

The Department Armorer is that officer designated by the Chief of Police to have full charge of the firing range, firearms, weapons (lethal and less lethal), equipment and supplies. The Department Armorer will be responsible for the requisitioning of ammunition and related supplies, the maintenance and repair of weapons, and for the complete accounting of all weapons and ammunition.

The Department Armorer shall review, inspect, and approve all weapons (lethal and less lethal) intended for use by employees in the performance of duty prior to use. The Department Armorer will maintain a list of weapons (lethal and less lethal) and ammunition (lethal and less lethal) that have been approved by the Chief of Police for use, including those weapons used by the SWAT team and other specialty units. Only approved weapons and ammunition may be used by agency personnel in the performance of their duties.

The Department will ensure that less lethal force alternatives are reasonably available for all officers' use.

Any department owned weapon found to be in need of repair or reconditioning will be turned over, as soon as practicable, to the Department Armorer for the required repairs.

The armory is that location designated by the Chief of Police for the storing of weapons and ammunition. The armory will be locked at all times except when occupied by authorized personnel.