

	STANDARD OPERATING PROCEDURE State Form 39870 (R/S-06)	Reference Number TRA-001
	Subject Department Firearms Training Program	
	Special Instructions Replaces TRA-001 dated May 15, 2018	Effective Date May 22, 2019

I. PURPOSE

Establish guidelines for carrying Department-issued, or non-issued but authorized, firearms by police employees and outlines the Department's In-Service Firearms Training Program.

II. POLICY

The Department shall issue and authorize specified firearms to be carried by Department police employees as part of their law enforcement duties. The issuing, carrying and care of weapons, either issued or authorized, shall be regulated by the Department. Police employees may not carry any firearm which does not meet the standards set forth in this or other applicable procedures when acting as an agent of the Indiana State Police Department.

The Department shall conduct firearms In-Service training as specified. All personnel are required to participate in and successfully complete each phase of the firearms training program unless excused under one of the parameters outlined in this policy.

III. DEFINITIONS

A. AMMUNITION

1. Duty – Authorized ammunition for issued weapons carried on or off-duty
2. Training – Ammunition used for training or firearms practice only

B. HANDGUN – A firearm designed to be held and fired using one hand

1. ISSUED PRIMARY DUTY HANDGUN – The Sig Sauer P227 .45-caliber handgun issued by the Department, used as the duty handgun while in uniform
2. ISSUED SECONDARY DUTY HANDGUN – The Sig Sauer P365 9mm handgun issued by the Department, in addition to the PRIMARY HANDGUN. This weapon SHALL NOT be carried as the PRIMARY duty handgun when in uniform.
3. NON-ISSUED HANDGUN FOR UNDERCOVER OPERATIONS – A handgun of at least .22 (long rifle) caliber up to a .45-caliber, with a capacity to hold at least five (5) rounds, that a police employee owns and has qualified with on the backup qualification course, and is carried in a covert manner as approved in IV. D. g. 1-6
4. NON-ISSUED BACKUP HANDGUN – A handgun of at least .22 (long rifle) caliber up to a .45-caliber, with a capacity to hold at least five (5) rounds, that a police employee owns and has

qualified with on the backup qualification course. Only those not issued a P365 are authorized to qualify and carry a non-issued backup handgun.

C. ISSUED DUTY SHOTGUN – A weapon without rifling in the barrel and designed to be held and fired with two hands, Model 870 Remington 12 gauge issued by the Department, as the duty shotgun. The Department may issue other models and styles based on specific or special needs.

D. RIFLE – A weapon that may be fired from the shoulder with a rifled barrel.

1. ISSUED RIFLE – A rifle issued by the Department to those identified by commanders or those in specific units with specialized training. Rifles may or may not be issued to all employees.

2. NON-ISSUED RIFLE – An approved rifle of style, type or specified manufacturer, as listed in [TRA-010 Rifle Training and Qualification](#).

E. OFF-DUTY STATUS – Any period of time an employee is not on-duty.

F. ON-DUTY STATUS – When an employee calls on or reports for duty as scheduled or otherwise directed; or, when an employee who was not “on-duty” becomes involved in a duty-related action.

IV. PROCEDURE

A. Employees who are not in uniform and are carrying an issued/approved handgun shall carry the weapon concealed when practical. However, when it is not practical to carry the handgun concealed, employees may carry the firearm openly so long as they are wearing professional attire and displaying their badge in a location likely to be seen by the public. Employees may carry their firearm openly when in any Department facility.

B. When carrying the issued primary or secondary duty weapon in a non-issued holster, the holster must be rigid or semi-rigid construction with a covering for the trigger and trigger guard. Examples of acceptable materials the holster can be manufactured from are: leather, plastic/polymer, nylon web gear, or neoprene (ankle holster only).

NOTE: If there is a question of compliance, consult a District Firearms Instructor

C. Service weapons and ammunition

1. The Department shall issue service weapons (handguns, rifles [as designated above] and shotguns). All issued weapons and extra magazines shall only be loaded with duty ammunition except during designated firearms training and practice.

2. Each officer is responsible to ensure all issued weapons and extra magazines are loaded with duty ammunition. Commanders, or their designee, may periodically check, or cause to be checked, their employee’s issued weapons and magazines to ensure only duty ammunition is carried.

3. All issued Sig Sauer handguns shall be loaded and carried in the plus-1 mode
 - a. The Sig Sauer P227 .45 caliber magazine shall be loaded to capacity (10 rounds), one round shall be chambered, the magazine removed, an additional round loaded into the magazine and the magazine resealed into the handgun. When fully loaded, the P227 shall have 11 rounds in the weapon.
 - b. The Sig Sauer P365 9mm (compact) magazine shall be loaded to capacity (10 rounds), one round shall be chambered, the magazine removed, an additional round loaded into the magazine and the magazine resealed into the handgun. When fully loaded, the P365 shall have 11 rounds in the weapon.
4. The Remington Model 870 shotgun shall be loaded with a maximum 6 or 7 rounds of duty slug or buck ammunition in the magazine tube, depending on the shotgun issued
 - a. The number of each slug and buckshot loaded and the order of the load shall be of the employee's preference.
 - b. The issued shotgun shall be carried with an empty chamber.
5. Issued and non-issued rifles shall be carried as outlined in [TRA-010 Rifle Training and Qualification](#).
6. Ammunition used in the issued handgun for practice outside of Department training shall be factory loaded and meet SAAMI specifications (**NO HANDLOADS MAY BE USED**)

D. Carrying issued duty, or authorized non-issued and backup handguns

1. Police employees issued the Sig Sauer P365 sub-compact shall adhere to the following when:
 - a. In uniform: The issued primary duty handgun shall be carried. In addition, the secondary issued duty handgun may also be carried in a concealed manner or concealed in the Department commission.
 - b. On-duty, non-uniform: The issued primary duty handgun or issued secondary duty handgun shall be carried.

NOTE: This section excludes undercover (UC) personnel during limited/approved UC operations as outlined in IV. D. g. 1-6

- c. Operating or riding in a Department commission (regardless of duty status): Police employees shall have in their possession either the issued primary duty handgun or the issued secondary duty handgun. Personnel in uniform shall adhere to the policy stated in section IV. D. 1. a.
- d. Off-duty and when not operating a Department-owned commission: The carrying of a weapon is a matter involving the good judgment of the police employee based upon existing circumstances.

(1) If carrying the ISP primary or secondary issued duty handgun, the police employee shall carry the issued ISP identification.

(2) If carrying a personally owned handgun, the police employee must have an Indiana handgun permit in their possession.

e. All issued and authorized weapons shall be properly secured (e.g. shotgun in the shotgun rack) and/or out of plain view. Arrestees, detainees, witnesses, etc. shall not be left in an unattended commission where unsecured weapons may be obtained.

f. Police employees working in an office, district or similar surroundings may remove the applicable handgun(s) during the time they are in the work area as long as the handgun(s) is placed in a secure area, is readily accessible and the officers arm themselves before leaving the environment.

g. Personnel working as an undercover (UC) officer may carry, in a very limited capacity, a non-issued backup handgun as their primary handgun when:

(1). The UC officer is on-duty and working in a situation involving close contact with a person(s) suspected of possible criminal activity and where the presence of a traditional or large caliber handgun might increase the potential risk to the officer;

(2). The detail is authorized as official Department business;

(3). The UC officer's Commander approves carrying the non-issued backup handgun as the primary handgun. Approval must be sought and given for each instance where the UC officer will be utilizing the non-issued backup handgun and cannot be given as a blanket approval;

(4). The UC officer has qualified, on the Non-Issued Back-up Handgun Course, and been approved to carry the non-issued backup handgun as outlined in the Firearms Training Manual; and

(5). The UC officer shall only carry the non-issued backup handgun as the primary handgun for the period of time immediately before, during and after the required detail.

(6). The use of a holster is the discretion of the UC officer based on officer safety and the type of weapon carried. If there is a question or concern, contact a firearms instructor.

2. All personnel not issued the Sig Sauer P365 secondary handgun shall adhere to the following when:

a. In uniform: The issued primary duty handgun shall be carried. In addition, an authorized non-issued handgun(s) and/or authorized non-issued backup handgun may also be carried.

b. On-duty, non-uniform: The issued primary duty handgun, issued secondary duty handgun, or an authorized non-issued handgun(s) shall be carried. In conjunction with the issued primary duty handgun, issued secondary handgun or an authorized non-issued handgun(s), an authorized

non-issued backup handgun may also be carried. The authorized non-issued backup handgun shall not be carried on its own.

NOTE: This section excludes undercover (UC) personnel during limited/approved UC operations. See section g-(1-5) above for specific details.

c. Operating or riding in a Department commission (regardless of duty status): Police employees shall have in their possession either the issued primary duty handgun or an authorized non-issued handgun(s). Personnel in uniform shall adhere to the policy stated in section IV. D. 2. a. above.

d. Off-duty and when not operating a Department owned commission: The carrying of a weapon is a matter involving the good judgment of the police employee based upon existing circumstances.

e. All issued and authorized weapons shall be properly secured (e.g. shotgun in the shotgun rack) and/or out of plain view. Arrestees, detainees, witnesses, etc. shall not be left in an unattended commission where unsecured weapons may be obtained.

f. Police employees working in an office, district, or similar surroundings may remove the applicable handgun(s) during the time they are in the work area as long as the handgun(s) is placed in a secure area, is readily accessible, and the officers arm themselves before leaving that environment.

g. Personnel working as an undercover (UC) officer may carry, in a very limited capacity, a non-issued backup handgun as their primary handgun when:

(1) The UC officer is on-duty and working in a situation involving close contact with a person(s) suspected of possible criminal activity and where the presence of a traditional or large caliber handgun might increase the potential risk to the officer;

(2) The detail is authorized as official Department business;

(3) The UC officer's commander approves carrying the non-issued backup handgun as the primary handgun. Approval must be sought and given for each instance where the UC officer will be utilizing the non-issued backup handgun and cannot be given as a blanket approval;

(4) The UC officer has qualified on the Non-Issued Back-up Handgun Course and been approved to carry the non-issued backup handgun as outlined in the Firearms Training Manual; and

(5) The UC officer shall only carry the non-issued backup handgun as the primary handgun for the period of time immediately before, during and after the required detail.

(6). The use of a holster is the discretion of the UC officer based on officer safety and the type of weapon carried. If there is a question or concern, contact a firearms instructor.

D. Firearms qualifications and phases

1. All firearms qualifications shall be with an officer's issued duty handgun(s), issued secondary duty handgun, non-issued UC handgun, issued duty shotgun, issued or non-issued rifle and other firearms issued to specialty team members. If an officer does not choose to carry any non-issued weapons systems, qualifications with those weapons are not necessary.
2. All police personnel shall participate in and successfully complete the annual Firearms Training Course(s) unless exempted by the Superintendent. The Firearms Training Course(s) shall utilize all weapons platforms issued by the Department. If employees are not authorized to carry a specific platform, a weapons familiarization course may be all that is required.
3. Upon approval and qualification, police employees may carry:
 - a. Up to two (2) issued duty handguns (primary and secondary); and b One (1) non-issued UC handgun (as authorized above);
 - d. One (1) issued shotgun;
 - e. One (1) issued or non-issued rifle (either/or, not both)

NOTE: All costs associated with qualifying with a non-issued UC handgun are the responsibility of the employee requesting to qualify with it.

4. Annual qualifications with non-issued weapons will take place in accordance with the established procedures in the Firearms Training Manual or at the discretion of the District Firearms Instructor
5. Personnel on the range are required to wear appropriate hearing protection, eye protection and body armor as well as obey all range rules and the direction of all training instructors as outlined in the Firearms Training Manual
6. There can be a danger to pregnant employees and unborn fetuses when participating in live-fire firearms training. If a sworn employee is pregnant, they should consult with their physician prior to participating in live-fire firearms training. If requested by the pregnant employee, the Training Division will provide an alternate means to demonstrate proficiency and understanding of firearms operations, related SOPs, statutes and case law and/or appropriate tactics and decision-making skills to fulfill the LETB annual training requirements, if qualification has not occurred before the pregnancy.

E. Department police personnel shall be properly trained in the utilization of Department authorized weapons, in accordance with all standard operating procedures and the standards set forth in the Department's Firearms Training Manual

F.. Firearms instructor and commander's responsibilities

1. Upon successful qualification of the applicable non-issued UC handgun, and/or non-issued rifle, the firearms instructor shall complete and sign a [Request to Carry a Non-Issued Handgun/Rifle Form](#).

2. The form shall be presented by the requesting employee to the employee's Division, Section, Area or District Commander within 10 days of the completion of the training and placed into the employee's administrative file

G. Firearms maintenance, modification and repairs

1. All firearms carried while on duty or in the issued commission shall be properly maintained by the personnel to whom they are issued

2. Firearms shall not be altered, modified or repaired by any person other than the manufacturer, a Department armorer or an armorer authorized by the Department.

3. Modification of a weapon must be requested by an officer, through channels, and approved by the Assistant Chief of Staff Operations. The District Firearms Instructor shall be included as the first endorsement on any request for any weapon modification.

4. All weapons repairs must be requested by a firearms instructor or armorer

5. Additional information on maintenance, modifications and repairs can be found in the Firearms Training Manual

H. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies and procedures.