



Policy 409

Subject

FIREARMS REGULATIONS

Date Published

29 April 2024

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By Order of the Police Commissioner

POLICY

The purpose of this policy is to establish guidelines to ensure proper use of department-issued firearms.

While members must at all times comply with the minimum legal requirements governing the use of firearms, they must also comply with even stricter standards set forth by Department policy (See Policy 1115, *Use of Force*).

CORE PRINCIPLES

Use of Force: Firearms. The discharge of a firearm is always Deadly Force/Lethal Force. As with all other weapons, the use of a firearm is strictly limited. Members shall discharge their firearms only as a last resort, when all reasonable measures to avoid the use of Deadly Force/Lethal Force have failed or when the member has no reasonable or safe choice but to discharge the firearm.

Unnecessarily drawing or exhibiting a firearm may limit a member's alternatives in controlling a situation, create unnecessary anxiety on the part of the public, and/or result in an unwarranted or Negligent Discharge of the firearm.

During a potential Deadly Force/Lethal Force encounter, the member has many factors to consider including, but not limited to: identification, location and number of suspects, lighting, terrain, cover, concealment, presence and movement of bystanders, and back drop. With so many factors outside of the member's control, the situation that initially suggests the need to shoot might change between the time the pistol is grasped in the holster to the moment of pressing the trigger. The member must always be evaluating and must have the skills to de-escalate from the firearm being pointed, to lowered, and holstered as the member chooses other force options.

Sanctity of Human Life. Members shall make every effort to preserve human life in all situations.

Value and Worth of All Persons. All human beings have equal value and worth and members shall respect and uphold the value and dignity of all persons at all times.

Peaceful Resolutions. Members shall avoid the Use of Force unless it is not possible to do so.

De-Escalation. Members shall use de-escalation techniques and tactics to reduce any threat or gain compliance to lawful commands without the Use of Force or with the lowest level of force possible (See Policy 1107, *De-Escalation*).

Avoiding Escalation. Members shall not do or say anything that escalates an encounter unless necessary to achieve a lawful purpose.

Assessment. Members shall continuously assess each situation and change the member's response as the circumstances change. Members may be justified in using force in one instance, but not justified in using force an instant later. This duty to assess includes the continuous assessment of circumstances before and after the member uses force.

Use of Force: Reasonable, Necessary, and Proportional. Members shall use only the force Reasonable, Necessary, and Proportional to respond to the threat or resistance to effectively and safely resolve an incident, and will immediately reduce the level of force as the threat or resistance diminishes.

Reporting Use of Force. Each member who uses force, or observes another member or members use force, shall immediately notify their supervisor, and will accurately and completely report the Use of Force by the end of their tour of duty (See Policy 725, *Use of Force Reporting, Review, and Assessment*).

Duty to Intervene. Members shall intervene to prevent the abusive conduct or the use of excessive force by another member (See Policy 319, *Duty to Intervene*).

Duty to Provide Medical Assistance. After any Use of Force incident, members shall immediately render aid to any injured person consistent with the member's training and request medical assistance. If restrained, persons are not to be positioned facedown as it may cause positional asphyxia, and placing restrained persons on their back may lead to radial nerve damage to the wrists and forearms. Restrained persons are to be placed in a seated position or on their sides.

Accountability. Members shall be held accountable for uses of force that violate law or policy.

Retaliatory Force. Members are prohibited from using force against persons engaged in First Amendment protected activities or to punish persons for fleeing, resisting arrest or assaulting a member, or for any other punitive reason (See Policy 804, *First Amendment Protected Activity*).

DEFINITIONS

Approved Firearms — A term to describe an approved handgun, Approved Shotgun, or Approved Rifle as defined in this Policy (See [Approved Firearms](#) List in PowerDMS¹) for individual use by the qualified member who owns it.

Approved Handgun — A personally-owned handgun that has been inspected by the Armory Unit and formally approved by the Commander, Education and Training Section (E&T), for individual use by the member who owns it (See [Approved Firearms](#) List in PowerDMS).

Approved Rifle — A personally-owned AR-15 – 5.56 / .223 caliber rifle, that has been inspected by the Armory Unit or Firearms Training Unit, and was formally approved by the Commander of Education and Training Section (E&T), for individual use by the qualified member who owns it.

Approved Shotgun — A personally-owned Remington 870 - .12-gauge shotgun, with a barrel length no less than 18" and no longer than 20" with a smooth bore and containing rifle sights, that has been inspected by the Armory Unit or Firearms Training Unit, and was formally approved by the Commander of E&T, for individual use by the qualified member who owns it.

¹ <https://public.powerdms.com/BALTIMOREMD/documents/1332109>

Deadly Force/Lethal Force — Any force likely to cause death or Serious Physical Injury, whether the member intended to cause death or Serious Physical Injury or not. Examples of Deadly Force/Lethal Force may be found listed within the definition of Level 3 Use of Force.

Issued Ammunition — Any munitions issued by the BPD to its members (e.g., lethal and less-lethal ammunition for a firearm, etc.).

Issued Handgun — BPD-owned Glock 22, 23, or 27 - .40 caliber pistol issued to a member for utilization.

Issued Rifle — BPD-owned Colt 5.56/.223 caliber AR-15/M-4 style rifle (Patrol Rifle and SWAT carbine), Accuracy International AX .308 (SWAT), etc.

Issued Shotgun — BPD-owned Remington 870 - 12-gauge shotgun. The shotgun may be issued to a member, the Armory Unit, or a BPD command, and utilized by a qualified member when needed.

Issued Firearm — Any make, model, or caliber of firearm owned by BPD that has been issued to a member or that is for general utilization by a designated group of properly certified and qualified members.

Negligent Discharge — When a weapon is fired due to either operator error or a lack of attention to basic safety rules that are a part of BPD's firearms training.

Reasonable, Necessary, and Proportional — The review of every Use of Force shall be to determine whether it was reasonable, necessary, and proportional in light of the Totality of the Circumstances that were known, or should have been known, to the member, and in light of the mandates of BPD Policies.

Reasonable — A member uses Reasonable force when the member uses no more force than required to perform a lawful purpose.

Necessary — Force is necessary only when no reasonably effective alternative exists. When force is Necessary, members shall use force in a manner that avoids unnecessary injury or risk of injury to members and civilians.

Proportional — Proportionality measures whether the force used by the member is rationally related to the level of resistance or aggression confronting the member.

NOTE: Members who use force that is not Reasonable, Necessary, and Proportional will be subject to possible discipline, possible criminal prosecution, and/or civil liability.

Use of Force — Any Use of Force or threat of force that falls within Level 1, Level 2, or Level 3 force as defined in Policy 1115, Use of Force, regardless if these techniques make contact or result in visible injury.

GENERAL

Requirement/Authorization to be Armed

1. When on-duty, members shall be armed at all times with an Issued Firearm or Approved Handgun and shall utilize Issued Ammunition, except when participating in authorized training or a practice session.

2. When on-duty, members are required to maintain their Issued or Approved Handgun in a fully loaded capacity with one round in the chamber as required by E&T.
3. When off-duty, members are authorized to carry an Issued or Approved Handgun while located within the State of Maryland. Off-duty members may also carry their Approved Handgun with Issued Ammunition within and outside the State of Maryland. Members are not required to be armed when off-duty.
4. Members operating a marked BPD Take-Home Vehicle shall be armed with an Issued Firearm or Approved Handgun, and BPD radio, when the BPD marked Take-Home Vehicle is in use.
5. Police Officer Trainees, when off-duty, shall not wear, carry or transport an Issued Firearm until the successful completion of all Field Training, unless authorized by the Commander of E&T.

NOTE: This prohibition **does not** apply to the transport of a firearm to and from work in the Trainee's duty assignment.

6. Members shall not wear or allow to be worn any unapproved equipment. Unapproved equipment includes but is not limited to:
 - 6.1. Modifications made to an issued firearm that have not been approved through the Firearms Training Unit.
 - 6.2. Holsters that have not been approved by the Firearms Training Unit, including drop leg holsters.

EXCEPTION: Approved drop leg holsters are permitted for currently assigned and active SWAT Team members.

DIRECTIVES

Permitted Uses of a Firearm

7. Any Use of Force, but particularly the exhibiting, pointing, or discharging of a firearm, must be preceded by an analysis, to the greatest extent possible, applying the principles of the sanctity of life, critical thinking and decision-making, and de-escalation. These principles must be an ever-present priority as a member is making the serious decision of whether to use any type of force, and particularly Deadly Force/Lethal Force.
8. Any use of a firearm qualifies as a Use of Force, and shall only be used when Reasonable, Necessary, and Proportional.

Un-holstering, Exhibiting, or Pointing a Firearm

9. Pointing a firearm at a person is considered a Level 1 Use of Force, with few exceptions (see Policy 1115, *Use of Force*).
10. Except for administrative reasons, members shall not un-holster their firearms unless they anticipate or encounter a dangerous situation in which there is a potential risk of death or serious physical injury to the member or another.

11. Members shall not point a firearm at a person unless they reasonably believe that the person potentially poses a present or imminent threat of death or serious physical injury to the member or another person.
12. Firearms shall be secured or re-holstered as soon as reasonably practicable when Deadly Force/Lethal Force is no longer necessary. Firearms must always be holstered by any member attempting to frisk or handcuff a suspect.

Discharging a Firearm

13. The discharging of a firearm constitutes Level 3 Use of Force (also known as use of Deadly Force/Lethal Force).
14. As per Policy 1115, *Use of Force*, a member may use Deadly Force/Lethal Force:
 - 14.1. When de-escalation and less-lethal force options have been exhausted, and/or are not Reasonable based on the totality of the circumstances, and
 - 14.2. When the member reasonably believes the action is immediately necessary to protect a member or another person from imminent threat of death or serious physical injury, and
 - 14.3. When members have considered environmental factors such as field of fire, backdrop, bystanders, potential for ricochet, possibility of over-penetration, and other risks of life.
15. Members shall identify themselves as law enforcement officers and state their intention to use Deadly Force/Lethal Force before using a firearm if time, safety, and circumstances permit.

EXAMPLE: "Police! Drop your weapon or I'll shoot!"

- 15.1. Members shall give the person a reasonable opportunity to voluntarily comply.
16. A member who discharges a firearm must continuously assess the circumstances that initially justified the use of Deadly Force/Lethal Force, and modulate the Use of Force according to the circumstances. Each round fired must be justifiable.
17. After the intentional or unintentional discharge of any firearm while on duty, members shall immediately notify their immediate supervisor and complete the required actions and reporting as mandated in Policy 725, *Use of Force Reporting, Review, and Assessment*, and Policy 710, *Level 3 Use of Force Investigations / Special Investigation Response Team (SIRT)*.
 - 17.1. Members shall notify Communications if the member's immediate supervisor is unavailable. Communications Section shall notify the on-duty / on-call SIRT member to conduct the investigation.
18. After the Negligent Discharge of an issued duty firearm or an approved off-duty firearm while off-duty, members shall immediately notify their immediate supervisor (Follow **17.1.** if the immediate supervisor is unavailable).

EXCEPTION: Members participating in firearms training, on-duty or off-duty, need not make the above notifications unless the discharge was negligent or resulted in an injury to the member or another party.

Fleeing Persons

19. Members may discharge a firearm to prevent the escape of a fleeing person only if no Reasonable force alternative exists and there is probable cause to believe that:
 - 19.1. The person has committed or is in the process of committing a felony involving the infliction or threatened infliction of serious physical injury or death, and
 - 19.2. The escape of the person would pose an imminent threat of death or serious physical injury to the member or another unless the person is apprehended without delay, and
 - 19.3. Members have identified themselves as law enforcement officers, have stated their intention to use Deadly Force/Lethal Force before discharging the firearm, and have given the person a reasonable opportunity to comply voluntarily, if time, safety, and the circumstances permit.

Moving Vehicles

20. Members may use Deadly Force/Lethal Force against the occupant of a moving vehicle ONLY WHEN:
 - 20.1. De-escalation and less-lethal force options have been exhausted and/or are not reasonable based on the totality of the circumstances, and
 - 20.2. The member reasonably believes the action involves an occupant of the vehicle and Deadly Force/Lethal Force is necessary and proportional to protect a member or another person from the imminent threat of death or serious physical injury; and
 - 20.3. Members have considered environmental factors such as unarmed occupants of the vehicle, field of fire, backdrop, bystanders, potential for ricochet, possibility of over-penetration, whether a vehicle is involved, and other risks of life.
21. Members may only discharge their firearm at the specific person(s) occupying the vehicle and presenting an imminent threat of death or serious physical injury; and
22. Members may not discharge a firearm at a vehicle that is fleeing only to apprehend the driver or occupants.
23. Officers shall avoid positioning themselves in the path of a moving vehicle where they create a reasonable probability of having to use Deadly Force/Lethal Force.

NOTE: Members must adhere to **20.3** when deciding to use Deadly Force/Lethal Force against an occupant of a vehicle. Additional passengers' safety and well-being must be considered prior to using Deadly Force/Lethal Force.

Prohibited Uses of a Firearm

- 24. Members shall not:
 - 24.1. Fire warning shots.
 - 24.2. Fire into crowds.
 - 24.3. Use their firearm as an impact weapon, except in situations where Deadly Force/Lethal Force is authorized.
 - 24.4. Fire at a threat that is not verified and visible.
 - 24.5. Carry a firearm when they are under the influence of an impairing substance, including but not limited to alcohol.
- 25. As per Policy 1115, *Use of Force*, a member shall not use Deadly Force/Lethal Force:
 - 25.1. Solely to protect property interests;
 - 25.2. Against a person who is only a threat to themselves.

NOTE: See Policies 1115, *Use of Force*; 725, *Use of Force Reporting, Review and Assessment*; and 710, *Level 3 Use of Force Investigations / Special Investigation Response Team (SIRT)* for further guidance on use of firearms and other Use of Force guidance.

- 26. Members shall not operate a departmental vehicle while holding a firearm in their hand.

Dangerous Animals

- 27. Members are permitted to use firearms to stop a dangerous animal in circumstances where the animal reasonably appears to pose an imminent threat to human or animal safety and alternative options are not available or would likely be ineffective.
- 28. Members frequently encounter canines and shall assess the environment and observe the canine's body language. Simple techniques such as distraction, separation and containment can eliminate an imminent threat posed by the canine and reduce the need for a Use of Force.
 - 28.1. Members shall also assess whether an alternative force option or tactic, such as OC Spray, can be used to contain the canine.

Responsibilities Following Firearm Discharges

- 29. After an officer-involved shooting, members shall refrain from speaking about the incident until a supervisor or SIRT arrives on the scene, except to the extent necessary to address safety concerns. Except for necessary tactical information during an active event, involved or witnessing members are prohibited from discussing with each other their observations before, during, or after any officer-involved shooting. Members shall reference Policy 710, *Level 3 Use of Force Investigations – SIRT* for officer-involved shooting interview requirements.

30. Members shall immediately request emergency medical assistance on police radio, as soon as it is safe to do so, following an officer-involved shooting, or when a person is hit by a firearm discharge.
31. Members shall render medical aid, consistent with their training, to any person injured by a member's or other person's firearm, until medical personnel arrive on the scene. Members have a duty to maximize the likelihood of victim survival by utilizing their Individual First Aid Kit (IFAK) (See Policy 811, *Individual First Aid Kit (IFAK)*).

REQUIRED ACTION

Safety

32. Members shall treat every firearm as a loaded weapon.
33. Members shall not place their finger inside of the trigger guard unless prepared to justifiably discharge the weapon.
34. Members shall not point or aim a weapon in dry firing practice in a location where a Negligent Discharge could cause injury.
35. Members shall not allow unauthorized persons to handle Issued Firearms.
36. Members shall unload firearms in a manner prescribed by E&T before passing the firearm to another or before being stored or positioned where someone else may gain access to it.
37. Members shall always holster slowly, with their thumb on the back of the slide and trigger finger extended outside of the trigger guard.
38. Members shall not pull back the hammer or "cock" a revolver.

Care and Maintenance

39. Members shall properly maintain Issued/Approved Firearms and ammunition.
 - 39.1. Issued/Approved Firearms must be cleaned/oiled regularly (minimally once a month) in the manner prescribed by E&T.
 - 39.2. Issued Ammunition shall be inspected for signs of wear/serviceability. The round in the chamber must be rotated regularly with other rounds in the magazine (minimally once a month) to avoid excessive wear.
40. Members shall safeguard Issued/Approved Firearms to ensure they are not misplaced, misused, or stolen.
41. Members shall ensure all Issued/Approved Firearms and Issued Ammunition are stored in such a manner as to be inaccessible to any person or member not qualified and/or authorized to access the firearm or ammunition. Storing firearms anywhere in a motor vehicle is presumptively insecure and prohibited unless locked in a BPD-issued or installed secured gun vault, lockbox, or rack.

42. When assigned to a vehicle equipped with a shotgun, less-lethal shotgun, or rifle, members shall be responsible for the proper care and security of those firearms during their tour of duty.
43. Members shall not attempt to repair or modify any Issued/Approved Firearm. In the event an Issued/Approved Firearm needs repair or modification, members shall take the firearm to the Armory Unit or Firearms Training Unit Armorer for examination/modification/repair.
44. Members shall not outsource repairs to Issued/Approved Firearms unless authorized in writing by the Armory Unit.

Training

45. Members are encouraged to supplement their mandatory Firearm training and train with their Issued Firearms and Approved Handguns throughout the year to maintain firearms proficiency.
46. When practicing with an Issued Firearm or Approved Firearm while off-duty, members shall utilize only high quality, professionally manufactured ammunition. At the end of each practice session, members shall unload any ammunition that is not Issued Ammunition, properly clean the weapon, and restore the Issued Ammunition when leaving the practice facility.
47. For all instances of Negligent Discharge, the member's supervisor shall contact the Firearms Training Unit to schedule remedial training for the member. The member shall complete remedial training prior to their subsequent tour of duty.

Inspections

48. Issued/Approved Firearms and all Issued Ammunition assigned to members shall be inspected by the member's first-line supervisor bi-weekly. For these bi-weekly inspections, the following steps must take place:
 - 48.1. The member whose gun is to be inspected shall activate their BWC for the administrative unloading, disassembling, reassembling and loading of their firearms.
 - 48.2. The member shall follow the instructions for administratively unloading/reloading and disassembling/reassembling of Issued/Approved Firearms, per Appendix A, Administrative Unload/Load Requirements.
 - 48.3. The member's first-line supervisor shall activate their BWC and be present from the beginning of the administrative unload until the firearm is fully reassembled and loaded after the inspection.
 - 48.4. The first-line supervisor shall utilize the Firearms and Ammunition Inspection Sheet, Form 242 (see Appendix B). Completed Firearms and Ammunition Inspection Sheets, Form 242, shall be retained at the member's parent command.
49. Any firearm that does not pass inspection shall be taken to the Armory Unit or Firearms Training Unit Armorer for repair.

General Carry Provisions

50. Members assigned to units whose primary duties involve interactions with the public and/or enforcement related activities (e.g., Patrol, SWAT, K-9, RATT, DAT, etc.) shall carry a fully loaded

Issued/Approved Handgun, and a minimum of two loaded spare magazines. All such members must carry on their person at least one less-lethal weapon, which they are trained and certified to use, at all times while on duty (See Policy 1115, *Use of Force*).

50.1. The wearing of a Glock 27 is prohibited when wearing a full duty belt (i.e., issued duty belt with issued holster, radio, OC spray, double magazine pouch, etc.). Only a Glock 22 or Glock 23 may be worn with the full duty belt.

51. Members assigned to units whose primary duties are administrative (e.g., Communications, EMU, Quartermaster, RMS, etc.) or investigative (e.g., DDU, Homicide, Pawn Shop, Sex Offense, Child Abuse, etc.) need only carry a fully loaded Issued/Approved Handgun. When engaged in proactive enforcement activity likely to involve detention or arrests, members must carry at least one less-lethal weapon they are trained and certified to use (See Policy 1005, *Non-Uniformed Policing Standards*).

52. Unless exigent circumstances exist, ensure any firearm carried when working in a plain-clothes capacity or while off-duty is concealed from public view in a secure holster or secure container designed for that specific weapon.

53. After qualifying with and being issued an Issued Handgun, a member may apply to qualify with and carry off-duty or on-duty, one or two personally owned Approved Handguns that meet departmental standards and specifications.

53.1. Police Officer Trainees are not permitted to qualify with or carry an Approved Handgun.

54. Only one Issued Handgun or Approved Handgun may be carried while on-duty or off-duty. Utilization of a second handgun as a “back-up” handgun is not permitted.

EXCEPTION: SWAT members often deploy multiple weapons platforms simultaneously during the execution of their tactical duties. Members of SWAT are EXEMPT from the restriction cited above and may carry/utilize all weapons platforms that the member is authorized and certified to deploy when operating in a tactically deployed posture.

55. Only those members departmentally trained with a .38 caliber revolver, who have successfully qualified with that revolver, may apply to carry while off-duty one personally owned .38 caliber revolver.

Restrictions

56. Members shall not transport Issued Firearms out of the State of Maryland unless on official business and with prior approval of their Commanding Officer. A member may transport an Approved Handgun with Issued Ammunition out-of-state without prior approval.

EXCEPTION: Members who reside outside Maryland may transport Issued Firearms with Issued Ammunition to and from their residence.

57. When responding to the Public Integrity Bureau (PIB), members shall:

57.1. Secure all weapons in the lockbox when directed by PIB staff.

57.2. Follow administrative unloading procedures.

- 57.3. Maintain possession of the lockbox key until exiting the PIB facility or until PIB staff takes possession of the lockbox key and directs the member to leave without their weapon.
58. When appearing in any court as a defendant, plaintiff, or juror, members shall:
- 58.1. Not carry any firearms into the courtroom or jury room.
- 58.2. Immediately secure weapons with court liaison personnel or appropriate court personnel before entering the courtroom or jury room.
59. Members approved to carry personally-owned 9mm, .380, or .38 caliber handguns off-duty are not permitted to carry these handguns while on-duty.
60. Members shall not store less-lethal equipment boxes and lethal shotgun boxes in the same vehicle.

EXCEPTION: Designated vehicles assigned to the Special Operations Division may be used to store less-lethal equipment boxes and lethal shotgun boxes together.

Approval for Personally-Owned Firearms (Approved Firearms)

61. Members wishing to register a personally owned firearm as an Approved Firearm shall:
- 61.1. Complete Section 1 of the Application for Authorization to Carry an Approved Firearm, Form 133 (See Appendix B).
- 61.2. Submit the Application for Authorization to Carry an Approved Firearm to the Armory Unit.
- 61.3. Submit the firearm to the Armory Unit for inspection.
- 61.4. Qualify with the desired firearm once every calendar year, or as directed by E&T.
62. When relinquishing ownership of an Approved Firearm, members shall submit an Administrative Report (Form 95) to their Commanding Officer.

Firearms Accessories

63. Members may use an issued or Armory Unit approved personally owned weapon mounted light on any Issued/Approved Firearm provided:
- 63.1. The member was issued or utilized a weapon mounted light during entrance level training, or
- 63.2. The member successfully completed Weapon Mounted Light Training provided by E&T.
64. Members may purchase at their own expense and use "Night Sights" or "Standard Sights." Any sights must be approved, inspected, and installed by the Armory Unit or Firearms Training Unit Armorer.
65. Members may purchase at their own expense and use a sling/sling mounts for utilization with Issued/Approved Rifles and Shotguns. All sling mounts must be approved, inspected, and installed by the Armory Unit or Firearms Training Unit Armorer.

66. Members may purchase at their own expense a replacement stock/forearm for use with Issued/Approved Rifles and Shotguns. The stock/forearm must be approved, inspected, and installed by the Armory Unit or Firearms Training Unit Armorer.

APPENDICES

- A. Administrative Unload/Load Requirements
- B. Firearms and Ammunition Inspection Sheet, Form 242
- C. Application for Authorization to Carry an Approved Firearm, Form 133

REFERENCED POLICIES

Policy 319, *Duty to Intervene*
Policy 710, *Level 3 Use of Force Investigations / Special Investigation Response Team (SIRT)*
Policy 725, *Use of Force Reporting, Review, and Assessment*
Policy 804, *First Amendment Protected Activity*
Policy 811, *Individual First Aid Kit (IFAK)*
Policy 1005, *Non-Uniformed Policing Standards*
Policy 1115, *Use of Force*

RESCISSION

Rescind Policy 409, *Firearms Regulations*, dated 11 March 2024.

COMMUNICATION OF POLICY

This policy is effective on the date listed herein. Each employee is responsible for complying with the contents of this policy.

APPENDIX A**Administrative Unload/Load Requirements****ADMINISTRATIVE UNLOAD**

- Approach the loading/unloading box with your gun belt worn, and your weapon secured in your holster.
- While weapon is still in the holster, remove the magazine from the weapon and place this magazine in your waistband.
- Withdraw your weapon and place it all the way inside of the unloading box.
- Rack the slide several times **[no less than three times]**.
- Lock the slide to the rear utilizing the slide stop lever.
- Inspect the chamber and magazine well, making sure the weapon is unloaded. **Look, Look away, and look again.**
- Once you have ensured your weapon is clear, place your weapon in your holster with your slide locked to the rear.
- Recover the round ejected from your weapon, and place it in the magazine in your waistband.

**ADMINISTRATIVE LOAD**

- Approach the loading/unloading box with your gun belt worn, your unloaded weapon secured in your holster, and your magazine in your waistband.
- Withdraw your weapon and place it all the way inside of the unloading box.
- Rack the slide several times **[no less than three times]**.
- Lock the slide to the rear utilizing the slide stop lever.
- Inspect the chamber and magazine well, making sure the weapon is unloaded. **Look, Look away, and look again.**
- Once you have ensured your weapon is clear, take your magazine from your waistband and insert it into your weapon.
- Charge your weapon ensuring it is pointed inside of the box.
- Holster your weapon with your thumb on the back of the slide and your trigger finger extended and away. **Holster Slowly**

APPENDIX B

Firearms and Ammunition Inspection Sheet, Form 242

Firearms and Ammunition Inspection Sheet
Form 242Police Department
Baltimore, Maryland

Firearms and Ammunition Inspection Sheet

Member's Name:

Seq. Number

Assignment

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Weapon Make:	Weapon Model:	Caliber:	Serial#:
Ammunition Type:	Number of Rounds:	Weapon Mounted Flashlight: <input type="checkbox"/> YES <input type="checkbox"/> NO	
Weapon Make:	Weapon Model:	Caliber:	Serial#:
Ammunition Type:	Number of Rounds:	Weapon Mounted Flashlight: <input type="checkbox"/> YES <input type="checkbox"/> NO	
Weapon Make:	Weapon Model:	Caliber:	Serial#:
Ammunition Type:	Number of Rounds:	Weapon Mounted Flashlight: <input type="checkbox"/> YES <input type="checkbox"/> NO	

CONDITION	Check One
Good Condition	<input type="checkbox"/>
Needs Repair (Respond to Armory Unit)	<input type="checkbox"/>

*If "Needs Repairs" please specify the type of repair, if unknown, please explain problems with weapon.

Supervisor Conducting the Inspection Printed Name

Supervisor Signature

Sequence Number

Inspection Date

APPENDIX C

Application for Authorization to Carry an Approved Firearm, Form 133

Application for Authorization to Carry an Approved Firearm
Form 133**POLICE DEPARTMENT
BALTIMORE, MARYLAND**

DATE _____

TO: RANGE MASTER, POLICE TRAINING ACADEMYI, _____
(PRINT NAME, RANK, ASSIGNMENT AND SEQUENCE NUMBER)

RESPECTFULLY REQUEST THAT FOLLOWING DESCRIBED FIREARM BE APPROVED FOR USE AS AN APPROVED FIREARM. I UNDERSTAND THAT SHOULD SAME BE APPROVED, ALL APPLICABLE POLICIES AND RULES OF SAFETY WHICH REFER TO MY ISSUED FIREARM ALSO APPLY TO THIS APPROVED FIREARM. I ACKNOWLEDGE THIS FACT BY MY SIGNATURE BELOW.

MAKE		MODEL	
SERIAL NO.		ORIGIN	
TYPE			

Respectfully,

(Signature)

(TAKE THIS FORM AND FIREARM TO THE ARMORY UNIT FOR INSPECTION)

ARMORY UNITSERIAL NO. VERIFIED ☐ N.C.I.C. CHECK ☐ INSPECTED ☐_____
(Name, Rank)_____
(Date)APPROVED ☐ DISAPPROVED ☐

If Disapproved Reason:

Signature, Armory Unit**TO: DIRECTOR, POLICE TRAINING ACADEMY****RE: QUALIFICATION – APPROVED FIREARM**

MAKE _____ MODEL _____ SERIAL NO. _____

QUALIFICATION SCORE _____ DATE _____

CERTIFIED BY _____ ASSIGNMENT _____