




**Division of State Patrol  
Policy and Procedure**

Number <b>2-7</b>
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Subject <b>ASSIGNMENT, HANDLING AND STORAGE OF DIVISION WEAPONS</b>	
Author/Originator Office of the Academy	Approved by  <b>Superintendent</b>
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**I. POLICY**

It is the policy of the Division of State Patrol (DSP) to maintain an inventory of weapons and provide directives for the management and security of such weapons.

**II. BACKGROUND**

The DSP purchases the weapons issued to sworn officers. Sound police management practices stress the need for proper security and inventory management of such weapons.

**III. OBJECTIVES**

- A. Establish a procedure for the inventory of Division-owned weapons.
- B. Establish a procedure for the secure storage of non-issued weapons maintained at the Academy and at the Regions.
- C. Establish the duties of the Division and Region Firearms and Conducted Electrical Weapons Coordinators.

**IV. DEFINITIONS**

For the purpose of this directive, the following definitions apply:

- A. **Conducted Electrical Weapon (CEW)** – a weapon which is designed to use propelled wires or direct contact to conduct energy to affect the sensory and/or motor functions of the nervous system.

- B. **Division CEW Coordinator** – the sworn supervisor assigned that duty by the colonel or designee for all training, firearms and ammunition.
- C. **Division Firearms Coordinator** – the sworn supervisor assigned that duty by the colonel or designee for all training, firearms and ammunition.
- D. **Electronic Controlled Device (ECD)** – the instrument in which a safe amount of electricity is used to affect the sensory and/or motor nervous system of the body.
- E. **Handgun** – a pistol or revolver designed to be held and fired using one hand.
- F. **Less Lethal Impact Munitions Weapons** – a dedicated weapon that is readily recognized as being different than the standard issued weapon, which will be used for deploying less lethal impact munitions.
- G. **Officer** – any person vested by law with a duty to maintain public order or to make arrests for crimes, whether that duty extends to all crimes or is limited to specific crimes.
- H. **Region CEW Coordinator** – the sworn supervisor assigned that duty by the Region Commander to monitor the region CEW program.
- I. **Region Firearms Coordinator** – the sworn supervisor designated with that responsibility by the respective Region Commander or designee for all training, firearms, and ammunition.
- J. **Rifle** – a firearm designed to be normally fired from the shoulder, with a barrel that has a helical groove or pattern of grooves (“rifling”) cut into the barrel walls, capable of firing a single projectile through bolt, semi-automatic, fully-automatic or three-round burst operation. Division-issued rifles will not be used or fired in fully automatic or three-round burst operation.
- K. **Service Handgun** – the firearm owned and authorized by the DSP to normally be carried as a sworn officer’s primary firearm.
- L. **Tactical Weapons** – issued or authorized shotguns, rifles or chemical munitions used to afford on-duty officers optional means of protection in a particular tactical situation.
- M. **TASER** – a CEW which is software upgradeable. By definition, this weapon is identified as an ECD within the Intervention Options of the Disturbance Resolution model. Used as a control alternative against resistive combative subjects or aggressive animals.

**V. GENERAL PROVISIONS****A. Firearms**

When replacement firearms are purchased all firearms will be turned in to the Academy and all new firearms will be issued by the Division Firearms Coordinator or their supervisory designee. No weapon will be issued until it has been inspected by a Division Armorer and approved by the Division Firearms Coordinator to be issued. Each Region/Post will be issued one spare handgun and two less lethal shotguns. All unassigned firearms will be maintained at the Academy. Upon taking possession of a returned weapon, the Regional Coordinator will have five business days to return the firearm to the Academy. A record of each weapon and who is in possession of each weapon (Chain-of-Custody) will be maintained in the Division Computer Database at all times.

**B Conducted Electrical Weapons (CEW)**

When replacement weapons are purchased all CEW's will be turned into the Academy and all new CEW's will be issued by the Division CEW Coordinator or their designee. All unassigned CEW's will be maintained at the Academy. Upon taking possession of a returned weapon, the Regional Coordinator will have five business days to return the CEW to the Academy. A record of each weapon and who is in possession of each weapon (Chain-of-Custody) will be maintained in the Division Computer Database at all times.

**VI. PROCEDURE****A. Division Firearms Coordinator or Supervisory Designee**

Firearms Procedures:

**1. Academy Firearms Assignment and Storage Procedures:****a. Firearms Leaving the Academy:**

- i. Shall retrieve firearm from the dedicated storage location within the storage cage.
- ii. Shall remove the assigned number tag from the firearm.
- iii. Shall issue the firearm to an individual from the secured armory weapon storage cage.
- iv. Must update the Division computer database to indicate who is in possession of the firearm.

- b. Firearms Returned to the Academy
  - i. Shall receive and place the firearm in the secured armory cage.
  - ii. Shall place the next available weapon number on the firearm.
  - iii. Shall assign a storage location in the secured armory cage.
  - iv. Must update the Division computer database to indicate the firearm was received at the Academy and specific storage location.
  
- 2. In-Service Firearms assignment and storage procedures:
  - a. Firearms Turned in at the Academy for the Annual In-Service Inspection
    - i. Shall confirm/verify firearm assignment in the Division computer database.
    - ii. Shall ensure personnel must initial the In-Service spreadsheet identifying the firearm as “IN”.
    - iii. Shall receive the firearm received and place in the secured armory weapon storage cage.
      - 1) Place assigned In-Service number tag on the firearm.
      - 2) Place in dedicated storage location in the secured armory cage.
    - iv. Must update the Division computer database to indicate the firearm was received.
    - v. Shall ensure maintenance of firearm was completed and documented in the Division computer database by the Division Firearms Coordinator or Armorer.
    - vi. Shall return the firearm to the assigned storage location within the armory cage.
  
  - b. Return of Firearms Temporarily Turned in at the Academy for the Annual In-Service Inspection
    - i. Shall confirm person receiving the firearm is the assignee in the Division computer database.
    - ii. Firearm returned from the secured armory weapon storage cage.
      - 1) Shall retrieve firearm from the dedicated storage location within the storage cage.
      - 2) Shall remove the assigned In-Service number tag from the firearm.
    - iii. Shall ensure recipient initials the In-Service spreadsheet identifying the firearm as “OUT”.
    - iv. Must update the Division computer database to indicate the firearm was returned.

3. Recruit Class Firearms assignment and storage procedures:
  - a. Recruit Class Training Firearm Check-out
    - i. Shall confirm the firearm assignment from Recruit Class Weapon Inventory.
    - ii. Weapon issued from the secured armory weapon storage cage.
      - 1) Shall retrieve firearm from the dedicated storage location within the storage cage.
      - 2) Shall remove assigned recruit number tag from the firearm.
    - iii. Shall ensure Recruit Class spreadsheet is initialed by recruit as firearm "OUT".
    - iv. Shall ensure the firearm is carried on the recruit or secured in their locked weapon locker in their dorm room at all times.
  - b. Recruit Class Training Firearm Check-in.
    - i. Shall confirm the firearm assignment from Recruit Class Weapon Inventory.
    - ii. Shall receive firearm and place in the secured armory weapon storage cage.
      - 1) Place assigned recruit number tag on the firearm.
      - 2) Place in dedicated storage location in the storage cage.
    - iii. Shall ensure Recruit Class spreadsheet is initialed by recruit as firearm "IN".
  - c. Recruit Class Graduate Firearm Issue
    - i. Shall ensure Recruit Class number tag is removed from the firearm.
    - ii. Shall remove firearm from storage location within the secured armory weapon storage cage (retrieve firearm from the dedicated storage location within the storage cage and remove assigned recruit number tag from the firearm).
    - iii. Ensure Recruit Class spreadsheet is initialed by graduate as firearm "OUT".
    - iv. Must update the Division computer database to indicate the firearm is issued to the graduate.

B. Region Firearms Coordinator or Supervisory Designee

Region Firearms Assignment and Storage Procedures.

All Regions shall have an SOP outlining firearms assignment, handling, and storage procedures for their respective Region/Post Headquarters. Regional Firearms Coordinator will be responsible for maintaining the inventory of all firearms assigned

to the Region/Post headquarters. In addition, the Regional Firearms Coordinator will be responsible for any unassigned firearms temporarily stored/secured at the Region/Post headquarters. Each region will be assigned one spare handgun and two less lethal shotguns which will be stored in a secure location at the Region/Post Headquarters.

1. Firearms Leaving the Region

- a. Shall remove the firearm from the secured storage location.
- b. Shall update the Division computer database to indicate issuance of the firearm.

2. Firearms Returned to the Region

- a. Must place the firearm in secured storage area.
- b. Must update the Division computer database to indicate the firearm was received by the Region Firearms Coordinator or their Supervisory designee.
- c. If the weapon is a non-issued weapon or a weapon in need of repair through the Academy, the weapon will be returned to the Academy within five business days.
- d. Must document the transport of the weapon identifying the chain-of-custody of the weapon from the respective region to the Academy.  
**NOTE:** The Division Firearms Coordinator or their designee shall document receipt of the weapon within the Division computer database to complete the chain of custody. The final storage location must be recorded.

C. FIREARMS MAINTENANCE/REPAIR PROCEDURES:

The Division Firearms Coordinator shall be responsible for the repair of all Division-issued weapons. If maintenance or repair is completed in the field, the Region Firearms Coordinator will be responsible for the weapon until it is either returned to whom the weapon is issued to or the weapon is turned into the Academy.

1. Weapon Returned to the Region for Maintenance/Repair

**The Regional Firearms Coordinator or their Supervisory designee shall:**

- a. Update the Division computer database to show the weapon was received by the Region Firearms Coordinator or their Supervisory designee.

- b. Assign the weapon to an Armorer for repairs. This must be recorded within the Division computer database.
- c. Maintenance of the firearm must be recorded within the Division computer database by Regional Firearms Coordinator, Armorer, or Supervisory designee.
- d. If firearm maintenance/repair is completed, receive the firearm from the Armorer and issue the firearm back to the assignee.
- e. If the firearm is out-of-service and in need of repair, the firearm shall be returned to the Academy within five business days.
- e. The Regional Firearms Coordinator must document the transport of the firearm identifying the chain-of-custody for the firearm from the Region to the Academy.
- g. Out-of-service tag removed once maintenance/repair is completed.
- h. The Division Firearms Coordinator or their designee will document the receipt of the firearm within the Division computer database to complete the chain of custody. The final storage location must be recorded.

2. Firearms returned to the Academy for Maintenance/Repair

**The Division Firearms Coordinator or Supervisory Designee shall:**

- a. Receive the firearm within the secured armory weapon storage cage.
- b. Place the next available weapon number tag on the firearm.
- c. Tag firearm tagged as out-of-service and reason for out-of-service.
- d. Place in dedicated storage location in the secured armory cage.
- e. Update the Division computer database to indicate the firearm was received at the Academy and enter notes to indicate the location.
- f. Complete maintenance/repair of firearm and document in the Division computer database.

D. Law Enforcement Support office (LESO) program weapons (governed by the State Operations Plan)

1. Annual Inventory Requirement.

**The Division Firearms Coordinator shall:**

- a. Ensure the serial numbers and identifiers provided on LESO property accounting system are accurate.
- b. Send confirmation, to the State Coordinator, when the inventory is reconciled in the LESO property accounting system.
- c. Complete the inventory by January 31st of each year. The LESO property accounting system opens for inventory in October.

2.. Lost or Stolen Property.

**The Division Firearms Coordinator or Supervisory Designee shall** report all stolen or lost property to the LESO State Coordinator within 24 hours of event.

E. Conducted Electrical Weapons (CEW) Procedures.

1. Division CEW Coordinator or Supervisory Designee

a. Academy CEW assignment and storage procedures:

i. Weapons Leaving the Academy:

- 1) Shall remove the number tag from the CEW.
- 2) Shall ensure CEW is issued from the secured armory weapon storage cage.
- 3) Must update the Division computer database to indicate who is in possession of the CEW

ii. Weapons Returned to the Academy

- 1) Shall receive and place the CEW in the secured armory cage.
- 2) Shall place the next available weapon number on the weapon.
- 3) Shall assign a storage location in the secured armory cage.
- 4) Must update the Division computer database to indicate the CEW received at the Academy and specific storage location.

b. In-Service assignment and storage procedures:

i. CEW Turned in at the Academy for the Annual In-Service Inspection



- 1) Shall confirm/verify CEW and cartridge assignment in the Division computer database.
- 2) Must ensure personnel initial the In-Service spreadsheet identifying the CEW as “IN”.
- 3) Ensure CEW is received and placed in the secured armory weapon storage cage.
- 4) Must ensure assigned In-Service number tag placed on the CEW.
- 5) Shall assign a storage location in the secured armory cage.
- 6) Must update the Division computer database must to indicate the CEW was returned.
- 7) Shall ensure download of CEW is completed utilizing Evidence Sync and documented in the Division computer database by the Division CEW Coordinator or designee.
- 8) Shall return the CEW to the assigned storage location within the armory cage.

ii. Return of CEW Temporarily Turned in at the Academy for the Annual In-Service Inspection.

- 1) Shall confirm person receiving the CEW is the assignee in the Division computer database.
- 2) Shall remove the assigned In-Service number tag from the CEW.
- 3) Shall ensure CEW is returned from the secured armory weapon storage cage.
- 4) Must ensure recipient initials the In-Service spreadsheet identifying the weapon as “OUT”.
- 5) Must update the Division computer database to indicate the CEW was returned.

c. Recruit Class CEW assignment and storage.

i. Recruit Class Training CEW Check-out

- 1) Shall confirm the CEW assignment from Recruit Class Weapon Inventory.
- 2) Ensure assigned Recruit Class number tag removed from the CEW.
- 3) Ensure CEW is issued from the secured armory weapon storage cage.
- 4) Ensure Recruit Class spreadsheet is initialed by recruit as CEW “OUT”.

- 5) Must ensure the CEW is carried on the recruit or secured in their locked weapon locker in their dorm room at all times.
- ii. Recruit Class Training CEW Check-in.
    - 1) Shall confirm the CEW assignment from Recruit Class Weapon Inventory.
    - 2) Ensure the CEW is received and placed in the secured armory weapon storage cage.
    - 3) Ensure assigned Recruit Class number tag placed on the CEW.
    - 4) Must ensure the Recruit Class spreadsheet is initialed by recruit as CEW "IN".
  - iii. Recruit Class Graduate Weapon Issue
    - 1) Ensure Recruit Class number tag removed from the CEW.
    - 2) Ensure CEW is removed from storage location within the secured armory weapon storage cage.
    - 3) Must ensure Recruit Class spreadsheet is initialed by graduate as CEW "OUT".
    - 4) Must update the Division computer database to indicate the CEW issued to the graduate.
2. Region CEW Coordinator or Supervisory Designee
    - a. Region CEW assignment and storage procedures:

All Regions shall have an SOP outlining CEW assignment, handling, and storage procedures for their respective Region/Post Headquarters. Region CEW Coordinator will be responsible for maintaining the inventory of all CEW's assigned to the Region/Post headquarters. In addition, the Region CEW Coordinator will be responsible for any unassigned CEWs temporarily stored/secured at the Region/Post headquarters. Quarterly downloads must be completed for each CEW. Three downloads will be conducted at the Region/Post and a fourth download will be completed during In-Service Training at the Academy. Evidence Sync will be utilized for downloads and software upgrades.
    - i. CEWs Leaving the Region
      - 1) Shall remove the CEW from the secured storage location.

- 2) Must update the Division computer database to indicate issuance of the CEW.

ii. CEW's Returned to the Region

- 1) Must ensure the CEW is placed in secured storage area.
- 2) Must update the Division computer database to indicate the CEW was received by the Regional CEW Coordinator or their supervisory designee and notes entered to indicate the storage location.
- 3) If the CEW is a non-issued weapon or a CEW in need of repair through the Academy, the weapon will be returned to the Academy within five business days.
- 4) Must document the transport of the CEW identifying the chain-of-custody for the CEW from the respective region to the Academy.
- 5) Shall document receipt of the CEW within the Division computer database to complete the chain of custody. The final storage location must be recorded.

b. Weapon maintenance/repair procedures:

The Division CEW Coordinator shall be responsible for the repair of all Division issued CEWs.

i. Weapon Returned to the Region for Maintenance/Repair

- 1) Shall update the Division computer database to show the CEW was received by the Region CEW Coordinator or their designee.
- 2) If the CEW is out-of-service and in need of repair through the Academy, shall ensure the CEW is returned to the Academy within five business days.
- 3) The Region CEW Coordinator must document the transport of the CEW identifying the chain-of-custody for the weapon from the respective region to the Academy.  
**NOTE:** The Division CEW Coordinator or their designee will document receipt of the CEW within the Division computer database to complete the chain of custody. The final storage location must be recorded.

ii. Weapon returned to the Academy for Maintenance/Repair

- 1) Ensure the CEW is received within the secured armory weapon storage cage.

- 2) Ensure the next available weapon number tag is placed on the CEW.
- 3) Ensure CEW is tagged as out-of-service and reason for out-of-service.
- 4) Must update the Division computer database to indicate the weapon was received at the Academy.
- 5) Ensure the CEW is sent to manufacturer for maintenance/repair of weapon. This will be documented in the Division computer database.
- 6) Once the CEW is returned or replaced by manufacturer, this must be documented within the Division computer database.

**VII. REFERENCES**

Law Enforcement Support Office, State Operations Plan  
DSP Policy and Procedures 2-2, Authorization, Use and Care of Firearms  
DSP Policy and Procedures 2-5, Use of Conducted Electrical Weapons