

HARRISON TOWNSHIP POLICE DEPARTMENT STANDARD OPERATING PROCEDURE



SUBJECT: WEAPONS AND AMMUNITION

EFFECTIVE DATE: February 25, 2019

NUMBER OF PAGES: 28

ACCREDITATION STANDARDS: 1.10.1, 1.10.2

BY THE ORDER OF:
Chief of Police Thomas Mills

PURPOSE The purpose of this standard operating procedure is to maintain this department's philosophy and guidelines regarding its weapons, ammunition, and weapons training program.

POLICY It is the policy of the Harrison Township Police Department that department personnel use only weapons and ammunition authorized by the Chief of Police in their responsibilities. The SOP shall apply to weapons and ammunition carried both on and off duty. Only department personnel demonstrating proficiency in the use of department authorized weapons are permitted to carry and use such weapons.

It is also the policy of this department to provide training to its members in the safe handling and use of authorized weapons and ammunition. Minimally, this department will adhere to the tenets set forth in the New Jersey Attorney General's Guidelines regarding firearm qualification. This directive in no way will restrict this department from providing more training than what is required by the Attorney General.

All officers must carry their Harrison Township Police Department badge and/or identification card while carrying a firearm, unless specifically excused by a supervisor during an operation or investigation

It is further the policy of this department that officers opting to carry a handgun in an off-duty capacity must also be in possession of their police badge and identification while off-duty.

PROCEDURES

I. DEFINITIONS AND RESPONSIBILITIES

- A. Supervising firearms instructor – is an individual designated by the Chief of Police to conduct weapons qualification, proficiency training and supervise the weapons instructors and weapons participants during weapons qualifications, proficiency training and related training or weapons exercise activities. The supervising firearms instructor is responsible for the following:
1. Enforcement of all of the provisions of this SOP;
 2. Oversee all weapons training, qualifications, re-qualifications, and proficiency demonstrations;
 3. Assignment of instructors for weapons training, qualifications, re-qualifications, and proficiency demonstrations;
 4. Scheduling and supervising the practice range;
 5. Scheduling and supervising all electronically generated firearms training systems (e.g., PRISM, FATS, MILO, etc.);
 6. Conduct or cause all weapon inspections;
 7. Purchasing, storage, and assignment of all departmental weapons, ammunition, and equipment;
 8. Complete and maintain all weapons training records in accordance with the *Attorney General Guidelines on Semiannual Qualification and Re-Qualification*, as revised;
 9. Review weapons training policies, procedures, and guidelines to ensure the most current trends and techniques are being trained and utilized;
 10. Submit budget recommendation for yearly weapons training and qualification;
 11. Ensuring the safety of all individuals engaged in Harrison Township Police Department sanctioned weapons activities;
 12. Ensuring that all qualification and proficiency demonstration sessions are conducted in accordance with the provisions of the New Jersey Attorney General guidelines and directives and this SOP;
 13. Ensuring that a sufficient number of certified weapons instructors are present at all departmental sponsored weapons training sessions;
 14. Ensuring that the proper weapons instructor-to-officer ratio exists at all times on the firing line. The below listed ratios are recommended but, not mandated. The supervising firearms instructor may adjust these ratios depending on the shooters' experience and past demonstrated proficiency:

- a. One firearms instructor for every six shooters using handguns during daytime firing conditions.
 - b. One firearms instructor for every three shooters using handguns during nighttime firing conditions.
 - c. One firearms instructor for every one shooter firing a shotgun.
 - d. One firearms instructor for every four shooters firing a patrol rifle or carbine.
15. Ensuring that personnel certified in first aid or first responder are present on the range or immediately available to respond during qualification activities;
 16. Verifying that a suitable communications link exists between the practice range and emergency services personnel;
 17. Inspecting weapons, ammunition and holsters used in weapons qualification and proficiency demonstration and either approving or disapproving their use;
 18. Maintaining overall discipline at the practice range and firing line and taking actions, up to and including removal, of any person whose activities or conduct constitutes a danger to any person;
 19. Adequately monitor and supervise all weapons qualification and proficiency demonstration or ensure that a qualified weapons instructor is present during qualification and/or proficiency demonstration activities;
 20. Overseeing the maintenance of accurate records regarding each officer including the model and serial number of the weapon used, the ammunition used, and the results of the qualifying session.
 21. Submit to the Chief of Police a comprehensive report on each participant who fails to achieve the minimum qualification score as set forth in this SOP.
 22. Coordination of all remedial training, including individual instruction, for personnel who are unable to successfully qualify or demonstrate proficiency with any weapons system.

B. Firearms instructors must satisfy one of the following requirements:

1. Certified by the Police Training Commission (PTC) to instruct firearms in an approved basic course as defined N.J.A.C. 13: 1-1.1.
2. Must possess training equivalent to the PTC-approved firearm instructor course and be able to demonstrate knowledge and skill in this field. Equivalent training includes successful completion of a firearms instructor training program such as offered by the Federal Bureau of Investigation, United States Secret Service, Federal Law Enforcement Training Center, New Jersey State Police, Smith and Wesson Academy, or the National Rifle Association Police Firearms Instructor Program.

3. Must have experience in conducting either a PTC-approved firearms course or an equivalent course.
 4. Officers, certified as automatic/semiautomatic assault weapons firearms instructors, must complete an automatic/semiautomatic assault weapons instructor course offered by the Division of Criminal Justice or its equivalent.
- C. Handgun qualification course includes all approved handgun qualification courses directed by the Gloucester County Prosecutor and New Jersey Attorney General's Office.
- D. Shotgun qualification course includes all approved shotgun qualification courses directed by the Gloucester County Prosecutor and New Jersey Attorney General's Office.
- E. Rifle course includes all approved rifle qualification courses directed by the Gloucester County Prosecutor and New Jersey Attorney General's Office.
- F. Mechanical force weapons instructors shall be qualified (certified) in the weapons system that they are instructing and/or monitoring.
- G. Conducted energy device instructor certification requirements:
1. Authorization letter from the Chief of Police;
 2. CED manufacturer's instructor training certificate from a class taught in conjunction with a New Jersey PTC approved instructor course;
 3. Successful completion of a NJ Learn (or other approved training course) and possess a certificate that indicates the officer has successfully completed the pre-class material, inclusive of the exam;
 4. Must complete the Division of Criminal Justice CED instructor training on the *Attorney General's Revised Use of Force Policy*.
 - a. The first time an instructor takes this Division of Criminal Justice Use of Force Training, the instructor must successfully pass an examination (score 80%). When the instructor returns in future years, no examination will be administered.
 - b. All instructors must attend this training every other year (biennially) in order to maintain their status as instructors.
 5. Must maintain certification as a firearms instructor;
 6. Must maintain certification as a CED instructor in accordance with the manufacturer's requirements.
- H. Conducted energy device (CED) operator certification requirements:
1. Authorization letter from the Chief of Police;
 2. NJ Learn certificate, or equivalent, that indicates the officer has successfully completed the pre-class material, inclusive of the exam;

3. Successful completion of a New Jersey Division of Criminal Justice Police Training Commission (PTC) approved CED Operator Course;
4. Operator training certificate;
5. The Chief of Police has the continuing responsibility of making sure officers remain CED certified.
6. No officer shall be authorized to carry or use a CED during an actual operation until having completed a training course and qualification procedure approved by the PTC in the proper use and deployment of CEDs. The training program shall include a component on techniques to deescalate a confrontation with a person from a different culture or background. The training program also shall include a component on how to interact with an emotionally disturbed person, how to recognize mental illness, and techniques to deescalate a psychiatric crisis to prevent injury and death.
7. Officers authorized to carry a CED shall qualify annually in a training course and qualification procedure approved by the Police Training Commission. An officer who fails to achieve a passing score during a session of the annual qualification shall receive remedial instruction and afforded two additional attempts to qualify.
8. Any officer who fails to complete the required qualifications or maintain the requirements of the manufacturer's certification is not authorized to carry the device and shall relinquish the issued device and all associated equipment.
- I. Weapons instructors are prohibited from conducting qualification sessions on or off-duty that are not officially sanctioned by and expressly approved by the Chief of Police.

II. GENERAL

- A. Refer to this department's SOP on *Use of Force* for guidance and reporting requirements concerning firearm discharges, including accidental or negligent discharges.
- B. This agency adopts the definitions set forth in the *New Jersey Attorney General's Guidelines regarding Firearm Qualification*.
- C. Officers shall promptly notify a supervisor if they are on medication that can adversely affect their ability to handle or use a firearm, CED, or mechanical force weapon. This includes while at the practice range.
- D. A list of this department's authorized weapons and ammunition is contained in Appendix A.
- E. Officers shall not at any time carry on his/her person a weapon when he/she is consuming or is under the influence of alcohol, or prescription drugs that have the capacity to disturb his mental or physical capability. The Chief of Police must pre-authorize any exceptions to this requirement for covert operations.

- F. Officers shall not surrender a firearm. Surrendering a firearm rarely de-escalates a serious situation and, in fact, can place an officer and innocent persons in jeopardy.
- G. Officers are not authorized to carry firearms on the gaming floor of any Atlantic City casino or casino simulcasting facility, except in an emergency situation and at the request of the casino licensee's security department and upon notification to the New Jersey State Police (N.J.A.C. 13: 69D-1.13).
- H. Officers shall not carry a firearm or other device designed to injure or incapacitate a person within a Pennsylvania casino without the expressed written approval of the Pennsylvania Gaming Control Board (18 Pa.C.S. § 465a.13).
- I. Officers are authorized to carry backup sidearms while on duty subject to the restrictions set forth in this SOP; see subsection XI.
- J. Officers are prohibited from modifying, altering, or enhancing any department or department-approved weapon and/or ammunition without the expressed written permission of the Chief of Police and supervising firearms instructor.
 - 1. This prohibition includes approved backup and off duty sidearms
 - 2. This prohibition includes but, is not limited to grips, sights, magazines, trigger pull, barrel length or extension, etc.
 - 3. This prohibition extends to any personnel considering purchasing a weapon that has already been modified from its original manufacturer's specifications.
- K. Officers are prohibited from displaying a firearm to any person except upon demand of supervisory personnel or in comportment with this department's use of force SOP.
- L. Officers are not authorized to carry a department-issued firearm, department-issued CED or department-issued mechanical force weapon while working for a private security business of any kind except where authorized by the Chief of Police in this department's SOP on *Extra Duty Employment*.
- M. Damage, loss, or theft of any department authorized weapon or ammunition shall be immediately reported to an immediate supervisor and, in the case of loss or theft, to the law enforcement jurisdiction where the loss or theft had occurred. The duty shift supervisor shall ensure that any loss or theft is reported to the supervising firearms instructor or his/her designee and the Chief of Police as soon as practicable. The duty shift supervisor shall ensure that the weapon is promptly entered into the NCIC database.
- N. If an agency-authorized weapon becomes defective or needs repair:
 - 1. If the weapon is a personally owned off-duty or backup handgun the officer is responsible for getting it repaired. The officer shall take the weapon out of service and any previous permission that may have been granted by the Chief of Police to carry it is immediately rescinded until such time as it can be restored to a fully operable condition and re-inspected and approved by an armorer or qualified weapons instructor prior to carrying.

2. If the weapon is a duty handgun, the shift supervisor will then notify a firearms instructor to replace the handgun with a spare from the armory.
 - a. The shift supervisor shall ensure that the weapon is removed from service, made safe, clearly tagged, and stored in the weapons cabinet in the supervisor's desk area.
 - b. If a firearms instructor is not on duty, contact the captain.
 - c. The shift supervisor shall ensure that the matter is documented and forwarded to the supervising firearms instructor. The documentation shall include:
 - 1) Officer's name;
 - 2) Description of the weapon turned in for maintenance, including serial number, if applicable;
 - 3) Describe malfunction;
 - 4) Repairs made or the location where the weapon was stored awaiting repair.
3. Shotguns, carbines and patrol rifles in need of repair and/or maintenance shall be taken out of service, unloaded, made safe, clearly tagged as needing repair, and secured in the armory or weapons cabinet. The officer shall submit a written report explaining the malfunction. The officer can take a spare shotgun, carbine or patrol rifle while repairs are being made.
4. Any inoperable, malfunctioning or defective CED, camera or cartridge, shall be removed from service and forwarded to the supervising firearms instructor with a written description of the malfunction. CED operators shall take a spare CED, if available.
5. Damaged batons or damaged, expended, or expired OC shall be reported to the shift supervisor.
 - a. The captain shall issue a new OC canister.
 - b. Damaged/defective batons shall be removed from service and forwarded to the supervising firearms instructor for repair or replacement.
 - c. If the captain is not on duty, he/she shall issue a replacement at the earliest opportunity.
6. If a weapon becomes defective or in need of repair during proficiency training, a weapons instructor or armorer shall repair or reissue a replacement weapon until repairs can be made. All replacements shall be documented and forwarded to the supervising firearms instructor.

- O. All officers are required to carry their authorized weapons (including mechanical force and enhanced mechanical force weapons) while on duty with the following exceptions:
 - 1. When engaged in processing arrestees; or
 - 2. When the presence of a weapon might jeopardize the outcome of a covert operation or investigation; or
 - 3. When on convalescent, modified, transitional duty and carrying a weapon is impracticable; or
 - 4. When otherwise exempted by the Chief of Police or division commander.
- P. Officers who are suspended or whose weapons have been officially taken from them for other reasons shall not carry a handgun under any circumstances, including off duty handguns.
- Q. All department approved weapons and ammunition must be maintained in a state of operational readiness.
 - 1. Officers are responsible for maintaining their assigned/approved weapons, ammunition, holsters, duty belt, and related accessories.
 - 2. Officers shall carry their authorized sidearms fully loaded and in a serviceable, operating condition.
 - 3. While on duty, officers shall carry sufficient extra ammunition to fully reload their duty handgun. Ammunition for a backup handgun shall be stored and carried separately from duty ammunition.
 - 4. Officers are subject to periodic and unannounced weapons inspection at any time and may be subject to disciplinary action if weapons are not kept clean and operational.
- R. The supervising firearms instructor is responsible for maintaining weapons, ammunition, and related accessories stored in the department armory and weapons cabinets.
 - 1. Bureau/unit commanders are responsible for maintaining any weapons, ammunition, and related accessories assigned to their bureau and subsidiary units.
 - 2. Duty ammunition shall be issued or replaced as necessary by the supervising firearms instructor.
 - a. Expended ammunition shall not be replaced unless a full accounting has been provided by the officer;
 - b. Upon separation from the department, personnel must surrender all department issued ammunition and account for any shortages;

3. When carried in an off-duty or backup sidearm, all ammunition shall be approved for use by the Chief of Police. The department may supply off duty and backup ammunition for common caliber handguns.
4. Ammunition cannot be altered or modified to enhance its lethality. Armor piercing rounds are prohibited
5. When the department-issued duty handgun is used in an off-duty capacity, only the department issued ammunition can be used in the sidearm.

III. AEROSOL SPRAY DEVICE

- A. Oleoresin capsicum (OC) aerosol spray/stream can be deployed in mechanical force situations where the use of force is necessary and justified to apprehend or control an individual, and the use of the OC will facilitate the arrest with the minimum chance of injury to the officer, the arrestee, or innocent bystander, see this department's SOP on *Use of Force*.
- B. OC must not be handled by children or unauthorized individuals.
- C. Do not store OC containers in a vehicle. The heat generated in a vehicle may cause the canister to release its contents.
- D. Only officers who have satisfactorily demonstrated proficiency under the supervision of a certified weapons instructor may carry and use OC.
 1. Uniformed officers shall carry OC on their duty belt in the department-issued or approved holder.
 2. Plain-clothed officers may carry OC on their belt or in a manner to retard accidental discharge and/or loss of the device.
 3. Off duty officers are authorized to carry OC.
- E. OC shall only be used as instructed. Any use of the agent, which is not justified, will subject the user to disciplinary action. OC shall not be used to harass, humiliate, or intimidate any person.
 1. OC shall not be used on large groups of people unless coordinated and directed by a supervisor;
 2. OC is not authorized in situations solely involving verbal abuse of the officer.
 3. OC is not authorized on subjects already in custody, with the exception of an arrestee/prisoner who becomes physically uncontrollable and poses a physical threat to him/herself or another.
 4. Draw the OC canister pointing the discharge port towards the target area.
 5. Firmly grip the canister and depress the actuator button underneath the protective flip cover with either the thumb or index finger. Avoid over extending your arm to maintain canister control and subject distance.

6. OC is to be administered in two (2) one-half to one-second bursts, no closer than three (3) feet to a maximum of twelve (12) feet from the intended target. The general target area is the facial area and should be sprayed from ear to ear. NOTE: Maximum distance may be significantly reduced due to low volume of propellant in canister from frequent discharges. Process includes:
 - a. COMMAND – officers should make known the purpose of the arrest or reasonably believe that their identity and purpose are otherwise known by or cannot reasonably be made known to the person to be arrested, and that resistance will result in the OC being applied.
 - b. APPLY – if the subject resists and the application of OC is warranted, the officer may use OC to effectuate an arrest, protect him/herself or another from physical harm, or restrain and subdue a resistant individual to bring an unlawful situation under control.
 - c. COMMAND – once the OC is applied, tell the subject what you want them to do (e.g., “*You are under arrest, get down on the ground and place your hands behind your back. Do it now!*”).
 - d. EVALUATE – to see if the OC is taking effect. (Is reapplication necessary? Is the subject complying? Is an escalation of force necessary?)
 - e. CONTROL – the subject by covering and handcuffing. Avoid immediately stepping towards the subject after spraying to avoid unintentionally exposure to any residual airborne OC.
- F. The effects from an OC exposure may linger for a period of time, usually 12 – 60 minutes. See this department’s SOP on *Use of Force* for decontamination procedures.
 1. Advise county jail personnel if a subject was sprayed with OC in the event a subject is taken to that facility.
 2. Medical clearance will usually not be required by the county jail unless the subject is still under the effects of the OC.
- G. For indoor cleanup:
 1. Wipe the exposed surface clean with a damp rag and mild soap. The ingredients (biodegradable) may be washed down a sink;
 2. Clothes may be washed normally;
 3. Exposed food should be discarded;
 4. If available, use fans to circulate air in the area and avoid entering a contaminated room for one hour;
 5. OC will degrade naturally within a few weeks.

- H. With OC products commercially available to the public, the likelihood of an exposure or attack from a suspect should always be in mind. Maintaining an interview stance with adequate distance and watching the subject's hands are paramount to officer safety.
1. The effects of OC vary in subjects in different ways and different intensities. Being able to see the subject is the most important factor in surviving an OC attack.
 2. Usually, the officer under attack usually will have to rely on another officer to assist him/her to safety or to control the subject.
 3. Recommendations to protect yourself and assisting another from an OC attack include:
 - a. Prior to being sprayed and if possible, hold up your support hand to shield your eyes from the spray. Try to be aware if your suspect moves, closing one eye prior to exposure will benefit your vision if you get sprayed.
 - b. The closed eye will not be affected as fast as the open eye and may provide you with the time you need to react, control, and take the suspect into custody. Call for assistance as soon as possible.
 - c. If both your eyes are sprayed, try to keep them open as long as possible. Use your support hand to force one of your eyelids open. Identify your suspect and advise him/her to keep back and, if necessary, move to an area to provide you with protection.
 - d. If the subject advances towards you, try to secure your handgun, but remember to defend yourself to the best of your ability. Give verbal commands. Advise other officers on location that you have been sprayed.
 4. Approaching an officer who has been sprayed is very dangerous. The officer may not be able to visually identify assisting officers. Verbalize your presence to the officer. Make sure he/she understands and acknowledges your presence. Advise the officer that you will be assisting them by guiding them to a safe location. Be sure that they have his/her handgun secured in his/her holster prior to contacting and moving them. Once in a safe location, look and ask about any injuries, begin decontamination procedures.

IV. TACTICAL BATONS

- A. Tactical batons are defensive impact tools that may be used when the justification for the use of mechanical force exists. Examples include but, are not limited to:
1. To bring an unlawful incident to a safe and successful conclusion;
 2. When verbal commands have failed or are impracticable;
 3. When a suspect poses a threat, attacks or attempts to attack an officer or other person;

4. To avoid physical combat between an officer and a resisting or physically combative suspect;
 5. To prevent the commission of suicide or self-inflicted serious physical injury;
 6. To deter a vicious or aggressive animal that threatens the safety of the officer or others.
- B. Officers shall **not** use a baton to batter a passive resister into submission. Officers may use baton control techniques (e.g. arm locks, etc.) in such situations provided it does not place the officer at increased risk of injury.
- C. Only officers who have satisfactorily demonstrated proficiency under the supervision of a certified baton instructor may carry and use a baton. Training and proficiency may be part of an officer's basic police academy training or an in-service program held by the department, other law enforcement agency, or the manufacturer.
- D. Batons can only be used as instructed.
- E. While on duty, qualified officers should carry or have their batons readily accessible to them at all times.
1. Batons should only be carried in the manufacturers issued or recommended holder.
 2. Non-uniformed officers may carry batons in either a belt holder or a shoulder holster.
 3. Off-duty officers may carry a baton at their discretion

V. CONDUCTED ENERGY DEVICE (CED)

- A. The Chief of Police shall determine the number of officers who are authorized to carry and use a CED.
- B. The Chief of Police has the continuing responsibility to ensure that all officers authorized to carry or use a CED remain qualified by experience, demonstrated judgment, and training and PTC-approved qualification and re-qualification procedures to be equipped with these weapons, and the Chief of Police may at any time limit, suspend, or revoke the authority of an officer to carry or use a CED.
- C. Care and maintenance – Battery:
1. Each bar on the battery displayed in the CID screen represents 20%. When fully charged, the battery display will show five (5) bars for 100%. The CED must occasionally be recharged to ensure proper battery strength.
 2. When the CED battery display shows 2 bars or 40% after attempting to recharge to 100% and can no longer hold a full charge, that battery must be removed from duty and used solely for training.

- D. After an authorized CED operator removes his/her assigned CED from the CED locker, he/she will then move to the designated CED safe area for testing of the device prior to leaving HQ.
1. The CED operator shall point the CED in a safe direction in the CED safe area.
 2. While still on 'SAFE' and once the CED is pointed in a safe direction, the CED operator shall inspect the CED, checking the serial numbers on both the CED and the cartridges. After the serial number check, the CED operator shall turn on the CED, taking the weapon off 'SAFE' and inspect the central information display (CID) to ensure that the weapon's battery is functional and the CED is loaded with two cartridges as indicated on the CID screen.
 3. The CID should list two cartridges in the weapon: one in bay #1 and one in bay#2 as per CED training.
 4. The CED operator shall then conduct a spark display. This is done to ensure that the device is fully operational prior to leaving HQ and going out on duty.
 5. The CED operator will fill out the *CED Deployment Log* for each unit at the beginning of the tour and when secured at the end of the tour
 6. Officers will pass off the CED to another trained CED operator on the oncoming shift. If another trained officer is not available, the CED will be secured in the designated area.
 7. Any issues discovered with the CED during this testing period should immediately be brought to the attention the shift supervisor and the supervising firearms instructor.
- E. The internal affairs supervisor or the CED coordinator shall download the digital information on all conducted energy devices semiannually in order to ensure that all discharges and spark displays have been properly reported. A letter detailing the results shall be sent to the Gloucester County Prosecutor through the Chief of Police for review.

VI. POLICE SHOTGUNS, CARBINES AND PATROL RIFLES

- A. Only sworn personnel who have qualified and demonstrated proficiency with an agency shotgun, carbine and/or patrol rifle are permitted to handle and/or deploy a shotgun in an operation setting.
- B. Shotguns, carbines and patrol rifles shall not be left unattended unless stored consistent with this SOP; see section XII.
- C. Shotguns, carbines and patrol rifles shall be loaded and unloaded consistent with this directive (see section XII) and shall be handled with the utmost of care and caution.
- D. Extreme restraint must be exercised in instances when the use of a shotgun, carbine and/or patrol rifle would cause substantial risk to innocent persons.

- E. Normally, the shotgun, carbine and patrol rifle should be fired from the shoulder.
- F. The use of a shotgun, carbine and/or patrol rifle in an operational setting is dictated foremost by sound judgment and common sense.
 - 1. Although the carbine and patrol rifle is equipped with a sling, prudence will dictate their tactical deployment and use.
 - 2. The carbine and/or patrol rifle may be deployed by any authorized officer having reasonable, tactical requirement for the use of the weapon.
 - 3. Shotguns, carbines and patrol rifles will remain on safe unless the operator deems that he/she is in the midst of a dynamic situation where there might be a need to fire the weapon.
 - 4. A round of ammunition will only be loaded into the chamber of the shotgun, carbine and/or patrol rifle outside of the police vehicle in anticipation of the weapon's imminent use.
- G. There is no specific formula or list of tactical situations that would invoke the display or use of a shotgun, carbine and/or patrol rifle but, as a general guide a shotgun, carbine and/or patrol rifle may be appropriate:
 - 1. In instances when subject(s) are heavily armed or may be situated in a location that affords the suspect(s) a tactically superior position, in which the deployment of a shotgun, carbine and/or police rifle may be deemed necessary to neutralize any threat posed by the suspect(s).
 - 2. In instances with multiple armed suspects;
 - 3. In hostage/barricaded suspect situations when providing a containment perimeter at a safe distance;
 - 4. In instances when an armed engagement may occur at distances that exceed the effective range of a sidearm;
 - 5. In crimes involving a substantial risk of serious bodily injury involving a firearm;
 - 6. In incidents when subject(s) are wearing body armor or any other device that would defeat, impede or otherwise inhibit the effective use of the sidearm;
 - 7. When greater accuracy is desired and cannot be achieved with an authorized sidearm;
 - 8. The shotgun is appropriate for destroying large animals when necessary.
 - 9. As a general rule, when articulable circumstances exist that indicate the deployment of a shotgun, carbine and/or patrol rifle would greatly enhance the officer's ability to prevent death or serious harm to themselves or others, the shotgun, carbine and/or patrol rifle may be deployed.

- H. Shotguns, carbines and patrol rifles are not appropriate during:
 - 1. Routine motor vehicle stops;
 - 2. Disorderly person(s) investigations;
 - 3. Disturbances;
 - 4. Municipal ordinance investigations;
 - 5. Crimes and offenses not involving the use of a firearm.

VII. GENERAL FIREARM SAFETY

- A. Treat all firearms as if they are loaded at all times.
- B. Never point a firearm at anyone or anything unless its use is indicated under the provisions of this department's *Use of Force* SOP.
- C. Keep your finger off of the trigger until you are ready to shoot.
- D. Firearms shall never be left unsecured. This includes while at your usual place of abode or at work. Minimally, unattended firearms must be secured with a trigger lock, barrel lock or similar device, or stored within a locked safe or similar receptacle when not being worn.
- E. When handling a firearm, point it in a safe direction to check its loaded/unloaded status. Make it safe if loaded. While at the range and when unholstered, all firearms shall be pointed down range under the direction of the range instructor.
- F. Unless being worn as a sidearm, firearms should be secured during transportation in a vehicle in a gun case or similar receptacle with ammunition stored separately.
- G. Never holster a sidearm with the hammer cocked (when so equipped) unless the weapon is specifically designed for carrying in that condition.
- H. Generally, personnel should not chase someone with a weapon in their hand. This does not mean personnel cannot move tactically with his/her weapon in his/her hand. At all times the finger will be off the trigger.
- I. **Officers should not attempt to handcuff or search someone while holding a firearm.** This action makes it easier for the subject to attempt to gain control of a weapon and there is a greater risk of an unintentional discharge. Whenever possible, the contact officer should have a covering officer(s). If the subject is under arrest, handcuff first and then search.
- J. Never use a firearm as a club or tool. It increases the chances of the firearm being taken, increases the danger of an unintentional discharge or an unwarranted injury to a suspect.
- K. When handing a firearm to another person, follow the below prescribed procedures:
 - 1. Semiautomatic handguns:

- a. Point muzzle in a safe direction;
 - b. If weapon is so equipped, engage the manual safety device;
 - c. Remove the magazine;
 - d. Lock the slide to the rear;
 - e. Visually and manually inspect the firing chamber to ensure that the weapon is empty;
 - f. Hand weapon to the recipient butt first, magazine out, slide locked to the rear.
2. Revolvers:
- a. Point muzzle in a safe direction;
 - b. Open cylinder and safely eject any live ammunition;
 - c. Place fingers through the cylinder window grasping by the top strap;
 - d. Hand weapon to the recipient butt first, cylinder open and empty.
3. Rifles/carbines/shotguns/submachine guns:
- a. Point muzzle in a safe direction;
 - b. Engage safety device;
 - c. Remove magazine (semiautomatic), if applicable;
 - d. Remove shells from magazine tube (shotgun), if applicable;
 - e. Lock bolt to the rear (semiautomatic), if applicable;
 - f. Lock slide to the rear (shotgun), if applicable;
 - g. Visually and physically inspect firing chamber/breech to ensure that the weapon is empty;
 - h. Hand weapon to the recipient muzzle up, bolt/slide open and empty.

VIII. FIREARMS QUALIFICATION / REQUALIFICATION COURSES

- A. This department will utilize the [qualification/requalification courses](#) established for firearms by the New Jersey Attorney General:
- B. All officers, including special law enforcement officers, must be given access to and be instructed in the SOPs governing use of force and the use of authorized weapons before being authorized to carry such weapons. This issuance and instruction shall be documented.

- C. All officers, including special law enforcement officers, must demonstrate proficiency and successfully complete the required firearm qualification for the following weapons, where applicable by their assignment:
1. Duty handgun – semiannual qualification both day and night (diminished lighting) with at least 3 months between sessions;
 2. Duty shotgun – semiannual qualification both day and night (diminished lighting) with at least 3 months between sessions;
 3. Duty carbine – semiannual qualification both day and night (diminished lighting) with at least 3 months between sessions;
 4. Automatic, semiautomatic patrol rifle:
 - a. Semiannual qualification both day and night (diminished lighting);
 - b. Four times per year live fire exercises with at least two-months' time between sessions. Two of these live fire exercises can be used for qualification purposes.
 5. Off duty and backup sidearm(s) – Semiannual qualification both day and night (diminished lighting) with at least 3 months between sessions.
- D. Qualification of specified officers with a conducted energy device shall occur annually.
- E. All sworn personnel must train and demonstrate proficiency in the department authorized less lethal weapons minimally biennially (once every 24 months).
- F. Personnel must report for training at the location and time designated by the supervising firearms instructor and must abide by the safety rules and regulations pertaining to the facility.
- G. Personnel engaged in weapons training, proficiency demonstration, and qualification shall be under the direct supervision of the weapons instructors while on the practice range.
- H. The ranking or most senior weapons instructor on the scene shall adequately supervise all firearms and weapons training. All safety precautions and range rules shall be strictly enforced.
- I. The supervising firearms instructor will make the final determination if the clothing worn is acceptable.
- J. Officers must be equipped with their duty sidearm, agency authorized belt, holster, magazines, magazine pouches, flashlight, body armor, and any other equipment deemed necessary by the supervising firearm instructor or designee.
- K. Off duty and backup sidearms must have an approved holster, magazines and magazine pouches (semiautomatic only) and sufficient ammunition for qualification and potential remedial training. The supervising firearms instructor or his/her designee shall inspect off duty and backup sidearms prior to qualification and will make these determinations.

- L. Training in the use of force SOP and this SOP shall be conducted in conjunction with the semiannual qualification and proficiency demonstration.
- M. The Chief of Police or his/her designee may designate additional topics for instruction to be conducted during the semiannual qualification and proficiency demonstration.
- N. The supervising firearms instructor or his/her designee must approve all low-light eyewear.
- O. Personnel who fail to achieve a qualifying score during the semiannual firearms qualification course will receive instruction on firearms marksmanship. This training is to be determined by the weapons instructor(s), after observations of the deficient shooter.
 - 1. Remedial instruction minimally includes, but is not limited to:
 - a. Stance;
 - b. Grip;
 - c. Breath control;
 - d. Sight alignment;
 - e. Trigger control;
 - f. Follow through.
 - 2. Personnel will be given up to four (4) hours of instruction and up to 500 rounds of ammunition. The shooter will then fire the prescribed course for requalification.
 - 3. If the shooter does not qualify on his/her second attempt, the supervising firearms instructor will notify the Chief of Police.
 - 4. The Chief of Police will then determine what action is appropriate. Actions may include, but are not limited to:
 - a. Disarming the officer;
 - b. Removing the officer from a line duty assignment;
 - c. Placing the officer on temporary transitional duty;
 - d. Permitting additional remedial training;
 - e. Disciplinary action for incapacity to perform an essential function.
 - 5. The Chief of Police shall cause notification, in writing, to the Gloucester County Prosecutor of participants who fail to qualify with the duty sidearm.

6. If a participant fails to qualify, all targets that participant used during initial and subsequent qualification attempts (those conducted following remedial training) are to be kept on file until the participant achieves a qualifying score. These targets are to be signed by both the non-qualifying participant and the weapons instructor.
- P. Officers who fail to achieve a passing score during a session of the annual qualification for conducted energy devices (CED) shall receive remedial instruction and afforded two additional attempts to qualify.
1. Any officer who fails to attend a semiannual qualification session must immediately contact the training officer to schedule a training session.
 2. Any officer who fails to complete the required qualifications or maintain the requirements of the manufacturer's certification is not authorized to carry the device and shall relinquish the issued device and all associated equipment.
- Q. Officers who do not demonstrate proficiency with agency approved mechanical force weapons will likewise receive remedial instruction and are subject to the same potential course of action in subsection VIII.O (above) if they fail to demonstrate proficiency.
- R. Officers who do not qualify/demonstrate and/or maintain proficiency with agency shotguns, carbines and/or patrol rifles shall not be permitted to possess or utilize these weapons systems in an operational setting.
- S. Shooters shall take only the exact amount of ammunition required to complete the course of fire as issued by a weapons instructor.
- T. Shooters shall only fire the specific amount of rounds they are told to fire. If additional rounds are fired, the shooter may be removed from the line.
- U. Late shots or shots fired after the specified time has elapsed will be deducted from the final score.
- V. Shooters must also demonstrate proficiency in the safe handling of their department issued or personally owned firearms.
- W. Only weapons instructors will score the targets.

IX. RECORDKEEPING

- A. All training and requalification shall be documented. This report is the official record of weapons training.
1. Information for this report includes, but is not limited to:
 - a. Participant's name, the date and type of qualification course(s) completed, and the prevailing weather.
 - b. The name of the weapons instructor.
 - c. Identification of any weapon used (make, model, caliber and serial number).

- d. Identification of the ammunition used.
 - e. Qualification score(s).
 - 2. The original copy of the qualification report shall be maintained as a normal business record. The supervising firearms instructor or his/her designee shall review all records upon completion of each semiannual requalification.
- B. The supervising firearms instructor or his/her designee shall prepare and submit written documentation to the Gloucester County Prosecutor through the Chief of Police each calendar year certifying that this mandatory training has been conducted.
 - 1. This report shall contain the following information:
 - a. A description of agency authorized weapons and ammunition;
 - b. The agency training/qualification schedule, including the dates and types of qualification sessions conducted during the report year.
 - c. The number of participants who satisfied qualification requirements and the number of non-qualifying participants during each qualification session for each type of course and weapon.
- C. The supervising firearms instructor shall maintain records of all weapons training.
- D. The supervising firearms instructor or his/her designee shall maintain a record of all agency approved weapons (including approved off duty and backup sidearms) and ammunition. This record includes, but is not limited to:
 - 1. An inventory of all department owned weapons and related accessories;
 - 2. Identity of personnel to whom department weapons and related accessories have been assigned;
 - 3. All weapons, ammunition, and related accessories assigned to operation units;
 - 4. All repair records;
 - 5. Copies of all purchasing records (purchase orders, vouchers, invoices, etc.); (agency-owned weapons only);
 - 6. A list of all approved off duty/backup sidearms;
 - 7. All inspection/approval records

X. REVIEW, INSPECTION, AND APPROVAL PROCESS FOR WEAPONS

- A. Prior to authorizing any change of any department weapons, the Chief of Police may select a committee to review the feasibility of adopting a new weapon.

1. The Chief of Police will assign a chairperson whose responsibility will be to oversee the review process. All recommendations will be forwarded to the Chief of Police in writing by the committee chair, in the time frame specified, and will include all support documentation and reference materials.
 2. Upon approval by the Chief of Police, selected personnel may be authorized to carry and utilize a weapon under consideration for evaluation purposes.
 3. The Chief of Police will make the final determination concerning the adoption of any new weapon. All weapons must be inspected, test fired (if applicable), and approved by a weapons instructor/armorer prior to issuance.
- B. Following repair, personally owned backup and off duty firearms shall be reviewed, inspected and approved by a department armorer prior to carrying.
- C. Following repair, agency-owned weapons shall be reviewed, inspected and approved by a department armorer prior to carrying.
- D. The supervising firearms instructor shall cause a periodic inspection of department assigned/approved weapons. Defective or unsafe weapons shall be immediately removed from service and repaired or retired.
- E. Prior to approving an off duty or backup handgun, a qualified weapons instructor or armorer shall inspect and function test it to ensure the weapon is in safe working condition and free from defect. Any handgun deemed not to be in safe working condition shall not be approved for off duty or backup carrying. This initial inspection shall be documented.

XI. OFF DUTY AND BACKUP SIDEARMS

- A. All requests to carry a sidearm off-duty other than the authorized duty sidearm, and/or a backup sidearm on duty, shall be submitted in writing to the supervising firearms instructor through the chain of command with a copy to the Chief of Police.
- B. Authority to carry off duty and/or backup sidearms may be revoked if:
1. The weapon(s) are determined by the supervising firearms instructor to be no longer serviceable or in need of repair;
 2. When officers fail to achieve a passing qualification score;
 3. When officers can no longer demonstrate proficiency.
- C. When worn, all off duty and backup sidearms shall be concealed in an approved holster. Officers should make every effort to conceal the weapon from the public's view.
- D. Officers must exercise the utmost care when carrying, storing, or otherwise handling their off duty and/or backup sidearm.
- E. Any incident involving an off duty or backup sidearm must be immediately reported to this agency and to the law enforcement agency having jurisdiction where the incident occurred. The Chief of Police may refer these incidents to internal affairs for further investigation.

- F. In accordance with the provisions of [18 USC 44 § 926b](#) (also known as the *Law Enforcement Officers Safety Act* or HR 218), full time officers are permitted to carry a concealed firearm in any state. While on personal business, officers are ordinary citizens who happen to have the right to carry concealed weapons. [18 USC 44 § 926b](#) does not provide active duty sworn personnel with law enforcement powers or immunities outside their jurisdictions.
1. Officers must be in possession of their official agency identification card.
 2. Officers must not be the subject of any disciplinary action that could result in suspension or dismissal.
 3. Officers have qualified with the handgun as required by this SOP.
 4. Officers are not under the influence of alcohol or another intoxicating or hallucinatory drug or substance; and
 5. Officers are not otherwise prohibited from receiving or possessing a firearm by federal law.
 6. Officers are personally responsible for checking and understanding the laws of any jurisdictions that they visit while armed.
- G. Notwithstanding the provisions of [18 USC 44 § 926b](#), and in accordance with NJ Attorney General Opinion of 06/07/2005, agency-owned handguns **shall not** be carried in an off-duty capacity while out of this state. Officers may carry their personally owned off-duty handgun out of state in an off-duty capacity.

XII. WEAPONS STORAGE

- A. Duty, off duty and backup sidearms must be carried in an approved holster.
1. When carrying an off duty or backup sidearm, personnel shall carry it in an approved holster. Holsters shall have a retention device or system.
 2. Officers shall carry only the issued reloading devices for the issued sidearm. Reloading devices shall be worn in approved carriers.
 3. Officers shall utilize reloading devices specifically designed for their off duty and backup sidearms.
 4. All holsters must be approved by the supervising firearms instructor; and
 - a. Be able to adequately conceal and secure the sidearm;
 - b. Be utilized at each qualification session.
- B. Conducted energy devices (CED) must be carried in an approved holster in either a cross draw position and/or on the support side of CED operator's body.
- C. Shotguns:
1. Pump action shotguns shall **never** be stored in the armory or a weapons cabinet loaded with ammunition in the firing chamber.

2. Prior to placing the shotgun back into a vehicle after tactical deployment or use, the officer shall ensure that it is unloaded and safe, with the safety activated.
3. Shotguns shall not be loaded within the confines of the police building with live ammunition, unless its operational use is anticipated within, or immediately contiguous to the building in a tactical setting.
4. Following any tactical deployment of a shotgun, it must be made Patrol Car Ready prior to securing it back into the patrol vehicle.

D. Patrol rifles and carbines:

1. Rifles and carbines shall **never** be stored in the armory loaded with ammunition in the breech.
2. Prior to placing a patrol rifle or carbine back into a vehicle after tactical deployment or use, the officer shall ensure that it is unloaded and safe, with the safety activated before reinserting the magazine.
3. Patrol rifles and carbines shall not be loaded within the confines of the police building with live ammunition, unless its operational use is anticipated within, or immediately contiguous to the building in a tactical setting.
4. Patrol rifles and carbines shall not be chambered with ammunition unless being readied for a police action. To load:
 - a. Point the weapon in a safe direction; never place your finger on the trigger until you are ready to shoot and are sure of your target and backstop.
 - b. Check the manual safety, indicating that it is in the **safe position**. When the safety is in the **fire** position, the safety is disengaged and the rifle/carbine is ready to be fired.
 - c. With the rifle/carbine in the safe position, completely insert the magazine fully into the weapons magazine well to ensure catch engagement.
 - d. Fully pull back the charging handle. The slide will forcibly move forward, chambering a cartridge from the magazine. **DO NOT TOUCH THE TRIGGER!** The weapon is now chambered, loaded, cocked and ready to fire by releasing the safety and pulling the trigger.
5. To unload:
 - a. Point the weapon in a safe direction;
 - b. With the safety on, remove the magazine by depressing the magazine latch button and pulling the magazine out of the magazine well.

- c. **Note: Weapon will fire with the magazine removed, if a cartridge is still within the firing chamber.**
 - d. Retract the bolt to the rear by pulling back the charging handle. Carefully eject any cartridge from the chamber visually and manually inspecting the chamber to ensure that the rifle/carbine is empty and safe. Releasing the charging handle will send the bolt forward. Close the ejection port cover.
 - e. Place the ejected round back into the magazine and place the magazine back into the magazine well. The rifle/carbine is now in patrol car ready status.
- 6. Magazine change:
 - a. After discharging the patrol rifle/carbine, once the capacity of the loaded magazine is expended, the bolt should lock to the rear, open position. Depress the magazine release button and let the empty magazine fall to the ground.
 - b. Insert a fresh magazine. Push down the bolt release lever, the bolt will forcibly move forward, chambering a cartridge from the magazine.
 - c. The weapon is again loaded.
- 7. Following any tactical deployment of a patrol rifle/carbine, it must be made patrol car ready prior to securing it back into the patrol vehicle.
- E. Sworn personnel shall secure their issued and personal firearms within their home or usual place of abode. Officers can use:
 - 1. A locking container such as a gun safe or gun locker; or
 - 2. A trigger lock; or
 - 3. A barrel cable;
 - 4. Any other device approved by the supervising firearms instructor.
- F. N.J.S.A. 2C: 58-15 makes it a criminal offense to leave a loaded firearm within easy access of a juvenile.
- G. When not deployed in the field or at the practice range, agency shotguns, carbines and patrol rifles shall be stored in the department armory in an unloaded state.
- H. When processing arrestees, personnel shall secure their handguns in a weapons locker or other agency approved and secured container.
- I. At no time will officers secure their department-issued weapons or personally-owned weapons in his/her desk or other non-approved location.

- J. Shotguns, carbines and patrol rifles shall be secured in a locking vehicle rack or in a trunk case while in the field, unless being deployed in a tactical situation. Vehicles shall be locked and secured at all times when a weapons system is present.
- K. When storing a rifle, carbine or shotgun in a vehicle not equipped with a locking rack, the firearm must be placed in the trunk in a case or container. Vehicles shall be locked and secured at all times when a weapons system is present.

XIII. RANGE RULES

- A. Officers shall not report to the range while on medication that can adversely affect the safety of the officer or others at the range.
- B. All sidearms must be secured in a holster or carrying case. Personnel will be instructed when and how to load and unload weapons by a weapons instructor. Never leave a firearm unsecured.
- C. Pay attention to the weapons instructors and obey all commands issued by a weapons instructor.
- D. Do not hand a loaded firearm to another person unless specifically instructed by an instructor.
- E. Firearms must be pointed downrange at all times when unholstered. Never permit the muzzle to cover any part of your body or of anyone else on or off the firing line, particularly when drawing, holstering or loading a firearm.
- F. Officers are prohibited from entering into and/or removing ammunition and equipment from storage areas unless specifically authorized by an instructor.
- G. Upon loading, the firing line will be considered hot until completion of the course of fire and only when told otherwise by the firearm instructor supervising the line.
- H. Know your target and what is behind it.
- I. Keep your finger off of the trigger and out of the trigger guard when drawing or holstering a weapon.
- J. Do not dry fire firearms at the range unless under a weapons instructor's supervision and direction.
- K. Officers are required to clear any malfunctions on their own and exhaust all clearing techniques prior to an instructor rendering assistance.
- L. Do not anticipate commands while on the firing line.
- M. No talking is permitted on the firing line unless with or to a weapons instructor.
- N. The use of a cell phone, Blackberry®, PDA, iPod®, or similar electronic device is prohibited while engaged in weapons training, qualification, or proficiency demonstration.
- O. Smoking while on the firing line or while cleaning a weapon is strictly prohibited.

- P. Do not change firing positions, change hands, advance, or move from point to point with a cocked weapon unless under the direction of a weapons instructor.
- Q. Never advance on or leave the firing line unless specifically told to by an instructor.
- R. No bending over the firing line.
- S. Officers must field strip their sidearms and ensure that they have been adequately cleaned by the start of the next tour of duty.
- T. All shooters shall assist in policing the range of spent shell casings, etc. prior to being dismissed.

XIV. SUPPLEMENTAL

- A. Civilians are prohibited from the range facility during practice or live firing exercises unless specifically authorized by the Chief of Police.

APPENDIX A**DUTY SIDEARMS:**

Sig Sauer	Model P229 Semiautomatic	.40 cal.
Sig Sauer	Model P239 Semiautomatic	.40 cal.

OTHER DUTY FIREARMS:

<u>Type</u>	<u>Make</u>	<u>Model</u>	<u>Caliber</u>
Shotgun	Remington	Model 870 Pump	12 Gauge
Carbine	Ruger	PC-4 Semiautomatic	.40 cal.
Patrol Rifle	Bushmaster	XM15E2S Semiautomatic	5.56mm/.223 cal.
Patrol Rifle	Colt	M16A2 Semiautomatic	5.56mm/.223 cal.

MECHANICAL FORCE / ENHANCED MECHANICAL FORCE WEAPONS:

<u>Brand</u>	<u>Type</u>
Monadnock	MEB Expandable Baton
Punch II	2K3 M-3 Oleoresin Capsicum
AXON	X2 Conducted Energy Device

OFF DUTY / BACK UP HANDGUNS

<u>Make</u>	<u>Model</u>	<u>Caliber</u>
Any semiautomatic	Minimum 5 shot capacity	.380 cal.
Lawful to own in New Jersey	Single action or double action	9 mm
	Maximum 7" frame length	.357 Sig
		.40 cal.
		.45 cal.
Any revolver	Minimum 5 shot capacity	.38 cal.
Lawful to own in New Jersey	Double action	.357 cal.
	Maximum 6" barrel length	

DUTY AMMUNITION

<u>Brand*</u>	<u>Type</u>	<u>Caliber</u>
Federal / American Eagle	165 grain JHP	.40 cal.
Federal / American Eagle	165 grain FMJ	.40 cal.
Remington	00 Buck	12 gauge
Remington	1 oz. Rifled Slug	12 gauge
Federal / American Eagle	50 grain JHP	.223 cal.

*Due to ammunition shortages caused by the United States military commitment, alternate manufacturers may be considered but, only upon approval by the Chief of Police or his/her designee.

For training purposes, ammunition that has substantially the same ballistic characteristics as the duty ammunition can be used.

OFF DUTY/ BACK UP AMMUNITION

Off duty and back up ammunition must conform to the following specifications:

Commercially manufactured new in the United States or Canada (no reloads)

No less than .380 caliber 90 grain
No more than .45 caliber 230 grain

JHP, FMJ, GDHP

Ammunition cannot be modified to increase lethality.

Armor piercing rounds are prohibited.