and in the FITS, registering the handgun to the officer. The armorer shall indicate in the FITS that the handgun is privately owned.

Approved and Authorized Handguns List

The FTS, TD, is responsible for reviewing and updating the "Approved and Authorized Handguns" list annually to ensure the list is current.

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**5.2 DEPARTMENT REGISTRATION OF PRIVATELY PURCHASED PATROL
RIFLES**

Authorization for the private purchase of rifles for Patrol Rifle operators is outlined in the following Department publications:

- Incident Management and Training Bureau Notice (IMTB), *Authorization for Personal Firearms Purchase Option—Urban Police Rifle*, September 20, 2007; and,
- Training Division Note, *Procedure for Purchasing a Privately Owned Patrol Rifle*, December 06, 2010.

Note: Both documents are available on the Department LANS under the TD link.

Registration must be performed in person. The armorer will verify the status of the patrol rifle cadre member to ensure that the officer and rifle meet the criteria of the program.

The armorer will ensure that the patrol rifle is an approved make, model, and caliber. A list of approved rifles and accessories are also available on the Department LANS under, *Approved Models for Private Purchase Urban Police Rifles*, August 27, 2009. The list is reviewed and updated annually by the FTS.

The armorer will ensure that the officer completes the User Agreement for Private Purchase of Urban Police Rifles for Duty Use. The armorer will also inspect the DOJ confirmation form received by the officer. The armorer will then collect the Department issued patrol rifle equipment from the officer.

Missing Equipment

A lost report with a DR number is required for any missing equipment.

Distribution:

- One copy is sent to the employee's commanding officer; and,
- One copy is retained by the Department Armory.

Records Retention

The Armory shall retain a copy of the "Agreement for Private Purchase of Police Rifles for Duty Use" form for two years after the officer has been removed from the cadre. After two years, the forms will be handled in accordance with current record retention guidelines.

Department Registration

The armorer will return the Department issued patrol rifle to armory storage and reassign it to TD in the FITS. The armorer will add the information for the privately purchased patrol rifle to the FITS under the concerned employee's serial number and indicate that the patrol rifle is privately owned.

5.3 DEPARTMENT REGISTRATION OF PRIVATELY PURCHASED BENELLI M4 SEMIAUTOMATIC SHOTGUNS

Authorization for privately purchased Benelli M4 semiautomatic shotguns for Department use and registration are outlined in the following Department publications:

- Incident Management and Training Bureau Notice, *Authorization for Personal Firearms Purchase Option – Semi-Automatic Duty Shotgun*, November 26, 2008; and,
- Training Division Note, *Procedures for Purchasing and Deploying a Private Purchase Semi-Automatic Shotgun*, November 21, 2008.

Note: Both documents are available on the Department LANS under the TD link.

The armorer will ensure that the Benelli M4 is the approved model which is specified along with the supporting aftermarket equipment in Training Division Note titled, *Department Authorized Semi-automatic Shotguns and Equipment*, dated August, 2009. This Note is available on the Department LANS. The armorer will inspect the “Agreement for Private Purchase of Benelli M4 Semiautomatic Shotgun for Duty Use” form. The armorer will then collect the Department issued shotgun equipment from the officer if applicable.

Records Retention

The Armory shall retain a copy of the “Agreement for Private Purchase of Benelli M4 Semiautomatic Shotgun for Duty Use” form for two years after the officer has been removed from the cadre. After two years, the forms will be handled in accordance with current record retention guidelines.

Department Registration

The armorer will return the Department issued shotgun to armory storage and reassign it to TD in the FITS. The armorer will add the information for the privately purchased semiautomatic shotgun to the FITS under the concerned officer’s serial number and indicate that the shotgun is privately owned.

**5.4 DEPARTMENT REGISTRATION OF PRIVATELY PURCHASED
REMINGTON 870 SHOTGUNS**

Authorization for Department registration of a privately purchased Remington 870 Shotgun is outlined in the following Department publications:

- Incident Management and Training Bureau, *Authorization for Personal Firearms Purchase Option –Duty Shotgun*, July 16, 2007; and,
- Training Division Note, *Procedure for Purchasing and Deploying a Private Purchase Shotgun*.

Note: Both documents are available on the Department LANS under the TD link.

Registration must be performed in person. First, the armorer will verify the employee has met the requirements for participation in the program. Next the armorer will ensure that the shotgun is an approved make, model, and gauge.

Records Retention

The Armory shall retain a copy of the “Agreement for Private Purchase of Shotgun for Duty Use” form for two years after the officer has been removed from the program. After two years, the forms will be handled in accordance with current record retention guidelines.

Department Registration

The armorer will return the Department issued shotgun to armory storage and reassign it to TD in the FITS. The armorer will add the information for the privately purchased shotgun to the FITS under the concerned officer’s serial number and indicate that the shotgun is privately owned.

**5.5 REMOVAL OF PRIVATELY PURCHASED FIREARMS FROM THE
FIREARMS INVENTORY TRACKING SYSTEM (FITS)**

Privately purchased firearms will be removed from the FITS under one of the three following circumstances:

- The employee voluntarily requests the firearm be removed from the FITS. For example the weapon was sold, or it will no longer be used for Department use, in accordance with Department Manual Section 3/610.20;
- The employee is removed from the Patrol Rifle or SA cadre either voluntarily or involuntarily; and,
- The employee separated from service.

The armorer must verify the identity of the employee, in person when practicable prior to modifying the FITS.

6.1 REPAIR/MODIFICATION OF CITY OWNED AND PRIVATELY PURCHASED FIREARMS

It is the intent of the FTS to maintain a high rate of firearms equipment readiness. This is accomplished by ensuring that the Department Armory and the satellite armory at the Elysian Park Academy are kept open for service as often as deployment permits. Additionally, the OIC, FTS, will ensure that both armories are staffed with Original Equipment Manufacturer (OEM) certified personnel and required certifications are maintained. Department armorers may only work on firearms in which they hold a current certification (refer to Section 1.2, *Training and Certification* for list).

Exception: With approval of the OIC, FTS, armorers in training may perform work on firearms for which they do not hold a current certification as long as they are under the direct supervision of a certified armorer.

Department Owned Firearms

The Department is responsible for the repair of all Department issued firearms. The majority of repairs are completed on Department premises. Repairs that cannot be completed at a Department armory will be shipped at City expense to the manufacturer or their authorized repair facility. If the Department Armorer determines that a Department owned firearm is non-repairable, a similar replacement firearm will be issued to the officer or command with the authorization of the Armory supervisor.

Private Purchase Firearms

The Department assumes no financial responsibility for repair of privately owned firearms. Repair of authorized privately owned firearms is done as a courtesy by the Department and to minimize officer down time in the field. In most cases, there will be no cost incurred by the City, as the OEM's have entered into agreements with the FTS to provide most replacement parts at no cost to the City. Additionally, the FTS also has entered into an agreement with Property Division to acquire replacement and repair parts from stocks of confiscated property scheduled for destruction. Occasionally, the Department Armorer will not be able perform a repair on a privately owned firearm due to parts availability or lack of equipment. In those rare instances, the officer will be advised to send the privately owned firearm to the OEM or an OEM authorized service center for repair at the officer's expense. After the firearm is repaired, it shall be inspected by a Department Armorer prior to return to field service.

All repairs performed by the armory are to be documented on an armory work sheet.

6.2 LOANER FIREARMS

If the Department Armory is unable to repair a firearm within 30 minutes, a loaner firearm will be issued to the officer in order to allow him/her to return to service. The loan will be recorded in the FITS or the armory loan book, depending on the out of service time estimated. Once a firearm is repaired, it will be returned to the officer as soon as practicable. Loaned firearms shall be returned to the armory prior to the return of the officer's firearm.

7.1 DESTRUCTION OF NON-SERVICEABLE CITY OWNED FIREARMS AND EQUIPMENT FROM DEPARTMENT INVENTORY

When non-serviceable City owned firearms or equipment are no longer economically feasible to repair, the Department Armory will tag the item as "B/O" and place it in a designated B/O parts bin. A designated B/O parts bin is maintained at both armories. Once a year, the Armory supervisor and Department Armorer will compile a consolidated list of firearms and equipment for destruction. All firearms and equipment scheduled for destruction will be inventoried and recorded. Firearms will be inventoried and placed into a Department evidence bag. The bag will be sealed with evidence tape, signed by the designated employee who packed the bag. The designated employee will also note the firearms and/or equipment contained in each evidence bag, by bag number on a spread sheet.

Federal and State Firearms Registration

In order to fulfill federal and state firearm registration requirements, TD will provide a copy of the list of firearms scheduled for destruction to R&I Division attached to an Intradepartmental Correspondence titled, "*Acknowledgment and Receipt of Weapons Requiring Deletion From the Automated Firearm System as Institutional Weapons.*" The coversheet will explain the circumstances of the destruction.

Distribution:

- Original document submitted to R&I Division;
- One copy retained by the Commanding Officer, TD;
- One copy retained by the Department Armory; and,
- One copy retained by the FTS administrative office.

To account for equipment, TD will provide a copy of the list of equipment scheduled for destruction to R&I Division attached to an Intradepartmental Correspondence titled, "*Removal and Disposal of Obsolete Weapons and Parts from Department Inventory.*" The coversheet will explain the circumstances of the destruction.

Distribution:

- Original document submitted to R&I Division;
- One copy retained by the Commanding Officer, TD;
- One copy retained by the Department Armory; and,
- One copy retained by the FTS administrative office.

In order to fulfill City Charter requirements, TD will provide a copy of the list of firearms and equipment scheduled for destruction to SS attached to an Intradepartmental Correspondence titled, "*Removal and Disposal of Obsolete Weapons and Parts from Department Inventory.*" The signed 15.2 will be delivered with the firearms and equipment to SS.

- Original document submitted to SS, FOD;
- One copy retained by the Commanding Officer, TD;
- One copy retained by the Department Armory; and,
- One copy retained by the FTS administrative office.

Department Registration

Once the firearms, parts and equipment are accepted by SS, the firearms will be removed from the FITS and noted as destroyed with the date of the corresponding destruction request.