



# Charleston County Sheriff's Office Policy and Procedures Manual

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Sheriff Carl Ritchie

## 7-05 FIREARMS AND ACCESSORIES

- NEW
- REVISED
- REVIEWED

ACA Standards Reference: 5-ALDF-2B-08, 2B-09, 2B-10, 2B-12, 7B-15  
CALEA Standards Reference: 1.2.2, 4.3.1, 4.3.2, 4.3.3, 4.3.4, 4.3.5,  
NCCHC Standards Reference:  
SCLEA Standards Reference: SCLEA 27.11  
SC Minimum Standards: SC Min. 1062c

*This policy dated 09/04/2025 replaces prior policies cited above and supersedes all previously issued directives.*

I. Purpose:

The purpose of this directive is to establish policy and regulations regarding the carrying of firearms by sworn deputy sheriffs.

II. Policy:

South Carolina Code of Laws 16-23-20 (B) (1) allows for all regularly, salaried law enforcement officers and reserve law enforcement officers of a municipality or county of the state may carry about the person any pistol, whether concealed or not. This also includes any prison guard while engaged in his/her official duties.

(Ref: CALEA 1.2.2)

South Carolina Code of Laws 16-23-20 (B) (2) employees of a law enforcement facility, correctional facility, detention facility, or courthouse while in the course of employment and where the employment requires the possession of a firearm;

Deputy sheriffs shall carry firearms and other weapons according to the regulations contained in this directive. Deputy sheriffs shall carry and use only those types of firearms, ammunition, and weapons that are approved by the Sheriff's Office, and for which they have been trained and demonstrated proficiency.

(Ref: CALEA 4.3.2)

III. Definitions:

A. For purposes of this procedure, the word "deputy" applies to all agency employees with a certification classification of Class I, Class II, or Class III, as defined by the South Carolina Criminal Justice Academy.

The following terms are used interchangeably; however, they carry guidance to specific employees based on usage of the term:

1. Deputy, deputy sheriff, detention deputy, sworn employee, uniformed sworn employee, sworn administrative employee, and
2. civilian, non-sworn employee.

B. *Employee*: When used without further clarification, the term employee is inclusive of all agency members (sworn and non-sworn).

IV. Procedure:

A. When carrying their agency issued firearms, deputy sheriffs must be in possession of their Sheriff's Office badge and credentials.

(Ref: SCLEA 27.11 item c)

- B. Before carrying or using any firearm, deputies must qualify with the firearm initially and annually thereafter during the agency's qualification cycle. The Training Unit will maintain all paperwork pertaining to deputy's training and qualifications of each firearm they're assigned to and personally owned weapons they use to carry off-duty.
- C. Deputies will refrain from engaging in any conduct or activity reflecting poor judgment and exercise the utmost care and caution when using or handling firearms.
- D. Deputies will not needlessly display or carelessly handle any firearm.
- E. All agency issued firearms will always remain secure within holsters and/or locked containers until such action is needed per the Use of Force policy.
- F. No deputy shall be authorized to carry any firearm until such time as that deputy has demonstrated safe proficiency and has qualified with that firearm.  
(Ref: CALEA 4.3.2)
- G. Agency issued firearms shall be kept reasonably clean and free of dirt, grime, grease, carbon, etc., for normal operations within the Sheriff's Office. Each deputy is responsible for the routine upkeep of any agency issued firearm to include field stripping and cleaning as needed. Disassembly of agency issued firearms other than field stripping is prohibited except by a qualified armorer. Deputies or supervisors becoming aware of any mechanical problems with an agency issued firearm shall immediately remove the firearm from service and bring the firearm to a qualified armorer for an examination. If that firearm is deemed to be unsafe or unserviceable, the deputy will immediately be issued another firearm from the Law Enforcement Center (LEC) Logistics, until the unsafe firearm is fixed or replaced. If after normal business working hours, the on-duty supervisor will be responsible for contacting Logistics personnel.  
(Ref: CALEA 4.3.1 item d; 5-ALDF-2B-12)
- H. Deputies will pay particular attention to the safety and security of agency authorized firearms to ensure that they are protected from misuse while the deputy is off duty. Locks are provided with all issued sidearms and long guns. Secure long-term firearms storage is available at LEC Logistics. Detention will secure their firearms in the transportation weapons storage locker when off duty and not in use during shift assignment inside the facility.  
(Ref: CALEA 4.3.1 item f)
- I. When the Detention Deputy retrieves their service weapon they are required to confirm the serial the number to ensure it is the weapon the Detention Deputy was issued.

- J. Deputies will remove all firearms from the interior or trunk of their vehicle during their days off. Deputies that store firearms in a vehicle equipped with an agency owned/installed weapons vault are exempt from this requirement. (Ref: CALEA 4.3.1 item f)
- K. Deputies that cannot adequately secure their firearms inside of their residences due to potential safety issues with family members (i.e., children) may complete a partial disassembly of their rifle, shotgun, and handgun. For rifles and shotguns, the bolt of the weapon may be left secured in the vehicle, storing the upper and lower receivers in their residences. The same is true of the issued handgun except that the barrel and/or the recoil spring assembly may be secured in the vehicle in lieu of the bolt, with the slide and receiver being stored in the residence. Deputies may also simply leave ammunition in the vehicle and store the assembled firearms in their residence. Gun locks and/or safes are also encouraged. (Ref: CALEA 4.3.1 item f)
- L. Deputies will remove all firearms from their vehicle when it is left for any service (i.e., Public Works garage or radio shop); and all issued equipment and items when left for any service by a county vendor (i.e., dealership service or body shop). (Ref: CALEA 4.3.5 item g)
- M. Deputies are strictly forbidden to carry a weapon when:
1. The deputy intends to or does consume alcohol.
  2. The deputy is taking prescribed or over the counter medication that could impair cognitive abilities or judgment.
- N. Handguns:
1. Department Issued Handguns:
    - a. The agency issued handgun is the Glock Model 45, 9mm semi-automatic handgun, which is the primary duty handgun for all deputies.
    - b. The Glock Model 48, 9mm semi-automatic handgun is an alternative handgun used by Command Staff, detectives, undercover detectives, and deputies in staff positions.
    - c. The Glock Model 43, 9mm, semi-automatic handgun is another alternative handgun used specifically for undercover detectives, operating in plain clothes duties. (Ref: CALEA 4.3.1 item a)

- d. While on duty, deputies will carry the agency issued sidearm and ammunition as their primary duty weapon. Only the Sheriff can make exceptions to this.
2. Off-duty and Back-up Handguns:
    - a. Back-up handguns may be carried by on-duty deputies. Any handgun carried as a back-up or secondary weapon must be inspected and approved by the Training Unit and must meet the minimum qualification requirements of off-duty handguns. (Ref: CALEA 4.3.1 item c)
    - b. Handguns carried in an off-duty status may be personally owned or agency issued.
    - c. In addition to the 9mm caliber semi-automatic pistol, other firearms between .35 and .45 caliber double action revolvers and/or semi-automatic pistols may be authorized for off duty, secondary, back-up or special assignment use by approval of the Training Unit. Individuals in an undercover assignment or capacity may utilize a personally owned secondary or back up weapon as their primary weapon when other agency weapons are not practical as long as all other requirements of this policy are satisfied.
  3. Ammunition for Handguns:
    - a. Authorized duty ammunition for agency issued handguns is factory loaded, 9mm rounds, as issued by LEC Logistics.
    - b. Ammunition for any handgun, other than the agency issued handgun, must be approved by the Training Unit and purchased by the deputy for on-duty, off-duty, and training purposes. All approved ammunition will be recorded on the Weapons Qualification Sheet and filed in each deputy's training file.
    - c. No reloaded ammunition will be authorized. (Ref: CALEA 4.3.1 item b)
  4. Holsters:
    - a. Any handgun carried by a deputy, on-duty, shall be carried in a holster specifically designed for the handgun carried and

approved by the Training Unit. The holster design shall include a safety device to prevent accidental removal or loss of the handgun. Deputies must qualify with their holster annually. Detectives engaged in undercover assignments may purchase different holsters, however that holster still needs to be approved by the Training Unit.

- b. Holsters worn by uniformed deputies shall be either agency issued or of a make and style approved by the Training Unit.
5. Deputies will utilize agency issued Glock magazines for their issued handguns. Deputies may also use approved magazine extenders and mag well flares with their agency issued handgun. Deputies must qualify with the magazine extenders and mag well flares annually. The Training Unit will inspect and approve usage of the magazine extenders and mag well flares for the deputy's issued handgun. Deputies will annotate the usage of magazine extenders and mag well flares on their annual Firearms Qualifications Sheet and will be filed in each deputy's training file.
  6. Deputies are authorized to utilize Micro Red Dot Sight (MRDS) on their agency issued handguns. Deputies will qualify annually with the handgun that has the MRDS affixed to the handgun. Along with MRDS, the deputy must have the ability to retain iron sights on the handgun, as a back-up sight. The deputy will also qualify with the iron sights annually as well. The Training Unit will install (even if the MRDS is personally owned), inspect, and approve the usage of a MRDS on the deputies issued handgun. Deputies will annotate the usage of the MRDS on their annual Firearms Qualifications Sheet and will be filed in each deputy's training file. Deputies will change out the batteries for their MRDS once a year, if applicable.
  7. Deputies are authorized to utilize weapon mounted lights on their agency issued handguns. Deputies will qualify annually with the handgun that has the weapon mounted light affixed to the weapon. The Training Unit will inspect and approve the usage of a weapon mounted light on the deputy's issued handgun. Deputies will annotate the usage of the weapon mounted light on their annual Firearms Qualifications Sheet and will be filed in each deputy's training file.
- O. Shotguns:
1. The agency issued shotguns consists of the Remington, Model 870 Magnum, 12-gauge pump action shotgun, the Remington, Model 870 Police Magnum, 12-gauge pump action shotgun, the Remington,

Model 870 Express Magnum, 12-gauge pump action shotgun, the Mossberg 590, 12-gauge, pump action shotgun, the Benelli 12-gauge, semi-automatic shotgun and the Kel-Tec KSG, 12-gauge shotgun.

(Ref: 5-ALDF-2B-12)

2. Deputies are authorized to carry a personally owned shotgun for law enforcement operations. Personally owned shotguns must be a 12-gauge shell capacity type shotgun and the deputy must have approval of the Training Unit to use their personally owned shotgun. Deputy's will qualify with their shotgun annually.
3. Ammunition for Shotguns:
  - a. Authorized duty ammunition for agency issued shotgun is factory loaded 12-gauge, buck shot shells and slugs as issued by LEC Logistics.
  - b. Ammunition for any shotgun, other than the agency issued shotgun, must be approved by the Training Unit and purchased by the deputy for on-duty and training purposes. All approved ammunition will be recorded on the Weapons Qualification Sheet and filed in each deputy's training file.
  - c. The Breaching Element for the Sheriff's Office Special Weapons and Tactics team is authorized to utilize shotgun breaching rounds as determined by the SWAT commander or the Breach Element leader.
  - d. No reloaded shotgun shells will be authorized.
4. Deputies are authorized to utilize reflex / red dot sights on their agency issued and personally owned shotguns. Deputy's will qualify annually with the shotgun that has the reflex / red dot sight affixed to the weapon. The Training Unit will inspect and approve the usage of a reflex / red dot sight on the deputy's issued or personally owned shotgun. Deputy's will annotate the usage of the reflex / red dot sight on their annual Firearms Qualifications Sheet and will be filed in each deputy's training file. Deputies will change out the batteries for their reflex / red dot sights once a year, if applicable.
5. Deputies are authorized to utilize weapon mounted lights on their agency issued or personally owned shotguns. Deputy's will qualify annually with the shotgun that has the weapon mounted light affixed to the weapon. The Training Unit will inspect and approve the usage of a weapon mounted light on the deputy's issued or personally owned

shotgun. Deputy's will annotate the usage of the weapon mounted light on their annual Firearms Qualifications Sheet and will be filed in each deputy's training file.

6. Agency issued shotguns shall be carried in patrol vehicles and stored and secured in the agency approved shotgun rack if available. If a shotgun rack is not available, the shotgun may be secured in the trunk within a soft or hard case. (Ref: CALEA 4.3.1 item f)
7. Shotguns shall normally be carried with the chamber empty, trigger pulled to the rear, with the safety engaged, and magazine tube loaded. A round shall not be loaded into the chamber during storage. When a round is chambered, the officer shall remove the round from the chamber as soon as it is safe to do so. (Ref: CALEA 4.3.1 item f)

**P. Patrol Rifles:**

1. The agency issued patrol rifles consist of the Sig Sauer M400 .223 / 5.56 caliber semi-automatic rifle, the Armalite M15A2, .223 / 5.56 caliber semi-automatic rifle, and the Colt M-16A1 .223 / 5.56 select fire (semi-automatic / fully automatic) rifle. Deputies shall only carry agency issued / approved magazines for use with the patrol rifle
2. Deputies are authorized to carry a personally owned patrol rifle for law enforcement operations. Personally owned patrol rifles must be a .223 or 5.56 caliber semi-automatic rifle, and the rifle must be manufactured by a reputable manufacturer, approved by the Training Unit. Only those deputies who have received agency training and have demonstrated safe and proficient use of the rifle may carry a patrol rifle while on-duty.
3. Ammunition for Patrol Rifles:
  - a. The only authorized ammunition for the patrol rifles will be factory loaded, .223/5.556mm caliber rounds as issued by Logistics.
  - b. Special Weapons and Tactics (SWAT) will be authorized to use factory loaded, .223/5.556mm caliber rounds and/or any other .223/5.556mm caliber rounds deemed necessary by the SWAT Commander.
  - c. No reloaded rifle rounds will be authorized.

4. All patrol rifles carried in patrol vehicles will be placed into the agency approved rifle rack if available and secured at all times. When carried in a rifle rack, the patrol rifle will be carried with the magazine loaded, chamber empty, bolt forward with firing pin released, and trigger depressed. If firearm racks are not available, the rifle will be secured in the trunk in a soft or hard case with the magazine unloaded, chamber empty, and safety engaged.
5. The patrol rifle may be deployed and utilized when a deputy perceives there may be an imminent threat to the life of another law enforcement official or another person. When there is no imminent threat to life, deputies may deploy the patrol rifle when certain circumstances arise. The on-duty shift supervisor has the ability to downgrade the use of patrol rifles if they deem that the patrol rifle is unnecessary for that particular incident. Circumstances that may warrant deployment of patrol rifles may include, but are not limited to the following:
  - a. Active assaults where there is an imminent threat to life.
  - b. In progress, incidents where the suspect is reasonably believed to be armed.
  - c. During high-risk warrant service or operations.
  - d. Manhunts for individuals who are reasonably believed to be armed and dangerous.
  - e. Terrorist related threats.
  - f. Other high-risk situations approved by the on-duty supervisor.
6. Deputies are authorized to utilize reflex / red dot sights on their agency issued or personally owned patrol rifle. Deputies will qualify annually with the patrol rifle that has the reflex / red dot sight affixed to the weapon. Along with reflex / red dot sights, the deputy must have the ability to retain iron sights on the patrol rifle as a back-up sight. The deputy will also qualify with the iron sights annually as well. The Training Unit will inspect and approve the usage of a reflex / red dot sight on the deputy's issued or personally owned patrol rifle. Deputies will annotate the usage of the reflex / red dot sight on their annual Firearms Qualifications Sheet and will be filed in each deputy's training file. Deputies will change out the batteries for their reflex / red dot sights once a year, if applicable.

7. Deputies are authorized to utilize weapon mounted lights on their agency issued or personally owned patrol rifle. Deputies will qualify annually with the patrol rifle that has the weapon mounted light affixed to the weapon. The Training Unit will inspect and approve the usage of a weapon mounted light on the deputy's issued or personally owned patrol rifle. Deputies will annotate the usage of the weapon mounted light on their annual Firearms Qualifications Sheet and will be filed in each deputy's training file.
8. Deputies are authorized to utilize rifle suppressors on their agency issued or personally owned patrol rifle. Deputy's will qualify annually with the patrol rifle that has the suppressor affixed to the weapon. If a deputy is going to use a suppressor on their agency issued patrol rifle, a qualified armorer will affix the flash suppressor to the rifle. The Training Unit will inspect and approve the usage of the suppressor on the deputy issued or personally owned patrol rifle. Deputies will annotate the usage of the suppressor on their annual Firearms Qualifications Sheet and will be filed in each deputy's training file. Deputies will provide the Training Unit with their ATF Form 4 (5320.4) (Tax Stamp), showing the deputy has been cleared by the ATF for the possession of their suppressor.

**Q. Specialized Firearms:**

1. The Sheriff's Office currently has an M-60, E4, Fully Automatic pedestal mounted machine gun; that uses 7.62mm, M80 (Linked ammunition). This weapon will be utilized by Marine Patrol, during maritime operations. Qualifications with this firearm will be on at least an annual basis by the Marine Patrol.
  2. The Sheriff's Office SWAT Sniper Team utilizes the Bergara, .308 caliber, Sniper Weapon System as their primary weapon used during SWAT operations. The Sniper Element Team Leader will be responsible for the type of ammunition to be used and when the Bergaras will be deployed. Qualifications with these rifles will be on an annual basis. (Ref: CALEA 4.3.1 item a and 4.3.3 items a, b & c)
- R. It is highly encouraged for deputies to check with the Training Unit before purchasing any accessory for the handgun, shotgun, and rifle. If deputies make any accessory modifications to their assigned firearms, the deputy must make sure they keep all the original equipment to that particular firearm. If a deputy loses a piece (i.e., sights, carrying handle, etc.) of an agency owned firearm they may be subject to being charged for said piece of equipment lost.

- S. Deputies will be strictly prohibited from using their personally owned firearms with any aftermarket inscriptions or accessories used to decorate their firearm, that they are using while on-duty or in an off-duty function. Deputies are also strictly prohibited from making any inscriptions or adding accessories to decorate their agency issued firearm.
- T. Training and Qualification:
1. Only sworn personnel who have demonstrated proficiency in the use of agency-authorized firearms will be approved to carry such firearms.  
(Ref: CALEA 1.2.2 and 4.3.2, 5-ALDF-7B-15)
  2. Deputies will qualify with handguns, shotguns, rifles, off duty, secondary or back-up firearms annually, during the agency's qualification cycle.  
(Ref: 5-ALDF-7B-15)
  3. Firearms qualification will be graded on a pass/fail basis.
  4. Deputies will not be permitted to carry any firearm with which they have not been able to qualify with during the most recent qualification cycle.
  5. Deputies who have taken extended leave (outside of the qualification cycle) or suffered an illness or injury that could affect their firearms ability will be required to re-qualify before returning to enforcement duties.  
(Ref: CALEA 1.2.2 and 4.3.5 item a)
  6. Proficiency training for firearms will include a safety briefing, a review of this directive and qualification on a prescribed course of fire.  
(Ref: CALEA 4.3.3 item b and 4.3.5 item b)
  7. Deputies engaged in firearms training will wear proper personal protective equipment (PPE) such as ear and eye protection. The Training Unit will make PPE available to all participants.  
(Ref: CALEA 4.3.5 item e)
  8. A certified firearms instructor will provide instruction and qualification on all firearms.  
(Ref: CALEA 4.3.3 item a and 4.3.5 item c)
  9. Firearms range operations will be conducted with at least one certified firearms instructor present who is also certified in basic lifesaving techniques.  
(Ref: CALEA 4.3.5 item f)
  10. Deputies who fail to qualify with their assigned primary duty

handgun, as required by this directive, will not be authorized to carry their primary duty handgun until they have successfully completed remedial training under the instruction of a certified firearms instructor, and then qualify with their primary duty handgun. Deputies who continue to fail the firearms qualification, within the qualification cycle, with their primary duty handgun; the deputy will surrender all Sheriff's Office equipment and will be placed on administrative duty until they are able to demonstrate proficiency with their primary duty handgun. While on administrative duty, if the deputy still cannot qualify with his/her primary duty firearm, the deputy may receive further disciplinary actions, up to termination. The Training Unit will be responsible for notifying the deputy's chain of command if the deputy is placed on administrative duty.

(Ref: CALEA 1.2.2 and 4.3.3 item c)

11. It will be the responsibility of the Sheriff's Office Training Unit to schedule firearms qualification for all deputies in accordance with this procedure and to document the training and qualification results.

(Ref: CALEA 4.3.3 item b)

12. A copy of this Use of Deadly Force procedure will be made available to all sworn personnel. Training in the content and intent of this directive will be accomplished and acknowledged in writing prior to personnel being authorized to carry a firearm.

(Ref: CALEA 4.3.4)

U. Detention Operations:

1. The Security Sergeant is the armory supervisor; Tactical Operations Department Supervisors, and the Transportation Sergeant are in charge of the weapons storage lockers located in their respective areas. Access will only be allowed in these areas to qualified Detention Deputies.

(Ref: 5-ALDF-2B-08)

2. Armory Operations: The facility has one armory and two weapons storage lockers. No inmate is allowed access to the armory or weapons storage lockers for any reason. Only authorized staff members are allowed access to the armory or weapons storage lockers.

(Ref: 5-ALDF-2B-08, 09, 12)

3. Firearms, chemical agents, and related security equipment are inventoried at least monthly to determine their condition and expiration dates. Central Control will maintain a written record of routine and emergency distribution of security equipment.

(Ref: 5-ALDF-2B-10)

4. Weapon Access:
  - a. The Logistics Supervisor will issue newly qualified Detention Deputies the service weapon that they qualify with at the LEC Logistics Office.
  - b. While on duty in the secure facility, service weapons will be stored in the transportation weapons storage locker in the vehicle sallyport.
  
5. Weapon Access for Emergency Response Team (ERT):
  - a. ERT will store all shotguns, tasers and OC sprays in the weapons storage area located in the ERT Office. All other Less-than-Lethal devices and munitions shall be safely secured in the ERT Office.
  - b. While on duty, all ERT Operators will retrieve their service weapons from the storage area and place their ERT armory issued identification card in the appropriate card holder for their service weapons. (5-ALDF-2B-08, 12)

6. Integrity of Security Combination Devices:

If any employee who has knowledge of the safe combinations for the facility are terminated or resign the combination to the safe will be changed by the Security Lieutenant if deemed necessary.

7. Inventory:

- a. Firearms, chemical agents, and related security equipment are inventoried at least monthly by the supervisors to determine their condition and expiration.  
(Ref: SC Min. 1062c, 5-ALDF-2B-10)
- b. All inventories once completed, are stored in the armory or weapons storage area.
- c. All facility service weapons are inspected following the guidelines outlined by the manufacturer of the weapon. This inspection is conducted by a certified armorer which includes inspecting each weapon utilizing the Glock Pistol Inspection, Remington 870 Armorer's Checklist Form, Mossberg Armorer's Inspection Form or the Kel Tec Armorer's Checklist Form.

Once the inspection is completed the Security Captain will forward an inspection report with the findings to the Accreditation Coordinator. (Ref: 5-ALDF-2B-12)

- d. A certified armorer may make minor repairs. A service weapon that has been tampered with, or has malfunctioned, is taken out of service and tagged immediately by the supervisor to whom it is reported. A replacement service weapon is checked out from the Law Enforcement Logistics and the Security Captain is notified in writing. All service weapons taken out of service are test fired, by an armorer, before being reintroduced into service.
- e. Central Control staff will maintain a record of all firearms qualified Detention Deputies.
- f. Detention Deputies who are not qualified with the agency firearm will be assigned to duties not requiring use of the firearm.
- g. Sight adjustments are done at the direction of a certified firearms instructor at an authorized firing range.
- h. If discharged for reasons other than training, a firearm is to be replaced with a firearm of the same type. The fired firearm will not be unloaded, cleaned, or tampered with in any way by the detention deputy. The firearm, the rounds in the weapon and magazine, and spent rounds will be treated as evidence and unloaded by forensic services or a supervisor, depending on the situation. The firearm will remain in evidence until released by the Detention Director or designee.
- i. Officials visiting this facility have the option of securing their weapons in their vehicles, preferably in the trunk, or in the gun lockers provided in the sallyport.  
(Ref: SC Min. 1061b, 5-ALDF-2B-12)

**8. Ammunition Changes:**

- a. Ammunition will be exchanged at each re-qualification. The old duty ammunition will be fired during qualification and new ammunition will be issued upon successful weapon qualification.

- b. Ammunition that has been exposed to inclement weather is to be replaced.
  - c. Ammunition that has been tampered with is removed and replaced immediately and a written report is forwarded to the Security Lieutenant providing details of the incident.
  - d. When new ammunition is received, it is dated according to its receipt at the facility. New ammunition is stored inside the armory or weapons storage lockers in containers designed for that purpose and marked by caliber or gauge. Old ammunition is similarly stored and marked in separate containers.
9. Weapons Control & Issue:
- a. Loaded firearms must not enter the secure area of the facility, except under emergency conditions, and under the authority of the Detention Director or designee. Handguns will be carried in holsters. Long guns (shotguns, rifles, etc.) will be carried with the muzzle pointed in a safe direction. Firearms and ammunition may only be carried by authorized Detention Deputies of the SACDC under the following standards:
    - (Ref: 5-ALDF-2B-08)
    - i. Employees on duty will use only firearms or other security equipment that has been approved by the Detention Director. (Ref: 5-ALDF-2B-12)
    - ii. The Training Unit will maintain a record of each firearm a Detention Deputy is approved to carry. This record will include the type, description, make, model, serial number, and qualification score.