Police Department Policy and Procedure Manual

Chapter 2 — Personnel

Section Number: 2-3-2

Section Title: Authorized Weapons/Use and Safety

Most Recent Update: 11/20/2025

I. Policy

A. The purpose of this policy is to establish policy and procedures regarding the training and proficiency standards required for members to carry or use the issued/authorized weapons of this department.

B. No Clive Police Department personnel shall use any agency authorized weapon without showing proficiency.

II. Definitions

A. Aerosol Subject Restraint (ASR) is an issued/authorized self-defense spray device to be utilized in accordance with applicable department policies. ASR may also include other types of chemical munitions and/or delivery systems.

B. Firearm is an issued/authorized weapon to be utilized in accordance with applicable department policies.

C. Handcuffs are an issued/authorized temporary restraint device intended to restrict and control a subject's actions, to provide for officer safety and security, and to be utilized in accordance with applicable department policies.

D. Impact Weapon is an issued/authorized weapon to be utilized in accordance with applicable department policies.

E. Less Lethal Weapons are issued/authorized weapons to be utilized in accordance with applicable department policies. Said weapons are designed to affect control in a manner that manifests an increased likelihood of physical injury. Examples include bean bag projectiles, electronic control devices, batons and OC spray.

III. Carrying Requirements While on Duty

A. All sworn officers working in a uniform capacity shall carry their authorized firearm(s), an electronic control device and at least one authorized less lethal weapon.

B. All sworn officers working in a plain clothes capacity shall carry their authorized firearm(s). They may carry any other authorized less lethal weapon.

IV. Authorized Weapons/Equipment

A. Duty Pistol

1. Uniformed Officers:

a. 9mm, 40 caliber, or .45 caliber semi-automatic pistol manufactured by a departmental approved weapon manufacturer. Barrel length should be 3 ½ to 6 inches; finish must be of a blued or stainless matte or black Cerakote finish.
b. Pistol grips must be made of wood, plastic, or rubber. No bone or pearl finish grips are allowed. Weapon mounted lights are authorized on duty handguns and must be accompanied with a light bearing holster.
c. Action enhancements are authorized as long as no original safety mechanisms are altered or disabled, the trigger press maintains a minimum of four pounds in weight, and the enhancement is completed by the original manufacturer, or a certified armorer.
d. A 1911 type pistol is authorized to carry with the approval from one of the department's firearms instructor. Officers must show competence with functionality and operation. The 1911 type pistol is exempted from the four pound trigger press.
e. Other external modifications such as sights, extended slide stops, tactical magazine release buttons, extended magazines and magazine extensions, flared magazine wells, lasers, etc., may be installed but must first be approved and inspected by one of the department's firearms instructors.

f. Departmentally approved electronic control device.

2. Plain Clothes Officers:

    a. Semi-automatic pistol as specified above for uniformed officers with the exception that barrel length may be shorter than 3 ½ inches and cerakote finish may be applied.

3. Clive officers assigned to the Suburban Emergency Response Team (SERT)

    a. Clive SERT officers shall carry weapons and ammunition authorized in this policy.

B. Secondary Firearms/Backup Firearms

1. All Officers:

    a. Authorized backup weapons are: .380 caliber, .38 special, 9mm, 40 S&W, and .45 semi-automatic or revolver pistol made by one of the authorized manufacturers. The backup weapon is carried as a secondary weapon to either the duty weapon or plain clothes duty weapon. This weapon must be carried concealed from view of the public in an approved holster system placed either on the ankle or attached to the officer's ballistic body armor. This weapon will be small in size and used only when an officer's duty weapon is not available or inoperable. Officers carrying a secondary/backup weapon must post a passing qualification score and have the approval from one of the department firearms instructors.

C. Off-duty firearms

1. All officers:

    a. Authorized off-duty firearms are .380, .38 special, 9mm, 40 caliber and .45 semi-automatic or revolver pistol made by one of the authorized manufacturers.

    b. Officers are not required to carry a firearm while they are off-duty.

c. The maximum number of off-duty firearms an officer will be allowed to show proficiency with and be allowed to carry are 2.

d. Officers that wish to carry a firearm(s) off-duty will be required to present the firearm(s)to a firearm instructor for inspection and show proficiency with said firearm(s.)

2. All Officers:

   a. A 12-gauge pump action shotgun, or semi-automatic shotgun, manufactured by Benelli, Remington or Mossberg, with a blued Parkerized, or black Cerakote finish. Bead or rifle sights; Two point sling, side saddle shell holder, and fore-end tactical light,

   b. Individually owned shotguns that conform to this standard are authorized and shall be maintained by the officer. A red or green dot optic may also be added.

   c. Federal, reduced-recoil, ammunition in 8 or 9 pellets, 00 Buck, or Federal, reduced-recoil rifled slugs are the approved ammunition.

3. The duty shotgun will be staged in cruiser configuration, consisting of:

   a. Weapon on safe, action forward, and unlocked.

   b. No round in the chamber.

   c. Five (5) rounds of 00 Buck in the magazine tube.

   d. Six (6) rifled slug rounds in the side saddle.

4. The duty shotgun will be carried in the police vehicle weapon-locking security rack or secured in a case in the trunk. Individually owned shotguns will be removed from the patrol car, returned to the station, and secured each day.

5. The duty shotgun may be deployed at the discretion of the officer. The officer should consider the capabilities of the duty shotgun, especially as a mid-range option, where a handgun or rifle may not be as desirable.

D. Duty Rifle

1. All Officers:

2. It is the policy of the Clive Police Department to make patrol rifles available to officers in the performance of their duties to help ensure the safety of the public and officers where the capabilities of the weapon system increases the effectiveness of the officer's ability to neutralize a threat.

    a. An officer authorized to deploy a patrol rifle shall complete an approved patrol rifle course.

    b. In the course, officers will demonstrate proficiency in proper handling, safety, and marksmanship of the AR15 style patrol rifle.

    c. The course may be held jointly with surrounding departments and will be taught by department patrol rifle instructors who possess certifications specific to instruction on this weapon system.

3. Only rifles issued or approved by the department will be authorized to be carried and deployed as a patrol rifle.

4. All patrol rifles will be equipped with at least a sling and back up iron or fixed carrying handle sights.

5. Patrol rifles will be of the AR-15 variant and not to be modified in any way except by a department firearms instructor with the following exceptions:
    a. Adjustment of the sling
    b. Adjustment of the collapsible stock
    c. Rear sight aperture
    d. Adjustment of the front sight
    e. Addition and adjustment of an approved optic
    f. Addition of an approved weapon mounted light
    g. Rail system mounted in place of handrails.

6. Officers wishing to utilize personally owned patrol rifles must submit the make and model in memo form to one of the department firearms instructors.
    a. Officers are encouraged to seek input from departmental firearms instructors prior to purchasing a rifle to ensure that it meets service expectations.
    b. The rifle must be manufactured by a reputable company and an approved by a firearms instructor.
    c. Officers may use their clothing allowance money to assist with the purchase of the rifle with reimbursement not to exceed $600.00.
    d. Officers may carry a suppressed rifle, approved by a firearms instructor.

7. The patrol rifle will be staged in cruiser configuration, consisting of:
    a. Weapon on safe
    b. No round in the chamber
    c. Bolt forward with dust cover closed.
    d. A loaded magazine consisting of 28 rounds of duty ammunition inserted and locked in the magazine well.

8. The patrol rifle will be carried in the police vehicle weapon locking security rack or secured in a zippered rifle case.

9. The patrol rifle may be deployed at the discretion of the officer in any situation where the drawing of the sidearm or shotgun would be appropriate. The officer should consider that as the distance from the threat increases, the capabilities of the patrol rifle become more desirable and if the officer encounters a suspect also armed with a rifle.

E. Authorized ammunition

1. Handgun Duty Ammo-Speer Gold Dot 9mm 147 grains, 40 caliber 180 grains, 45 caliber 230 grains, .380 caliber 90 grains, 38 caliber 135 grains.

2. Rifle Duty Ammo-Speer Gold Dot 63 grain.

3. Shotgun Ammo-12-gauge Winchester Ranger 00buck, Slugs-12 gauge Federal Hydra-shocks.

F. Impact Weapons

1. All Officers:

a. The following impact weapons are approved for those officers who have completed a course of certification: collapsible straight baton (ASP, Monadnock, or equivalent), 18"- 26".
b. Saps, dirks, billy clubs, weighted gloves, etc. are prohibited.

G. Less Lethal Munitions

1. All Officers (certified in the use and deployment)

a. 12-gauge bean-bag rounds
b. The less lethal shotgun will be marked less lethal with an orange stock and forend
c. The less lethal shotgun will be placed in the acting Sergeant or OIC vehicle.

H. Chemical Munitions

1. Certified Instructors Only

a. Only those officers who have successfully completed a law enforcement course of instruction may utilize chemical munitions such as remote delivery chemical agents, flash-bang devices, distraction devices, etc.

b. Chemical munitions authorized to be carried by the Suburban Emergency Response Team (SERT) and/or police officers.

Manufacturer	Model	Type	Authorized Use
CTS	5430/5440	Flameless CS Gas (Hand Deployed)	SERT
CTS	4340/4330	40mm Liquid Barricade (OC and CS)	SERT
CTS	9594	Sting Ball Grenade (OC)	SERT
CTS	1441	Pepper Spray	SERT/Officer
CTS	5211	White Smoke Grenade (Triple Phaser)	SERT
CTS	5231	CS Smoke Grenade (Triple Phaser)	SERT
CTS	5210	White Smoke Grenade	SERT
CTS	5230	CS Canister Grenade	SERT
CTS	6210	White Smoke Grenade	SERT/Officer
CTS	6330	CS Vapor Grenade (Indoor)	SERT
CTS	6340	OC Vapor Grenade (Indoor)	SERT
CTS	4441	40mm OC Powder	SERT
CTS	4213	40mm Multi-Smoke 4.8"	SERT
CTS	4233	40mm Multi 2 CS	SERT

CTS	4556	40mm Frangible Impact OC Powder	SERT
CTS	4530	40mm Frangible Impact CS Powder	SERT
CTS	6231	CS Smoke Grenade	SERT
CTS	6343	OC/CS Aerosol Grenade (Indoor)	SERT
Def Tech	1083	HC Smoke	SERT
Def Tech	MK9	Pepper Spray (Fogger)	SERT

I. Aerosol Subject Restraint

1. All Officers

a. Oleoresin Capsicum (OC) spray.

J. Handcuffs and Restraints

1. All Officers

a. Smith & Wesson, Peerless, ASP or Hiatt hinged or swivel link handcuffs in nickel, stainless, or blued finish, standard or universal wrist size. Flexcuffs may also be used when more than one prisoner is to be restrained. Transport handcuffs or leg irons are also authorized for prisoner transportation.

b. The use of leg hobbles is also authorized for prisoner transportation.

K. Officer Duty Knives

1. The Clive Police Department authorizes each officer to possess and use a duty knife both on and off duty. It is recognized that officers may have many needs for a knife, including both general work and for limited defensive purposes. While not considered to be a primary weapon of choice in a defensive life situation, officers may, under extraordinary circumstances use a knife in defense of their lives and the lives of others.

2. Nothing in this policy requires an officer to carry any knife. This policy is intended to aid the officer, should the officer choose to carry a knife on duty in the acceptable use of the knife in common tasks and in the last-ditch defense of life.

3. Specifications

    a. Officers will carry only fixed blade or manual opening knives, not automatic.

    b. The brand, model and color of the duty knife will be the discretion of the Chief of Police

    c. Blade size, design style will be as such:

        (a) No blade longer than five (5) inches in length

        (b) Straight edge, serrated edge or combination of both will be accepted.

        (c) No elaborate designed blades other than described above will be permitted.

        (d) Knives may have a "clip" attached to it to provide secure ways of carrying or concealing the knife.

        (e) Each folding knife will have a locking style blade. This blade must be able to be unlocked and folded for safety and concealment.

4. General Use

    a. The carrying and use of any knife by on and off duty officers shall be done as unobtrusively as possible so as not to alarm any bystander. The officer shall take care not to exhibit or handle the knife in a careless manner.

    b. It is the individual officer/s responsibility to use the duty knife as a tool in a safe and responsible manner.

        (a) The officer shall use reasonable care in the general use of the knife as a tool to prevent injury to the officer and others.

        (b) The officer shall use reasonable care in the general use of the knife as a tool to prevent damage to property.

5. Defensive Use of Any Knife

    a. It is recognized that any officer in the course of his or her duties may require the use of the duty knife as a means of defense under extraordinary circumstances.

The Clive Police Department requires any force by its officers to be objectively reasonable and comply with the requirements of Graham v. Connor as well as Iowa Code sections 704.12, 804.8, 804.10, 804.13 and 804.15.

b. Officers are reminded that the duty knife is primarily a cutting tool to assist them in their duties and not intended by this agency to be a primary weapon of defense. Extraordinary circumstances may dictate that the duty knife be used as an "immediate measure of defense of life".

   (a) An "immediate measure of defense" is defined as taking that action or using any implement to defend the officer's life or safety, or the life or safety of another, with implements or devices not normally intended to be weapons or issued as public safety equipment.

c. The use of a duty knife against an aggressive, life threatening situation can be employed only when the officer has an objective and reasonable belief that his or her life is in imminent danger of death or serious bodily injury and this belief is based on the totality of the circumstances known to the officer at the time. Officers are cautioned that while the use of deadly force is a grave undertaking by police, the use of any knife against another human being will be viewed as an extraordinary defensive measure and should be reserved for those extreme situations justifying this type of action.

6. Reporting the Use of Force

   a. Any use of force involving a duty knife by any member of this department shall be documented in the appropriate report.

   b. Supervisory notification shall be made as soon as is practicable following the application of physical force involving a duty knife, which at the time, appears likely to have caused injury, or the complaint of pain by the subject.

7. Medical Assistance

   a. Medical assistance shall be obtained as soon as is practicable for subjects who have sustained injury.

      (a) During the course of arrest

      (b) Express any complaint of injury.

(c) Or the officer feels anyone has been injured in any use of force including that involving the of a duty knife.

(d) In the event the subject is injured by the officer or the subject's actions, officers have a duty and obligation to provide medical treatment while in custody.

8. Summary

a. Each officer is expected to use care and caution when using a knife in any manner. Should an officer be forced to use a knife defensively in the performance of the officer's duties, our officers are required to abide by the laws of the State of Iowa and under the Constitution of the United States. The decision to respond with force rests with each officer, and each officer must articulate the totality of the circumstances known at the time the force was employed in order to justify that force. While there is no way to specify the exact duration or circumstances in which a duty knife shall be reasonably employed, each officer is expected to use these guidelines to make force decisions in a professional and reasonable manner.

V. Use of Force Training

1. All agency personnel authorized to carry lethal and less lethal weapons shall receive all use of force policies and related instruction before authorization to carry a weapon. Policy receipt and curriculum delivery must be documented. The related instruction shall include the following:

a. The completion of a department approved defensive tactics training program at least every two years. Elements of this training shall include, but not be limited to, handcuffing, weapon retention, pressure point control techniques, joint locks, come-alongs, the resistance/control continuum, resistance/control reporting procedures, and the Department's use of force policy.

b. Annual department firearms training. Elements of this training shall include, but not be limited to, low light firing, cold or inclement weather firing, decision making skills, multiple adversaries, simulation or role-playing scenarios, concealed carry training, proficiency testing, and the Department's use of force policy.

c. Training with any authorized weapons, prior to their issue or carry. This shall apply to restraint devices, aerosol weapons, impact weapons, and any other weapons with which an officer is equipped or is authorized to carry.

VI. Safety and Security of Weapons

A. Officers are responsible for the safe and secure storage of weapons, whether in the workplace, or elsewhere.

1. In the Workplace:

a. Weapons should be safely handled at all times. General firearms safety guidelines should be followed whenever possible.

b. Weapons should not be left unattended unless secured.

(a) Weapons placed in "gun boxes" should be secured by locking the gun box and taking the key.

(b) Weapons left in lockers may be left loaded, as long as the locker is properly secured with a lock.

c. Handling of weapons should be kept to a minimum. Situations where handling of weapons is permissible include:

(a) Start and end of shift, while changing into or out of uniform, or during weapon inspections conducted by a Supervisor.

(b) Maintenance by a departmentally approved weapon instructor or armorer.

(c) During training classes, under the direction of a departmentally approved trainer.

(d) Whenever necessary for a law enforcement related purpose, such as securing a weapon prior to entering a holding cell, etc.

(e) Cleaning in designated areas.

(f) Loading and unloading in designated areas

d. Any careless, flippant, or casual display of a firearm will constitute grounds for discipline.

e. Firearms will not be worn inside the jail area when a prisoner is unrestrained. Officers/Detectives conducting an interview or interrogation of an unrestrained prisoner or suspect shall not wear a firearm.

f. Rifle Security-All personally or departmentally owned .223 duty rifles will be secured in the trunk of the patrol cars when the officer is on duty. Officers coming off shift will remove their rifle from the car and secure it until the officer returns for his/her next shift.

B. In the Home:

1. Weapons should be safely handled. General firearms safety guidelines should be followed whenever possible.

a. Weapons left unattended in the home, or elsewhere, should be secured, so as to keep them away from children or other unauthorized persons. Iowa Code Section 724.22 (7) makes it a serious misdemeanor not to restrict access to loaded firearms to minors under the age of fourteen years.

2. Use of Alcohol and Prescription Drugs:

a. Officers shall not carry a firearm on or off-duty when they are legally impaired or have a blood-alcohol content of .08 percent or greater.

b. Officers shall report to their immediate Supervisor any use of prescription drugs or other medication that they reasonable believe would impair their ability or judgment to use a firearm.

VII. Handcuffs and Restraints

A. The purpose of handcuffs, flex cuffs or transport handcuffs is to restrain the movements of a subject in a manner that provides a safe means of transportation for officers and others. Restraints also control further physical resistance from a subject. Only the Department issued/authorized restraint devices shall be used.

1. Subject taken into custody should be handcuffed behind their back. This is to ensure the safety of the officer and other citizens. The exceptions to this rule are:

a. When the subject has an injury that does not permit his/her arms to move behind the back

b. When the subject's age, physical condition, or physical limitations may also indicate a change in this procedure is appropriate at the officer's discretion.

c. Juvenile status offenders, if they are compliant with the officer's directions.

d. When one of the conditions listed above exists, the subject should be handcuffed in front, if possible.

B. Whenever handcuffs are applied, they should be double locked. The exception to this rule is when, due to the arrest environment, it would be tactically unsafe. Handcuffs will be double locked as soon as possible after exiting the unsafe environment.

C. To assure proper safety for officers, all subjects will be handcuffed before being searched, provided an exception to the handcuffing requirement does not exist.

D. When transporting a handcuffed subject, the officer should attempt to assure that unnecessary tightness does not occur.

E. Except under exceptional circumstances, officers should not handcuff a subject to fixed objects such as posts, vehicles, buildings, etc.

F. If an officer encounters resistance after applying handcuffs, the officer should utilize reasonable control techniques to prevent injuries to the officers or injuries to the subject.

G. Use of alternative restraint devices, such as flexcuffs, leg tires, or hobbles, should be limited to situations in which standard departmental restraint devices are unavailable or insufficient to safely secure suspects.

H. Hog-tying" and other types of restraint that involve bending a person so as to connect his or her hands and feet are prohibited. Officers should avoid restraint and transport techniques that place individuals into positions that restrict breathing. Officers should be aware of cases involving positional asphyxia as a result of hog-tying and unusual restraints/positions.

VIII. Inspections

A. All authorized lethal and less lethal weapons shall be presented to qualified weapons instructor for review and inspection before they are approved for use.

IX. Aerosol Subject Restraints (ASR)

A. The purpose of the ASR is to provide members with a safe and effective control option. ASR's provide for the temporary incapacitation of subjects while providing a high degree of safety for both the officer and the subject.

1. ASR's shall be employed by trained personnel in the following situations:

a. To affect custody during a lawful arrest of a subject(s) who physically resists or threatens to physically resist by assuming an aggressive posture, and who does not comply with verbal requests.

b. To defend oneself, another officer or citizen from attacks by a subject or animal.

c. To disperse or control an unruly or dangerous group where arrest shall not be an option.

2. The ASR must be carried in a manner that provides for the adequate security and retention of the ASR when not in use.

3. In the event an officer is personally threatened with an ASR, the officer may use that degree of force necessary to defend against the assault, based upon the totality of the circumstances.

4. After-use Procedures for in-custody persons:

a. After a subject has been exposed to the ASR, the officer should:

(a) Give momentary pause before moving in to establish control, to ensure the ASR has begun to produce the expected effect.

(b) Penetrate the gap to establish control and handcuff.

(c) Provide verbal directions and positive reinforcement to reassure the subject that the level of discomfort being experienced is only temporary and will pass.

b. Persons coming into contact with ASR's should:

(a) As soon as practical be treated with exposure to fresh air (face into wind, fan, etc.) and/or allowed to wash with copious amounts of flowing water.

(b) Be monitored closely. Persons exhibiting signs of unusual medical distress (i.e. difficulty breathing, prolonged disorientation, etc.) should be transported to a medical facility for treatment. A specific officer should be designated to monitor the individual.

(c) Persons who do not substantially recover from the effects of the ASR after 45 minutes shall be transported to a medical facility for treatment.

X. Impact Weapons

A. The purpose of the impact weapon is to provide members with an effective control option when confronted by potentially violent subjects.

1. Impact weapons shall be employed by trained personnel in the following situations:

a. To affect custody during a lawful arrest of a subject who reacts or threatens to react aggressively or violently, and who does not comply with verbal requests.

b. To defend oneself, another officer or citizen from attack by a subject or animal.

B. Procedures for Impact Weapon Use:

1. The impact weapon will be carried in the approved carrier on the belt.

2. Only the issued/authorized impact weapon may be carried.

3. The head, neck, spine or clavicle are considered deadly force targets. Intentional striking of these targets should only be done when the use of deadly force is justified. Department training may identify other areas of the body to avoid intentional strikes.

4. In situations where the use of an impact weapon is justified, an officer may use a flashlight as an impact weapon when:

a. The issued/authorized impact weapon is unavailable for use or not readily accessible, and

b. The flashlight is utilized in a manner that is consistent with techniques as instructed in the Department approved impact weapons training program, and

c. The flashlight is used in strict compliance with all applicable sections of this policy and the Department's Use of Force policy found elsewhere in this manual.

XI. Less Lethal Weapons

A. The purpose of less lethal weapons is to provide members with an effective control option when confronted by potentially violent subjects.

1. Less lethal weapons may be employed by trained/authorized personnel in the following situations:

a. To affect custody during a lawful arrest of a subject who reacts or threatens to react aggressively or violently, and who does not comply with verbal requests or respond to other methods of control.

b. To defend oneself, another officer or citizen from attack by a subject or animal.

XII. Firearms

A. The purpose of the firearm is to provide members with an effective control option when faced with deadly force confrontations.

1. Only those firearms and ammunition that are issued/authorized by the Department shall be carried while on or off duty.

2. Only sworn officers who have successfully passed firearms qualification and the use-of-force training course prescribed by this agency are authorized to carry a firearm.

3. Officers shall fire a passing score with all issued/authorized firearms on the Iowa Law Enforcement Academy approved course of fire on at least an annual basis.

a. This requirement applies to all firearms, including the primary duty weapon, back up weapon, off duty weapon, shotgun, carbine or rifle, or any other firearm authorized or approved for law enforcement purposes.

b. Firearms training and proficiency testing will be conducted by certified instructors and in accordance with the Firearms Training policy found elsewhere in this manual.

B. Handguns and ammunition will be carried:

1. By uniformed personnel in the issued/approved holster and ammunition carriers.

2. Plainclothes and administrative personnel shall carry their handguns in an approved holster that provides safety and security.

3. Officers shall be issued fresh duty ammunition in the specified quantity for all authorized firearms during the officer's first scheduled qualification each year. Replacements for defective or depleted ammunition shall be dispensed by the Department Range Instructor when needed in accordance with established policy.

C. Long guns and ammunition will be carried in the vehicle in the approved manner.

D. Procedures for Firearms Use

1. The use of a firearm is categorized as deadly force as described in the Use of Force section found elsewhere in this manual. The use of a firearm must be in strict compliance with the deadly force sections of the Use of Force policy.

2. The use of a firearm is also authorized to destroy an animal that represents a threat to public safety or as a humanitarian measure where the animal is seriously injured. (Immediate destruction of an injured domestic animal should be avoided where the owner is known or can be determined).

3. While on the firing range during a recognized firearms training program.

E. Regulation Sidearm – Cleaning and Repair

1. Sidearms shall be kept in a clean and operable condition. Such firearms shall be subject to inspection by commanding officers without notice at anytime.

F. Inspection before Carrying

1. All firearms to be carried on-duty shall be presented to a Department Firearms Instructor for inspection and approval before such firearms are carried. The model and serial number will be recorded by the firearms Instructor. The Department shall keep a list of all firearms authorized to be carried on or off-duty.

2. All authorized weapons shall be inspected on an annual basis to determine functionality. The inspecting officer shall keep a record of each weapon and if any weapon is deemed unsafe, said weapon will be removed from operation.

G. Sidearm Barrel Length

1. Uniform officers while on duty, shall carry sidearms having a barrel length of three and one-half (31/2) to six (6) inches. Plain-clothes officers may carry a short barrel sidearm of an approved model and caliber.

   This does not prohibit the use of personal firearms and ammunition for hunting or recreational purposes while off-duty.

H. Ammunition

1. Ammunition for on-duty use shall be issued by the Department as directed by the Chief of Police. Modified or special loads will not be permitted for use or carried by any officer on-duty.

I. Firearms-Cleaning and Loading

1. Officers shall not clean, load or unload firearms in the Police Station except when and where authorized by a commanding officer. This restriction shall not apply to sidearms when loading or unloading is ordered by a ranking officer for inspection purposes.

J. Firearms-Booking Prisoners

1. When an officer transports a prisoner to the police station, and prior to entering the detention facility, the officer shall secure his/her firearm in one of the handgun security lockers until leaving the station or said prisoner is released. At no time shall an officer enter the detention facility until his sidearm has been so secured.

K. Firearms Modifications

1. Modifications to any agency-authorized firearm require the written approval of the Chief of Police. This includes but is not limited to modifications involving grips, spring kits, sights, or finishes.

2. Defective, unsafe, or unauthorized firearms shall be reported to a Department Firearms Instructor.

3. Repairs or alterations to agency-authorized firearms may only be made by an armorer employed or authorized by this agency.

4. Authorized firearms shall be maintained in a clean and safe operating condition and shall be inspected as needed by a Supervisor or a Department Firearms Instructor.

L. Shotguns

1. Officers assigned to patrol operations are permitted to carry agency-issued shotguns while on-duty if they have successfully passed the shotgun qualification course.

2. Shotguns shall be carried in a secure rack as provided in patrol vehicles and in the following manner: (cruiser configuration)

   a. Magazine loaded with 5-00 buck rounds

   b. No shell in the chamber

   c. Safety in the “On” position

3. Officers may only carry and use ammunition authorized by this agency unless approval is granted by the Chief of Police and the officer qualifies with that ammunition. (This includes but is not limited to rifled slugs and magnum loads.)

M. Rifles

1. The AR-15 style patrol rifle is the designated department rifle and may only be carried and used by officer passing a prescribed training course, who maintains annual certification, which is verified by a certified ILEA rifle instructor.

N. Prohibited Weapons/Uses

1. At no time shall an officer unnecessarily brandish or use any weapon as an intimidation device.

2. Weapons shall not be exhibited or displayed contrary to subsection V herein, except when necessary for legitimate law enforcement purposes.

3. The carry or use of any non-approved weapon shall be strictly prohibited. Prohibited weapons include, but are not limited to: sap gloves, saps, black jacks, billy clubs, brass knuckles, or martial arts weapons.

4. Officers may carry knives of legal length and description. Knives are to be routinely utilized as utility tools, rather than as weapons.

5. Unless a tool, weapon or implement has been specifically authorized for use in this order, its use is strictly forbidden.

6. The use of equipment or other objects not designed or designated as weapons, but used as such, requires extreme and urgent circumstances as defined in the "Last Resort" section of the Use of Force section, found elsewhere in this manual. Such use will generally be treated as the use of deadly force.

7. No officer shall modify, alter, or change in any manner the issued/authorized tools, weapons or implements approved for carry under this policy without the specific permission of the Chief of Police or his/her designee.

O. Reporting Requirements

1. Whenever an officer uses an issued/authorized weapon as a means of controlling resistive behavior, or uses any other object as a weapon pursuant to the "Last Resort" provisions of the Department's Use of Force policy, said use shall be reported as prescribed in the Post Force Reporting Process section of this manual.

P. Training and Qualification

1. This department is committed to the belief that increased training enhances professionalism and decreases the likelihood of injury, to both the officer and the subject. Because of this commitment, appropriate training in the proper use of department issued/authorized weapons is considered mandatory.

2. Continued proficiency in defensive tactics techniques and the use of issued/authorized weapons is recognized as a required job skill, necessary to continued employment as a police officer.

3. Firearms Qualifications

    a. All officers authorized to carry firearms shall be required to qualify with each authorized firearm on at least an annual basis.

    b. All officers shall be graded on a pass/fail basis for purposes of firearms qualification.

    c. On at least an annual basis, all officers authorized to carry firearms shall receive and shall be required to demonstrate their understanding of the law and agency policy and procedures relating to the use of force.

    d. Officers shall be allowed no more than two attempts to qualify on any given day using each authorized firearm. Officers who fail to qualify with any authorized firearm on the first day shall be subject to the remedial training process described below:
    e. Officers must qualify with their primary service handgun and additional firearms (as appropriate) following return to duty after a leave of absence of more than 180 days.

4. Electronic Control Device Proficiency

    a. All officers authorized to carry an electronic control device shall be required to show proficency with said device at least on an annual basis.

    b. All officers shall be graded on a pass/fail basis for purposes of electronic control devices.

5. Less Lethal

    a. All officers authorized to carry less lethal shall, other than an electronic control device, be required to show proficiency with said device at least on a biennial basis.

b. All officers shall be graded on a pass/fail basis for purposes less lethal.

XIII. Remedial Training Process

A. Officers that are unable to demonstrate an acceptable level of proficiency with any departmentally approved weapon, or in any departmentally required technique, tactic or policy may be required to attend additional training.

1. Remedial training

a. The remedial training for any departmentally authorized weapon, control tactic or policy will follow the guidelines below:

(a) The instructor shall notify the immediate supervisor and the affected division commander of the officer in need of remedial training.

1. The instructor shall identify the deficiency and formulate a documented personalized outline and lesson plan.

a. The lesson plan shall include a review of the applicable policy and may include any applicable state statutes.

2. The instructor shall demonstrate, describe, dissect and drill the person in need of remedial training.

3. The employee must demonstrate a passing level of proficiency with the weapon or tactic.

4. The instructor will then meet with the employee's supervisor and go over the outline and training.

b. This training may be conducted off-site at an external training establishment, or onsite, by members of the Department's training staff.

c. Employees will not be allowed to merely test and retest until they pass but shall be retrained so as to assure that they have assimilated the knowledge, skills and abilities necessary to actually perform the task in question.

d. This remedial training should be fully documented in the employees' training file.

2. Failure to successfully complete the required training at the required frequencies, or to demonstrate proficiency in the use of any issued/authorized weapon or tactic, or policy will result in one or both of the following administrative actions:

   a. Revocation of authorization to carry or use the weapon in question and assigned to administrative duty.

   b. Discipline, up to and including discharge. Prior to resorting to disciplinary action, the Department will take whatever reasonable steps are necessary to provide the officer with additional or remedial training so that the required level of proficiency can be achieved.



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Mark Rehberg
Chief of Police