



Chapter: Uniforms and Equipment
Subject: 04-25 – Maintenance, Inspection, and Repair of Department Firearms
Effective: December 18, 2023
Supersedes: Official Order 04-25, dated April 19, 2022
Distribution: Department Members

PURPOSE: This Order establishes department policy related to the maintenance, inspection, and repair of department firearms.

04-25-1 MAINTENANCE, INSPECTION, AND REPAIR OF DEPARTMENT- ISSUED FIREARMS

- A. Enforcement members and non-enforcement members authorized by the Director to carry a firearm on-duty shall ensure that their department-issued firearms are clean and in good working order at all times. The purpose of this requirement is to ensure members maintain their department-issued firearms in proper working condition.
 - (1) A department-issued firearm in need of repair shall be reported to the worksite commander or their designee.
 - (2) When the worksite commander or their designee deems it necessary to submit the firearm for repair or replacement, the worksite commander or their designee shall fully complete a Weapon Repair Tag, TD-008, attach the TD-008 to the firearm, and forward the firearm to the district Instructor Trainer first to determine if the repair can be completed in the field. If the repair cannot be completed locally, the firearm shall be forwarded to the Ordnance Unit for repair.
 - (3) If the firearm pending repair needs the Ordnance Unit to complete the repair, it must first go to Quartermaster to be logged, and then forwarded to the Ordnance Unit for repair.
- B. All firearms assigned to an individual member shall be inspected in accordance with Procedure Manual 18-02 – Line Inspections and documented on the member's Line Inspection form, UD-100.

Firearms not assigned to an individual member and documented on a UD-100, shall be inspected quarterly by the worksite commander or their designee and recorded on the Pool Firearms Log, UD-099.

- (1) The worksite commander or their designee shall ensure the following:
 - a. Shotgun and rifles shall not contain any chambered rounds.
 - b. The safeties shall be in the "on" position.

- c. The rifle magazines shall contain 28 rounds of authorized ammunition for the departmental authorized magazines.
 - d. The rifle shall be stored out of the case with the bolt forward and the dust cover closed.
 - e. Department-issued case pouches shall contain the appropriate ammunition.
 - i. Department-issued shotgun case pouches shall contain 25 rounds of shotgun ammunition.
 - ii. Department-issued rifle case pouches shall contain at least two magazines. Each magazine shall be loaded with 28 rounds of ammunition.
 - f. All shotgun and rifles, magazines, and cases shall be functionally clean, and in good working order.
 - g. Individually issued firearms are clean, properly lubricated, loaded to capacity, and only issued ammunition is used.
- C. Pistols assigned to individual members shall be inspected during participation in the winter, spring, summer, and fall shoots by the assigned member and a department firearms instructor.
 - (1) The Weapons Training and Pistol Inspection Record TD-007, shall be filled out as part of the inspection process. Completed forms shall be maintained with the worksite's training records.
 - (2) Pistols not assigned to an individual member shall be inspected by a certified departmental armorer once per calendar year.
- D. All shotgun and rifles shall be inspected at the spring or fall firearms training and the following shall be completed:
 - (1) Complete a function check.
 - (2) Shoot the firearm to ensure operability.
 - (3) Ensure the firearm is cleaned after the shoot. Where available, the field firearms instructor shall conduct or supervise the cleaning of the firearms.
- E. The Ordnance Unit shall be responsible for coordinating a maintenance program, in compliance with the manufacturer's guidelines, for all departmental firearms. The rotation will be based on a plan dictated by the Ordnance Unit, unless otherwise dictated by the more immediate concerns. The District Instructor Trainer will be responsible for coordinating and implementing the maintenance program in their district.
 - (1) Primary and Secondary pistol.
 - a. Detail strip, clean, inspect parts and function, replace any necessary parts.
 - (2) Shotgun
 - a. Detail strip, clean, inspect parts and function, replace any necessary parts.
 - (3) Rifle
 - a. Detail strip, clean, inspect parts and function, replace any necessary parts.

- (4) All firearms shall be test fired before returning to service.
- F. The Ordnance Unit shall inspect all firearms before they are issued by the Quartermaster to an individual or returned to an individual or worksite after being repaired.
 - (1) Each firearm shall be inspected for cleanliness, proper lubrication, mechanical condition, and functionality.
 - (2) Upon completion of the inspection, Ordnance Unit personnel shall fully complete an Ordnance Unit Weapon Safety Inspection Card, TD-009, and attach the TD-009 to the firearm.
- G. The Ordnance Unit shall maintain a cadre of department members certified as department armorsers.
 - (1) Armorer certification shall consist of attending an approved armorer course identified by the Ordnance Unit.
 - (2) Armorsers shall maintain a current certification as recommended by the firearm manufacturer.
 - (3) Armorsers shall assist with the firearms maintenance schedule annually to maintain certification.
 - (4) Armorsers are not required to be certified on all department firearms platforms but will only be approved to work on the firearms platforms they have attended an approved armorer course for.

DIRECTOR

Annual Review Responsibility:	Organizational Development Division
Accreditation Standards:	CALEA 4.3.1 C, D