ELIZABETH POLICE DEPARTMENT
GENERAL ORDERS

VOLUME: 3	CHAPTER: 3	# OF PAGES: 41

SUBJECT: WEAPONS AND AMMUNITION

EFFECTIVE DATE: **October 14, 2026**	ACCREDITATION STANDARDS: 1.10.1, 1.10.2
BY THE ORDER OF: Chief Giacomo Sacca	
BY AUTHORITY OF: Police Director Earl J. Graves	

SUPERSEDES ORDER #: G.O. #64 (01/25/2012), G.O. #95 (07/01/1993), G.O. #168 (03/16/2009), G.O. #175 (11/06/2013), G.O. #178 (10/30/2014),

PURPOSE The purpose of this general order is to maintain the Elizabeth Police Department's guidelines regarding its weapons, ammunition, and weapons training program.

POLICY It is the policy of the Elizabeth Police Department that agency personnel shall use only weapons, ammunition, holsters, and related accessories authorized by the Chief of Police in their law enforcement responsibilities. This general order applies to weapons and ammunition carried both on and off duty. Only Elizabeth Police Department personnel demonstrating proficiency in the use of agency-authorized weapons are permitted to carry and use such weapons.

It is also the policy of the Elizabeth Police Department to provide ample training to its sworn personnel in the safe handling and use of authorized weapons and ammunition. Minimally, this agency will adhere to the tenets set forth in the *New Jersey Attorney General's Guidelines regarding Firearm Qualification*. This general order in no way will restrict this agency from providing more training than what is required by the New Jersey Attorney General.

All personnel will carry their Elizabeth Police Department badge and/or identification card while carrying a firearm, unless specifically excused by a supervisor during an operation or investigation.

It is further the policy of the Elizabeth Police Department that officers opting to carry a handgun in an off-duty capacity must also be in possession of their Elizabeth Police Department identification card while off-duty.

PROCEDURES

I. RESPONSIBILITIES

A. The training division commander is responsible for all weapons and weapons training. The training division commander is responsible for:

1. Enforcement of all the provisions of this general order.

2. Ensuring the safety of all individuals engaged in Elizabeth Police Department sanctioned weapons activities.

3. Ensuring that all qualification and proficiency demonstration sessions are conducted in accordance with the provisions of the New Jersey Attorney General guidelines and directives.

4. Ensuring that the proper weapons instructor-to-officer ratio exists at all times on the firing line. The below listed ratios are recommended, but not mandated. The supervising weapons instructor may adjust these ratios depending on the shooters' experience and past demonstrated proficiency:

   a. One firearms instructor for every six shooters using handguns during daytime firing conditions.

   b. One firearms instructor for every three shooters using handguns during nighttime firing conditions.

   c. One firearms instructor for every one shooter firing a shotgun.

   d. One firearms instructor to every four shooters firing a patrol rifle.

5. Ensuring that personnel certified in first aid or first responders are present on the range or immediately available to respond during qualification activities.

6. Verifying that a suitable communications link exists between the practice range and emergency services personnel.

7. Inspecting weapons, ammunition and holsters used in weapons qualification and proficiency demonstration and either approving or disapproving their use.

8. Maintaining overall discipline at the practice range and firing line and taking action, up to and including removal, of any person whose activities or conduct constitutes a danger to any person.

9. Adequately monitor and supervise all weapons qualification and proficiency demonstration or ensure that a qualified weapons instructor is present during qualification and/or proficiency demonstration activities.

10. Overseeing the maintenance of accurate records regarding each officer including the model and serial number of the weapon used, the ammunition used, and the results of the qualifying session.

11. Submit to the Union County Prosecutor's Office a comprehensive report on this department's weapons qualification program as set forth in this general order, including a listing of qualifying and non-qualifying personnel.

12. Coordination of all remedial training, including individual instruction, for personnel who are unable to successfully qualify or demonstrate proficiency with any weapons system.

B. Weapons/firearms instructors must satisfy one of the following requirements:

1. Certified by the Police Training Commission (PTC) to instruct firearms in an approved basic course as defined N.J.A.C. 13:1-1.1.

2. Must possess training equivalent to the PTC-approved firearm instructor course and be able to demonstrate knowledge and skill in this field. Equivalent training includes successful completion of a firearms instructor training program such as offered by the Union County Police Academy, Federal Bureau of Investigations, United States Secret Service, Federal Law Enforcement Training Center, New Jersey State Police, Smith and Wesson Academy, the National Rifle Association Police Firearms Instructor Program, or other local police academy.

3. Must have experience in conducting either a PTC-approved firearms course or an equivalent course.

C. CED re-qualification instructor requirements:

1. Authorization from the Chief of Police and approval of the Union County Prosecutor's Office.

2. Attend DCJ CED training on the New Jersey Attorney General's Use of Force Policy conducted by a county instructor (no test necessary).

3. New Jersey Division of Criminal Justice PTC certificate for the one-day CED class.

4. Successfully complete the *CLEAR - Mental Health & Special Needs De-Escalation Crisis Stabilization Training* course (good for five years).

5. Attend *Active Bystandership for Law Enforcement* (ABLE).

6. Attend *Integrating Communications, Assessment, and Tactics* (ICAT).

7. Must attend the Division of Criminal Justice use of force training every other year (biennially), and must annually complete the re-qualification process, which shall include an update on the *Attorney General's Supplemental Use of Force Policy on CEDs*.

8. Must continue to be approved and designated by the Union County Prosecutor's Office.

D. Less lethal device instructor certification requirements:

1. Must have a valid firearms instructor certification.

2. Authorization from the Chief of Police.

3. Designation by the Union County Prosecutor.

4. Complete manufacturer instructor training.

5. Attend DCJ approved less lethal training on the New Jersey Attorney General's Use of Force Policy conducted by a county instructor (no test necessary).

6. Qualify 3 rounds (min, max and mid-range distance).

7. Complete the *Law Enforcement Response: De-escalation Techniques to Individuals with Special Needs/Mental Health Issues Training* course being offered as part of the CLEAR Institute curriculum on NJ LEARN (good for five years).

8. Attend *Active Bystandership for Law Enforcement* (ABLE).

9. Attend *Integrating Communications, Assessment, and Tactics* (ICAT).

10. To continue after initial certification:

    a. Continue to be designated by the Union County Prosecutor.

    b. Maintain manufacturer instructor certification (2 years).

    c. Attend DCJ less lethal training on the New Jersey Attorney General's Use of Force Policy conducted by a county instructor (no test necessary). Good for 2 years

    d. Re-qualify annually with 3 rounds (min, max and mid-range distance).

    e. Complete the *Law Enforcement Response: De-escalation Techniques to Individuals with Special Needs/Mental Health Issues Training* course being offered as part of the CLEAR Institute curriculum on NJ LEARN (good for five years).

E. Mechanical force weapons instructors shall be qualified (certified) in the weapons system they are instructing and/or monitoring.

F. Weapons instructor responsibilities include, but are not limited to:

1. The direct supervision and control of personnel assigned to the range for the purposes of qualification.

2. Instructing all personnel in range safety and the appropriate handling and firing of the firearms being utilized.

3. Rendering all possible assistance to assist personnel in achieving the minimum qualifying score.

4. Remaining on the firing line with the personnel under their control unless properly relieved.

5. Taking immediate and appropriate action when the action of anyone present at the range constitutes a danger to any person.

6. Notifying the training division commander or his/her designee immediately upon discovering a weapon that appears to be malfunctioning or faulty.

7. Accurately recording scores of qualification sessions and other pertinent information as necessary and relaying the information to the training division commander or his/her designee.

8. Participate in remedial training of non-qualifying personnel.

9. Providing the training division commander or his/her designee with the targets utilized by any officer that failed to qualify during initial and subsequent qualification attempts.

G. Weapons instructors are prohibited from conducting qualification sessions on or off-duty that are not officially sanctioned by and expressly approved by the Chief of Police or an appointed designee.

II. GENERAL ADMINISTRATION

A. Refer to this department's general order concerning use of force for guidance and reporting requirements concerning firearm discharges, including unintentional discharges.

B. This agency adopts the definitions set forth in the *New Jersey Attorney General's Guidelines regarding Firearm Qualification*.

C. A list of authorized weapons and ammunition is contained in *Appendix A*.

D. Officers shall promptly notify the shift commander if they are on medication that can adversely affect their ability to handle or use a firearm or less lethal weapon.

E. No personnel shall at any time carry on his/her person a weapon when he/she is consuming or is under the influence of alcohol or prescription drugs that have the capacity to disturb his/her mental or physical capability. The Chief of Police must pre-authorize any exceptions to this requirement for covert operations.

F. Officers shall not surrender a firearm. Surrendering a firearm rarely de-escalates a serious situation and, in fact, can place an officer and innocent persons in jeopardy.

G. Officers are not authorized to carry firearms on the gaming floor of any Atlantic City casino or casino simulcasting facility, except in an emergency and at the request of the casino licensee's security department and upon notification to the New Jersey State Police (N.J.A.C. 13: 69D-1.13).

1. Officers shall not carry a firearm or other device designed to injure or incapacitate a person within a Pennsylvania casino without the expressed written approval of the Pennsylvania Gaming Control Board (18 Pa.C.S. § 465a.13).

2. Officers planning on visiting any casino in New York City, New York State, Connecticut, any US State, or any Native American reservation, shall first check with the specific facility to determine whether firearms or less lethal weapons are permitted on their casino gaming floors or related hotel spaces (if applicable).

3. Officers are not authorized to carry a department-authorized weapon while working for a private security business of any kind except when authorized by the Chief of Police in this department's general order on *Extra Duty Employment*.

4. Officers shall not carry any firearm/weapon into any secure section of a correctional facility.

5. Officers shall not carry firearms/weapons aboard in-flight commercial aircraft without the written permission of the Chief of Police. All federal statutes and Federal Aviation Administration regulations will be observed. This shall include all training as outlined by the Transportation Security Administration (TSA) under the direction of the Department of Homeland Security.

6. Officers who are suspended or have otherwise had their duty handgun removed from them for other reasons shall not carry a handgun (including off duty and backup handguns) at any time, unless otherwise authorized by the Chief of Police.

7. Officers shall not carry firearms in any foreign countries where such activity is prohibited.

8. Officers who have not met the qualification standards of this general order due to injury, family leave, leave of absence, or any other reason as deemed necessary by the Chief of Police, shall have their duty handgun removed from their possession and shall have the authority to carry an off duty or backup handgun revoked.

H. Officers are prohibited from modifying, altering, or enhancing any Elizabeth Police Department or Elizabeth Police Department approved weapon, accessory, and/or ammunition. The only authorized modifications are grips, grip tape, approved lighting systems, and night sights. Only the training division commander or his/her designee is permitted to make/authorize such modifications. This requirement includes approved personally owned off-duty and/or backup handguns.

I. Officers shall use mounted lights on their duty handgun, under the following conditions.

1. Officers shall be issued an approved agency mounted light for use on their issued handgun, with a matching holster.

2. Only department approved mounted lights and holsters are authorized. The specific current models in use will be kept on file with the department's range specialist.

3. Individual officers are responsible for the replacement of spent batteries in issued handgun-mounted lights. Officers should check weapon light systems for functionality on a regular basis.

4. Prior to using a handgun light system on duty, officers will have their equipment inspected by the training division staff and will pass a handgun qualification course.

5. Officers shall own and carry a flashlight other than the weapon-mounted light while on duty.

6. Mounted lighting systems shall only be used to illuminate potential targets under diminished light conditions.

7. UNDER NO CIRCUMSTANCES shall mounted lights be used simply as a replacement for a flashlight and its use is authorized only in situations where officers are justified in drawing and aiming a handgun.

8. Officers observed in violation of section II.I.7 (above) may be subject to immediate suspension from duty pending a departmental hearing.

J. Mounted lights may be installed on agency shotguns and patrol rifles s subject approval of the principal firearms instructor and the requirements and restrictions listed above in section II.I (except for holsters).

K. Laser sights are prohibited.

L. The use and deployment of holographic red dot sights (RDS) on department issued duty handguns must be approved by the training division commander or his/her designee.

1. All RDS equipped handguns shall also be equipped with iron sights thar can be used independent of the RDS.

2. RDS optics must be issued by the training commander or his/her designee and must be installed by department armorers according to manufacturer specifications.

3. Officers shall be issued an approved agency RDS sight for use on their issued handgun along with an authorized holster designed to accommodate an RDS equipped handgun.

4. RDS equipped handguns will be zeroed at 5, 10, and 15 yards in accordance with International Law Enforcement Educators and Trainers Association (ILEETA) guidelines.

5. RDS batteries will be replaced at a minimum of every 6 months, or earlier as needed.

6. Officers deploying RDS equipped duty handguns will confirm zero at a minimum of twice per year during departmental qualifications, or after a significant event that would lead an officer to believe that his/her zero has changed. After any such event, the officer will, as soon as reasonably possible, schedule a session to confirm the RDS zero under the supervision of a department certified armorer or a PTC certified firearms instructor.

7. Officers deploying RDS equipped duty handguns must complete the RDS familiarization course and pass the appropriate departmental qualifications prior to deployment.

M. Only authorized ammunition can be carried or used in an Elizabeth Police Department approved firearm.

N. Officers are prohibited from displaying a firearm to any person except according to law, upon demand of supervisory personnel, or in compliance with this department's general order on use of force.

O. Damage, loss, or theft of any Elizabeth Police Department authorized weapon or ammunition shall be immediately reported to the shift commander and, in the case of loss or theft, to the law enforcement jurisdiction where the loss or theft had occurred. The shift commander shall report any loss or theft to the training division commander and the Chief of Police as soon as practicable. The duty shift commander shall ensure that the weapon is promptly entered into the NCIC database (whether by this agency to the agency to which the loss/theft had been reported).

P. If an Elizabeth Police Department authorized weapon becomes defective or is in need of repair:

1. If the weapon is a personally owned off-duty and/or backup handgun the officer is responsible for getting the weapon repaired. The officer shall take the handgun out of service and any previous permission that may have been granted by the Chief of Police to carry it is immediately rescinded until such time as it can be restored to a fully operable condition and re-inspected and approved by an armorer or qualified weapons instructor prior to carrying.

2. If the weapon is a duty handgun, the officer shall notify the shift commander. The shift commander will then notify the training division commander to replace the handgun.

3. The malfunctioning handgun shall be clearly tagged as inoperative noting the date of removal from service and nature of the malfunction. The malfunctioning weapon shall be made safe, unloaded and placed in the range armory.

4. Shotguns and rifles in need of repair and/or maintenance shall be taken out of service, unloaded, made safe, clearly tagged as needing repair and secured in a weapons storage locker or the armory. Officers are authorized to take a spare shotgun, rifle or submachine gun, if one is available.

5. If the pre-shift function check reveals a CED is not functioning properly, the CED shall not be deployed. The operator shall take the CED out of service, clearly tag it and return it to the ESU armory. The operator shall notify their supervisor and the training division commander as soon as practicable. The CED operator can take another CED, if available.

6. Less lethal launchers in need of repair and/or maintenance shall be taken out of service, unloaded, made safe, clearly tagged as needing repair and secured in a weapons storage locker or the armory. Officers are authorized to take a spare less lethal launcher if one is available.

7. Damaged or inoperable batons shall be removed from service, clearly tagged as inoperable, and stored in a weapons storage locker or the armory until repair or replacement. If a baton replacement is available, one will be issued the following business day. If a replacement is not available, the training division commander or his/her designee obtain one as soon as practicable and it will be issued upon receipt.

8. Damaged or expended OC shall be removed from service and surrendered to the training division for proper disposal. The training division shall issue a replacement.

9. If a weapon becomes defective or in need of repair during proficiency training, an armorer or designee shall repair or reissue a replacement weapon until repairs can be made. All replacements shall be documented.

10. The training division commander or his/her designee or an authorized armorer will inspect the malfunctioning weapon(s) to determine the cause of the malfunction. The training division commander or his/her designee may repair the weapon or choose to send the weapon to the manufacturer for repair depending on the cause of the malfunction.

11. All weapon repair and maintenance transactions must be documented.

Q. All sworn personnel are required to carry their authorized duty handgun while on duty with the following exceptions:

1. When engaged in processing arrestees; or

2. With supervisor approval, when the presence of a weapon might jeopardize the outcome of a covert operation or investigation; or

3. When on convalescent, modified, or transitional duty and carrying a weapon is impracticable; or

4. With supervisor approval, officers working in an undercover capacity; or

5. When otherwise exempted by the Chief of Police.

R. All Elizabeth Police Department approved weapons and ammunition must be maintained in a state of operational readiness. Officers are responsible for maintaining their assigned/approved weapons, ammunition, holsters, and related accessories.

1. When engaged in field activities, duty handguns and spare magazines must be loaded to full capacity.

2. Officers are subject to periodic and unannounced weapons inspection at any time and may be subject to disciplinary action if weapons are not kept clean and operational.

3. Duty ammunition shall be issued or replaced as necessary by the training division commander or his/her designee.

   a. Expended ammunition shall not be replaced unless the officer provides a full accounting;

   b. Upon separation (e.g., termination, retirement, etc.), personnel must surrender all Elizabeth Police Department issued ammunition and account for any shortages.

III. OLEORESIN CAPSICUM (AEROSOL SUBJECT RESTRAINT)

A. Oleoresin capsicum (OC) spray/stream can be deployed in less lethal force situations where the use of force is necessary and justified to apprehend or control an individual, and the use of the OC will facilitate the arrest with the minimum chance of injury to the officer, the arrestee, or innocent bystander, see this department's general order on use of force.

B. OC must not be handled by children or unauthorized individuals.

C. Only personnel who have satisfactorily demonstrated proficiency under the supervision of a certified weapons instructor may carry and use OC.

   1. Uniformed officers should carry OC on their duty belt in an approved holder.

   2. Plain-clothed officers may carry OC on their belt or in a manner to retard accidental discharge and/or loss of the device.

D. OC shall only be used as instructed. Any use of the agent, which is not justified, will subject the user to disciplinary action. OC shall not be used to harass, humiliate, or intimidate any person.

   1. OC shall not be used on large groups of people (i.e., demonstrators, peaceful crowds) unless coordinated and directed by a supervisor;

   2. OC is not authorized in situations solely involving verbal abuse of the officer.

   3. OC is not authorized on subjects already in custody, except for an arrestee/prisoner who becomes physically uncontrollable and poses a physical threat to him/herself or another.

   4. Draw the OC canister pointing the discharge port towards the target area.

   5. Firmly grip the canister and depress the actuator button with either the thumb or index finger. Avoid overextending your arm to maintain canister control and subject distance.

6. Administer OC in two (2) one-half to one-second bursts, no closer than three (3) feet to a maximum of twelve (12) feet from the intended target. The general target area is the facial area and should be sprayed from ear to ear. NOTE: Maximum distance may be significantly reduced due to low volume of propellant in canister from frequent discharges. Process includes:

   a. COMMAND – officers should make known the purpose of the arrest or reasonably believe that their identity and purpose are otherwise known by or cannot reasonably be made known to the person to be arrested, and that resistance will result in the OC being applied.

   b. APPLY – if the subject resists and the application of OC is warranted, the officer may use OC to effectuate an arrest, protect him/herself or another from physical harm, or restrain and subdue a resistant individual to bring an unlawful situation under control.

   c. COMMAND – once the OC is applied, tell the subject what you want them to do (e.g., "*You are under arrest, get down on the ground and place your hands behind your back. Do it now!"*).

   d. EVALUATE – to see if the OC is taking effect. (Is reapplication necessary? Is the subject complying? Is an escalation of force necessary?)

   e. CONTROL – the subject by covering and handcuffing. Avoid immediately stepping towards the subject after spraying to avoid unintentionally exposure to any residual airborne OC.

E. The effects from an OC exposure may linger for usually 12 – 60 minutes. See this department's general order on use of force for decontamination procedures.

   1. Advise Union County Jail personnel if a subject was sprayed with OC.

   2. Medical clearance will usually not be required by the Union County Jail unless the subject is still under the effects of the OC.

F. For indoor cleanup:

   1. Wipe the exposed surface clean with a damp rag and mild soap.

   2. The ingredients (biodegradable) may be washed down a sink.

   3. Clothes can be washed normally.

   4. Exposed food should be discarded.

   5. If available, use fans to circulate air in the area.

   6. Avoid entering a contaminated room for one hour.

   7. OC will degrade naturally within a few weeks.

G. With OC products commercially available to the public, the likelihood of an exposure or attack from a suspect should always be in mind. Maintaining an interview stance with adequate distance and watching the subject's hands are paramount to officer safety.

1. The effects of OC vary in subjects in different ways and different intensities. Being able to see the subject is the most important factor in surviving an OC attack. Usually, the officer under attack usually will have to rely on another officer to assist him/her to safety or to control the subject.

2. Recommendations to protect yourself and assisting another from an OC attack include:

a. Prior to being sprayed and if possible, hold up your support hand to shield your eyes from the spray. Try to be aware if your suspect moves, closing one eye prior to exposure will benefit your vision if you get sprayed.

b. The closed eye will not be affected as fast as the open eye and may provide you with the time you need to react, control, and take the suspect into custody. Call for assistance as soon as possible.

c. If both your eyes are sprayed, try to keep them open as long as possible. Use you support hand to force one of your eyelids open. Identify your suspect and advise him/her to keep back and, if necessary, move to an area to provide you with protection.

d. If the subject advances towards you, try to secure your handgun, but remember to defend yourself to the best of your ability. Give verbal commands. Advise other officers on location that you have been sprayed.

3. Approaching an officer who has been sprayed is very dangerous. The officer may not be able to visually identify assisting officers. Verbalize your presence to the officer. Make sure he/she understands and acknowledges your presence. Advise the officer that you will be assisting them by guiding them to a safe location. Be sure that they have his/her handgun secured in his/her holster prior to contacting and moving them.

4. Once in a safe location, look and ask about any injuries, begin decontamination procedures.

IV. BATONS / IMPACT TOOLS

A. Batons are defensive impact tools that may be used when the justification for the use of less lethal force exists. Batons can only be used as instructed.

B. Officers shall **not** use a baton to batter a passive resister into submission.

C. Only officers who have satisfactorily demonstrated proficiency under the supervision of a certified weapons instructor may carry and use a baton.

D. While on duty working in a uniformed capacity on a detail that normally would require a duty gun belt, qualified officers shall carry their batons at all times.

1. Batons shall only be carried in the issued holder. The manner (side of the body) in which the baton is carried shall be in accordance to preference found by the officer during qualification and/or in-service training as directed by a baton instructor.

2. Non-uniformed officers (on-duty) may carry batons in either a belt holder or in such a way it is accessible and comfortable.

V. CONDUCTED ENERGY DEVICES / LESS LETHAL DEVICES / DIVERSIONAY DEVICES

A. The Chief of Police has the continuing responsibility to ensure that all officers authorized to carry or use CEDs and/or less-lethal devices remain qualified by experience, demonstrated judgment, and training and PTC-approved qualification and re-qualification procedures to be equipped with these weapons, and the Chief of Police may at any time limit, suspend, or revoke the authority of an officer to carry or use CEDs and/or less-lethal devices.

B. No officer shall be authorized to carry or use CEDs and/or less-lethal devices during an actual operation until having completed a training course and qualification procedure approved by the PTC in the proper use and deployment of CEDs and/or less-lethal devices. The training program shall include a component on techniques to deescalate a confrontation with a person from a different culture or background. The training program also shall include a component on how to interact with an emotionally disturbed person, how to recognize mental illness, and techniques to deescalate a psychiatric crisis to prevent injury and death.

C. CED operator requirements:

1. Authorization from the Chief of Police.

2. Complete manufacturer instructor training by a certified instructor.

3. Attend DCJ CED training on the New Jersey Attorney General's Use of Force Policy conducted by a county instructor (no test necessary).

4. Successfully complete the *CLEAR - Mental Health & Special Needs De-Escalation Crisis Stabilization Training* course (good for five years).

5. Attend *Active Bystandership for Law Enforcement* (ABLE).

6. Attend *Integrating Communications, Assessment, and Tactics* (ICAT).

7. To continue as a certified CED operator, an officer must attend an annual re-qualification program conducted by a county instructor or a re-qualification instructor. This annual re-qualification must be in accordance with the standards established in the PTC CED certification course and shall include an update on the *Attorney General's Use of Force Policy*.

8. Any officer who fails to achieve a passing score during a session of the annual qualification shall receive remedial instruction and afforded two additional attempts to qualify.

9. Any officer who fails to complete the required qualifications or maintain the requirements of the manufacturer's certification is not authorized to carry the device and shall relinquish the issued device and all associated equipment.

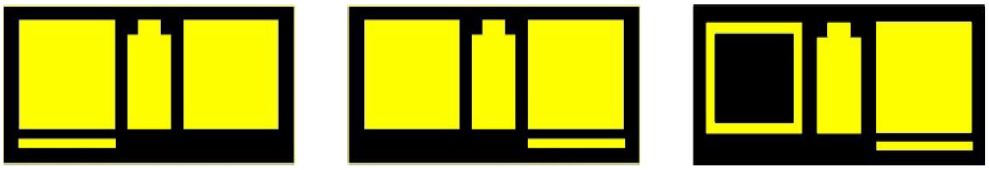
D. The Taser 7 is equipped with and must be loaded with two cartridges:

1. Close quarter cartridge (CQC) in cartridge bay #1 – 12-degree cartridge; and

2. Standoff cartridge (SOC) in cartridge bay #2 – 3.5-degree cartridge

E. *Tilt Select* is a feature that allows the CED operator to choose which cartridge to deploy first by designating the active bay. This feature enables CED operators to quickly select between a stand-off and close quarters cartridge, depending upon which cartridge is the most optimal to deploy under the circumstances.

1. The CED operator will see the active cartridge underlined on the CID of the device, as depicted below.



2. To toggle between the two bays:

a. Aim the CED in a safe direction in an upright position.

b. Quickly rotate the weapon 90 degrees in either direction (so that it is sideways, perpendicular to its upright position) and return the weapon to its upright position in less than 1 second.

c. After this action, the opposite cartridge on the CID should be underlined.

d. If a cartridge is deployed, the un-deployed cartridge will automatically be selected.

F. Care and maintenance – Battery: see Axon Guide.



The battery is fully charged.

The battery is not fully charged. but still serviceable.

This icon will blink. The battery needs charging. If you are using a non-rechargeable battery pack (TS1006} replace it.



Battery Error. If you see a blinking battery icon with an X through ft, this indicates tl1at the CED did not recognize the battery correctly. Remove the power pack and reinsert it. If the error ls still present. try another battery pack. If the icon still displays, the CED should be serviced.

G. Spare CEDs, CED equipment and the cartridges shall be maintained in the ESU armory.

1. Care and maintenance – Cartridges:

a. When replacing cartridges in a CED that has been deployed, the supervising weapons instructor or his/her designee shall ensure that the cartridge serial numbers are linked with the serialized CED.

b. Only the supervising weapons instructor or his/her designees shall have access to this equipment.

2. The training division commander or his/her designee may conduct quarterly data downloads of agency CEDs. The training division commander or his/her designee should reconcile the data obtained to ensure accountability between the discharge cycles recorded and those documented in reports. The training division commander or his/her designee shall retain digital copies of the data downloads.

H. Less-lethal operator certificate requirements:

1. Authorization from the Chief of Police.

2. Complete manufacturer instructor training by a certified instructor.

3. Attend DCJ approved less lethal training on the New Jersey Attorney General's Use of Force Policy conducted by a county instructor (no test necessary).

4. Qualify 3 rounds (min, max and mid-range distance).

5. Complete the *Law Enforcement Response: De-escalation Techniques to Individuals with Special Needs/Mental Health Issues Training* course being offered as part of the CLEAR Institute curriculum on NJ LEARN (good for five years).

6. Attend *Active Bystandership for Law Enforcement* (ABLE).

7. Attend *Integrating Communications, Assessment, and Tactics* (ICAT).

8. To continue after initial certification:

a. Continue appointment by the Chief of Police.

b. Re-qualify annually with 3 rounds (min, max and mid-range distance).

c. The annual re-qualification program and shall include an update on the *Attorney General's Use of Force Policy and Addendum A CED/Less Lethal)* conducted by a county instructor or a re-qualification instructor.

d. Complete the *Law Enforcement Response: De-escalation Techniques to Individuals with Special Needs/Mental Health Issues Training* course being offered as part of the CLEAR Institute curriculum on NJ LEARN (good for five years).

I. Less-lethal devices (i.e., munitions launchers, pepper ball launchers) shall be stored in the armory or ESU truck until needed in the field.

1. Less-lethal devices shall be used in compliance with this agency's general order on *Use of Force*.

2. Only qualified, trained officers shall be allowed to deploy and use less-lethal devices. Trained officers will properly care for and maintain the less-lethal devices for service.

3. All problems will be reported to the ESU commander via chain of command.

4. Officers encountering a situation, which could require the use of a less-lethal device, when feasible, shall immediately notify a supervisor. This system can be used before the arrival of a supervisor when the situation dictates such use. The supervisor shall respond to less-lethal device deployments.

5. When feasible, officers will give a verbal warning, loudly and clearly before dispensing less-lethal projectiles.

6. Allow a few seconds for the contents to take effect before advancing or making any apprehensions.

7. Restrictions:

a. Never aim or shoot at the head, face, eyes, ears, throat, or spine. Impact in these areas could result in unintended severe or permanent injury or death.

b. Never look down the barrel of less-lethal devices. Accidental discharge into the eyes may cause permanent injury or death.

c. Eye, face, and ear protection should be worn when utilizing this system.

d. Handle less-lethal devices as if they are always loaded.

e. Keep your finger off the trigger until ready to fire.

f. Keep less-lethal devices on 'Safe' until ready to fire.

g. Always keep the barrel pointed down or in a safe direction.

h. Never point or discharge less-lethal devices at anything you do not intend to shoot.

i. Never discharge less-lethal devices at the personal property of others.

j. Use only authorized projectiles in less-lethal devices.

k. Always verify that less-lethal devices is rendered 'Safe' and stored in the armory when not in use.

8. Post incident considerations:

a. The incident commander shall ensure that all persons affected by the contents are decontaminated. Decontamination procedures are the same as treating exposure to OC (see this agency's general order on *Use of Force*).

b. The incident commander will determine if the area is to be secured for investigative purposes.

c. When chemical munitions are used outdoors, contact the fire department to wash down the area to remove any lingering contaminants. If indoors, contact the facility's custodial staff (if any) to mop up any residue.

d. Use of chemical munitions must be reported as use of force in accordance with this agency's general order on *Use of Force*.

J. Flash/sound diversionary devices (also referred to as noise/flash diversionary devices, distraction devices, flashbangs, muzzle bang, FSDDs or NFDDs are explosive devices that upon initiation emits a loud sound, bright light, and heat. It is intended to divert or distract one's attention.

1. Only officers who have successfully completed an approved training course in the proper use and deployment of flash/sound diversionary devices shall be certified / authorized to deploy them during actual operations. Because of the specialized nature of these devices and the training required to properly deploy them, their use shall be restricted to trained personnel.

2. Such personnel shall complete an agency approved training course pertaining to the deployment of distraction devices. Refresher training shall be conducted on an annual basis.

3. The use of such distraction devices shall be pre-approved by the Chief of Police. In limited, unexpected, and/or exigent situations such devices may be used without such pre-authorization. Following such non-pre-approved use, the incident commander shall notify the Chief of Police as soon as practicable. Refer to *New Jersey Attorney General Directive 2021-12*.

4. Generally, flash/sound diversionary devices may be considered when the use of a diversion would facilitate entry, enable arrest, and potentially reduce the risk of injury. Circumstances justifying the use of flash/sound diversionary devices include, but are not limited to:

    a. Barricaded suspect and/or hostage situations.

    b. High-risk search or arrest warrant services. In the minimal instances when law enforcement deems use of flash bangs to be necessary, careful planning will be required, including consideration of any individuals with disabilities that are known to be present in the scene.

    c. Circumstances when distraction of violent emotionally disturbed persons or those under the influence of alcohol/drugs is believed necessary to facilitate apprehension.

    d. Situations when a tactical team leader deems their use necessary to safely resolve the incident.

5. Flash/sound diversionary devices:

    a. Shall be transported in an approved bang box designed for flash/sound diversionary devices.

    b. NFDDs should not ever be affixed to anyone. They can be carried in approved pouches.

    c. Once the operation is completed, operators shall secure the device in an approved storage unit in the armory or approved bang box.

    d. The supervising firearms instructor or his/her designee shall keep track of devices by serial number and date used on an electronic database (e.g., Excel spreadsheet).

6. Prior to deploying flash/sound diversionary devices, officers shall consider available intelligence information and circumstances (e.g., the presence of children, elderly persons, etc.). Circumstances may dictate the exterior deployment is preferable to deployment on the interior of a structure. Whenever possible, devices shall be deployed to an area visible to the deploying officer.

    a. Such devices can be deployed by hand or initiated pole.

    b. Such devices can be deployed at the breach point or away from the breach point if deemed necessary.

    c. Whenever possible, operators should visually inspect the area of deployment and lob the device, approximately one meter off the breach point.

7. Because flash/sound diversionary device have the potential to ignite flammable materials, a portable fire extinguisher shall be readily accessible whenever devices are to be devices are to be deployed.

8. The Chief of Police or his/her designee shall review the use of flash/sound diversionary devices as soon as practical following each incident or operation to ensure the devices functioned properly, and were used in compliance with statutory law, current criminal procedure, New Jersey Attorney General's policies, guidelines, and directives, and this general order.

VI. SHOTGUNS

A. Only officers who maintain their qualifications with a shotgun are permitted to carry and/or use a shotgun in an operational setting.

B. Shotguns shall not be left unattended unless stored consistent with this general order. Shotguns shall be stored with the magazine empty and the slide open.

C. Shotguns for use in patrol vehicles shall be stored in the locked weapons storage cabinet located in the patrol office equipment room along with slings and ammunition.

1. Shotgun qualified officers may request a shotgun if the assigned vehicle is equipped with an overhead interior shotgun rack. Trunk mounts shall not be used.

2. Supervisors can issue a shotgun only to qualified shotgun operators. The weapons storage cabinet keys will be stored at the front desk key box controlled by the desk lieutenant.

3. Supervisors will also issue one box of 00 buck ammunition and a sling

4. Supervisors will log each equipment distribution and equipment return in the shotgun logbook located in the weapons storage cabinet.

5. Officers will perform a function check prior to loading any ammunition. If any maintenance issues are discovered the weapon is to be put out of service and stored in the storage cabinet (see section I.N.4 of this general order.

D. At the discretion of the unit commander, specialized units may have shotguns assigned to specific vehicles.

1. Emergency service unit personnel shall be the only officers authorized to qualify with and deploy rifled slug ammunition.

2. Emergency service unit standard operating procedures shall govern the deployment of specialized ammunition.

E. The use of a shotgun in an operational setting is dictated foremost by sound judgment and common sense. There is no specific formula or list of tactical situations that would invoke the display or use of a shotgun but, as a general guide the shotgun may be appropriate:

1. In instances when subject(s) are heavily armed or may be situated in a location that affords the suspect(s) a tactically superior position, in which the deployment of a shotgun may be deemed necessary to neutralize any threat posed by the suspect(s).

2. In instances with multiple armed suspects.

3. In crimes involving a substantial risk of serious bodily injury involving a firearm/weapon.

4. In incidents when subject(s) are wearing body armor or any other device that would defeat, impede, or otherwise inhibit the effective use of the authorized handgun.

5. For destroying large animals when necessary.

F. The shotgun is not appropriate during:

1. Unknown risk motor vehicle stops;

2. Crimes and offenses not involving the use of a weapon.

G. Extreme restraint must be exercised in instances when the use of a shotgun would cause substantial risk to innocent persons.

H. Normally, the shotgun should be fired from the shoulder.

I. No handheld lighting systems shall be used when firing a shotgun.

VII. PATROL RIFLES

A. Only selected personnel who have qualified and demonstrated proficiency with the patrol rifle are permitted to handle and/or deploy these weapons in an operational setting.

1. Patrol rifles shall be 'sighted-in' by qualified officers at a range and distance prescribed by the primary rifle instructor. Patrol rifles shall be zeroed at 100 yards.

2. Rifles are individually assigned weapons and will not be shared between officers.

3. Supervisors shall issue patrol rifles only to officers who are listed in the rifle logbook.

4. Supervisors will log each equipment distribution and equipment return in the patrol rifle logbook located in the rifle storage cabinet.

B. The use of personally owned rifles for departmental purposes is prohibited.

C. Patrol rifle deployment logbooks shall be inspected, updated, and retained in accordance with departmental record keeping procedures, by the ESU commander or his/her designee.

D. Patrol rifles shall not be left unattended unless stored consistent with this general order.

E. The use of a patrol rifle in an operational setting is dictated foremost by sound judgment and common sense. Patrol rifle officers may deploy rifles during exigent circumstances or with the authorization of an Elizabeth Police Department supervisor.

1. Supervisors authorizing rifle deployment shall notify the communications supervisor immediately of their decision to deploy the patrol rifle.

2. Upon notification from any source, communications supervisors shall immediately notify the highest-ranking officer on duty of the patrol rifle's deployment.

3. Officers should always be cognizant of the conditions at their target and beyond.

4. Upon deployment, if applicable and practical, the deploying officer(s) shall broadcast the following information:

a. Notify the communications supervisor of their decision to deploy the patrol rifle.

b. The safest route for responding officer to approach the scene.

c. The location of the suspect and their own location relative to the suspect.

d. Advise of any potential crossfire situation.

5. Officers who have deployed a rifle will not go hands-on with subjects unless an exigent circumstance exists.

6. Supervisors, who are also patrol rifle operators, shall not take up rifle positions in lieu of their supervisory roles. Unless exigent circumstances persist and a rifle position is required to alleviate an active threat (e.g., active shooter in progress), a supervisor's primary responsibility is to direct and supervise an active scene.

F. Supervisors may issue patrol rifles to qualified officers who are working in uniformed field assignments.

1. Supervisors must complete the checkout log which shall indicate the:

a. Rifle number.

b. Name of the officer to whom the rifle is issued.

c. Date and time of issuance and return.

2. Officers will only use the ammunition and magazines issued or authorized by the department. Magazines will be loaded with 28 rounds of ammunition if it is a 30-round magazine and 18 rounds in the case of a 20-round magazine.

3. Officers shall not adjust the sights of rifles except under the supervision of a department rifle instructor.

4. Officers will not be allowed to deploy rifles for general patrol purposes without having a secure in-vehicle storage device. Patrol rifle officers shall be paired with vehicles that have specific racks designed to secure the patrol rifle.

5. When authorized for patrol deployment, officers are to ensure the patrol rifle is locked in the in-vehicle storage device when it is not being deployed. The rifle shall be unloaded with the bolt forward on an empty chamber. The rifles safety shall be 'on' and ejection port cover closed. Loaded magazines can be stored in the rifle magazine well and additional magazines will be stored in the rifles protective case.

6. Officers will clear the rifle and ensure it is empty before bringing it into headquarters.

7. Officers will not chamber a round unless deploying the rifle. After deployment, officers will 'clear' the rifle and perform safety checks in a safe place before returning the weapon to the secure in-vehicle storage device.

8. Officers will not unnecessarily handle or publicly display a patrol rifle.

9. When unattended with a patrol rifle inside, vehicles must be locked.

G. Patrol rifles will remain on safe unless the operator deems that he/she is in a dynamic situation where there might be a need to fire the weapon.

H. There is no specific formula or list of tactical situations that would invoke the display or use of a patrol rifle, but as a general guide the patrol rifle may be appropriate.

1. In instances when subject(s) are heavily armed or may be situated in a location that affords the suspect(s) a tactically superior position, in which the deployment of a patrol rifle may be deemed necessary to neutralize any threat posed by the suspect(s).

2. In instances with multiple armed suspects.

3. In hostage/barricaded suspect situations when providing a containment perimeter at a safe distance.

4. In instances when an armed engagement may occur at distances that exceed the effective range of a handgun.

5. In crimes involving a substantial risk of serious bodily injury involving firearm/weapon.

6. In incidents when subject(s) are wearing body armor or any other device that would defeat, impede, or otherwise inhibit the effective use of the authorized handgun.

7. When greater accuracy is desired and cannot be achieved with an authorized handgun.

8. As a rule, when articulable circumstances exist that indicate the deployment of a patrol rifle would greatly enhance the officer's ability to prevent death or serious harm to themselves or others, a patrol rifle can be deployed.

I. Patrol rifles are **not** appropriate:

1. During unknown risk motor vehicle stops;

2. Investigating crimes and offenses not involving the use of a firearm or weapon.

3. To destroy a wounded or ill animal.

J. Extreme restraint must be exercised in instances when the use of the patrol rifle or submachine gun would cause substantial risk to innocent persons.

K. Patrol rifles should normally be fired from the shoulder.

L. No handheld lighting systems shall be used when firing a patrol rifle.

VIII. SUBMACHINE GUNS AND SCOPED RIFLES

A. Only qualified ESU personnel shall deploy submachine guns and scoped rifles.

B. Any deployment of submachine guns and scoped rifles shall be in accordance with ESU standard operating procedures.

C. Only ammunition approved by the Chief of Police shall be used in the scoped rifle; see *Appendix A*.

D. Only the Chief of Police can authorize the operational deployment of a scoped rifle. Scoped rifles shall only be loaded when deployed in response to an emergency requiring its imminent use.

E. There is no specific formula or list of tactical situations that would invoke the display or use of a scoped rifle, but as a general guide, the scoped rifle may be appropriate:

1. In instances when subject(s) are heavily armed or may be situated in a location that affords the suspect(s) a tactically superior position, in which the deployment of a scoped rifle may be deemed necessary to neutralize any threat posed by the suspect(s).

2. In instances with multiple armed suspects.

3. In hostage/barricaded suspect situations when providing a containment perimeter at a safe distance.

4. In instances when an armed engagement may occur at distances that exceed the effective range of a handgun.

5. In crimes involving a substantial risk of serious bodily injury due to the use of, or threat to use, a firearm.

6. In incidents when subject(s) are wearing body armor or any other device that would defeat, impede, or otherwise inhibit the effective use of the authorized handgun.

7. When greater accuracy is desired and cannot be achieved with an authorized handgun.

8. As a rule, when articulable circumstances exist that indicate the deployment of the scoped rifle would greatly enhance the officer's ability to prevent death or serious harm to themselves or others, the scoped rifle may be deployed.

F. Scoped rifles are <u>not</u> appropriate during:

1. Unknown risk motor vehicle stops; or

2. Disorderly person(s) investigations; or

3. Disturbances; or

4. Local ordinance investigations; or

5. Crimes and offenses not involving the use of a firearm.

IX. GENERAL FIREARM SAFETY

A. The restrictions and requirements in this section also apply to CEDs and less lethal devices, as applicable.

B. Treat all firearms as if they are always loaded.

C. Never point a firearm at anyone or anything unless its use is indicated under the provisions of this department's general order on use of force.

D. Keep your finger off trigger until you are ready to shoot.

E. Firearms shall never be left unsecured. This includes while at your usual place of abode or at work. Unattended firearms must be minimally secured with a trigger lock, barrel lock or similar device, or stored within a locked safe or similar receptacle when not being worn.

F. When handling a firearm, point it in a safe direction to check its loaded/unloaded status. Make it safe if loaded. While at the range and when un-holstered, all firearms shall be pointed down range under the direction of the weapons instructor.

G. Unless being worn as a handgun, firearms should be secured during transportation in a vehicle in a gun case or similar receptacle with ammunition stored separately.

H. Generally, officers should not chase someone with a weapon in their hand. This does not mean personnel cannot move tactically with his/her weapon in his/her hand. At all times the finger will be off the trigger.

I. **Officers should not attempt to handcuff or search someone while holding a firearm.** This action makes it easier for the subject to make an attempt to gain control of a weapon and there is a greater risk of an accidental discharge. Whenever possible, the contact officer should have a covering officer. If the subject is under arrest, handcuff first and then search.

J. Never use a firearm as a club or tool. It increases the chances of the firearm being taken, increases the danger of an accidental discharge or an unwarranted injury to a suspect.

K. When handing a firearm to another person, follow the below prescribed procedures:

1. Semiautomatic handguns:

   a. Point muzzle in a safe direction.

   b. If weapon is so equipped, engage the manual safety device.

   c. Remove the magazine.

   d. Lock the slide to the rear.

   e. Visually and physically inspect the firing chamber to ensure that the weapon is empty.

   f. Hand weapon to the recipient butt first, magazine out, slide locked to the rear.

2. Revolvers:

   a. Point muzzle in a safe direction.

   b. Open cylinder and safely eject any live ammunition.

   c. Place fingers through the cylinder window grasping by the top strap.

   d. Hand weapon to the recipient butt first, cylinder open and empty.

3. Submachine guns/rifles/carbines/shotguns:

   a. Point muzzle in a safe direction.

   b. Engage safety device.

   c. Remove magazine (submachine gun/rifle/carbine), if applicable.

   d. Remove shells from magazine tube (shotgun), if applicable.

   e. Lock bolt to the rear (submachine gun/rifle/carbine), if applicable.

f. Lock slide to the rear (shotgun), if applicable.

g. Visually and physically inspect firing chamber/breech to ensure that the weapon is empty.

h. Hand weapon to the recipient muzzle up, bolt/slide open and empty.

X. RANGE RULES

A. Officers shall not report to the range while on medication that can adversely affect the safety of the officer or others at the range (see section II.D of this general order).

B. Strict discipline and adherence to all safety rules must be maintained and always enforced to prevent accidents and injuries.

C. The safe condition of a handgun is unloaded and holstered, or if benched, slide/cylinder open and muzzle pointing down range.

1. Never load any firearm on the firing range unless on the firing line and commanded to do so.

2. Never snap or practice dry firing behind the firing line.

3. The weapon never moves other than a 90-degree angle; that is, out of the holster and pointed at the target, then fired and returned to the holster, except when given the command to come to a raised pistol position.

4. The shooter always moves around the gun during the unloading and reloading process. The weapon remains pointed down range.

5. In the case of a misfire keep the gun pointed down range.

6. Officers are required to clear any malfunctions on their own and exhaust all clearing techniques prior to an instructor rendering assistance.

7. Never fire a succeeding shot following the malfunction of a cartridge until the barrel has been examined to ascertain whether a bullet is lodged therein. Improper recoil is the clue to a faulty cartridge.

8. Never give your weapon to anyone, or take one from another, until safe.

D. Never anticipate the commands of the range officer. It is the shooter's individual responsibility to make sure he/she understands the commands of the range officer. A raised hand will alert the range officer.

E. No smoking or talking while on the firing line. No one except an instructor or range officer should speak to anyone on the firing line. To answer the instructor, the shooter should not turn around.

F. Keep your finger off trigger and out of the trigger guard when drawing or holstering a weapon.

G. Should it become necessary for any person to proceed from the firing point to the targets, all firearms will be unloaded, actions opened (except fully automatic weapons), and laid down on the firing point; or, if pistols, they SHALL be holstered. The range officer will give these commands.

1. Never proceed to the targets unless the command of the range officer has been given.

2. Never leave the firing point without first unloading your firearm (or holstering a loaded handgun).

3. Always holster your weapon by sight, rather than by feel.

4. Never permit the muzzle of a weapon to touch the ground. If this should inadvertently happen, never fire the gun until the dirt or snow has been removed from the barrel.

5. Never advance on or leave the firing line unless specifically told to by a weapons instructor. No bending over the firing line.

6. Upon loading, the firing line will be considered hot until completion of the course of fire and only when told otherwise by the weapons instructor supervising the line.

H. All handguns must be secured in a holster when not stored. Officers will be instructed when and how to load and unload weapons by a weapons instructor. Never leave a firearm unsecured.

I. All personnel **shall** wear body armor, ear and eye protection while on the firing line.

J. Personnel are prohibited from entering in and/or removing ammunition and equipment from storage areas unless specifically authorized by an instructor.

K. Know your target and what is behind it.

L. Smoking while cleaning a weapon is strictly prohibited.

M. Do not change firing positions, change hands, advance, or move from point to point with a cocked weapon unless under the direction of a weapons instructor.

N. Personnel must field strip their handguns and adequately clean them as soon as possible, but no more than 48 hours after firing the weapon.

O. All shooters shall assist in policing the range of spent shell casings, etc. prior to being dismissed.

XI. WEAPONS QUALIFICATION / RE-QUALIFICATION COURSES

A. This department will utilize the *qualification/re-qualification courses* established for firearms by the New Jersey Attorney General:

B. All sworn personnel must be issued copies of and be instructed in the policies governing use of force and the use of authorized weapons before being authorized to carry such weapons. This issuance and instruction may be accomplished electronically.

C. Patrol officers requesting assignment to a rifle shall submit a private report through the appropriate chain of command. Vacancies to this position shall be filled as they occur.

1. Patrol rifle officer positions shall be assigned to designated-shifts as per the Chief of Police. Positions shall remain with the shift and not the individual officer. Vacated positions shall be filled as soon as practicable.

2. The following criteria are minimum qualifications for all prospective patrol rifle operators:

a. Full time sworn officers of the department with a minimum of two years patrol duty experience.

b. Demonstrate the ability to work independently and with minimal supervision.

c. Demonstrate the ability to maintain a calm, professional demeanor during stressful situations.

d. Demonstrate the ability to communicate professionally with the public.

e. Demonstrate an ability to render effective testimony in court.

f. Demonstrate proficiency in report writing.

g. Demonstrate good attendance.

h. Assignment to the patrol division, community services, or ESU (current or former operator) at the time of selection.

3. The ESU commander, division commander and the Chief of Police shall personally interview all potential patrol rifle officers.

a. Interviews shall address departmental policies and tactics, as well as the candidate’s motivation and judgment in hypothetical situations.

b. Candidates must also pass a physical agility test. A modified version of the ESU PT standards shall be used. The test will be job-related and used to measure strength, agility, and endurance.

c. There will be a work history evaluation completed on each candidate. This evaluation shall consist of an internal affairs record review and sick time evaluation.

4. Patrol rifle operators must complete a course of training approved by the Chief of Police or his/her or designee. A passing score on the course of fire shall be 90%. Officers must re-qualify with the patrol rifle quarterly as well as attend additional training as directed, to retain their certification. Officers shall be trained to maintain their rifles and shall be responsible for basic cleaning of the weapon.

5. All department supervisors shall attend annual familiarization training on the deployment of the patrol rifle. Training shall be mandatory to ensure that patrol rifle officers are not utilized as an ad hoc entry team and that the capabilities of the weapon system are fully understood.

6. Supervisors should be held ultimately responsible for the violation of these guidelines that occur in their presence. In addition, supervisors should be held responsible for tactical decisions made in direct violation of this order.

D. All sworn personnel must demonstrate proficiency and successfully complete the required firearm qualification for the following weapons, as applicable by their assignment:

1. Duty handgun – semiannual qualification both day and night (diminished light) with at least 3 months between sessions.

2. Duty shotgun – semiannual qualification both day and night (diminished light) with at least 3 months between sessions.

3. Patrol rifle:

a. Semiannual qualification both day and night (diminished light).

b. Four times per year live fire exercises with at least two months between sessions. Two of these live fire exercises can be used for qualification purposes.

4. Scoped rifle – Four times qualification per year with two months between each qualification.

5. Off-duty/backup handgun – semiannual qualification both day and night (low light). The training division commander may waive qualification with an off-duty and/or backup handgun if the weapon is substantially like the duty handgun.

E. OC and tactical baton operators must train and demonstrate proficiency in the agency authorized mechanical force weapons at least every two years.

F. CED operators and less lethal operators must train and demonstrate proficiency in the agency authorized less lethal launchers at least annually

G. Officers must train and demonstrate proficiency in unarmed defensive tactics annually.

H. Officers must report for training at the location and time designated by the training division commander or his/her designee and must abide by the safety rules and regulations pertaining to the facility.

I. Officers engaged in weapons training, proficiency demonstration, and qualification shall be under the direct supervision of the weapons instructors while on the practice range.

J. The training division commander or his/her designee shall adequately monitor and supervise all firearms and weapons training. All safety precautions and range rules shall be strictly enforced.

K. The training division commander or his/her designee will make the final determination if the clothing worn is acceptable.

L. Officers must be equipped with their duty handgun, holster, magazines, magazine pouches, flashlight(s), body armor, and any other equipment deemed necessary by the training division commander or his/her designee.

M. Personal owned off-duty and backup handguns must have an approved holster, magazines and magazine pouches.

N. The Chief of Police or his/her designee may designate additional topics for instruction to be conducted during the re-qualification and proficiency demonstration sessions.

O. Participants who fail to achieve a passing score on a prescribed qualification/proficiency course shall receive remedial instruction. This instruction shall be provided after an instructor analyzes the problems that may have led to the failure.

1. The training division commander or his/her designee shall determine the time allotted and method of remedial training to be conducted. The training division commander or his/her designee will:

   a. Review factors which may have contributed to or caused a participant's failure to qualify, including a check of their weapon.

   b. Document any subsequent attempts to qualify and the results of those attempts. All targets that were used during initial and subsequent qualification attempts (those conducted following remedial training) are to be kept on file until the participant achieves a qualifying score. These targets are to be signed by both the non-qualifying participant and the firearms instructor.

2. The participant will be given five (5) opportunities to qualify/demonstrate proficiency. After remedial training and failure to qualify, the non-qualifying participant shall be disarmed by the training division commander.

3. The training division commander or his/her designee shall notify the Chief of Police as soon as possible.

4. The training division commander will refer the non-qualifying participant to the internal affairs commander for disciplinary charges for violation of departmental rules and regulations, which may include **1:4.8 Incompetence, 1:4.14 Neglect of Duty, 3:1.18 Physical or Mental Fitness for Duty, 3:9.3 Firearms**, or any other infraction deemed suitable by the internal affairs commander.

P. Officers who do not qualify/demonstrate and/or maintain proficiency with agency shotguns, patrol rifles, or scoped rifles shall not be permitted to possess or utilize these weapons systems in an operational setting.

Q. Remedial training with a CED shall consist of one-on-one training session(s) with a certified CED instructor. In the event the officer fails to qualify with the CED after remedial training, notify the Chief of Police or his/her designee as soon as practicable. The officer shall be directed to surrender the CED and not carry or use a CED until successful completion of an approved PTC qualification course.

R. Officers who do not demonstrate proficiency with agency approved OC, tactical batons, or less lethal devices will likewise receive remedial instruction consistent with subsection XI.O above and are subject to the same potential courses of action.

S. Shooters shall take only the exact amount of ammunition required to complete the course of fire as issued by a weapons instructor.

T. Shooters shall only fire the specific amount of rounds they are told to fire. If additional rounds are fired, the shooter may be removed from the line.

U. Late shots or shots fired after the specified time has elapsed will be deducted from the final score.

V. Shooters must also demonstrate proficiency in the safe handling of their agency issued or personally owned firearms.

W. Only weapons instructors will score the targets.

X. Force-on-force training procedures (FX®, UTM®, simunitions) (when applicable):

1. For purposes of this subsection, the following terms are defined:

a. Force-on-force training firearms – are firearms, pistols, assault rifle uppers, and bolts specifically manufactured and designed to fire only force-on-force training cartridges.

b. Force-on-force training session – is a training session supervised by a firearms instructor utilizing the force-on-force training firearms for reality-based training.

c. Safety officer – is any sworn officer of the department, regardless of rank, who oversees a force-on-force training session and is in charge of the scenario, participants and safety of all during a training evolution. The safety officer is not an active participant in the training evolution, but just an observer for safety purposes.

2. No member of this agency shall engage in any unauthorized use of a force-on-force training firearm nor engage in any unprofessional conduct during a training scenario.

3. Only certified department firearm instructors are authorized to conduct training scenarios with the force-on-force training firearms. These certified officers must receive a brief block of instruction by the supervising firearm instructor or his/her designee prior to utilizing the force-on-force firearms.

4. Only sworn law enforcement officers are permitted to participate in force-on-force training scenarios. No civilian, trainee, intern, or explorer shall participate in any force-on-force training scenario without the expressed permission of the Chief of Police.

5. At no time will any training scenario be conducted without the presence of a designated safety officer.

6. At no time will any training scenario be conducted without the presence of a department firearms instructor.

7. No officer shall participate in any force-on-force training scenario or enter a designated training area without appropriate eye protection. All officers actively participating in scenarios and the safety officer shall wear ballistic eye protection. Full-face masks and groin protection are recommended. Other safety gear, such as gloves, chest, and throat protectors can be worn at the officer's discretion.

8. No officer shall enter any designated training area while in possession of any firearm, ammunition, tactical baton, or edged tool.

    a. The designed safety officer shall physically check all officers participating in training scenarios for the presence of unsafe weapons and ammunition each time they leave and return to a designated training area.

    b. Officers participating in scenarios are encouraged to check and double-check themselves and their fellow officers for unauthorized weapons and ammunition.

9. No officer shall load any ammunition into any magazine nor insert any magazine into the force-on-force training firearm without approval from the instructor or safety officer.

10. Force-on-force training magazines will be loaded by the instructor and shall be distributed along with the weapons to the participants. Officers shall not handle any force-on-force training firearms without permission or approval of the instructor.

11. Officers shall always follow the directions of the safety officer and instructor. Failure to follow instructions or horseplay will result in removal from the training scenario and may result in disciplinary action.

12. If at any time during the scenario the safety officer signals a cease fire all participants will immediately cease their activity, holster their force-on-force training pistol or make their force-on-force training rifle safe, remain in place and await instructions from the safety officer.

13. All participants in the training scenario are responsible for assisting in the cleanup of any paint splatter and the recovery of shell casings after the scenario. The paint is water-soluble and is easily removed with a household cleanser and a paper towel. Final responsibility for proper cleanup of the training area rests with the firearm instructor who is coordinating the training.

14. The firearm instructor coordinating the scenario shall complete an operation's report and forward a copy of it to the lead firearms instructor.

XII. RECORDKEEPING

A. All weapons training, proficiency, and re-qualification shall be recorded. The supervising weapons instructor or his/her designee will review all records upon completion of each re-qualification, training, or proficiency demonstration.

B. The training division commander or his/her designee shall prepare written documentation each calendar year certifying that the mandatory training has been conducted.

1. Typically, this report is due by January 15th of the subsequent year.

2. Copies must be forwarded to the Union County Prosecutor's Office.

3. This report shall contain the following information:

a. A description of agency authorized weapons and ammunition.

b. The agency training/qualification schedule, including the dates and types of qualification sessions conducted during the report year.

c. The number of participants who satisfied qualification requirements and the number of non-qualifying participants during each qualification session for each type of course and weapon: duty handgun, off-duty handguns, shotgun, patrol rifles, scoped rifles, CEDs, less lethal devices, (and other mechanical force weapons if required).

C. The training division commander or his/her designee shall maintain a record of all agency-approved weapons (including approved personally owned off-duty and backup handguns) and ammunition. This record includes, but is not limited to:

1. An inventory of all agency-owned weapons and related accessories.

2. Identity of personnel to whom agency weapons and related accessories have been assigned.

3. All weapons, ammunition, and related accessories assigned to operational or subsidiary units.

4. All repair records and copies of all purchasing records for agency owned weapons (purchase orders, vouchers, invoices, etc.).

5. A list of all approved off-duty/backup handguns.

6. All inspection records.

D. The training division commander or his/her designee shall ensure that the most current weapons inventory is forwarded to the Chief of Police or designee.

E. All records related to weapons maintenance and training, including targets stored for non-qualifying participants shall be maintained in accordance with New Jersey Division of Revenue and Enterprise Services, Bureau of Records Management (BRM) records retention schedules. Only those records exceeding the retention period, and upon authorization by BRM, can be destroyed.

XIII. REVIEW, INSPECTION, AND APPROVAL PROCESS FOR WEAPONS

A. Prior to authorizing any change of any agency weapons, the Chief of Police may select a committee to review the feasibility of adopting a new weapon.

1. The Chief of Police will assign a chairperson whose responsibility will be to oversee the review process. All recommendations will be forwarded to the Chief of Police in writing by the committee chair, in the time frame specified, and will include all support documentation and reference materials.

2. Upon approval by the Chief of Police, select personnel may be authorized to carry and utilize a weapon under consideration for evaluation purposes.

3. The Chief of Police will make the final determination concerning the adoption of any new weapon. All weapons must be inspected, test fired (if applicable), and approved by a qualified weapons instructor/armorer prior to issuance.

B. The training division commander or his/her designee will conduct inspections on a schedule recommended by the manufacturer or during semiannual re-qualifications.

C. Prior to approving an off-duty or backup handgun to carry, a qualified weapons instructor or armorer shall review, inspect, and approve the weapon(s) to ensure the weapon(s) is (are) in safe working condition and free from defect (including a magazine change). Any handgun deemed not to be in safe working condition shall not be approved for off-duty and/or backup carrying. All inspections must be documented.

D. Following its repair personally owned off duty/backup handguns shall be reviewed, inspected and approved by an armorer or qualified weapons instructor prior to carrying.

E. Following repair, Elizabeth Police Department owned weapons shall be reviewed, inspected, and approved by an armorer or qualified weapons instructor prior to carrying. This review, inspection and approval shall be documented.

F. Unsafe weapons will be removed from service and a replacement will be issued to the officer.

XIV. OFF-DUTY AND BACKUP HANDGUNS

A. The types and specifications of potential off-duty and backup handguns are listed in ***Appendix A***. Officers requesting authorization to carry a personally owned off-duty/backup handgun must meet the training/qualifications as set forth in this general order.

B. Officers seeking to carry a handgun, other than the issued duty handgun as his/her off-duty handgun, shall request permission from the training division commander or their designee. If approved, the firearm information will be stored in the police department qualification score database.

C. Officers have the option to carry an approved handgun while off-duty.

D. Officers should consider the following factors when deciding whether to arm themselves with a handgun while off-duty:

1. Where possession of the handgun under the circumstances would create a risk of loss or theft of the weapon or would be impracticable. Examples include sporting or recreational activities such a swimming, sunbathing, softball, physical training, etc.

2. While engaged in any activity where it may not be advisable to carry a handgun. Examples include where the officer may be at an event where he/she may consume alcoholic beverages, concerts, etc.

E. Authority to carry off-duty/backup handguns may be revoked if:

1. The weapon(s) are determined by the supervising weapons instructor or his/her designee to be no longer serviceable or in need of repair.

2. When personnel fail to achieve a passing qualification score.

3. When personnel can no longer demonstrate proficiency.

F. Officers must exercise the utmost care when carrying, storing, or otherwise handling their off-duty and/or backup handgun.

G. Any incident involving an off duty/backup handgun must be immediately reported to the shift commander and to the law enforcement agency having jurisdiction where the incident occurred. The shift commander shall immediately notify the Chief of Police through the chain of command. The Chief of Police may refer these incidents to internal affairs for further investigation.

H. In accordance with the provisions of 18 USC 44 § 926b (also known as the *Law Enforcement Officers Safety Act* or HR 218), full time officers are permitted to carry a concealed firearm in any state. While on personal business, officers are ordinary citizens who happen to have the right to carry concealed weapons. 18 USC 44 § 926b does not provide active duty sworn personnel with law enforcement powers or immunities outside their jurisdictions.

1. Officers must be in possession of their official agency identification card.

2. Officers must not be the subject of any disciplinary action that could result in suspension or dismissal.

3. Officers have qualified with the handgun as required by this general order.

4. Officers are not under the influence of alcohol or another intoxicating or hallucinatory drug or substance; and

5. Officers are not otherwise prohibited from receiving or possessing a firearm by federal law.

6. Officers are personally responsible for checking and understanding the laws of any jurisdictions that they visit while armed.

I. Notwithstanding the provisions of 18 USC 44 § 926b, and in accordance with NJ Attorney General opinion of 06/07/2005, agency-owned handguns **shall not** be carried in an **off-duty capacity** while out of this state. Officers may carry their personally owned off-duty handgun out of state in an off-duty capacity.

XV. WEAPONS STORAGE

A. Duty, off-duty, and backup handguns must be carried in an approved holster. At no time will a handgun be carried unsecured in a belt, waistband, or concealed in any other article of clothing not specifically designed for that purpose and approved by the department.

1. When in the public view, non-uniformed officers should carry their weapons in a concealed manner. If unable to conceal the handgun, the officer's badge must be clearly visible.

2. Holsters must be utilized at each qualification session.

3. Officers are responsible for their off-duty holsters. The holster must:

a. Be approved by the training division commander or his/her designee.

b. Be able to conceal the off-duty handgun.

c. Be utilized at each qualification session.

4. When off-duty, all personnel should carry their handgun in a concealed manner.

B. Conducted energy devices:

1. All CEDs shall be worn on the officer's support side of his/her duty belt or on the support side of his/her outer vest carrier in an approved holster.

2. Spare CEDs, CED equipment and the cartridges shall be maintained in the ESU armory.

C. Shotguns:

1. When shotguns are placed in a police vehicle, the weapon should be locked in a rack with the safety on and the magazine loaded with the required ammunition. **At <u>NO TIME</u> should a shotgun to be stored in a vehicle with a round loaded into the chamber.** Shotguns shall be loaded with the approved shotgun ammunition only in the magazine tube of the weapon. Loading and placement instructions:

   a. The safety should be in the **<u>ON</u>** position.

   b. Lock the slide forward, with no rounds in the chamber.

   c. Load the magazine with four (4) rounds.

   d. Secure the shotgun in the rack.

2. All officers shall return shotguns to the weapons storage cabinet upon completion of their tour. A supervisor must verify the equipment return and sign the weapons back into storage. No shotgun shall remain in a vehicle beyond an officer's regular one-day tour of duty. The following actions should be taken during the removal of the shotgun from the police vehicle, or while unloading and bringing the weapon into headquarters:

   a. Check to make sure that the safety is in the **<u>ON</u>** position.

   b. Remove the shotgun from the vehicle. When removing the shotgun, keep your finger away from the trigger and outside trigger guard. **The weapon is to be pointed in a safe direction.**

   c. All loading and unloading of shotguns will be completed outside of police headquarters in the rear parking lot.

   d. After the magazine is empty, lock the slide back, check the port to ensure the chamber is clear and the weapon is unloaded. Visually and physically inspect the port and the magazine. Place the ammunition back into the original box.

   e. The weapon may then be taken into headquarters after it is unloaded.

   f. If ammunition becomes unserviceable, place it in the ammunition can in the storage cabinet. Range personnel will recover this ammunition and utilize it for training purposes.

D. Patrol rifles:

1. Patrol rifles shall ***<u>never</u>*** be stored in the armory, or a weapons cabinet loaded with ammunition in the breech/chamber.

2. When patrol rifles are placed in a police vehicle, the weapons shall be locked in the trunk vault or rifle mount with the safety on and the magazine loaded with the required ammunition. <u>AT NO TIME</u> shall a carbine or patrol rifle be placed in the trunk vault or rifle mount with a round loaded into the chamber.

a. Safety **ON**.

b. Lock the slide/bolt forward, with no rounds in the chamber.

c. Load the magazine with the required number of rounds.

d. Secure the patrol rifle in the vehicle.

e. Do not disengage the safety unless the weapon must be fired.

3. The following actions shall be taken during the removal of the patrol rifle from the police vehicle, or while unloading and bringing it into headquarters:

a. Check to make sure that the safety is in the ON position.

b. Release the locking device and remove the patrol rifle from the vehicle. When removing the rifle, keep your finger away from the trigger and outside trigger guard. The weapon is to be pointed in a downward position.

c. When the patrol rifle is outside of the police vehicle, the weapon can be safely unloaded.

d. After the magazine is removed, pull back the bolt lever and visually inspect the breech.

E. Scoped rifle:

1. Scoped rifles will be stored in the armory or ESU truck, when not in use.

2. When scoped rifles are placed in a vehicle, the weapon shall be secured in an electronic or analog rack, a hard-protective storage case, locked in the trunk, or similarly secured. **Scoped rifles shall never be stored in a vehicle with ammunition loaded in the chamber.**

3. No vehicle containing a scoped rifle shall be left unlocked in the scoped rifle operator's absence.

4. Prior to placing a scoped rifle back into a vehicle after tactical deployment or use, officers shall ensure that it is made safe, unloaded, and then returned to its hard case, electronic or analog rack, or trunk area with the safety on, and appropriately flagged or bolt removed with an empty chamber.

5. Scoped rifles shall not be left in any vehicle brought for repair and not under the direct control of a scoped rifle operator.

F. Handguns shall be secured to restrict unauthorized use. When not being worn handguns should be:

1. Secured in a lockable gun case, safe, or box; or

2. Secured by the officer utilizing a trigger lock or barrel cable. Trigger locks and barrel cables shall not be installed on a loaded handgun. The officer shall verify that the handgun is not loaded, and that the magazine is removed.

G. N.J.S.A. 2C: 58-15 makes it a criminal offense to leave a loaded firearm within easy access of a juvenile.

H. When processing arrestees, personnel shall secure their handguns in a gun locker or other agency approved and secured container.

I. Officers shall exercise the utmost care and caution in handling firearms. Officers are responsible for the security and safe storage of firearms at all times. Firearms will not be left in Elizabeth Police Department vehicles when the vehicle is left in the care of non-Elizabeth Police Department personnel.

J. Care and cleaning:

1. Firearms should be field stripped, cleaned and oiled at reasonable intervals as needed to insure proper functioning.

2. Officers should routinely inspect magazines to ensure that they are not deformed from dropping to the ground and cause failure of a round to feed properly.

K. The training division commander or his/her designee(s) shall maintain four agency shotguns and slings in the police department range for training and qualification purposes.

1. Shotguns shall be rotated out of the qualification range and into the patrol storage cabinet monthly. An equal number of shotguns will be returned to the range for training and qualification purpose when semiannual qualifications are in session.

2. Shotguns going into the patrol rotation shall be cleaned and serviced by range personnel prior to deployment.

3. Range personnel shall maintain monthly maintenance records on each shotgun. Monthly reports will be forwarded to the training division commander.

4. Ammunition in the storage locker will be removed monthly and new ammunition will be issued. Old ammunition will be used for training purposes.

L. The primary tactical instructor shall be responsible for:

1. Quarterly inspection of all rifles.

2. Referring rifles in need of repair to a qualified rifle instructor/armorer.

3. Verifying that supervisors are checking out rifles to only certified personnel.

DUTY SIDEARMS

Make	Model	Caliber
Glock	Model 41 MOS Semiautomatic	.45 cal.
Sig Sauer	Model P220 Semiautomatic	.45 cal.
Sig Sauer	Model P227 Semiautomatic	.45 cal.
Glock	Model 17 Gen 6	9 mm
Sig Sauer	Model P226 Semiautomatic (training only)	9 mm
Sig Sauer	Model P225	9 mm

Type	Make	Model	Caliber
Shotgun	Mossberg	590 R Pump	12 Gauge
Shotgun	Mossberg	990 Semiautomatic	12 Gauge
Shotgun	Remington	870 Pump	12 Gauge
Patrol Rifle	LWRC	M6 Semiautomatic	5.56 mm
Patrol Rifle	LWRC	M6-SL Semiautomatic	5.56 mm
Scoped Rifle	FN	FN 308 Bolt Action	.308 cal.
Scoped Rifle	Tikka	T3 Tac A-1	.308 cal.

OFF DUTY /BACKUP HANDGUNS

Make	Model	Caliber
Any semiautomatic	Minimum 5 shot capacity	.380 cal.
lawful to own in New Jersey	Single action or double action	.38 cal.
	Maximum 7” frame length	9 mm
		.40 cal.
		.45 cal.

MECHANICAL FORCE WEAPONS

Brand/Make	Type
Def Tech First Defense	Oleoresin Capsicum MK-3 Spray/Stream .2%
Def Tech First Defense	Oleoresin Capsicum MK-9 Spray/Stream .4% foam
Def Tech First Defense	Oleoresin Capsicum MK-9S Vapor w/Wand adapter .7%
Monadnock	MEB Expandable Straight Baton (22”)
ASP	Agent Baton Air weight A40 (40cm) **plainclothes use only**
Defense Technologies	40mm Launcher
Defense Technologies	Spray Wand Assembly for MK-9S
AXON	Model 7 conducted energy device

DUTY AMMUNITION

Brand*	Type	Caliber
Winchester	RA45TPY 45+P 230 grain T-Series	.45 cal.
Winchester	230 grain FMJ	.45 cal.
Winchester	RA9B 147 Grain Bonded	9 mm
Winchester	RA9T 147 grain T Series	9 mm
Federal	147 grain HST	9 mm
Simunitions	FX	9 mm
Simunitions	FX	5.56 mm
Winchester Ranger	Q3282 60 grain Partition	.223 cal.
Winchester Ranger	RA556B 64 grain Bonded	5.56 mm
Federal	LE223T3 62 grain Bonded SP	.223 cal.
Federal	AE223 55 grain FMJ	.223 cal.
CCI Speer	FMJ BT 24459	5.56 mm
Federal SMKBT	GM308M	.308 cal.
Hornady	A-MAX TAP 168 Grain	.308 cal.
Speer Gold Dot	CS24458	.308 cal.
Federal LE Tactical	LE133 00 Buck	12 gauge
Winchester Ranger	RA 12RS15 1oz. Rifled Slug	12 gauge

OFF DUTY / BACKUP AMMUNITION

Off duty ammunition must conform to the following specifications:

1. Commercially manufactured new in the United States.
2. .380 caliber 80 grain to .45 caliber 230 grain.
3. Cannot be modified to increase lethality.
4. GDHP, TMJ, FMJ, JHP, SXT.
5. Armor piercing rounds are prohibited

MUNITIONS

CTS	4210 White Smoke 40 mm
CTS	4230 Riot CS Smoke 40 mm
CTS	5430 CS Flameless Expulsion
CTS	5440 OC Flameless Expulsion
Def Tec	1042 40mm CS Muzzle Blast Powder
Def Tec	6325 40mm Exact Impact Sponge
Def Tec	8922 11g Low Roll II DD
Def Tec	1042 Instantaneous Blast CS
Def Tec	2290 40mm OC Ferret Powder Barricade
Def Tec	6040 40 mm OC Muzzle Blast Powder
Def Tec	2292 40mm CS Ferret Powder Barricade
Def Tec	1697T M201a1 DD Training Fuze (Blue)