LEESBURG POLICE DEPARTMENT REGULATIONS AND GENERAL ORDERS MANUAL		
General Order Number: 131	Section: ADMINISTRATION	Effective Date: OCTOBER 2023
Title: FIREARMS		
Accreditation Standards: ADM.05.01; ADM.05.02; ADM.05.03; ADM.06.01; ADM.06.02		
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I. AUTHORIZED FIREARMS AND AMMUNITION

A. The approved firearms for sworn officers are the 9mm, Glock model numbers 45, and 43x pistols, the Remington 870 Police shotgun, the LWRC REPR, the Colt M4 carbine or other carbine of like type that conforms to the specifications required by the Department Armorer.

B. Training.
1. Before carrying any Department-issued or authorized off duty firearms, officers shall receive appropriate training and demonstrate proficiency in their use. Officers must demonstrate proficiency by meeting or exceeding the minimum established score for qualification on each weapon to be carried. For pistols the minimum qualifying score is 70% on each of two DCJS prescribed courses of fire. Minimum qualifications standards for shotguns shall be established by the Northern Virginia Criminal Justice Training Academy. Minimum qualifications standards for other special weapons not prescribed by DCJS regulations shall be determined at the discretion of the Chief of Police or designee.
2. Officers who fail to demonstrate proficiency by meeting the minimum qualifications standard, will not be permitted to carry that weapon until proficiency can be demonstrated. Officers who fail to qualify with their Department-issued pistol shall not be permitted to perform field duties until proficiency can be demonstrated and may be assigned to either a modified or no duty status, at the discretion of the Chief of Police or designee.
3. Upon failing to demonstrate proficiency with any Department-issued firearm and prior to leaving the range, officers shall immediately surrender that firearm to the instructor in charge of the range at that time. That instructor shall ensure that the firearm is properly logged in, tagged, and secured in the Department's armory. The instructor shall, by memorandum, promptly notify the officer's Division Commander of the failure to qualify and shall schedule a date and time for retraining and qualification which shall be mandatory. If the officer is unable to demonstrate proficiency prior to their next scheduled tour of duty, the officer shall notify their immediate supervisor so that any staffing needs may be addressed.
4. Officers who fail to maintain proficiency with their department-issued firearms may be subject to disciplinary action up to and including termination.

C. Officers will only carry Department issued ammunition in approved/issued firearms.

D. All officers shall qualify every calendar year with all issued/authorized firearms.

E. Secondary Firearm.
With written authorization from the Chief of Police, officers may carry a personally owned firearm, meeting the specifications for approved Department firearms as a secondary firearm while on duty. If approved, a secondary pistol must be carried concealed, in a holster approved by the Department Armorer, and used only as a last resort.

F. Off-Duty Firearm.

While in an off-duty status within the Town, officers are encouraged to carry either their issued firearm or an off-duty firearm. While in an off-duty capacity an officer's issued firearm must be carried concealed from common observation in a holster approved by the Department Armorer. Officers who are off-duty and carrying a firearm shall always carry their badge and credentials with them. With written authorization from the Chief of Police, officers may carry a personally owned firearm which has been inspected and approved by the Department Armorer. Officers may have one primary off-duty firearm, requests for a secondary off-duty firearm will be made in writing and reviewed by the Chief of Police or designee. Officers will not be approved more than two off-duty firearms. Approved firearms for off-duty use shall be handguns of either the semi-automatic or revolver type and must, at a minimum; possess a functioning passive or manual safety mechanism, function as a double action or, in the case of a single action or double/single action, have a functioning de-cocking lever. Selective fire pistols and machine pistols are prohibited. Ammunition shall be of a single bullet cartridge type, of any caliber between .32 and .45 and shall be factory loaded and of a load pressure no greater than +P. Nontraditional or "exotic" forms of ammunition (other than frangible) such as steel or lead shot, chain, flechette, etc. are prohibited as are +P+ load pressures. Officers shall qualify annually with their department approved off-duty firearm.

G. The Remington model 870 12-gauge shotgun, the M4 type carbine (patrol rifle), and the LWRC REPR are the only special weapons utilized by on-duty officers in addition to the service pistol.

H. Only those officers trained and qualified to carry the M4 type carbine or the LWRC REPR will be allowed to carry those weapons while on-duty.

I. All personnel authorized to carry specialized firearms will shoot qualifying scores on an approved firing range administered by a *DCJS* certified firearms instructor annually. (i.e., shotgun, carbine, and sniper rifle)

J. Officers shall carry only those less-lethal weapons authorized by the Department.

K. All firearms are inspected by a certified Department armorer prior to being issued or authorized for use. The Department Armorer maintains a record of all issued or authorized firearms listing the type, model and serial number, as well as the identity of the owner or assignee. Where applicable, firearm records will also list the date of approval, the course(s) of fire and the scores used to qualify the user on the demonstration of proficiency.

L. All firearms are routinely inspected during firearms retraining and during line inspections conducted during roll calls. Firearms found to be unsafe are immediately removed from service.

II. PATROL RIFLE

A. Use of the weapon shall be in accordance with all other general orders and safety procedures.

B. Only Department armorers may make modifications to the sights or weapon in general.

C. For initial training and annual qualifications, a qualification score of 80% or better is required to carry the weapon on duty. All rounds must be accounted for on the target.

D. After firing the weapon, the user is responsible for cleaning and maintenance of the weapon. The user's supervisor during deployment shall ensure the weapon is inspected for cleanliness prior to storage in the armory, or he/she shall designate a specific time for weapon maintenance and inspection.

E. Only Department issued ammunition shall be used in the weapon.

III. MEDICAL AID

Officers must ensure that appropriate medical aid is summoned after the use of lethal and less-than-lethal weapons. Where it has been necessary to employ force through the use of any weapon, officers shall, when it has become safe to do so, employ medical aid as they would for any injured person, and summon emergency medical assistance if necessary.

IV. REPORTING USE OF FORCE / DISCHARGE OF A FIREARM

A. Officers are required to report any discharge of a firearm. This is not applicable to the discharge of a firearm during departmental training or legal recreation/practice.
   1. The officer will report the incident orally to their supervisor as soon as possible.
   2. The officer must submit a memorandum to the Chief of Police prior to the end of the shift during which the firearm was unintentionally discharged.
   3. The supervisor shall be responsible for reviewing any incident involving the use of deadly force against an animal and ensure that the incident is accurately documented on an Animal Euthanasia Report (LPD Form #636) and in any other report that may be appropriate. The report(s) shall be forwarded through the chain of command.
   4. Any unintentional discharge of a department firearm by an employee will be immediately reported to the employee's supervisor. The supervisor will review the circumstances of the incident and report their findings following the procedures outlined in General Order 115.
   5. If the Chief of Police has reason to believe that a violation of the law or Department rules and Regulations was committed in the discharge of any firearm, or if more investigative details are required, the Chief of Police may assign the investigation.

B. Officers shall immediately notify their supervisor after any type of physical, less lethal, or deadly force has been utilized.

C. Whenever an officer utilizes physical force, or less-lethal force, and there is a report of injury associated with the force utilized and that injury does not rise to the level of significant bodily harm, a Response to Threats/Resistance Memorandum will be submitted to the Chief of Police through the chain of command by the officer involved. The memorandum shall describe the reported injury and detail the circumstances surrounding the use of force. The officer's supervisor will be responsible for conducting the investigation of the officer's response to threats/resistance and shall follow the procedures defined in General Order 115.

D. Whenever an officer utilizes any level of force that results in significant bodily harm or the death of any person, the officer(s) utilizing that force will **not** be compelled to submit a case report.
   1. A supervisor not involved in the incident shall submit an initial case report prior to the end of their shift.
   2. Officer involved shootings, in-custody deaths, and any use of force that results in significant bodily harm shall be subject to Administrative Investigation protocols and may require outside investigation.
   3. The Department will attempt to mitigate the potential effects of critical incident stress, combined with professionally accepted investigative procedures to provide the best opportunity for establishing an accurate record of events surrounding these types of incidents.

E. The officer's supervisor shall notify their respective Division commander whenever a use of force results in death, life threatening injury, or significant bodily harm. In these instances, an investigation will be conducted to determine the propriety of force utilized.

F. In cases where deadly force has been used by an officer, the Northern Virginia Critical Incident Response Team (CIRT), by established agreement will conduct an independent investigation to determine if there has been any criminal wrongdoing. At the completion of a comprehensive, thorough, and impartial investigation, the Critical Incident Response Team will present the facts and evidence of the investigation to the local Commonwealth Attorney's Office or designated prosecuting authority.

V. FIREARM SAFETY AND SECURITY

A. All Department issued and authorized off duty firearms must always be in the control of an officer or properly secured in a vehicle, lockbox, safe, or armory.

B. While officers are off duty, their department issued pistols must be secured in a manner to prevent access by others and accidental discharge. Safes or lockboxes are recommended for off-duty storage of Department issued pistols, but properly used cable locks, "life jacket" style covers, or similar devices may also be used. Officers may request a department issued cable lock or "life jacket" style cover.

C. When in service, patrol shotguns and rifles shall be locked inside the locking bracket of those agency vehicles equipped with this device. Patrol shotguns and rifles secured in vehicles shall be stored with the safety on "SAFE," the bolt closed on an empty chamber, and a full shotgun magazine loaded or rifle magazine inserted. Patrol shotguns may remain secured in the vehicle while it is in service between shifts. Officers with Personally Assigned Vehicles (PAV) may secure both the patrol rifle and shotgun in the locking bracket in between shifts. Officers who share a vehicle may store their assigned Patrol Rifle in the vehicle during their tour of duty (2 to 3 days). Specialty Rifles and Fully Automatic Rifles shall not be stored in agency vehicles between shifts.

D. Patrol shotguns and rifles shall be removed from vehicles before leaving them unattended at the town shop or other vehicle repair/maintenance facility.

E. When handling or transporting the weapon inside of Police Headquarters or other facilities, it shall be made "station safe": the shotgun magazine will be empty, the rifle magazine will be removed, the bolt will be open, the chamber will be clear, and the safety will be on 'SAFE'. This does not apply when deploying the weapon in response to a threat.

F. Personnel storing weapons in the armory will store the weapon in the "station safe" condition. Paper labels indicating to which vehicle the weapon is assigned shall not be secured to the weapon's trigger guard.