



# FAIRBURN GEORGIA POLICE DEPARTMENT OPERATIONS MANUAL



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## CHAPTER 10      Firearms

EFFECTIVE DATE: 05/19/2008

NUMBER OF PAGES: 13

REVISED DATE: 03/18/2024

DISTRIBUTION: All

SPECIAL INSTRUCTIONS: N/A

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### I. PURPOSE

- A Establishes guidelines and rules for the proper use, care and display of firearms.

B Establishes a standard operating procedure for check-out of Agency weapons.

C Establishes a standard operating procedure for weapons qualification.

## II. RULES AND REGULATIONS

### A General

1. Officers, while on duty, will carry only the Agency authorized firearm(s).

### B Firearms Safety

1. It is imperative that each individual exercise extreme care in the handling of all weapons, always emphasizing safety, whether on or off duty.
2. Holsters shall not be unsecured or sidearms removed from holsters unnecessarily.
3. Loaded shoulder weapons (e.g., shotguns, rifles, gas guns, etc.) shall not be brought inside the law enforcement Agency building unless a deadly force emergency is in progress.
4. Shoulder weapons shall be carried perpendicular (muzzle up) to the floor by the grip (no fingers within the trigger guard). They will be carried with the slide back/action open, safety on, and the chamber empty.
5. Only when use is imminent shall a round be chambered in a shoulder weapon. Once the situation is stabilized, and safety permits, the round is to be un-chambered and the weapon returned to the safe carry position.
6. Confiscated and found weapons shall be unloaded and made safe prior to being placed into the property room.
7. Particular attention shall be given to the handgun and its removal from, and return to its holster.
8. The safe and secure storage of weapons at home shall be given special consideration.

C Care of Firearms - All officers shall keep their firearms clean and in good operating condition. Officers' weapons are subject to inspection at any time by a superior officer. No unauthorized alterations shall be made to Agency firearms.

D Ammunition - All weapons will be loaded with Agency issued ammunition. All ammunition shall be factory manufactured. The carrying or discharging of reloaded ammunition is strictly prohibited. The only exception to this is when qualifying or practicing at the range.

### E Weapon Display

1. Law enforcement officers should avoid the unnecessary display of firearms and not remove the weapon from the holster except when there is justification for its use to accomplish a proper police purpose. In responding to any

potentially dangerous situation, such as a robbery or burglary in progress, an officer may draw and carry his/her weapon in a position for speedy and effective use, if necessary.

2. Under Georgia law, a law enforcement officer is authorized to carry an issued or authorized firearm while on-duty. The decision to carry a personal weapon and ammunition off-duty is an individual decision, not an Agency requirement.
3. Firearms will be carried in a holster. These holsters will properly retain and secure the particular weapon being carried.

F Discharging Firearms - Whenever any member of the Agency discharges a firearm for any purpose other than one which is sporting in nature (e.g., hunting) or for target practice, he/she shall submit a report to the Chief of Police as soon as possible. The report will include:

1. The make, model, caliber, serial number of weapon, and type of ammunition.
2. The number of shots fired and the reason and circumstances that required the use of firearms.
3. The names and addresses of any injured persons and witnesses.
4. The extent and treatment of any injuries, the hospital where treated, and if known, the doctor providing such treatment.
5. A description of any property damage resulting from the discharge of a firearm and an estimate of repair costs.
6. The officers' evaluation of the situation at the time of the incident.
7. If the officer's firearm becomes evidence, it shall be handled through evidentiary procedures.

G Back-up Weapons - Secondary, back-up or personal handguns are permissible; however, any such handgun must be approved by the Chief of Police. The weapon must be carried concealed on the person. All requests for permission to carry back-up handguns must be submitted in writing to the Chief of Police. The request shall include the make, model and serial number of all handguns which the officer desires to carry. The request will be signed by the Chief of Police determining approval or disapproval of request. In addition, before an officer is permitted to carry a back-up weapon on-duty, he/she shall be required to qualify with the weapon.

H Special Weapons and High-Risk Situations

1. In hazardous situations, special weapons may be used only by members of the Agency that have been trained in their use and authorized by the Chief of Police.
2. Only shotguns issued or approved by the Agency will be used as a duty weapon. Prior to issuance or use, all officers must demonstrate proficiency in the use of the shotgun.
3. While on-duty, an officer may be temporarily unarmed only when required by

applicable policy or law. For example, when the officer is in a jail or prison facility or traveling on a commercial airliner.

I Surrendering Weapons - No officer shall give up any of his/her weapons unless it is necessary to protect the life of a citizen or himself/herself. Careful considerations of the consequences should be made prior to relinquishing the weapon. Surrender of a weapon rarely de-escalates a serious situation and can put an officer and or innocent persons in jeopardy.

J Off-Duty Weapons

1. When off-duty, an officer may carry a personal weapon of his/her choosing in a non-conspicuous manner.
2. When officers have Agency permission to work an off-duty job in uniform, Agency issued, or Agency approved firearms and duty gear shall be worn.
3. If an officer has Agency approval to work an off-duty job, out of uniform, he/she must have Agency approval to carry a firearm. The serial number, brand and type of firearm carried must be on record at the Agency and approved by the Chief of Police.
4. All personnel using non-Agency issued weapons while working off-duty jobs must qualify with the weapon annually during regular range qualifying. For this qualification, the officer must furnish his/her own ammunition.
5. Officers shall carry appropriate identification when armed on or off-duty.

**STANDARD OPERATING PROCEDURE  
EFFECTIVE: 05/19/2008**

**S.O.P. 10-1 AGENCY ARMAMENT CHECK-OUT PROCEDURES**

**I. INTRODUCTION**

Weapons and personal protective equipment fall into the general classification of armament. Law Enforcement Agencies must pay specific attention to the requirements of their individual community in determining the type of armament best suited for their operation. The equipment needed to make up the basic armament requirements of a Law Enforcement Agency can be divided into two distinct areas, individual armament and Agency armament. This S.O.P. addresses the latter.

The items required to supplement individual equipment for use in special operations, the heavier weapons, specialized riot equipment, and individualized pieces of protective equipment make up the Agency armory.

**II. UNDER NORMAL CIRCUMSTANCES**

All weapons and equipment approval/check-out will be handled by the armorer with the officer as follows:

- A All weapons must be inspected and fired by the Department Armorer prior to issue or authorization to carry. Any servicing required beyond routine cleaning will be conducted only by the Department Armorer. A written record will also be maintained on each weapon intended for official use.
- B Any weapons found to be unsafe will be immediately removed from service and turned over to the Department Armorer for repair.
- C Check-Out: The weapon, type, and serial number will be noted on the sign-out ledger. No weapon will be removed from the vault, for any reason, without being signed out. Non-serialized equipment will be noted by type (e.g., riot helmet) and individual identifying number.
- D The supervisor and officer will both sign the ledger, noting the date and time.
- E Any ammunition removed will also be noted on a separate line in the ledger.
- F All weapons or equipment shall be returned to the Agency arms vault using the following procedure:
  - 1. Weapons will be checked in immediately after the officer completes his/her tour of duty or assignment.
  - 2. Weapons will be cleaned and wiped free of dirt, moisture and harmful residue before being replaced in the vault. The bore will be cleaned, if the weapon has been fired, fouled or exposed to the elements.
  - 3. The weapon and/or ammunition will be placed in the proper storage area and the date and time noted in the ledger.
  - 4. Equipment will be returned in the same condition as issued, subject to normal

wear and tear.

5. The supervisor receiving the weapon will inspect it for cleanliness and functioning before returning it to the arms vault. Problems with any weapon not passing inspection will be corrected by the officer, if possible, and re-inspected by the same supervisor.
- G Any weapon or equipment that has been fired and or damaged will be reported to the on-duty supervisor, documented on an incident report, and turned over to an on duty supervisor.
- H Any incident of a weapon requiring maintenance after being checked out will be reported to the armorer in writing. The weapon will be tagged for repair and sent for repair as soon as possible.

### **III. EMERGENCY CONDITIONS**

Under emergency conditions, a shift supervisor or any other available superior officer shall secure the armament needed on the scene. Once the incident has been resolved, the issuing officer shall have the responsibility for the return of the armament as discussed in section A above. Any missing or unaccounted for equipment shall immediately be reported to the Division Commanders and the Chief of Police.

**STANDARD OPERATING PROCEDURE  
EFFECTIVE: 05/19/2008**

**S.O.P. 10-2 WEAPONS QUALIFICATION**

**I. ADMINISTRATION**

- A The Agency Training Supervisor shall be responsible for implementing firearms qualification programs, classroom instruction and remedial training for Agency personnel.
- B The Agency Range Master/Armorer shall be responsible for ensuring all Agency issued firearms are maintained and in good working order. Upon notification from any officer that a weapon is malfunctioning, the Agency Range Master/Armorer shall inspect the weapon. Upon determination by the Agency Range Master/Armorer that the weapon has malfunctioned, the weapon shall either be repaired or replaced. Failed attempts to qualify with a malfunctioning weapon shall not be counted against the officer.

**II. QUALIFICATION REQUIREMENTS**

- A All sworn personnel of the Agency shall be GA POST certified prior to receiving authorization to carry a weapon in an official capacity or to exercise the power of arrest. Employees attending Basic Mandate (Police Academy) training shall be issued the appropriate weapons required for the completion of training.
- B Firearms training shall consist of both classroom and practical exercises as determined by the Training Supervisor.
- C Failure of any recruit to qualify will result in dismissal or reassignment. Minimum qualification scores shall be as approved by GA POST. Employees attending Basic Mandate (Police Academy) training shall be held to the qualification standards of the Academy they are attending.
- D All officers shall qualify at a minimum, annually, with on-duty weapons and back-up or special weapons.
- E Any officer authorized to carry a firearm will be granted three (3) opportunities to obtain a qualifying score. If the officer fails to obtain a qualifying score in three (3) attempts, the officer will receive a letter of reprimand and begin remedial training.
- F The officer will then have a second attempt at qualifying within five (5) days. Ammo for the second attempt will be at the expense of the officer. If the officer again fails to obtain a qualifying score, the officer will immediately be suspended from duty.
- G The Chief of Police or Chief's designee shall then determine if the officer will receive additional remedial training. The Chief of Police reserves the exclusive right to make the ultimate determination if further training and/or additional chances to qualify will occur.
- H Any officer unable to qualify, after the above avenues or retraining have been exhausted, will be considered incompetent to carry a firearm and will be removed from enforcement duties and subject to disciplinary action up to and including termination.

### **III. FIREARMS TRAINING**

Firearms training and qualification shall consist of the following:

- A Classroom instruction on the fundamentals of revolver/semi-automatic/shotgun/rifle firing, as applicable.
- B Classroom instruction in firearms safety and preventive maintenance.
- C Classroom instruction in the legal aspects of firearms use.
- D Range practice and qualification with the issued/authorized weapon(s).
- E Range practice and qualification with the shotgun.
- F Supplemental classroom instruction or practical exercises as may be deemed necessary or useful.
- G Firearms proficiency/qualifications training shall be conducted by a certified weapons instructor for the specific weapon system (duty weapon, shotgun, rifle).
- H Proficiency training shall be documented.



**STANDARD OPERATING PROCEDURE  
EFFECTIVE: 01/19/2010**

**S.O.P. 10-3 PATROL RIFLE**

**I. PURPOSE**

- A. The purpose of this section is to establish department guidelines for the acquisition and deployment of the patrol rifle/carbine.
  - a. The authorized patrol rifle/carbine may be provided by the police department or individually officer owned.
  - b. If an individual opts to utilize a personally owned patrol rifle, the officer must submit a request for authorization to use the personally owned rifle to the Chief of Police. The request must include make, model, serial number and type of ammo to be chambered/used. The rifle will be inspected by the Department Armorer to ensure compliance with specifications, which will be notated on the officer's submitted request. The Chief of Police will be the sole deciding factor on approval/disapproval of the request to use a personally owned rifle.

**II. SPECIFICATIONS**

- A. All authorized patrol rifle/carbines must meet the following specifications. The Chief of Police or his/her designee shall approve any variation in type of caliber of the patrol rifle/carbine.

The primary patrol rifle/carbine shall be a tactical rifle which will be secured in an approved weapon rack inside the patrol vehicle.

- a. Chambered for .223 mm, 5.56 mm, 6.8 mm or 7.62 mm / .308 ammunition, or .300 blackout
- b. A barrel length of at least 10 inches.
- c. The butt stock may be either fixed or collapsible.
- d. Ammunition shall be of a type approved by the Chief of Police or his/her designee. Officers should only carry department issued ammunition or ammunition approved by the armorer.

**III. MODIFICATIONS**

- A. Any modifications (other than listed in paragraph C) must be approved by the Chief of Police or his/her designee.
- B. Requests for any modifications must be submitted in writing through the Chief of Police. No modifications/Additions/Changes to city owned firearms are permitted unless approved by the Chief of Police and performed by the department Armorer.
- C. Supplemental Sighting System: Use of a supplemental/enhanced sighting system must be approved by the department armorer. The device must be suitable for tactical,

close-quarter engagement and allow immediate access to the iron sights should the system fail.

#### **IV. DEPLOYMENT**

- A. Patrol rifle/carbines will be deployed consistent with the agency use of force policy.
- B. Officers deploying the patrol/carbine will maintain control of the firearm at all times and will ensure that the weapon is properly secured.
- C. Deployment of Patrol rifles are recommended when the following conditions are identified:
  - a. Any potentially dangerous/deadly force situation where the officer has reason to believe that deployment of the patrol rifle/carbine will contribute to the safe resolution of the incident or diminish risk to the officer or the public.
  - b. The officer is assigned as a cover officer for K-9 tracking and/or perimeter security or as a containment officer during a tactical operation (example: during the execution of a search warrant).
  - c. The officer has cause to believe that an armed offender is wearing body armor or is shielded by an intervening barrier.
  - d. The officer has cause to believe that an offender may be engaged at an extended distance.
  - e. The putting down of an injured animal per department policy.

#### **V. TRAINING AND QUALIFICATION**

- A. Officers must complete a department approved patrol rifle/carbine training course (including qualification) to be eligible for field deployment of the patrol rifle/carbine.
- B. Officers must also successfully complete the annual department training and qualification course of fire to remain eligible for field deployment of the patrol rifle/carbine. The qualification must be completed with the issued rifle that the officer intends to use (department issued or the approved personally owned rifle).

#### **VI. WEAPON MAINTENANCE**

- A. Care of Firearms - All officers shall keep their firearms clean and in good operating condition. Officers' weapons are subject to inspection at any time by a superior officer. No unauthorized alterations shall be made to Agency firearms.

**STANDARD OPERATING PROCEDURE  
EFFECTIVE: 01/01/2024**

**S.O.P. 10-4 SPECIALTY NON-DEADLY WEAPONS/MUNITIONS**

**I. PURPOSE**

- A. The purpose of this section is to establish department guidelines for the acquisition and deployment of any specialty non-deadly weapon and munitions.
  - a. The authorized non-deadly shotgun shall be provided by the police department.
  - b. No personally owned shotgun will be utilized for non-deadly situations.

**II. DEPLOYMENT**

- A. Any department-authorized specialty non-deadly weapon(s) and munitions may only be carried by officers who have satisfactorily completed annual training on the weapon system and demonstrated proficiency in their use.
- B. Department authorized specialty non-deadly weapons and munitions include:
  - a. Impact projectiles (i.e. bean bag rounds)
  - b. 40 mm launched chemical munitions
  - c. Hand-held canisters/devices for chemical deployment (other than OC)
- C. Where possible, deploying officers should inform other personnel in the immediate vicinity that impact rounds or chemical munitions will be deployed.
- D. Deployment of specialty non-deadly weapons and munitions will be at the direction of a supervisor unless it is reasonably likely that failure to take immediate action would result in serious injury or death to the officer or another person.
- E. Types and specifications for authorized specialty non-deadly weapons and munitions will be maintained by the department Armorer.
- F. Any use of non-deadly weapons or munitions is a response to resistance and all necessary forms and documentation shall be completed in accordance with policy.

**STANDARD OPERATING PROCEDURE  
EFFECTIVE: 04/01/2024**

**S.O.P. 10-5 PISTOL MOUNTED OPTICS**

**I. PURPOSE:**

The purpose of this Order is to establish department guidelines for the acquisition and use of Pistol Mounted Optics (PMO) on department issued and/or approved personal firearms.

**II. POLICY:**

This policy shall apply to all sworn personnel who are supplied with a department issued duty weapon.

**III. SPECIFICATIONS:**

- A. The authorized PMO and weapon may be provided by the police department or individually officer owned.
- B. If an individual opts to utilize a personally owned weapon and PMO, the officer must submit a request for authorization to use the personally owned weapon and PMO to the Chief of Police. The request must include make, model, serial number of the weapon and the make and model of the PMO. The weapon and PMO will be inspected by the Department Armorer to ensure compliance with specifications, which will be notated on the officer's submitted request. The Chief of Police will be the sole deciding factor on approval/disapproval of the request to use a personally owned firearm. If approved, the officer will utilize department issued ammunition.
  - a. The following specifications must be met:
    - i. A Glock model handgun, chambered for 9mm ammunition.
    - ii. Have an approved PMO (Trijicon, Holosun, Leupold brand).
    - iii. Have approved backup iron sights that are visible through the PMO.
    - iv. Have an approved duty/administrative holster which will accommodate a PMO.
  - b. No personally owned pistols other than Glock will be approved.
  - c. No dovetail mounts are permitted. PMO's will only be mounted to the slides that are machined to accept the PMO.

#### **IV. MODIFICATIONS:**

- A. Any modifications made to the weapon after the initial inspection and approval must be approved by the Department Armorer.
- B. No modifications/additions/changes to city owned firearms are permitted unless approved by the Chief of Police and performed by the Department Armorer.

#### **V. TRAINING AND QUALIFICATION:**

- A. Officers must complete a department approved PMO transition course (including qualification) to be eligible to carry any PMO weapon system.
- B. Officers must also successfully complete the annual department training and qualification course of fire to remain eligible to carry the PMO weapon system. The qualification must be completed with the weapon the officer intends to use (department issued or the approved personally owned weapon).
- C. Qualification on the duty firearm will be satisfied when an officer scores a minimum of 80% on the primary firearms course. One of the two qualifications will be used with the department approved PMO. A second qualification will be with iron sights. A qualifying score is required for both sighting systems to ensure proficiency in both.
- D. Qualification of the weapon system will be completed by a certified Firearms Instructor that has completed the PMO training course.

#### **VI. WEAPON MAINTENANCE:**

- A. Care of Firearms- All officers shall keep their firearms clean and in good operating condition. Officers' weapons are subject to inspection at any time by a superior officer. No unauthorized alterations shall be made to Agency firearms, nor unauthorized ammunition other than department issued.