




# RICHMOND POLICE DEPARTMENT GENERAL ORDER



Subject: <b>POLICE WEAPONS</b>		Chapter 1	Number 7	# Pages 17
References: CALEA: 1.2.2, 4.1.4, 4.1.5, 4.3.1a-f, 4.3.2, 4.3.3a-c, 4.3.4, 17.5.2  <i>VA Code: § 15.2-1704</i>	Related Orders: 01-05, 01-08, 01-21, 04-04	Effective Date: 05/11/2023 Revised By: Review Prv. Rev. Date: 09/12/19		
Chief of Police:  <div style="text-align: center;"></div>				

## I. PURPOSE

*Virginia Code § 15.2-1704 charges a locality’s police force with preventing and detecting crime, apprehending criminals, safeguarding life and property, preserving peace, and enforcing state and local laws, regulations, and ordinances. Furthermore, City of Richmond Code § 2-271, charges the city’s police force with administering and operating the city’s emergency communications center. Inherently, police forces are equipped with weapons to assist, when necessary, to execute its responsibilities successfully.* [CALEA 1.2.2]

The purpose of this directive is to establish the policy and procedure for the issuance, care, and maintenance of issued and non-issued police weapons and to establish guidelines for wearing weapons during the City of Richmond’s Personnel Board Hearings and other related situations. All authorized personnel **will review this policy and be** given instructions in this directive before carrying any issued or non-issued police weapons. [CALEA 4.3.4]

## II. SUMMARY OF CHANGE

*This policy is due for review. Department qualifications changed from bi-annual to annual. It also authorizes all Officers/Detectives to utilize weapon-mounted lights in an off-duty capacity. The SWAT Team members have the authorization to carry handguns equipped with miniature red dot sights for duty. The legal authority to carry and use weapons by law enforcement officers in performing their duties has been defined. The specific changes are noted in bold italicized text throughout the document.*

## III. POLICY

It is the policy of the Richmond Police Department to ensure that members use only Department-issued/authorized weapons. It is also the policy of the Department to provide the proper guidelines to its members for the wearing of weapons to the City of Richmond’s Personnel Board Hearings and the Department’s Internal Review

Boards meetings. Richmond Police Officers must receive training and demonstrate proficiency, monitored by a certified weapons instructor in using all issued/authorized weapons before carrying them.

[CALEA 4.3.2, 4.3.3a]

NOTE: For Secondary/Off-Duty weapons, Officers shall receive training on the safe use and qualify with the firearm.

#### IV. ACCOUNTABILITY STATEMENT

All employees are expected to fully comply with the guidelines and timelines outlined in this General Order. Responsibility rests with the Division Commander to ensure that policy violations are investigated and appropriate training, counseling, and/or disciplinary action is initiated.

This directive is for internal use only and does not enlarge an employee's civil liability in any way. It should not be construed as creating a higher standard of safety or care in an evidentiary sense concerning third-party claims. Violation of this directive, if proven, can only form the basis of a complaint by this Department and then only in a non-judicial administrative setting.

#### V. DEFINITIONS

- A. PRIMARY SERVICE WEAPON – The Department-issued [REDACTED] [REDACTED] weapon is carried and employed as the primary weapon when on-duty or working off-duty in a police-related capacity.
- B. SECONDARY WEAPON/OFF-DUTY – A personally owned handgun that an officer carries on duty as a back-up weapon and/or off-duty for personal protection.
- C. FUNDAMENTAL RULES OF FIREARM SAFETY – Officers must always adhere to the following basic firearms safety rules:
  - a) Treat all weapons as if they are loaded and know their status.
  - b) Do not sweep the muzzle past anything you do not intend to shoot. During loading and unloading procedures, Officers will make sure the weapon is pointed in a safe direction.
  - c) A finger will remain off the trigger until the weapon is pointed at the target and the Officer consciously decides to engage the target.
  - d) Know what your target is and what is beyond it. Also, know what is to your left, right, and rear.

## VI. PROCEDURE

### A. Handguns:

1. The Richmond Police Department has selected the [REDACTED] as the Department's service weapon. [CALEA 4.3.1a]
2. The authorized on-duty handgun ammunition is [REDACTED]. [CALEA 4.3.1b]
3. The Department member to whom the weapon is issued is responsible for its care, cleaning, and operational readiness at all times. Officers are NOT authorized to disassemble the issued weapon beyond field stripping for cleaning and may not alter the weapon in ANY way. In addition, officers shall be instructed in safely using all Departmental-issued weapons' locking devices and shall be responsible for securing their weapon(s) at all times. [CALEA 4.3.1f, 17.5.2]
4. Only two changes may be made to the issued weapon. A Department Armorer is the only person who can make these changes. The changes are as follows:
  - a) The installation of [REDACTED] factory grips.
  - b) The installation of high-visibility sights that the Range Master approves. The sight must be constructed of steel or alloy. These sights must have a notch rear sight with or without illumination. The front sight will be a standard post with large orange, yellow or green dots and low-light illumination.
  - c) Handling of a firearm in any manner that is not in the course of an Officer's official duties is prohibited. Exceptions would be to remove the weapon from the holster to perform maintenance, training, or as directed by a supervisor (i.e., inspections).

### B. Issue and Repair of Department Weapons:

The designated Training Academy Staff shall be responsible for issuing firearms after the inspection by the Department Range Master. The Range Master shall maintain a permanent record of all firearm(s), firearm serial numbers, and the name of the officer and or division to who the firearm is assigned. This record is kept in the Department's firearms database in the office of the Ranger Master, where it may be inspected. [CALEA 4.3.1c, 4.3.1e]

If a Department-issued firearm is unsafe or in need of repair, the firearm shall be referred to the Range Master. The Range Master shall maintain a permanent record of all firearms needing repairs, the nature of the repair(s), firearms' serial numbers and the name of the officer to whom the firearm is assigned. This record is kept in the Department's firearms database in the office of the Department Range Master, where it may be inspected. The Department Range Master shall be responsible for safely storing all weapons needing repair and ensuring all non-

issued firearms are stored in the vault at the Training Academy.

[CALEA 4.3.1d, 4.3.1e, 4.3.1f]

C. Policy for Primary Weapon:

1. All on-duty sworn personnel working in a police-related capacity must carry on their person the Department-issued primary service weapon. The only exceptions are circumstances where carrying a weapon would jeopardize the officer's safety, such as [REDACTED]. Any unarmed police enforcement assignments must have prior approval through the chain of command. If it is determined that an officer needs to have a non-traditional weapon for undercover work, etc., their immediate supervisor will write a letter through channels to the Chief of Police explaining the details of the assignment and what weapon is required. If the Chief of Police approves the non-traditional weapon, the weapon must be brought to the Range Master to verify that the weapon is safe and in good working condition. The employee must qualify and meet all normal Department standards to carry the weapon.
2. Department members shall qualify annually with the primary service weapon as specified by the Police Training Division. If any officer fails to meet the minimum qualifying standards during the firing of the State's mandated qualification Day or Night Course for any authorized weapon, that officer's police powers will be withdrawn. The officer will receive individual instruction and/or practice to identify and correct the deficient behavior. Additional attempts to qualify may be suspended at the discretion of the Range Master, Range Supervisor, or Officer-In-Charge (OIC) of the Training Academy, when physical limitations or other factors make additional attempts unsafe or impractical. The officer will not return to official duties until they have qualified. The Range Master, Range Supervisor, or OIC of the Training Academy will immediately notify the officer's unit supervisor or Commander of the failure to qualify and the prohibition of returning to sworn duty until the qualification is achieved. The Range Master, Range Supervisor, or OIC of the Training Academy will make arrangements for the affected officer to return to the firing range as soon as possible to assist the officer in meeting the State mandated requirements. [CALEA 4.3.3c]
3. When issued a new Department firearm, officers will have to re-qualify. Arrangements will be made with the Training Academy to qualify on the day of the issue, if feasible, or on the first business day following the issue.

D. Policy for Secondary Weapons/Off-Duty:

[CALEA 4.3.2, 4.3.1b, 4.3.1c]

1. If an officer wishes to carry a secondary weapon, or a weapon other than the primary service weapon for off-duty use, they must take the weapon and holster to the Training Division to be inspected and for qualification by the Range Master. The holster must carry the weapon securely, be concealed from public view, and be fitted with a durable retention system. After passing inspection and qualification for the weapon, the requesting officer shall complete a Registration of Personal Weapon form (PD-48). The

original will be placed on file at the Training Academy. The requesting officer will be given two copies. One copy will be for his/her records, and the second copy will be for their Captain/Commander/Civilian Equivalent. The Range Master will place an updated Secondary/Off-Duty Weapon Qualification Report on the Department's [REDACTED] annually under the Secondary/Off-Duty Weapons folder. An updated report may be requested anytime during the year if needed. This report will include the officer's name, qualification date, and weapon serial number. The officer is responsible for ensuring that re-qualification and re-inspection of the secondary/off-duty weapon are conducted at least once every twelve months. If the officer fails to renew his or her certification when it expires, they will not be authorized to carry the secondary/ off-duty weapon until he/she has qualified. If they fail to qualify on the certification course, the officer will be provided with individual instruction and/or practice to identify and correct the deficient behavior using the same procedures as outlined for using the primary service weapon.

2. The following may be approved as secondary/off-duty weapons: [CALEA 4.3.1a]

- a) Semi-automatic pistols with a de-cocking mechanism, safe action (striker fired), or limited to double action firing capabilities only. The approved calibers for the semi-auto weapon are [REDACTED].
- b) Revolvers with [REDACTED]. The approved calibers for the revolvers are [REDACTED].
- c) *Semi-automatic pistols equipped with [REDACTED] carried in an off-duty (non-official Police Capacity). The pistol must meet the requirements contained in section D, subsection 2 (a) above. The pistol must have backup iron sights that are visible through the window, and the officer must have a holster that accommodates the pistol equipped with the [REDACTED]. The weapon is not to be carried as a secondary weapon or under official police capacity, i.e., plain clothes assignment.*

*The term [REDACTED] is a general term and is not intended to limit the [REDACTED].*

3. [REDACTED] ammunition is recommended; however, equivalent [REDACTED] ammunition is authorized for use:

- a) [REDACTED];
- b) [REDACTED];
- c) [REDACTED];
- d) [REDACTED];
- e) [REDACTED]; or,

f) [REDACTED].

4. Use of Secondary Weapons On-Duty:

a) The purpose of this section is to allow access to a back-up weapon when officers cannot use their primary service weapon and the use of deadly force is justified. Department members who choose to carry a secondary weapon while on-duty will ensure that the weapon is hidden from common observation.

b) An officer may carry up to [REDACTED] secondary weapon while in an on-duty status or working off-duty in a police-related capacity.

c) The use of a secondary weapon is considered a last resort. Any actions taken against a suspect must first be taken with the primary service weapon unless [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED] [REDACTED] [REDACTED] [REDACTED]  
[REDACTED].

d) The officer must qualify to wear their standard on-duty attire and carry the weapon in the same manner as they do while working. Holsters for the secondary weapon must be pre-approved by the Range Master, Range supervisor, or OIC of the Training Academy. The holster must carry the weapon securely, be concealed from public view, and be fitted with a durable retention device.

5. All weapons will always be carried fully loaded. Semi-automatic weapons will have a [REDACTED].

E. Holsters, Grips, and Related Equipment:

1. Any non-issued holsters, magazine pouches, rubberized slip-on grips, ammunition carriers, other weapon parts or accessories, or non-traditional weapon-carrying devices (fanny packs, etc.) may only be used if approved by the Training Division. The only authorized holsters for duty weapons are the [REDACTED], with or without lights.

2. Officers are issued [REDACTED] and shall carry them at all times while in uniform. All spare magazines will always be fully loaded. Under no circumstances will officers use any magazines other than [REDACTED] magazines. [REDACTED]  
[REDACTED]. At all times, magazine pouches shall be worn [REDACTED]. The maximum number of magazines (including the one in the weapon) the Officer is allowed to carry is [REDACTED].

3. Any designs or painting on the floor plate of the magazine is prohibited. Officers may write their [REDACTED] on the magazine with a subdued marker if they choose.

4. Unless the assignment requires the carrying of a firearm in a non-traditional manner, all firearms must be carried in an approved holster. The carrying of a firearm in a non-traditional manner requires prior supervisory approval.
5. Any Officer/Detective working in a non-citizen contact position shall use a duty holster with a [REDACTED]. The use of any friction retention devices are prohibited (i.e. Kydex, Fobus, etc.)
6. Weapon mounted light (WML) kits are approved for use by all Officers/Detectives. Those Officers/Detectives outside of Precinct FMT Tactical units, RRHA Unit, SID, K-9 Unit, Mounted unit, Intervention Prevention Unit and SWAT may purchase an approved WML and holster on their own or with department clothing allowance. Once an approved WML and holster have been purchased the Officer must complete weapon mounted light training provided by the Richmond Police Training Academy. Officers must also pass the Department handgun qualification course with the WML.
  - a) The only authorized holsters for duty gear are the [REDACTED] [REDACTED] with light.
  - b) The WML shall have a minimum output of [REDACTED] [REDACTED]. The following WML are approved for use with the department issued handgun: (*The duty gun and attached light must fit in the approved duty holster*):
    - [REDACTED]
    - [REDACTED]
    - [REDACTED]
7. Non-issued off-duty holsters must be of durable quality and should be constructed to be securely attached to the body and have a safety snap or other acceptable provision, whereby the weapon is held securely in the holster. The Blackhawk CQC (Serpa) holster is prohibited from use.
8. Approved shoulder holsters will be limited to the type where the handgun carriage causes the barrel of the gun to [REDACTED] and the trigger guard is covered so that the finger is prevented from resting on the trigger while the weapon is being drawn or holstered. Plainclothes officers who carry their primary service weapon on-duty in a shoulder holster must utilize the shoulder holster when qualifying with their primary service weapon.
9. Weapon mounted light (WML) kits are approved for use by all Officers/Detectives. Those Officers/Detectives working outside of Precinct Tactical Units, RRHA Unit, SID, K-9 Unit, SWAT, Mounted Unit and the Intervention Prevention Unit, may purchase an approved WML and holster on their own or with their department clothing allowance. Once an approved WML and holster has been purchased, the Officer must complete weapon mounted light training provided by the

Richmond Police Training Academy. Officers must also pass the Department handgun qualification course with the WML.

- a) The only authorized holster for duty gear are the [REDACTED] and [REDACTED] with light.
  - b) *The WML shall have a minimum output of [REDACTED]. The following WML manufactures are approved for use with the department issued handgun (The duty gun and attached light must fit in the approved duty holster):*
    - [REDACTED]
    - [REDACTED]
    - [REDACTED]
10. [REDACTED] holsters are approved for attending training and if in a non-citizen contact position (i.e. Attending training, driving to and from work, etc.)
  11. *SWAT Team members are authorized to use miniature red dot sights affixed to their service pistols for duty use.*

F. Use of Ballistic Cleaning Cabinet:

Each Precinct and the Training Academy contain a ballistic cleaning cabinet for use by Department members where weapons are to be unloaded for the purpose of inspection and/or cleaning. Instructions for using the ballistic cleaning cabinet:

1. Face the cabinet and lock the shelf in place.
  2. With the weapon holstered, [REDACTED]. Place the magazine on the shelf.
  3. [REDACTED].
  4. [REDACTED]. Visually inspect it to make sure the weapon is clear of ammunition.
  5. Place the weapon, side down, on the shelf with the muzzle directed into the box. Retrieve the ejected round and place it on the shelf next to the magazine.
  6. The weapon can now be safely inspected and cleaned.
- G. All sworn personnel will have their service weapon and ammunition inspected by their supervisor two (2) times a month. Supervisors will document the inspection on the Richmond Police Department Uniform, Equipment, Service Weapon & Ammunition Condition Inspection Report (PD-144B). The original form will be maintained by the Unit Commander. A copy of the Inspection



Report will be forwarded bi-weekly to the Training Division's Range Master.  
[CALEA 17.5.2]

H. Reloading:

1. Pick up the weapon and direct the muzzle into protected opening of the box while keeping fingers off the trigger.
2. [REDACTED].
3. [REDACTED].
4. Re-holster the weapon and lock it in.
5. [REDACTED] [REDACTED]  
[REDACTED].
6. Re-insert the magazine into the weapon and ensure it is locked in place.

I. Shotguns:

1. The Richmond Police Department has selected the [REDACTED] shotgun as the Department's authorized shotgun. [CALEA 4.3.1a]
2. Sworn members are permitted to carry a personally owned Shotgun in the performance of their official duties, upon authorization from the Chief of Police.
  - a) The only personal shotgun authorized to be carried at this time is the [REDACTED]. Any personally owned shotgun must be inspected and approved for use by the range master. A list of approved accessories and modifications will be maintained by the range master.
3. Department members who choose to qualify with the shotgun shall qualify annually. If an officer fails to meet the minimum qualifying standards during the firing of the State-mandated qualification course, the officer will not be able to check out, carry or use the issued shotgun. The officer will be given additional training as soon as possible in order to assist him/her in meeting State-mandated requirements.
4. The Training Division will maintain a record of those officers who are qualified to use the shotgun. The Range Master will place an updated Shotgun Qualification Report on the Department's [REDACTED] under the Secondary/Off-Duty Weapons folder.
5. Supervisors shall issue shotguns for special assignments, as need dictates, only to those officers who have met the Department's shotgun qualifications.



3. The Patrol Rifle Program Coordinator and Range Master will maintain a record of the officers qualified to use the patrol rifle. The Patrol Rifle Program Coordinator or designee will notify officers of Department mandated qualifications.
4. The decision to deploy the patrol rifle will be the responsibility of the individual officer and its use shall be consistent with the training received. The patrol rifle aims to enhance [REDACTED]. The patrol rifle should not be deployed for routine police responses. However, the deployment of the patrol rifle must be determined by [REDACTED]. [REDACTED]. Deployment guidelines for the patrol rifle, may include, but are not limited to, the following situations:
  - a) [REDACTED]
  - b) [REDACTED]
  - c) [REDACTED]
  - d) [REDACTED]
5. The precinct or divisional commander shall individually issue department patrol rifles and associated accessories to qualified officers under their command for official use. The assigned officer shall be responsible for the care, secured storage from unauthorized use, and general maintenance of the patrol rifle and the associated accessories. The officer shall be issued the following:
  - a) [REDACTED];
  - b) [REDACTED]
  - c) Magazine holder and sling; and,
  - d) Soft carrying case. [CALEA 17.5.2]
6. The Patrol Rifle Program Coordinator shall be notified of the rifle assigned to each individual officer. The executive officer shall maintain a record of the assigned rifles within their respective precincts or division. [CALEA 4.3.1e]
7. In the event that a patrol rifle is in need of repair, the weapon will be taken out of service and referred to the Department's Range Master. The Department's Range Master shall maintain a permanent record of all rifles needing repair and the nature of the repairs. [CALEA 4.3.1d]

8. All Sworn personnel will have their department issued or personally owned patrol rifle and ammunition inspected by their supervisor two (2) times a month. Supervisors will document the inspection on the Richmond Police Department Uniform, Equipment, Service Weapon & Ammunition Condition Inspection Report (PD-144B). The original form will be maintained by the Unit Commander. A copy of the inspection Report will be forwarded bi-weekly to the Training Division's Range Master.

[CALEA 4.3.1c]

9. Officers shall not disassemble a department issued patrol rifle beyond field stripping for cleaning. No unauthorized accessories will be added to the patrol rifle.

10. The patrol rifle shall be carried in the [REDACTED]. The [REDACTED] is:

- a) [REDACTED]
- b) [REDACTED]
- c) [REDACTED]
- d) [REDACTED]

11. When not in use, individually issued department patrol rifles [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED] [REDACTED]  
[REDACTED] [REDACTED]

If the officer chooses to leave their individually issued patrol rifle at their place of work, the patrol rifle will be secured in a locked vault, safe, or storage locker. All rifles will be [REDACTED]. [CALEA 4.3.1f]

12. The official service ammunition authorized by the Department for use by officers is [REDACTED]. [CALEA 4.3.1b]

13. Sworn members may carry a personally owned patrol rifle in performing their official duties upon authorization from the Chief of Police. Sworn members may request such authorization through procedures set forth in this directive.

- a) If an officer wishes to carry a personally owned patrol rifle, he/she must take the weapon to the Training Division to be inspected and for qualification by the Range Master or Patrol Rifle Program Manager. The officer shall complete and sign the Agreement for Private Purchase of Patrol Rifle for Duty Use (PD 48B). The PD 48B shall be kept on file by the Patrol Rifle Program Manager. A copy of the PD-48 B will be sent to the officer's Captain/Commander/Civilian Equivalent. All provisions of this directive pertaining to qualification (VI.J.2 and J.3), deployment

(VI.J.4), maintenance (VI.J.6), inspection (VI.J.7), additions (VI.J.8), and the carrying of the rifle in the [REDACTED] (VI.J.9). Furthermore, [REDACTED]

Officers utilizing personally owned patrol rifles shall adhere to the same storage procedures as an officer with a department-issued patrol rifle if assigned a city-owned vehicle.

b) After passing inspection, training, and qualification for the weapon, the requesting officer shall have the initial qualification scores recorded on the PD-48B by the assigned patrol rifle instructor or the Patrol Rifle Program Manager. For subsequent qualifications, the officer shall complete the Registration of Personal Weapon form (PD-48). The original shall be placed on file with the Patrol Rifle Program Coordinator. Two copies of the PD-48 will be created, one for the officer's record and the second for their Captain/Commander/Civilian Equivalent.

c) The department has approved the following rifle specifications for use by members on personally owned patrol rifles.

- (1) [REDACTED]
- (2) [REDACTED]
- (3) [REDACTED]
- (4) [REDACTED]
- (5) [REDACTED]
- (6) [REDACTED]
- (7) [REDACTED]
- (8) [REDACTED]

[REDACTED] the range master or patrol rifle coordinator inspects the rifle.

d) The department has approved the following manufacturers for use by members as personally owned patrol rifles.

- (1) [REDACTED]
  - (a) [REDACTED]
  - (b) [REDACTED]
  - (c) [REDACTED]
  - (d) [REDACTED]

(2) [REDACTED]

(a) [REDACTED]

(b) [REDACTED]

(c) [REDACTED]

(d) [REDACTED]

[REDACTED]

[REDACTED]

(e) [REDACTED]

(f) [REDACTED]

[REDACTED]

(3) [REDACTED]

(a) [REDACTED]

(b) [REDACTED]

(c) [REDACTED]

(4) [REDACTED]

(a) [REDACTED]

(b) [REDACTED]

e) The department has approved the following accessories for use by members on personally owned patrol rifles.

(1) [REDACTED]

[REDACTED]

(2) [REDACTED]

(3) [REDACTED]

(4) [REDACTED]

(5) [REDACTED]

(6) [REDACTED]

NOTE: The department armorer and or rifle program coordinator has a list of specifically approved accessories. The Department armorer or rifle program manager must approve any additional accessory.

K. Other Police Weapons: [CALEA 4.1.4]

1. In special emergencies (e.g., riots, unruly mobs, et cetera), officers trained in the Department baton, tear gas dispersion equipment, and other special non-lethal weapons may employ those weapons as directed by supervision. [CALEA 4.3.2]

2. All sworn personnel (uniformed and detectives) shall maintain at least one less-than-lethal tool on their person and be readily available for use at all times while on duty.
3. The following less-than-lethal weapons are authorized for use by officers certified in their use: [CALEA 4.3.1a]
  - a) [REDACTED]
  - b) [REDACTED]
  - c) [REDACTED]
  - d) [REDACTED]
  - e) [REDACTED]
  - f) Authorized SWAT weapons.
4. ASP Expandable Baton:
  - a) Only police-issued ASP Expandable Batons shall be carried;
  - b) Before issuance, the ASP shall be inspected by a certified instructor. [CALEA 4.3.1c]
  - c) If a Department-issued ASP is unsafe or in need of repair, the ASP shall be referred to the Quarter Master for replacement and record keeping. [CALEA 4.3.1d, 4.3.1e]
  - d) All officers shall carry the [REDACTED] baton on their gun belt in their issued holder with the following exceptions, who may carry the [REDACTED] or issued holder:
    1. [REDACTED]
    2. [REDACTED]
  - e) Officers will undergo refresher training and qualification, if applicable, at least biennially (every two calendar years).
  - f) All training will be monitored by a certified instructor and properly documented. [CALEA 4.3.3a, 4.3.3b]
  - g) Members who are unable to complete the initial or re-certification course will not be allowed to carry the ASP. Remedial training will be offered to those who fall into this category. [CALEA 4.3.3c]

NOTE: The ASP Expandable Baton will not be used to threaten people or illicit information. Additionally, it will not be used on people who are handcuffed, secured, and in proper custody unless they threaten the involved officer or someone near the officer.

5. TASER - refer to General Order 1-21, Conducted Electrical Weapons
  6. Oleoresin Capsicum (O.C. Spray) – refer to General Order 1-8, Oleoresin Capsicum (O.C.) Spray Canister and Fogger
- L. Unauthorized/Prohibited Weapons and Equipment:
1. Under no circumstances shall an officer carry or use nunchakus, Kempo sticks, brass knuckles, weighted gloves, blackjacks, or slapjacks.
  2. All equipment not specifically approved is not authorized.
- M. Use of Non-issued Equipment:
1. Any equipment Department members wish to utilize, in addition to the equipment issued by the Police Department, must be approved by the Police Training Division before its use by an officer, and must be used in refresher training at least biennially (every two calendar years); however, officers must re-qualify with secondary weapons at least once annually.
  2. Supplemental equipment chosen by Department members should be equal to the quality of equipment issued by the Department.
- N. Law Enforcement Officers Safety Act of 2004:
- a) The Law Enforcement Officers Safety Act of 2004 permits a “qualified law enforcement officer” to carry a concealed weapon in other states if carrying the photo identification issued by their agency.
  - b) Officers must still abide by State laws governing specific restricted ammunition and/or magazine capacity, in addition to all Federal laws.
  - c) If an Officer carries any off-duty weapon other than the departmental-issued [REDACTED], they shall qualify with the said weapon to be covered by the LEOSA act.
- O. Personnel Board Hearings:
1. Department Member Appearing as a Grievant: Department members appearing before the City’s Personnel Board as a grievant will appear in plainclothes following the provisions stated in General Order 4-4, Grooming and Personal Appearance. If in possession of their police powers, the officer may carry their weapon to the hearing but must secure the weapon in the Board’s lock box before the hearing.
  2. Department Member Appearing as a Witness: As a witness on a Department related matter, police officers must wear a uniform or appropriate attire. Police officers will maintain possession of their firearms.



P. Department Review Board Hearings:

Sworn members shall appear in uniform or the appropriate plainclothes. Civilian members shall appear in proper business attire.

VII. FORMS

- A. PD-35, Use of Force Form
- B. PD-48, Registration of Personal Weapons Form
- C. PD-144B, RPD Uniform, Equipment, Service Weapon & Ammunition Condition Inspection Report
- D. PD-172, Rifle Sign-Out Form
- E. Secondary/Off-Duty Weapon Qualification Report
- F. Shotgun Qualification Report