



FIREARMS & AMMUNITION

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I. PURPOSE

The following regulations apply to the wearing, carrying, or use in an official capacity of all issued and personal firearms. Only firearms and ammunition meeting Department specifications listed in Index Code 402.2 may be used by employees in law enforcement responsibilities, both on and off duty.

II. GENERAL FIREARM RULES

1. The Training Division is responsible for the issuance, maintenance, and training related to all department firearms.
2. No officer may wear, carry or use a firearm while his or her ability to use the firearm is impaired for any reason.
3. For approved procedures for storage of firearms in Police Vehicles, refer to Index Code 1500. Departmental firearms must be removed from an officer's personal vehicle or removed from public view and secured in a trunk or locked container inside an officer's personally owned vehicle when the vehicle is unattended, such as when the vehicle is parked at a shopping center, or is parked overnight at the officer's residence.
4. No member of the police department may act in a reckless manner regarding the physical handling department firearms.

III. HANDGUN: ON DUTY

Officers who are on-duty (except those in undercover assignments) in law enforcement assignments must wear a handgun in compliance with this directive:

1. The handgun must be carried in an approved holster under Index Code 402.2 and must be loaded with department-issued ammunition.
2. Officers **must** carry, either on their person or in their police vehicle, sufficient ammunition to fully reload the carried handgun at least two times.
3. Officers wearing the Class-B or Class-C uniform, or while engaged in law enforcement assignments, must carry the department-issued handgun in a department-issued holster, or other holster approved under Index Code 402.2.
4. Officers wearing plainclothes when carrying a handgun in public view must prominently display their badge either directly next to the firearm on the officer's belt or hanging on a chain/lanyard around the officer's neck.

5. Officers may carry approved personal handguns while on duty to supplement (i.e. back up weapon) issued handguns, provided they meet the specifications listed in Index Code 402.2, and all requirements of Section III of this directive are satisfied. Supplemental handguns must be concealed from public view when not in use.
6. Officers in undercover assignments are exempted from the requirement to carry a handgun under this section.

IV. HANDGUN: OFF DUTY

Officers must carry a handgun in compliance with this policy whenever the officer is operating a Police Vehicle (not including covert police vehicles). Officers are generally encouraged to carry a handgun while off duty but are not required to do so unless they are in uniform or operating a Police Department vehicle.

Unless the officer is in uniform, all handguns carried while off duty must be concealed from public view when not in use.

Handguns **must** be carried in a properly fitting holster designed to carry that particular handgun. Only waist packs designed to hold firearms securely are authorized.

If a handgun is carried in a purse or bag, the purse or bag must be specifically designed to hold a handgun utilizing a dedicated pouch; OR the handgun must be secured in a properly fitting holster inside of the purse or bag to prevent loss or accidental discharges.

V. TRAINING REQUIREMENTS, GENERAL DIRECTIVES, RESTRICTIONS, AND AUTHORIZATION

All Police Officers:

1. Must demonstrate proficiency in the use of all authorized firearms before being granted approval to carry such firearms. Officers who are unable to qualify with an issued handgun must complete mandatory remedial training before resuming official duties. Officers who are unable to qualify with an authorized personal firearm may not carry the firearm.
2. Must receive in-service training on the department's use of force policies at least annually.
3. At least annually, must demonstrate proficiency with any approved firearm that the officer is authorized to use.
4. Must be trained and demonstrate proficiency to carry each firearm, issued or authorized, as the firearm is equipped, including any accessories, optics, and lights.
5. Must receive and acknowledge all policies pertaining to the use of force and weapons via the department's policy management system. All officers must receive instruction on applicable use of force and weapon policies before being authorized to carry any weapon. The Staff Inspection Section is responsible for maintaining documentation of receipt of policies by officers. The Training Division is responsible for delivery and documentation of required training.

Officers assigned to the department's rifle/carbine program must attend three (3) training sessions per calendar year. Failure to attend all three training sessions will result in the officer being removed from the rifle/carbine program until the training standard is met and the officer is reinstated to the program by the Firearms and Tactics Training Unit Sergeant.

Officers assigned to the less lethal beanbag or 40MM less lethal launcher programs must attend two (2) training sessions per calendar year. Failure to attend both training session will result in the officer being removed from the less lethal or 40 MM launcher program until the training standard is met and the officer is reinstated to the program by the Firearms and Tactics Training Unit Sergeant.

Except where authorized in writing by the Chief of Police or his/her designee, officers are prohibited from carrying or using in an official capacity any firearm, holster, or ammunition that has been altered, tampered with, or whose construction or mechanical condition has been changed from the original manufacturer's specifications. For personally owned firearms, this does not include the addition weapon-lights and alteration or addition of sighting systems.

Firearms instructors have the authority to remove anyone from the shooting range or training program for safety violations that could harm the officer, other people, instructors or property.

The Training Division Commander **or designee is responsible for the following:**

1. **Establishing** written procedures for review, inspection, and approval of all firearms intended for use by each police officer in the performance of duty, prior to carrying, by a qualified firearms instructor or armorer and a process to remove unsafe firearms from use.

2. **Maintaining** a qualification record on each firearm approved by the department for official use.
3. **Providing** mandatory remedial training for those employees who are unable to qualify with an authorized firearm, before resuming official duties.
4. **Ensuring** that all firearms proficiency training is monitored by a certified firearms instructor.
5. **Documenting** all firearms training and proficiency results.
6. **Ensuring** that all police officers who are authorized to carry firearms are instructed in and issued a copy of the Department's policies on firearms and the use of force before being authorized to carry them and that such instruction and issuance is documented.
7. The Training Division Commander **must** specify the length of remedial training programs for all officers failing to qualify with firearms. Based on the demonstrated skills and proficiency, remedial training may be set quarterly, tri-annually, or at any interval which will ensure proficiency as determined by the Training Division Commander.

VI. SAFETY, MAINTENANCE, AND REPAIRS

Officers **must** maintain all firearms and ammunition in a clean and operable condition at all times. When not in use, firearms **must** be kept in a secure place, inaccessible to all persons who are not members of the Department. While on duty, except during emergencies and formal training, firearms must be loaded or unloaded only at a loading/unloading canister.

Officers **must** obey all orders issued by firearms qualification instructors at any approved firing range.

Officers with firearms that need repair, inspection or adjustments, especially if a loaner firearm *is* required, should first attempt to contact an armorer from the Training Division. If the need is outside of the Division's duty hours, the firearm must be turned in to the Property Management Section. A replacement firearm will be issued until the original firearm is returned to the officer. All repairs made by departmental armorers **must** be documented on an armorer's log sheet and forwarded to the Firearms Training Unit supervisor

VII. INSPECTIONS

All supervisors **must** personally inspect their subordinates' issued firearms and ammunition at least once a month, and **must** document each inspection. This includes the issued handguns, rifles, less-lethal launchers, and any personal firearms authorized for carry and use.

Before the inspection, all firearms **must** be unloaded and cleared at a loading/unloading container and disassembled into its major component parts.

All violations of this policy discovered by a supervisor must be documented. The supervisor may exercise his or her discretion as to the form of documentation.

VIII. FIREARM TRANSFER

The Training Division is responsible for maintaining an accountability list of firearms owned by the agency. The Commander of the Training Division or his/her designee have sole authority regarding assignment of departmental-issued firearms, including less-lethal launchers, to department personnel. An officer who receives notification of reassignment of their issued handgun, rifle, shotgun, or less-lethal launcher, must follow the direction of Training Division staff to ensure the firearm is inspected prior to transfer.

IX. UNINTENTIONAL DISCHARGE OF A FIREARM

A. Unintentional Discharge of Firearm During Departmental Training

A supervisor from the Training Division or Special Operations Section (QRT) must respond to the location of any unintentional discharge of a firearm which occurs during departmental training. That supervisor may require the discharging officer to complete remedial training as directed by that supervisor.

B. Unintentional Discharge of Firearm Not During Departmental Training

A patrol supervisor and a platoon commander in the district of occurrence **must** respond to the scene of any unintentional discharge of a firearm *which occurs outside of departmental training*. If the platoon commander is not available from the district of occurrence, then a platoon commander from another district **must** respond.

A commander from the Office of Professional Standards must be contacted immediately for all unintentional discharges of a firearm which occur outside of departmental training. The commander from the Office of Professional Standards is responsible for assigning roles and responsibilities for the investigation and reporting of any such incident.

The platoon commander is responsible for ensuring the following tasks are completed:

1. The incident scene is secured for investigation.
2. If the incident occurs outside of Anne Arundel County, local law enforcement must be notified.
3. ***A commander from the Office of Professional Standards is notified.***
4. ***The following tasks of the platoon commander may be waived or reassigned at the discretion of the Office of Professional Standards:***
 - a. The District Detective Supervisor of the district or nearest district is contacted and a District Detective responds to the scene to conduct an investigation.
 - b. ***Completion of an incident/offense report by the primary investigator.***
 - c. ECU must respond to process the scene, ***except*** if the incident occurs outside of Anne Arundel County, ECU ***must*** respond ***only*** if the local law enforcement agency declines to process the scene.
 - d. A Training Division supervisor is contacted and a member of the Firearms/Specialized Training Unit responds to the scene to assist in the investigation.
 - e. The Training Division must, within one business day, schedule the affected officer for remedial training with the Training Division. The affected officer may not return to his/her normal duty until the training is completed and their Bureau Commander approves their return to normal duty.

X. PERSONAL FIREARMS PURCHASE

Sworn officers may be granted a waiver to statutory firearms purchase waiting period if the firearm to be purchased is for use in an official law enforcement capacity. Approval will be granted for requests to purchase only those firearms, ammunition feeding devices, and accessories that are necessary to accomplish the law enforcement mission and approved for law enforcement use.

Employees seeking Department authorization or employment verification in order to apply for an exemption to the waiting period for the purchase of a firearm, firearm accessory, or ammunition, must submit a written request to the Commander of the Training Division, who has the authority to review, approve, or deny such requests on behalf of the Department.

XI. PURCHASE OF HANDGUN UPON RETIREMENT

Officers who are retiring in good standing with a minimum of 10 years of service as an Anne Arundel County Police Officer may purchase their issued handgun. The request to purchase a duty weapon must be submitted through the officer's chain of command via inter-office correspondence to the Chief of Police. The retiring officer must also notify the (FTTU) supervisor in writing within 30 days of retirement of their intent to purchase the firearm. Upon approval from the Chief, the FTTU supervisor will contact the retiring officer and make arrangements to complete all necessary paperwork.

XII. PROPONENT UNIT: Training Division.

XIII. CANCELLATION: This directive cancels Index Code 402, dated ***01-28-25***.