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| PORTAGE DEPARTMENT OF PUBLIC SAFETY POLICY AND PROCEDURE | | ORDER NO. 200-49 |
| SUBJECT: Firearms and Other Weapons | | |
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| Nicholas J. Arnold, Public Safety Director | | CALEA STANDARDS: 4.3.1 - 4.3.4 |

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I. PURPOSE

The purpose of this policy and procedure is to establish departmental rules for carrying and maintaining firearms, ammunition, and other weapons. The department allows members to carry and use firearms in the performance of their official duties, on or off duty.

II. POLICY

It is the policy of the Portage Department of Public Safety to maintain firearms and train officers in their use in accordance with these guidelines. The training supervisor will be in charge of the firearms program and is the Chief Range Officer. At least annually, all agency personnel authorized to carry weapons are required to receive in-service training on the agency's use of force policies and demonstrate proficiency with all approved lethal weapons and electronic controlled weapons

that the employee is authorized to use. In-service training for other less lethal weapons and weaponless control techniques will occur at least biennially. A certified weapons or tactics instructor will monitor all qualification, training, and proficiency assessments.

III. AUTHORIZED FIREARMS

- A. Only those firearms authorized by the Public Safety Director will be carried on or off duty (see Attachment 1).
- B. Auxiliary Handguns
 - 1. Auxiliary handguns are permitted and are the option of each officer. Auxiliary handguns, with a caliber range from .22 to .45, may be used in a backup or off-duty capacity. Approval will be in writing and will be maintained by the Public Safety Director. Handguns must be registered and inspected for mechanical function according to department procedures, and the employee must have demonstrated proficiency with the handgun.
 - 2. All officers must qualify with any department-approved auxiliary handguns on the department-approved qualification course.
- C. Automatic Weapons
 - 1. An employee must have advanced written permission of the Public Safety Director to possess or utilize any automatic weapon while on duty.
 - 2. Kalamazoo Metropolitan SWAT (KM-SWAT) officers are exempt from this requirement for the purposes of training, and tactical or operational duties.

IV. CARRYING OF FIREARMS

- A. Personnel on duty are required to carry a fully loaded handgun in an authorized holster.
- B. Auxiliary handguns will be carried out of sight.
- C. Only approved handguns may be carried in an off-duty or backup capacity. Auxiliary handguns are considered optional and are the responsibility of the individual officer. Officers must have prior approval from the Public Safety Director, comply with all department policies, ordinances, and laws concerning the use and carrying of those handguns. Employees are not required to carry a firearm while off duty.

V. MAINTENANCE AND MODIFICATIONS

A. Maintenance

1. All department-owned firearms will be maintained by the department armorers. Routine cleaning is the responsibility of the officer who is assigned or uses each weapon.
2. If an officer wishes approval to carry auxiliary handguns or privately-owned firearms, he/she will be responsible for all maintenance and repair. Inspections must be conducted by a certified firearms armorer or firearms instructor, who will complete inspection portion of the "Request for Authorized Back-up and/or Off-duty Handgun" form.
3. If a department firearm is determined to be unsafe, it will be removed from service and repaired by a department armorer or the manufacturer. If an auxiliary handgun is determined unsafe, the officer will notify his/her supervisor, a memo will be sent to the Deputy Director, and the handgun will not be authorized for use until repairs are completed.
4. Certified rifle armorers will conduct an inspection and inventory of all patrol rifles annually.

B. Modifications

No modifications may be done to department and auxiliary firearms without the written permission of the Public Safety Director.

VI. URBAN PATROL RIFLES (UPR)

- A. The department will authorize the use of a UPR (Urban Patrol Rifle) to those personnel trained in its safety, cleaning and proper use.
- B. The decision to use a UPR is at the discretion of the trained officer.
- C. The UPRs will be carried in a secure location within a police vehicle. The chamber will be empty, magazine full, and the safety engaged.
- D. Only approved accessories are authorized for use with patrol rifles

VII. SHOTGUNS

KM-SWAT officers are authorized to use shotguns.

VIII. LESS LETHAL WEAPONS

Only trained sworn personnel are authorized to use less lethal weapons.

IX. AMMUNITION

- A. Only ammunition authorized or approved by the Public Safety Director may be utilized in an official capacity while on or off duty (see Attachment 1).
- B. Only department approved or authorized ammunition will be carried in department-issued firearms.
- C. Only department approved or authorized ammunition may be carried in auxiliary handguns.
- D. Personnel will be issued the number of rounds required to fill their primary on-duty handgun and spare magazines (one round in the chamber and three total magazines) for duty service.

X. GUIDELINES FOR STORAGE OF AGENCY FIREARMS AND AMMUNITION

- A. All unassigned department handguns and rifles will be stored in the vault.
- B. Officers will keep their handgun and all firearms secure at all times. Officers will take appropriate measures to secure their duty weapons when at home. These measures may include storage in a locked gun case or vault or a locking device that attaches to the weapons. It is each officer's responsibility to ensure that unauthorized persons do not have access to their weapons.
- C. All firearms assigned to KM-SWAT will be stored in the SWAT room.
- D. UPRs assigned to School Resource Officers (SRO) will be locked in a gun safe in the SRO office at their assigned school.
- E. Less Lethal Weapons not deployed on the street will be stored in the vault or the SWAT room.
- F. All training handguns are stored in the Quartermaster Room.
- G. All ammunition will be stored in the vault or the SWAT room.

XI. FIREARMS TRAINING

- A. Personnel must be proficient with all firearms carried, on or off duty, under the authority of their employment with the Portage Department of Public Safety. At least annually, all agency personnel authorized to carry weapons are required to receive in-service training on the use-of-force policies and demonstrate proficiency with all approved lethal weapons that the employee is authorized or approved to use.

- B. All firearms training will be conducted pursuant to Policy and Procedural Order No. 200-57, Firearms Training.
- C. Authorization to carry a handgun, auxiliary handgun, shotgun, U.P.R., or other authorized firearm is contingent upon the employee being proficient with that firearm. Such proficiency is a fundamental and mandatory element of fitness for duty.
- D. Remedial training will occur for any personnel unable to qualify prior to resuming official duties.

XII. RECORDKEEPING

The training supervisor is responsible for maintaining the following records:

- A. Firearm qualification records of all personnel.
- B. Approved ammunition.
- C. Firearms inspections.
- D. Reports of unsafe firearms.

AUTHORIZED FIREARMS

- I. Primary Weapons
Any weapon authorized as a primary duty handgun for an individual sworn officer or sworn police supervisor.
- II. Urban Patrol Rifle (UPR)
- III. Department Tactical Firearms
 - A. UPR 5.56mm
 - B. Sniper Rifle, 308 cal.
- IV. Less Lethal Weapons
 - A. Remington model 870, 12ga.
 - B. Less lethal launchers
 - C. Aerosol Subject Restraint (ASR)
 - D. Collapsible baton
 - E. Electronic Control Weapon (ECW)

AUTHORIZED AUXILIARY HANDGUNS

Designated caliber ranges for auxiliary handguns will be .22 to .45. While the handguns are being carried in the capacity of back-up or off-duty, the handgun will be fully loaded with department-approved ammunition. These weapons are approved by the Public Safety Director, and the serial number and handgun type is registered with the department. Officers must qualify with the handgun in a departmentally approved qualification course.

AUTHORIZED AMMUNITION

- I. Handgun 9mm
Jacketed hollow point (JHP) ammunition manufactured by a major U.S. manufacturer.
- II. Shotgun
 - A. Bean bag round manufactured by a major U.S. manufacturer
 - B. 48600 orange PAVA powder rounds and impact rounds
- III. 5.56mm ammunition manufactured by a major U.S. manufacturer.
- IV. 308 ammunition manufactured by a major U.S. manufacturer.

Portage Department of Public Safety
Request for Authorized Firearm
(Handgun: Back-up/Off-duty)

Officer Requesting Approval: _____

Employee Number: _____

Date of Request: _____

Handgun:

Make: _____ Model: _____ Ser. # _____

Caliber: _____ Night Sights: Yes No

Ammunition: _____

Modifications: _____

Accessories: _____

Inspected By/Date: _____

Qualification: Yes No Date: _____ Instructor: _____

Authorization (Signature/Date): _____

Denial (Signature/Date/Reason): _____