

	STANDARD OPERATING PROCEDURE <small>State Form 39870 (R/S-06)</small>	Reference Number TRA-001
	Subject Department Firearms Training Program	
	Special Instructions Revises TRA-001 dated May 22, 2019	Effective Date July 28, 2023

I. PURPOSE

Establish guidelines for carrying Department-issued 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.

C. Breaching Shotgun – A weapon without rifling in the barrel designed to be used as a breaching device, that can fire a live or breaching rounds (Remington Model 870 12-gauge short barrel and pistol grip).

D. Less Lethal Shotgun – A weapon without rifling used to fire a variant of less-lethal impact munitions used to distract, deter, or temporarily incapacitate through pain compliance (Remington Model 870 12-gauge – orange stock and orange action).

E. Issued Rifle – A Sig Sauer M400 rifle issued by the Department or rifles issued to specialty team or team members.

F. Off-Duty Status – Any period of time an employee is not on-duty.

G. 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. All issued weapons and extra magazines shall only be loaded as follows: Each officer is responsible to ensure all issued weapons and extra magazines are loaded with duty ammunition (except during firearms training and practice). 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.

2. 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.

3. 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).

4. Issued rifle:

- a. Empty chamber;
- b. Magazine(s) loaded with 30 rounds with one magazine inserted into the rifle;

- c. Loaded with factory new duty ammunition issued by the Department.*
- d. Rifle bolt forward with weapon on “safe.”

*NOTE - In extreme or exigent circumstances, the use of training ammunition (full metal jacket) or personally owned ammunition may be the only option if all duty rounds have been exhausted and access to additional duty ammunition is not feasible.

D. Carrying issued duty handguns

1. If carrying the ISP primary or secondary issued duty handgun, the police employee shall carry the issued ISP identification.
2. In uniform: The issued primary duty handgun shall be carried. In addition, the issued P365 handgun may also be carried, but shall not be carried as the primary duty handgun.
3. On-duty, non-uniform: The issued primary duty handgun or issued secondary duty handgun shall be carried. In conjunction with the issued primary duty handgun or issued secondary handgun
4. 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 secondary issued weapon. Personnel in uniform shall adhere to the policy stated in section IV. D. 2. above.
5. Off-duty and when not operating a Department owned commission: The carrying of a weapon, department issued or personally owned, is a matter involving the good judgment of the police employee based upon existing circumstances.
6. All issued and authorized weapons shall be properly secured (e.g. rifle in the rifle rack) and/or stored in the trunk or Department installed vault. Arrestees, detainees, witnesses, etc. shall not be left in an unattended commission where unsecured weapons may be obtained. When leaving a weapon, department or personally owned, in a Department commission, employees must comply with [ENF-001](#).
7. 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.
8. Personnel working as an undercover (UC) officer may carry, in a very limited capacity, a non-issued backup handgun as their primary handgun with permission of the Assistant Chief of Staff for Investigations and Intelligence.

E. Carrying an issued rifle:

1. Before being permitted to carry an issued rifle for duty purposes, police employees shall complete the Department’s basic rifle training course. A firearms instructor who has completed the Department’s rifle instructor course shall administer the training.
2. Only Department issued rifles may be carried by officers for duty purposes.

F. Firearms qualifications and phases

1. All firearms qualifications shall be with an officer's issued duty handgun(s), issued secondary duty handgun, and/or issued rifle.
2. Other firearms issued to specialty team members shall be trained on an annual basis.
3. 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.
4. 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.
5. 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.

G. Firearms maintenance, modification, and repairs

1. All firearms carried while on duty or in the issued commission shall be properly cleaned, maintained, and lubricated 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. A request may be approved by the Assistant Chief of Staff Operations, once endorsed by a Firearms Training Sergeant.
4. All weapon 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.