
 <p>Cambridge Police Department</p>	POLICY & PROCEDURES		No. 403
	Subject/Title: Issuance and Use of Firearms		
	Issuing Authority: 		Issue Date: <i>Introduced as part of the Firearms Qualifications Training for the Fall of 2007 & Reviewed at 2008 Training.</i>
	Robert C. Haas Police Commissioner		Effective Date: July 1, 2008 Review Date:
References/ Attachments:		Rescinds: Policy #2005-4	
		Accreditation Standards: 1.3.9; 1.3.10; 1.3.11; & 1.3.12	

I. SCOPE AND PURPOSE OF THE DIRECTIVE:

- A. Preamble:** The purpose of this directive is to establish the guidelines used in the issuance, authorization, proficiency, storage, care, and repair of equipment permitted to be carried by members of this agency. All departmental personnel who are authorized to carry a weapon (firearm & less than lethal weapons) are bound by this directive and shall strictly adhere to it without exception.
- B. Regulation and Use of Service Equipment:** The department reserves the right to regulate and control what type and kind of service equipment members of this department may possess and/or use while performing their official duties and assignments.
- C. Legal Authority to Carry Firearms:**¹ The only members of the Police Department who are authorized to carry a firearm while serving in a duty capacity (including private paid details) are sworn police officers of the department in accordance with Chapter 41, § 98 of the Massachusetts General Laws.
1. Officers are authorized to carry their department issued firearm while in an off-duty capacity, provided that they have successfully qualified with said weapon and have not been otherwise restricted from carrying their department issue firearm.
 2. Officers wishing to carry any other firearm other than their department issued firearm while in an off-duty capacity may only do so based upon the strength of a valid License to Carry Firearms that is issued in accordance with Chapter 140, § 131 of the Massachusetts General Laws.

¹ CALEA Std.: **1.3.10** – A written directive requires that only agency personnel demonstrating proficiency in the use of agency-authorized weapons be approved to carry such weapons.

II. ISSUANCE & CARE OF DEPARTMENTAL FIREARMS:²

- A. Official Service Firearm:** Police officers, who are authorized to carry a firearm during the course of their official duties, may only carry a department issued firearm for which they have been qualified and have been authorized to carry. All officers while on duty (including private paid details) are required to carry their department issued Sig Sauer P229 .40 caliber sidearm with departmental issued ammunition or Sig Sauer P230 S.L.380 caliber sidearm with departmental issued ammunition.
- B. Issuance of the Service Firearm:** Once the official police sidearm of the Cambridge Police Department is issued, it shall be the responsibility of the Firearms Coordinator to carry out the following:
1. The Firearms Coordinator shall be responsible for keeping all relevant records on all department-owned firearms, as described in the aforementioned section of this directive.
 2. The Firearms Coordinator or his/her designee shall inspect all department issued firearms and/or other authorized firearms being carried by members of the department on an annual basis.
 3. Each officer is responsible for cleaning his/her service firearm, as soon as practical, after the firearm has been fired, and periodically as needed.
 4. Each officer is responsible for notifying the Firearms Coordinator if they determine that their firearm is not working properly or in need of repair.
- C. Firearms Requiring Repairs or Adjustments:** Any firearm that is being carried by a member of this department that may be in need of repair or adjustment shall be immediately brought to the attention of the Firearms Coordinator or a designated departmental firearms instructor. It shall be the responsibility of the

² CALEA Std.: **1.3.9** – A written directive requires that only weapons and ammunition authorized by the agency be used by agency personnel in law enforcement responsibilities. The directive shall apply to weapons and ammunition carried both on and off duty, and must address:

- a. the types and specifications of all lethal and less lethal weapons approved for use, including those weapons used by members of tactical teams or other specialized personnel;
 - b. the types and specifications of ammunition approved for use, including ammunition used in specialized weapons for members of tactical teams or other specialized personnel;
 - c. the procedure for review, inspection, and approval of all weapons intended for use by each employee in the performance of duty, prior to carrying, by a qualified weapons instructor or armorer;
 - d. a process to remove unsafe weapons;
 - e. the procedure for maintaining a record on each weapon approved by the agency for official use; and
 - f. guidelines for the safe and proper storage of agency authorized firearms.
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Firearms Coordinator or firearms instructor to inspect and verify the need for repair.

- D. Inspection of Firearms Needing Repairs:** Repair or adjustment of any official police firearm or other departmental firearm shall not be done by any member of this agency, other than the designated department firearms armorer.

- E. Documentation of Repairs:** Any repairs or adjustments made to a firearm by the department firearms armorer shall be documented in a permanent record.

- F. Replacement of Firearms Needing Repairs:** If a firearm cannot be repaired by the department firearms armorer, or it has been determined that the firearm is in need of repairs that exceed the capabilities of the armorer, then the Firearms Coordinator shall:
 - 1. Issue a replacement official police firearm of similar nomenclature.
 - 2. Make the necessary arrangements for the repair of the firearm by a department-approved gunsmith.
 - 3. Make all necessary entries in the firearms permanent records.

III. TRANSFER OF FIREARMS & RECORDS RESPONSIBILITY:³

- A. Maintenance of Firearms Records:** The Firearms Coordinator will be responsible for keeping a permanent record on each firearm that is owned by the Cambridge Police Department. The record maintained by the Firearms Coordinator should include the following information:
 - 1. Manufacturer and model designation of the firearm, serial number, and description of the firearm;
 - 2. Date when the firearm was purchased;
 - 3. Name of personnel that firearm has been issued, including the date of issue; **or**
 - 4. The location of where the firearm is being stored.

³ CALEA Std.: 1.3.9 (e)

B. Entries on Firearms Records: The Firearms Coordinator shall be responsible for maintaining all record entries to reflect the following, as may be appropriate:

1. Date when firearms have been surrendered for transfer, repair, or termination of employment.
2. The entry shall also indicate the disposition of the firearm as a result of a transaction.
3. The name and address of the designated gunsmith that was responsible for making repairs on a departmental firearm.
4. Any receipts or similar paperwork shall be made part of the departmental records.

C. Locations of Firearms Records: The Firearms Coordinator will maintain the permanent records for all department-owned firearms.

IV. OTHER APPLICATIONS OF FIREARMS:⁴

A. Authorization to Carry Other Weapons: No member of this department while in an on-duty capacity (including while working private paid details) may carry any other firearm or weapon that has not been previously approved by the Police Commissioner.

B. Carrying a Sidearm While Off-Duty: An officer of this department may carry his/her department issued firearm off-duty providing that the following requirements are met:

1. The officer has his/her police identification and badge in his/her possession.
2. The officer has satisfied all of the annual firearm qualification requirements.
3. The officer is not presently under suspension, or has not been prohibited from carrying the firearm for some other reason.
4. The officer is only permitted to carry department issued ammunition in the service firearm.

⁴ CALEA Std.: 1.3.9 (a)

5. If an officer elects to carry any other firearm while off-duty, that officer must do so in compliance with the appropriate State statutes, and does so as a private citizen.

C. Carrying Other Types of Firearms While Off-Duty: Although an officer may carry a firearm while off-duty other than his/her department issued sidearm, based on the strength of their License to Carry Firearms, the department disavows any responsibility for any action that an officer may take involving the firearm other than the department issued firearm. This is primarily based upon the fact that the officer did not receive any training with any other firearm, nor was the officer required to submit to annual qualifications with the firearms other than department issued firearm or authorized by the Police Commission to carry.

V. USE OF HOLSTERS:

A. Holsters Required: No officer shall carry a department issued firearm either while in a duty or off-duty capacity without first securing said firearm in a holster that has been specifically made for that particular firearm.

B. Altering Holsters: Officers may not alter a holster in any fashion from the original design of the manufacturer.

C. Approved Uniform Holster: While on duty (including private paid details), all uniformed officers must carry their firearm in an approved uniform duty holster. No other substitutions are acceptable without first receiving prior approval from the Police Commissioner.

D. Authorized Holsters: All plain-clothes personnel shall carry their firearm in an authorized holster. The Firearms Coordinator prior to their use must approve all such holsters.

E. Holsters in Need of Repair: Officers may not knowingly carry a firearm in a holster that is in disrepair or unserviceable.

VI. TAMPERING WITH POLICE FIREARMS:⁵

- A. Adjustments to Firearms:** Only the department’s armorer, firearms manufacturer or authorized gunsmith shall make any repairs and adjustments to any of the department’s firearms.

- B. Authorized Pistol Grips:** No grip or grip adapter may be used on a department firearm other than one approved by the Firearms Coordinator. Officers shall not make any alterations to the grips that have not been approved by the Firearms Coordinator.

- C. Alteration of a Firearm:** Under no circumstances may an officer make any alterations to the mechanical operations of a firearm. Officers may not make any change in the trigger pull mechanism nor effect any other unauthorized alteration or addition to a firearm that has been approved for use in a duty or off-duty capacity.

VII. FIREARMS ARMORY:⁶

- A. Storage and Security of Department Weapons:** All weapons that are owned by the department and which have not been issued to a particular member of the department shall be maintained in the department's Armory (safe), which is to be kept locked and secured at all times.

- B. Storage of Ammunition:** All stored department ammunition shall be maintained within the department's Armory (safe). It shall be the responsibility of the Firearms Coordinator to maintain a current inventory of all stored ammunition.

VIII. GENERAL GUIDELINES FOR THE SAFE HANDLING OF FIREARMS:⁷

- A. Carrying Firearms:** When an officer carries an official police sidearm or other authorized firearm, he/she shall have the firearm fully loaded and with a round chambered and in a serviceable operating condition.
 - 1. Officers while in an on-duty capacity shall carry the prescribed quantity of spare ammunition:

⁵ CALEA Std.: 1.3.9 (c)

⁶ CALEA Std.: 1.3.9 (f)

⁷ CALEA Std.: 1.3.9 (f)

- a. Uniformed officers shall carry a minimum of two spare magazines.
 - b. Uniformed officers who are assigned to the police station and Investigation Section personnel shall carry a minimum of one spare magazine.
2. When an officer is carrying a department issued firearm, whether in an on-duty or off-duty capacity, he/she shall keep the firearm holstered on his/her person.
- B. Handling of Firearms:** All personnel shall exercise caution and the utmost care in handling of department issued firearms at all times. Firearms shall be carried in accordance with the law and established department policies and procedures.
- C. Removing Firearms from Holster:** Circumstances when an officer removes a firearm from its holster would include the following:
1. For use in the performance of his/her duties.
 2. To clean the firearm.
 3. To store the firearm.
 4. At the direction of a superior officer conducting firearms inspections
- D. Storage of a Firearm:** Whenever storing a firearm, it shall be the responsibility of the individual to store the firearm in a secure fashion, so as to deny access to another in accordance with Chapter 140, § 131L of the Massachusetts General Laws. A trigger guard lock has been issued to each officer in the furtherance of safe storage.
- If a firearm is being stored in an officer's locker or the compartment within the locker, it shall be kept locked at all times.

IX. OFFICERS PROHIBITED FROM CARRYING A FIREARM:

- A. Suspension from Duty:** Officers who are suspended or whose weapon has been officially taken from them for any other reasons shall not carry a department issued firearm under any circumstances.
- B. Suspension or Revocation of License to Carry Firearms:** If an officer's License to Carry Firearms has been suspended or revoked, it is incumbent upon the affected officer to immediately notify the Police Commissioner in writing of such suspension or revocation of said license (if suspended or revoked by other than the Police Commissioner). If an officer's License to Carry Firearms has been suspended or revoked, that officer shall not be permitted to carry a firearm until such time said license is restored, and the Police Commissioner has granted approval.
- C. Meeting Minimum Proficiency Standards:** An officer who fails to meet minimum firearms proficiency standards, and further fails to successfully complete remedial firearms training may not carry a firearm.
1. If an officer fails to successfully meet prescribed minimum firearms proficiency standards, and subsequent remedial training exercises, the firearms instructor shall notify the Police Commissioner through the appropriate chain of command in writing. Upon receipt of the written evaluation, the Police Commissioner will make a determination as to what course of action will be taken concerning the officer's inability to satisfy the firearms proficiency standards of this agency.
 2. An officer is required to meet all proficiency standards as they pertain to firearms qualifications and familiarization courses, based upon the "PASS/FAIL" System.
 3. Evaluation of proficiency shall include the safe and proper handling of any firearm during the course of fire that will be evaluated by the firearms instructor.

X. LOSS OF A SERVICE FIREARM:

- A. Loss of a Department Issued Firearm:** Loss of the official police firearm shall be reported immediately to the officer's Division Commander.

- B. Loss as a Result of Carelessness or Neglect:** Loss of a firearm through carelessness or neglect shall be deemed a serious violation of department regulations, and may be subject to disciplinary action commensurate with such an infraction.

- C. Documentation of Loss:** The circumstances surrounding the loss of any department firearm shall be fully documented in a police report, and immediately entered into the CJIS computer system. All such reports shall be immediately channeled to the Police Commissioner through the appropriate channels.

XI. USE OF AMMUNITION:⁸

- A. Use of Ammunition in Department Owned Firearms:** Only department issued ammunition may be used in any department owned weapon. Under no circumstances may an officer use any other ammunition in a department owned firearm without express permission from the Police Commissioner or the Firearms Coordinator.

Exception: Officers may use alternative ammunition as practice ammunition, provided that the ammunition has been manufactured by an established ammunition manufacturer.

- B. Inventory of Ammunition:** The Firearms Coordinator shall maintain an inventory of all department ammunition. It will be his/her responsibility to keep all records current and up-to-date at all times. This inventory will include a record of the following:
 - 1. Total amount of ammunition held in storage.
 - 2. Total amount of ammunition received.
 - 3. Total amount of ammunition expended by officers during firearms training.

⁸ CALEA Std.: 1.3.9 (b)

XII. ANNUAL TRAINING REQUIREMENTS:⁹

- A. Instruction on the Use of Force:¹⁰** Each member of this department who is authorized to carry a firearm or any less lethal weapon as part of the performance of his/her official duties is to be issued the current policy on the "**USE OF FORCE**" as part of an annual training program. Instruction relating to the provisions contained within this policy will be performed as part of the annual training program.
1. All officers shall qualify at least once a year with their issued service firearm and any other firearm they are authorized to carry while on duty.
 2. Qualifications shall be under the direction of the department's Firearms Instructor(s) or other certified instructor.
 3. Following a reasonable period of practice and training, all officers will be expected to qualify in accordance with the standards established by the Municipal Police Training Committee.
 4. Officers who fail to qualify with their service firearm shall be denied permission to carry such weapon. The officers will receive additional instruction and will be given a reasonable amount of time to qualify while assigned to administrative duty.
 5. Qualification shall include an inspection of any firearm used by the officer to ensure that it is in good working condition.
 6. No member of this Department will be authorized to carry a firearm or any less lethal weapon until he/she has:
 - a. Been issued a copy of the department's **Use of Force** policy, and has received instruction and passed a written examination on same; and
 - b. In the case of firearms, qualified at the range.

⁹ CALEA Std.: **1.3.11** - *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 shall occur at biannually. In addition:*

a. proficiency training must be monitored by a certified weapons or tactical instructor;
b. training and proficiency must be documented; and
c. the agency must have procedures for remedial training for those employees who are unable to qualify with an authorized weapon prior to resuming official duties.

¹⁰ CALEA Std.: **1.3.12** – *A written directive requires that all agency personnel authorized to carry lethal and less lethal weapons be issued copies of and be instructed in the policies described in standards 1.3.1 through 1.3.5 before authorized to carry a weapon. The issuance and instruction shall be documented.*

- B. Duties of the Firearms Coordinator:** It will be the responsibility of the Firearms Coordinator to prepare a lesson plan that outlines the content of the classroom training and the course of fire that is used for qualifications. The Firearms Coordinator will be responsible for carrying out the following duties:
1. Maintain a record on those members of the police department that have gone through the annual use of force and firearms qualification program.
 2. Make a determination as to whether all members of the department have satisfactorily completed the requirements of the annual use of force and firearms qualifications.
 3. In those cases, where the Firearms Coordinator feels that any member of the department requires additional training or remedial training, he shall confer with his/her immediate supervisor with respect to make such arrangements.

XIII. FIREARMS PROFICIENCY:¹¹

- A. Proficiency Required:** Officers shall not carry any firearm while on duty unless he/she has demonstrated a minimum proficiency in the use of the firearm.
- B. Annual Qualifications:** Officers must satisfy those provisions of firearms qualifications on an annual basis as specified in the departmental firearms course of fire as instructed by certified firearms instructors (approved by the Municipal Police Training Committee).
- C. Development of Training Courses:** It shall be the responsibility of the Firearms Coordinator to develop and modify lesson plans that conform to those standards established by the Municipal Police Training Committee.
- D. Annual Qualification Records:** It shall be the responsibility of the Firearms Coordinator to conduct and supervise the annual firearms qualifications training program. As part of that program, the Firearms Coordinator shall maintain records on each officer as they pertain to officers' eligibility to carry a firearm either in a duty or off-duty capacity, and report to the Police Commissioner via normal lines of communications, on the results of such qualifications.

¹¹ CALEA Std.: 1.3.11

- E. Pass/Fail Requirements:** Officers must achieve a minimum passing score on the department's prescribed qualification course(s) (refer to departmental lesson plans), attain and demonstrate a knowledge of the laws and department policies concerning the use of firearms, and demonstrate their familiarity with recognized proper and safe handling procedures as they pertain to the use of a firearm. This policy shall pertain to all issued and/or approved personal firearms.
1. Specifically, sworn members of the department will qualify at least once (1) a year achieving a minimum score of 80% or higher, using the firearm they are authorized to carry on duty. When an officer of the department is issued a weapon, he/she will qualify at a departmental approved range in the use of that weapon prior to resuming normal police duties. This will not apply to the emergency use of a comparable spare weapon issued on a temporary basis.
 2. All personnel authorized to carry lethal and less than lethal weapons will be issued copies of and be instructed in the policies pertaining use of force and the issuance and use of weapons.