FLORIDA SOUTHWESTERN STATE COLLEGE CAMPUS POLICE DEPARTMENT

GENERAL ORDER

TITLE: FIREARMS / NON-LETHAL WEAPONS	**GENERAL ORDER: 1.4 (High Risk)**
EFFECTIVE: July 1, 2020	**AMENDED:**
RESCINDS:	**REVIEWED: September 9, 2026**
PAGES: 09	**ORIGINATED: July 1, 2020**

A. PURPOSE: The purpose of this General Order is to establish procedures for the carrying of firearms/non-lethal weapons by authorized members and to ensure those members are properly trained.

B. SCOPE: This order shall apply to all Campus Police Department members.

C. DISCUSSION: Florida law allows individual law enforcement agencies the autonomy and discretion to regulate the use and carrying of firearms/non-lethal weapons by their law enforcement officers. It is imperative that control of firearms/non-lethal weapons be strictly maintained and that training in the use of firearms/non-lethal weapons is continuous.

D. POLICY: It shall be the policy of the Campus Police Department to regulate the types of firearms/non-lethal weapons carried by members. It shall be the policy of the agency to prohibit members from carrying any firearms/non-lethal weapons prior to being qualified, being issued a copy of G.O. 1.5, Protective Action, and being trained in agency policies relating to the use of non-deadly and deadly protective action. This policy shall apply to lethal and non-lethal weapons.

E. PROCEDURE:

1. Authorized Handguns: The Range Master is the designated authority for approval of all firearms/non-lethal weapons, holsters, and ammunition, whether agency-issued or personally-owned, carried by members both on and/or off duty. The Range Master shall maintain a record on each firearm/non-lethal weapon, type of holster and ammunition, approved by the agency for official use.

a. On Duty:

1) Authorized members, while on duty, shall carry the agency-issued Smith & Wesson MP 2.0 semiautomatic pistol unless subsequently transitioned and trained on the Smith & Wesson MP 2.0 optic-ready semiautomatic pistol with Holosun SCS optic as prescribed:

a) Safe-action;

b) Chambered for .9mm caliber; and

c) The agency-issued level III holster that accommodates a lighting system. The agency currently issues the Safari Land Model 6360/ 6360RD duty holster.

2) Secondary or back-up firearms/non-lethal weapons carried by members, whether agency-issued or personally-owned, on or off duty, must receive written authorization documenting the firearm/non-lethal weapon has been inspected for quality, safety, and reliability by the agency Range Master, and shall be restricted to the following calibers:.380, .38, .357, 9mm, 10mm, .40, and .45. Members carrying a secondary or back-up firearm/non-lethal weapon shall do so only when the firearm/non-lethal weapon is completely concealed.

3) All repairs or alterations to agency-issued firearms/non-lethal weapons shall be completed by agency authorized armorers or a third party vendor. Members may purchase their own specific modifications for their personal firearm/non-lethal weapon when approved and documented via an agency memorandum addressed to the Range Master and shall be approved by such authority. All repairs to personally-owned firearms shall be at the expense of the owner.

b. Off Duty:

1) Sworn law enforcement police officers, when off duty, are encouraged to carry concealed, or have in their possession, an agency-authorized firearm/non-lethal weapon. These weapons must be from manufacturers Smith & Wesson, Glock, Palmetto State Armory, Sig Sauer, or Springfield Armory, and must be chambered with the authorized caliber ammunition enumerated in Section E.1.a.2 of this order.

2) When off duty, authorized members may carry a firearm/non-lethal weapon concealed on or about their person within the geographical limits of the State of Florida, pursuant to law.

3) Authorized members shall at all times possess, on their person, their agency-issued badge and police officer credentials issued by the Campus Police Coordinator in order to properly identify themselves as a law enforcement officer, when carrying, or having at their immediate disposal, an agency-authorized firearm/non-lethal weapon.

4) All authorized off-duty firearms/non-lethal weapons shall conform to the requirements for authorized secondary or back-up firearm(s)/non-lethal weapon(s), in accordance with this General Order.

5) All authorized members shall annually complete required firearms/non-lethal weapons training and qualification standards established by the agency, prior to being approved to possess or carry an agency-authorized firearm/non-lethal weapon off duty.

6) All authorized members, when off-duty and not wearing a standard duty uniform, shall carry firearms/non-lethal weapons completely concealed from the public's view.

2. Non-Lethal Shotguns:

a. Non-Lethal Shotguns shall be agency-issued or agency-approved. All non-lethal shotguns must be manufactured by Remington or Mossberg, 12 gauge, pump action, with a barrel length of no less than eighteen inches (18") and no more than twenty inches (20").

b. While carried for duty, non-lethal shotguns shall be loaded with agency-issued bean-bags only.

c. All agency issued non-lethal shotguns shall be converted by the Range Master into non-lethal with the proper markings and coloring that clearly establishes it as a **non-lethal** weapon.

3. Rifles:

a. Rifles chambered for .223 caliber or 5.56mm ammunition shall be agency-issued or agency-approved for use by police officers.

b. While carried for duty, rifles shall be loaded with agency-issued or agency-approved ammunition only.

4. Ammunition: Ammunition for all authorized firearms carried by members on or off duty shall be restricted to agency-issued, or ammunition approved by the Range Master. All supervisors are responsible for ensuring that members within their span of control carry only agency-issued or approved ammunition.

a. Ammunition shall be furnished for all agency-issued firearms.

b. Only factory-loaded ammunition shall be used for qualification when members are using personally owned firearms.

5. Firearms Qualifications:

a. An inspection shall be conducted by a certified on-duty range instructor of all issued/approved firearms at the time of qualification. Any firearm found to be defective shall be immediately withdrawn from use, repaired, and shall not be carried until it has been re-inspected by a certified agency range instructor.

b. Authorized members shall receive in-service online training on the agency's protective action policy and be required to qualify at least annually, within the same calendar month, or on demand, with any firearm/non-lethal weapon that is authorized for their use or carry. All sworn members shall qualify annually with a non-lethal shotgun. All members authorized to carry rifles require annual qualification.

c. A score of eighty six percent (86%) or higher on the qualification course shall be required to qualify.

d. Members shall be allowed no more than three (3) attempts to qualify on the same day with a handgun or a non-lethal shotgun.

e. Only two (2) attempts to qualify are allowed for the Florida Department of Law Enforcement (FDLE) rifle course designating the member as a Rifleman.

f. A non-lethal shotgun is an essential weapon to ensure the safety of both agency members and the public. All police officers who have a medically designated condition or injury that precludes them from shooting a standard non-lethal shotgun from the shoulder-fired position must qualify and carry a non-lethal shotgun equipped with a reduced coil stock. Any police officer who cannot qualify with the reduced coil stock or standard-issue non-lethal shotgun shall not be eligible to carry such until able to qualify.

g. All sworn members shall qualify annually, within the same calendar month, on the handgun night qualification course.

h. All sworn members shall qualify on the FDLE mandatory forty (40)-round handgun course every even year (2012, 2014, etc.) prior to June 30 of that calendar year.

i. Documentation of satisfactory completion of in-service training and firearms/non-lethal weapons qualification shall be placed in the member's training file.

j. Quarterly, supervisors shall check the status of firearms/non-lethal weapons qualifications of members under their command.

6. Failure to Qualify with an Authorized Firearm(s):

a. If a member fails to qualify with any agency-issued firearm that is authorized for use or carry, the on-duty range instructor shall notify the member to immediately turn in the agency-issued firearm, agency-issued badge, and commission card to their sergeant or an on-duty sergeant for storage.

b. The sergeant shall make immediate verbal notification to the Deputy Chief via the chain of command. The sergeant shall also provide written notification to the Chief of Police via chain of command.

c. The member shall be placed on administrative leave without pay by the Deputy Chief. The member shall not:

1) Perform sworn duties;

2) Operate an agency vehicle; or

3) Carry the firearm on/off duty until the member achieves qualification compliance.

d. The lieutenant shall provide an agency firearms instructor the next day for eight (8) hours of remedial training. Should a member not achieve qualification compliance during the remedial training, the Deputy Chief shall provide up to an additional sixteen (16) hours of instruction. If, after receiving the additional instruction, the member is unable to achieve qualification compliance, the member shall be reclassified into a vacant Community Service Technician (CST) position, if available. Once qualification compliance is achieved, the member may request to return to their previous duty assignment, if a position is still available.

e. Supervisors shall ensure that members under their command who do not qualify with an agency-issued firearm, in accordance with this General Order, shall report to the Range Master for a minimum of two (2) hours of firearms practice on the agency-approved firearms qualification courses quarterly, for a period of one (1) year from the date of qualification. The member shall ensure this practice is documented on a Firearms Qualification Record (FSWPD Form 420) for placement into the member's training file.

7. Non-Lethal Weapons Certification:

a. Members shall not use or carry any non-lethal weapons for which they have not received training.

b. Authorized members shall receive in-service training on G.O. 1.5 and be required to certify annually, or on-demand, with non-lethal weapons that are authorized for their use or carry. A current list of each type of approved non-lethal weapons shall be maintained by the department armorer/agency firearms instructor.

8. Failure to Recertify with Authorized Non-Lethal Weapons:

a. If a member fails to recertify with an agency-approved non-lethal weapon(s) authorized for use or carry, the on-duty instructor shall continue to provide additional instruction in order for the member to achieve recertification.

b. Should a member not achieve recertification by the end of the workday, the Training Coordinator shall make immediate verbal notification to the lieutenant via the chain of command. The Training Coordinator shall also provide written notification to the Deputy Chief.

c. The member shall be placed on administrative leave without pay by the Deputy Chief. The member shall not:

1) Perform their duty assignment;

2) Operate an agency vehicle; or

3) Carry the non-lethal weapon until the member achieves recertification.

d. It shall be the member's responsibility to receive additional instruction to achieve recertification. The Deputy Chief shall provide an agency-certified instructor the next day for eight (8) hours of remedial training. If the member is still unable to recertify, the member shall be reclassified into another position. Once recertification is achieved, the member may request to return to their previous assignment, if a position is available.

9. Carrying of Firearms/Non-Lethal Weapons:

a. Authorized members shall carry and use firearms/non-lethal weapons in a careful, prudent manner in accordance with the laws of the State of Florida and agency rules and procedures.

b. Upon successful completion of firearms/non-lethal weapons training, each authorized member shall be approved to carry their agency-approved firearm/non-lethal weapon on and off duty. All authorized members shall maintain proficiency in the use of firearms/non-lethal weapons and only those who demonstrate such proficiency during qualification shall be authorized to carry their personal firearms/non-lethal weapons.

10. Safety and Handling of Firearms/Non-lethal Weapons: Members are responsible for the safety and security of all firearms/non-lethal weapons under their control. This includes, but is not limited to, the following:

a. Safe-action and double-action semi-automatic pistols shall be carried fully loaded, un-cocked, safety off, with a round in the chamber. Single action semi-automatic pistols shall be carried fully loaded, cocked, safety on, with a round in the chamber.

b. When kept in the vehicle, non-lethal shotguns and rifles shall be carried with the magazine fully loaded, no round in the chamber, bolt forward and the safety on.

c. Non-lethal Shotguns and rifles shall be kept in the trunk, or gunlock in the front of the vehicles, except when needed in the performance of duty or for training purposes. At no time shall a member leave any firearm/non-lethal weapon unattended while it is unsecured.

d. All firearms/non-lethal weapons shall be carried in a safe and secure manner. Horseplay, flippant, and/or careless behavior, removal of firearms/non-lethal weapons from holsters or other carrying devices for "show off" purposes is prohibited.

e. Members with a valid reason for carrying a firearm/non-lethal weapon in a manner other than what is set forth in this General Order may do so only upon written authorization of the Chief of Police.

11. Safe Storage of Firearms/Non-lethal Weapons Required:

a. A member who stores or leaves on a premise under the member's control, a firearm/non-lethal weapon, as defined in Section 790.001, F.S., and who knows or reasonably should know that a minor is likely to gain access to the firearm/non-lethal weapon without the lawful permission of the member, shall keep the firearm/ non-lethal weapon in a securely locked box or container or in a location which a reasonable person would believe to be secure or shall secure the firearm/non-lethal weapon with a trigger lock. Authorized members shall carry and use firearms/non-lethal weapons in a careful, prudent manner in accordance with the laws of the State of Florida and agency rules and procedures.

b. It is unlawful and punishable by imprisonment and fine for a member to store or leave a firearm/non-lethal weapon under circumstances permitting a minor to gain access to the firearm/non-lethal weapon.

c. This section does not apply if a minor obtains a firearm/non-lethal weapon from a member as a result of an unlawful act by the minor.

12. Carrying Firearms/Non-lethal Weapons Within Lee, Collier, Charlotte and Hendry County Courthouses:

a. Lee County Courthouse(s): Sworn members shall carry a firearm/non-lethal weapon in courthouse(s). Sworn members shall comply with the following:

1) The member shall be on official agency business only.

2) The member shall be in uniform only. The member shall never attend any official judicial proceeding regarding agency matters in plain clothes.

3) All firearms shall be carried in an agency-approved holster with an internal locking mechanism, as defined in this General Order. All holsters must be preapproved by the Training Coordinator prior to being carried into the courthouse.

4) If an active shooter emergency occurs at the courthouse, members shall be under the command of the ranking senior bailiff in charge of courthouse security at the time, until the senior bailiff is relieved by the Incident Commander.

5) As soon as practical, the sworn member shall undergo a tour of the courthouse provided by the bailiffs to familiarize the member with the layout of the courthouse(s).

6) Sworn members who attend judicial proceedings of a personal matter or conducting personal business within the courthouse are prohibited from wearing a uniform or carrying agency issued firearms/non-lethal weapons.

b. Collier County Courthouse(s): Sworn members shall carry a firearm/non-lethal weapon in courthouse(s). Sworn members shall comply with the following:

1) The member shall be on official agency business.

2) The member shall be in uniform only. The member shall never attend any official judicial proceeding regarding agency matters in plain clothes.

3) All firearms shall be carried in an agency-approved holster with an internal locking mechanism, as defined in this General Order. All holsters must be preapproved by the Training Coordinator prior to being carried into the courthouse.

4) Upon entering the courthouse(s), the holstered firearm and any additional concealed firearm shall be secured in the lock boxes or other designated secure area for firearms/non-lethal weapons storage, upon entering the main courthouse. Upon exiting the courthouse(s), please ensure to retrieve your firearm to avoid leaving without it.

5) If an active shooter emergency occurs at the courthouse, members shall be under the command of the ranking senior bailiff in charge of courthouse security at the time, until the senior bailiff is relieved by the Incident Commander.

6) As soon as practical, the sworn member shall undergo a tour of the courthouse provided by the bailiffs to familiarize the member with the layout of the courthouse(s).

7) Sworn members who attend judicial proceedings of a personal matter or conducting personal business within the courthouse are prohibited from wearing a uniform or carrying agency issued firearms/non-lethal weapons.

c. Charlotte County Courthouse(s): Sworn members shall carry a firearm/weapon in courthouse(s). Sworn members shall comply with the following:

1) The member shall be on official agency business.

2) The member shall be in uniform only. The member shall never attend any official judicial proceeding regarding agency matters in plain clothes.

3) All firearms shall be carried in an agency-approved holster with an internal locking mechanism, as defined in this General Order. All holsters must be preapproved by the Training Coordinator prior to being carried into the courthouse.

4) Upon entering the courthouse(s), sworn members will sign in on the Armed Law Enforcement Sign-in log.

5) Sworn members will be screened to ensure they are on the approved agency firearms carry list for the Justice Center.

6) The court security personnel will ensure that the sworn member is on official business. Official documents can be requested if necessary (example given: subpoena, hearing notice).

7) Sworn members will be subjected to a cursory inspection to ensure that they have a multi-step retention holster.

8) If an active shooter emergency occurs at the courthouse, members shall be under the command of the ranking senior bailiff in charge of courthouse security at the time, until the senior bailiff is relieved by the Incident Commander.

9) As soon as practical, the sworn member shall undergo a tour of the courthouse provided by the bailiffs to familiarize the member with the layout of the courthouse(s).

10) Sworn members who attend judicial proceedings of a personal matter or conducting personal business within the courthouse are prohibited from wearing a uniform or carrying agency issued firearms/non-lethal weapons.

d. Hendry County Courthouse(s): Sworn members shall carry a firearm/weapon in courthouse(s). Sworn members shall comply with the following:

1) The member shall be on official agency business only.

2) The member shall be in uniform only. The member shall never attend any official judicial proceeding regarding agency matters in plain clothes.

3) All firearms shall be carried in an agency-approved holster with an internal locking mechanism, as defined in this General Order. All holsters must be preapproved by the Training Coordinator prior to being carried into the courthouse.

4) If an active shooter emergency occurs at the courthouse, members shall be under the command of the ranking senior bailiff in charge of courthouse security at the time, until the senior bailiff is relieved by the Incident Commander.

5) As soon as practical, the sworn member shall undergo a tour of the courthouse provided by the bailiffs to familiarize the member with the layout of the courthouse(s).

6) Sworn members who attend judicial proceedings of a personal matter or conducting personal business within the courthouse are prohibited from wearing a uniform or carrying agency issued firearms/non-lethal weapons.

e. Any firearms/non-lethal weapons not approved to be carried in the courthouse(s) shall be secured in an agency vehicle or other designated secure area for firearms/non-lethal weapons storage, prior to entering the courthouse.

13. Police Officer's Surrendering Firearm/Non-Lethal Weapon:

a. There are occasions when a police officer may be at the mercy of an armed suspect. Experience has shown that giving up their firearm/non-lethal weapon upon demand does not necessarily reduce the danger to a police officer.

b. Surrendering their firearm/non-lethal weapon may mean giving away a police officer's only chance for survival; therefore, a police officer shall use every tactical tool available to avoid surrendering their firearm/ non-lethal weapon.

14. Carrying Firearms/Weapons Aboard Commercial Airlines:

a. Commercial airline carriers and federal law restricts the carrying of firearms/non-lethal weapons aboard commercial aircraft.

b. When it is not essential for a member to carry a firearm/non-lethal weapon on board a commercial aircraft, firearm(s)/non-lethal weapon(s) shall be unloaded and secured with checked baggage prior to the flight.

c. When it is necessary for a member on official business to carry a firearm/non-lethal weapon on board a commercial aircraft, the following procedure shall apply:

1) The member must successfully complete the Law Enforcement Officers Flying Armed training required by the Office of Law Enforcement/Federal Air Marshal Service.

2) Prior to travel, the member shall submit a National Law Enforcement Telecommunications Section (NLETS) message, via the Lee County Sheriff's Office Communications Center Teletype, to the Transportation Security Administration.

3) Whenever possible, the NLETS message shall be transmitted at least twenty-four (24) hours prior to travel to ensure routing of the information.

4) Once the NLETS message is received by the Transportation Security Administration, a return NLETS message with a unique alphanumeric identifier shall be sent to the Lee County Sheriff's Office Communications Center Teletype. The unique alphanumeric identifier shall be provided to the member for verification at the airport on the day of travel.

5) Upon arrival at the airline ticket counter, the member shall present the unique alphanumeric identifier to the airline agent. Without the unique alphanumeric identifier, the member will be denied access to the sterile area. The member shall identify themselves via agency badge and identification card, declare possession of a firearm/non-lethal weapon, complete the required armed traveler's paperwork, and request the necessary security and airline members be notified.

d. Authorized members shall be cognizant that airline members have the final authority and may, at any time, require a member to surrender the firearm/non-lethal weapon while aboard an aircraft.

E. GLOSSARY:

AUTHORIZED MEMBER - A member designated by the Chief of Police to carry an on-duty agency-issued firearm/non-lethal weapon.

RANGE MASTER - A person designated by the Chief of Police to oversee range operations and approve firearms/non-lethal weapons and ammunition.

F. INDEXING:

AMMUNITION
AUTHORIZED HANDGUNS
COURT SECURITY
FAILURE TO QUALIFY
FIREARMS/NON-LETHAL WEAPONS
FIREARMS/NON-LETHAL WEAPONS IN COURTROOM
OFF-DUTY FIREARM/NON-LETHAL WEAPON
ON-DUTY FIREARM/NON-LETHAL WEAPON
QUALIFICATION, FIREARM/NON-LETHAL WEAPON
RANGE MASTER
RESTRICTION, FIREARM/NON-LETHAL WEAPON
RIFLE
NON-LETHAL SHOTGUN
SURRENDERING FIREARM/NON-LETHAL WEAPON

G. ACCREDITATION STANDARDS:

CFA 10.10M

H. REFERENCES:

CJSTC Rule 11B-27 .00212

F.S. 943.1717

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