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# CHAMPAIGN POLICE DEPARTMENT

## POLICY and PROCEDURE

POLICY NUMBER: 1.4

SUBJECT: WEAPONS - REQUIREMENTS AND PROFICIENCY      EFFECTIVE DATE: 10/01/09  
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### PURPOSE:

The purpose of this policy is to establish requirements for the carrying of weapons, both on and off duty, and to establish minimum standards of weapons proficiency.

### DEFINITIONS:

Field Stripping: Disassembling a firearm without tools for inspection, cleaning, and/or lubrication.

Qualification Course: A course of fire that is shot one time.

Unqualified Shooter: A shooter who scores less than 70% on a qualification course of fire with their issued or approved handgun; a shooter who scores less than 16 of 20 center mass hits on the shotgun qualification course; or a shooter who scores less than 510 out of a possible 600 on the UPR qualification course.

Urban Police Rifle (UPR): An officer-purchased and Department-approved or authorized magazine-fed AR-15 or M-16 style rifle or .223 or 5.56 caliber weapon. Each UPR shall be equipped with a carrying sling. All UPRs will be of semi-automatic configuration. No modifications may be made to the weapon to allow it to fire more than one round upon each pull of the trigger.

### POLICY:

#### 1.4.1 WEAPONS

A. Police officers in uniform shall be armed with a Department-issued or approved handgun carried securely in a Department-approved holster. On duty police officers not in uniform and off duty police officers (when armed with a handgun) shall be armed with a Department-issued or approved handgun carried securely by a holster. When attired in plain clothes and armed on duty, to include training, either a badge must be displayed, or the weapon must be concealed.

- B. The Department-issued handgun is the Glock semi-automatic pistol. The Chief of Police may authorize the issuance of another handgun following a recommendation from the Firearm Training Cadre.
- C. During special assignment as a member of the Special Weapons and Tactics (SWAT) Team, officers may be authorized by the SWAT Commander to be armed with other approved firearms and/or ammunition. The Chief of Police may extend this authorization to SWAT members or other officers for research or study projects.
- D. Off duty officers may carry a concealed handgun that is in accordance with Attachment B of this policy. Before authorization is granted, the officer must qualify with and be proficient in the handling of the weapon as determined by a Department firearm instructor.
- E. Each officer is responsible for their Department-issued weapon and magazines. They are not to be functionally altered. Any modification to a weapon or magazine for use during any duty assignment shall require prior inspection and approval by the Chief of Police or his designee.
- F. Other than a Department armorer, an officer shall not disassemble a Department-issued weapon beyond field stripping.
- G. If an officer carries the Department-issued handgun while on duty, the officer must also carry the Department-issued magazines with Department-issued ammunition.
  - 1. If an officer uses a personally owned handgun, magazines must be of the same manufacturer as the handgun, or a manufacturer approved by the Chief of Police or his designee.
  - 2. Extended capacity baseplates may be used if they are installed by a Department armorer. Baseplates must be from a reputable manufacturer approved by the Chief of Police or his designee.
- H. All Departmental weapons or approved personal weapons carried by officers, whether on or off duty, will have the make, model number, and serial number on file at the Department.
- I. Officers shall not unnecessarily draw (from the holster), display, or carelessly handle firearms.
- J. Officers will lock their handguns in the provided handgun lockers when interviewing arrestees at headquarters or booking prisoners at a correctional facility.

- K. The security of firearms, whether Department-issued or personally owned, will be handled as outlined in paragraphs 1 and 2.
  - 1. Outside the Department, all Department-issued firearms will be securely stored at all times in a safe, lockbox, vehicle trunk, or other secure location when not in the immediate possession of the employee.
  - 2. Inside the Department, all firearms, Department-issued or otherwise, shall be securely stored when not in the immediate possession of the employee. This will be accomplished by placing the firearm in a secured locker, desk, or cabinet. In the employee locker room, if a firearm of any type is stored in a locker, that locker will be secured by either the keyed lock or hasp and padlock any time the employee leaves the locker room. Employees shall notify their supervisor if the keyed lock or hasp and padlock do not properly secure their locker.
- L. Dry firing of weapons shall be conducted safely and consistent with range regulations and/or firearm instructor direction.
- M. All Department-issued handguns, shotguns, and Urban Police Rifles (UPR) must be inspected and certified safe by a Department armorer at least annually. If a firearms instructor deems it necessary for a Department-issued firearm to be functionally altered in some manner to aid the officer in the safe handling of the weapon, then the instructor must make such recommendation in writing and submit it to the Chief of Police for approval. If the recommendation is approved, then the weapon will be given to a Department armorer for modification.
- N. It is Department policy that double-action and single-action trigger tension and all parts of Department-authorized weapons meet the manufacturer's specifications.
- O. Pursuant to this policy, all such weapons that are carried on duty will be inspected annually by an armorer approved by the Department for this purpose. Any worn, damaged, or altered parts of Department-issued weapons will be replaced during inspection. Any worn, damaged, or altered part of personally owned and Department-authorized weapons not meeting the manufacturer's specifications must be replaced at the owner's expense and inspected by a department armorer in order for the weapon to be authorized for on- or off-duty use.
- P. Only those officers who have successfully completed the annual firearms qualification are authorized to carry and/or use Department-issued or approved firearms consistent with departmental training, this policy, and the Departmental Use of Force policy.
- Q. Sworn officers who have been away from their regular duties for a period of three (3) months or more or who have not completed their annual qualification will be required to successfully complete a weapon familiarization course and/or re-qualification. The Department's firearms familiarization training and qualification course shall be conducted by a

Department firearm instructor and shall include instruction in nomenclature, safety (to include home safety), loading/unloading, operation of the handgun, firing, malfunction and correction, field stripping and maintenance, breakdown and cleaning, and Use of Force policy instruction. A Departmental firearm instructor shall determine the successful completion of this required training.

- R. On-duty officers may carry a second securely holstered and concealed .380, .38, .357, .40, .45, or 9mm handgun in compliance with this policy.

#### **1.4.2 QUALIFICATION**

- A. Officers who fail for reasons other than medical or physical fitness to successfully pass the Department's firearms familiarization or qualification course with the weapon they carry on duty will be subject to the following.
  - 1. Officers who score less than 70% on any handgun qualification course will be considered unqualified and shall not be assigned to full duty pending additional training and successful qualification. Officers will be assigned to station duties until qualification occurs. As soon as possible, but no later than ten days following the unsuccessful qualification attempt, another attempt at qualification must occur. If the officer has not qualified at the conclusion of the ten-day period, action will be taken as to the officer's employment status.
  - 2. An officer with a demonstrated performance weakness or deficiency may, upon the consent of the Chief of Police or his designee, be placed on a Performance Improvement Plan (P.I.P.), the intent of which would be to improve the officer's marksmanship and/or gun-handling skills to an acceptable level. Such officers may be required to participate in additional training sessions, attend open range training sessions, etc., and their attendance and performance will be documented by the Firearms Training Cadre.
  - 3. Officers who score 70% or greater will be considered qualified shooters.
  - 4. Officers who carry the Urban Police Rifle must score 510 (85%) or more on the annual Urban Police Rifle qualification to carry the Urban Police Rifle on duty. Officers who score less than 510 (85%) on the Urban Police Rifle qualification are unqualified and are not allowed to carry the Urban Police Rifle on duty.
    - a. Qualification will consist of one course of fire using iron sights and a second course of fire using optic sights if the rifle is so equipped.
    - b. The officer must qualify with both the iron sight and optic sight (if equipped) to successfully qualify.
  - 5. Officers who carry the shotgun on duty must score 16 of 20 (80%) or more on the annual shotgun qualification to carry the shotgun on duty. Officers who score less than 16 of 20 (80%) on the annual

shotgun qualification are unqualified and are not allowed to carry the shotgun on duty.

- a. Qualification will consist of one course of fire using iron/bead sights and a second course of fire using the optic/red dot sights if the shotgun is so equipped.
- b. The officer must qualify with both the iron sight and optic/red dot sight (if equipped) to successfully qualify.

#### **1.4.3 FIREARMS TRAINING**

- A. All Department or unit firearms training shall be supervised by a Department firearms instructor.
- B. All Department firearm instructors must either be certified as a Master Firearms Instructor or in the process of obtaining Master Firearms Instructor Certification.
- C. All sworn employees will be required to attend scheduled firearms training. Attendance will be taken. Employees may miss firearms training only for the following reasons:
  1. The employee was scheduled for vacation prior to the training session being scheduled.
  2. The employee is attending other training that is scheduled for the same time as the range training.
  3. The employee has a documented injury that would hinder their performance or might be aggravated by the training.
  4. The employee is in court while the training is being conducted.
  5. The employee is on documented sick leave.
  6. The employee has the permission of the Chief of Police or a Deputy Chief to miss the training.
- D. If an absence is determined to be unexcused by the Chief of Police, the employee may be subject to disciplinary action.

#### **1.4.4 PISTOL MOUNTED OPTICS**

- A. Prior to an officer carrying a pistol with a mounted optic, the officer must first complete the Department's Pistol Mounted Optics certification course and qualify with their weapon prior to carrying on duty.
- B. The pistol's iron sights must co-witness through the optic window and be useable in the event of an optic or battery failure.
- C. Officers approved to carry a Pistol Mounted Optic must also demonstrate proficiency with the use of their iron sights during the Department's Pistol Mounted Optics certification course and during the annual qualification course.
- D. All Pistol Mounted Optic systems and holsters will be purchased by the individual officer.

E. The following are approved mounting options:

1. Direct milling completed by a reputable company approved by the Chief of Police or his designee.
2. Aftermarket mounting plates from a manufacturer approved by the Chief of Police or his designee.

F. The following factory-manufactured weapon systems with modular slide-mounted cut-out mounting systems designed to accept Pistol Mounted Optics are approved for primary service and as a secondary carry option:

1. Glock MOS (Modular Optic System)
2. Smith & Wesson M&P C.O.R.E. models
3. Sig Sauer P320 X-Carry & RX models
4. Beretta APX RDO (Red Dot Optic) models
5. FN USA FN508 Tactical models
6. Any other manufacturer authorized by the Chief of Police or his designee.

G. The following manufacturer/model Pistol Mounted Optics are approved for primary service and as a secondary carry option:

1. Aimpoint (ACRO P-1/P-2)
2. Steiner MPS
3. Holosun (407c, 507c, 508t, 509t, EPS, EPS Carry)
4. Leupold (Delta Point Pro)
5. Sig Sauer (Romeo 1 Pro, Romeo 2)
6. Trijicon (RMR, SRO)
7. Any other manufacturer authorized by the Chief of Police or his designee.

#### **1.4.5 URBAN POLICE RIFLE**

A. A Department-qualified officer may, without supervisory approval, choose to carry and use the UPR in any situation where there is a threat of death or serious bodily injury or upon the direction and approval of a supervisor or command officer.

1. Prior to an officer carrying a UPR on duty, the officer must have the weapon inspected and certified for use by a Department armorer. Once certified, the weapon shall not be modified. If functional modifications are sought to be made to the weapon after initial approval of the UPR, the modifications shall be approved in writing by a Department armorer prior to any modifications being made. A Department armorer must make any approved modification unless the weapon was modified by a professional gunsmith or manufacturer. The officer seeking the modification shall be re-certified and re-qualified prior to carrying the modified UPR.

2. All ammunition for the UPR must be a Department-approved .223 or 5.56 caliber round. All UPR-qualified officers will receive 100 rounds of department-issued ammunition. If officers wish to carry more ammunition than is issued, the officer will pay for the cost of the extra Department-approved ammunition.
  3. Officers are permitted to mount an optical sight on a UPR when:
    - a. The sight is from a reputable manufacturer, such as EO Tech, Aimpoint, Trijicon, Leupold, Holosun, Vortex, or Steiner.
    - b. It is approved by the Chief of Police and a member of the Firearms Training Cadre; and
    - c. The sight mounted on the rifle is co-witnessed with backup iron sights (BUIS), allowing for immediate use of the iron sights in the event the optical sight fails.
  4. An officer who is qualified to carry the UPR on duty shall be responsible for the safe handling of the weapon. While on duty and on patrol, the rifle shall be secured in a protective case in the trunk of the officer's squad car or in a gun rack, with the bolt forward on an empty chamber and the fire selector level on safe until needed.
  5. An officer who is ending his/her tour of duty shall not leave a UPR in the gun rack or trunk of the squad car. Officers shall be responsible for the security of their UPR.
  6. The Department will supply the ammunition for UPR training.
- B. To become authorized to carry a UPR on duty, the officer shall first:
1. Complete the Department's 2-day certification course on gun-handling skills and the nomenclature of the UPR.
  2. Qualify as described in Section 1.4.2 of this policy.

#### **1.4.6 SHOTGUN**

- A. Shotguns transported in patrol vehicles shall be carried in a case or gun rack with the safety on and without a round chambered. The magazine shall be loaded with Department-approved rifled-slug ammunition. The shotgun shall be used consistent with Departmental training, this policy, and the Use of Force Policy.
- B. To become authorized to carry a shotgun on duty, the officer shall first:
  1. Complete the Department's 2-day certification course on gun-handling skills and the nomenclature of the shotgun.

2. Qualify as described in Section 1.4.2 of this policy.
- C. Prior to an officer carrying a shotgun on duty, the officer must have the weapon inspected and certified for use by a Department armorer. Once certified, the weapon cannot be modified. If functional modifications are sought to be made to the weapon after initial approval, the modifications shall be approved in writing by a Department armorer prior to any modifications being made. A Department armorer must make any approved modifications unless the work is done by a professional gunsmith or manufacturer. The officer seeking the modification shall have the shotgun re-certified and re-qualify prior to carrying the modified shotgun on duty.
- D. To continue to be authorized to carry a shotgun on duty after completing the Department's 2-day certification course, the shotgun shall be inspected annually by a department armorer, and the officer shall attend the annual shotgun refresher training and qualification.
- E. The only shotgun authorized for duty use is a smooth-bore, fast/recoil-operated or pump action 12-gauge weapon similar to the Remington, Benelli, Mossberg, Beretta, Winchester, or FN Herstal type.
- F. All shotguns carried on duty must be equipped with a Department approved shoulder sling.
- G. All shotguns must be equipped with a front and rear sight.
- H. Officers are permitted to mount an optic on a shotgun when:
  1. The optic is from a reputable manufacturer approved by the Chief of Police or his designee.
  2. The optic must be co-witnessed with backup iron sights.

#### **1.4.7 FIREARMS AMMUNITION**

- A. The list of approved ammunition can be found in Policy 1.4 Attachment B.
- B. The Department will issue enough ammunition for three magazines for one handgun that will be carried on duty by the officer. Ammunition for additional magazines must be Department-approved and will be the responsibility of the officer.
- C. Ammunition for all backup and off duty handguns must be Department-approved and will be the responsibility of the officer.
- D. The Department will issue 100 rounds of rifle ammunition to those officers who are qualified to carry a rifle. Ammunition for additional magazines must be Department-approved and will be the responsibility of the officer.
- E. The Department will issue 20 shotgun slugs to officers who are qualified to carry a shotgun. Additional shotgun ammunition must be Department-approved and will be the responsibility of the officer.

- F. Ammunition to be used in Department-issued or approved handguns, shotguns, and rifles is limited to that which is issued or approved by the Department.
- G. Ammunition carried or used by officers while on or off duty will not be altered.
- H. Ammunition to be used in Department-approved shotguns and rifles is limited to that which is issued or approved by the Department.

#### 1.4.8 OTHER APPROVED WEAPONS

- A. The following non-firearm weapons are authorized for use.
  - 1. Chemical Irritants.
    - a. Non-flammable oleoresin capsicum-based spray, not to exceed 10% solution.
    - b. CS/OC blended foggers.
  - 2. Impact Weapons.
    - a. Straight baton.
    - b. Metal expandable baton which is at least 21 inches in length.
    - c. 12-gauge less-lethal drag-stabilized ballistic sock round.
  - 3. Conducted Energy Weapons.
    - a. Taser Model X2
    - b. Taser Model 10

#### 1.4.9 FIREARMS QUALIFICATION COURSES

- A. Qualification courses, as detailed in Policy 1.4 Attachment A, for all firearms will be included in the firearms training manual. Qualification courses must be approved by the Chief of Police.
  - 1. Courses of Fire.
    - a. "A" Course - Course of fire for qualification with on-duty/off-duty handguns.
    - b. "B" Course - Course of fire for qualification with the Urban Police Rifle (UPR).
    - c. "C" Course - Course of fire for qualification with the shotgun.
  - 2. Scoring Systems.
    - a. "A" Course:
      - 1) Utilizes the PTI replaceable marked center of mass on a (B-24) silhouette target.
      - 2) The target is scored as follows:  
  
Center of mass = counted as 1 hit

- 3) Requires that 21/30 shots hit center mass.

#### b. "B" Course:

- 1). Utilizes the PTI replaceable marked center of mass on a (B-24) silhouette target and a 3x5-index card for the headshot target.
- 2). The target is scored as follows:  
  
 10 ring = 10 pts  
 9 ring = 9 pts  
 8 ring = 8pts  
 3x5-index card hit = 10 pts  
 Miss of center mass = 0 pts  
 Miss of 3x5-index card = 0pts
- 3) 60 rounds = a possible score of 600 pts

#### c. "C" Course:

- 1) Utilizes the PTI replaceable marked center of mass on a (B-24) silhouette target.
- 2) The target is scored as follows:  
  
Center of mass = counted as 1 hit
- 3) Requires that 16 of 20 shots hit center mass.

- B. The attachment for Policy 1.4 contains specific descriptions of the "A", "B", and "C" courses of fire.

#### ISSUING AUTHORITY:

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