

ORANGE COUNTY SHERIFF'S OFFICE



GENERAL ORDER

Effective Date: June 5, 2025	☒ Amends - GO 8.1.1 (December 11, 2023)	Number: 8.1.1
Distribution: All Personnel	Review Month: March	Reviewing Authority: HRD / Training
Subject: Firearms		

This order consists of the following:

1. Purpose
2. Policy
3. Definitions
4. Procedures

1. **Purpose**

The purpose of this policy is to establish proper training for all sworn members in the use of firearms.

2. **Policy**

It is the policy of the Sheriff that all personnel authorized to carry firearms be issued copies of, and instructed in, the written directives pertaining to the response to resistance, deadly force, warning shots, authorized less lethal firearms, and procedures for rendering medical aid after using any weapon, prior to being authorized to carry a weapon. Agency personnel shall be appropriately trained on the use of qualified firearms and those firearms will be appropriately inspected and maintained. Only agency approved on-duty and authorized off-duty firearms and ammunition will be carried by sworn employees in the performance of their responsibilities. Additional firearms training is required annually, as outlined in GO [18.1.3](#), and all firearms training shall include a safety briefing as outlined in SO [91](#).

3. **Definitions**

- A. Agency-Approved Training – Any training approved by the agency's Training Section Commander or verified, successful completion of equivalent training from an agency that is sanctioned by the Training Section Commander or designee.
- B. Approved Rifle – An agency-issued or personally owned rifle that meets the specifications and provisions of this policy or any other rifle authorized for use by the Sheriff.
- C. Approved Shotgun - An agency-issued shotgun that is authorized for use by the Sheriff.
- D. Approved Submachine Gun – An agency-issued submachine gun that is authorized for use by the Sheriff.

- E. Approved Holster – A holster, other than the primary duty holster, that is designed specifically for the firearm to be carried, has a covered trigger guard and a retention device, and is comprised of material that will not collapse when the handgun is drawn.
- F. Approved Primary Duty Holster – An agency-issued or approved level three retention holster that is designed to be used with an approved primary duty pistol.
- G. Approved Primary Duty Pistol – Glock model G21 (.45 caliber) or Glock model G47 (9 mm).
- H. Approved Back-Up Handgun – A handgun that meets the specifications and provisions outlined in this policy and is authorized to be carried in unison with the primary duty handgun when on duty.
- I. Approved Off Duty Handgun – A handgun that meets the specifications and provisions outlined in this policy and is authorized for use by sworn agency personnel when they are not on duty.
- J. Approved Secondary Handgun – A handgun that meets the specifications and provisions outlined in this policy and is authorized to be worn by sworn agency personnel in lieu of the primary duty pistol when the employee is not in uniform.
- K. Approved Suppressors- An agency issued or personally owned suppressor that meets the specifications and provisions outlines in this policy or any other suppressor authorized for use by the Sheriff.
- L. Approved Undercover Handgun - A handgun, generally small and easily concealable, that meets the specifications and provisions outlined in this policy and is authorized to be carried by sworn agency personnel in an undercover assignment for operational efficiency.
- M. Basic Rifle User Course – A 24-hour introductory rifle course administered by a certified Range instructor.
- N. Converted Firearm – A handgun, previously seized as evidence, that no longer has evidentiary value and has been approved to be used in a secondary or undercover capacity.
- O. Cruiser Ready Rifle – The condition of a rifle when there is no ammunition chambered, the bolt is forward, the safety is not engaged, and a loaded magazine is inserted and locked into position. A 20 round magazine will be loaded with no more than 18 rounds and a 30 round magazine will be loaded with no more than 28 rounds.
- P. Cruiser Ready Shotgun - The condition of a shotgun when there is no ammunition chambered, the fore-end is locked in the forward position, and the safety is not engaged. The magazine will be loaded with four segmenting slug rounds or 00 buck shot rounds.

- Q. Equivalent Training – Any training, obtained through prior law enforcement or military experience, that meets the same standard and provides a reasonably similar curriculum to that provided by the agency.
- R. Less Lethal Impact Projectiles - Munitions that can be fired, launched, or otherwise propelled for the purpose of encouraging compliance, overcoming resistance, or preventing serious injury without posing a significant potential of causing death. Examples of less lethal impact projectiles include beanbags, Launchable Direct Impact, Blunt Impact Projectile (BIP) round, PepperBall or rubber pellets and other like items.
- S. Patrol Carry Bag (PCB) - An agency approved backpack or similar pack that can carry an approved firearm system (i.e. short-barreled rifle, submachine gun) while on patrol. The use of a PCB must be approved by the Training Section Commander.
- T. Rifle Refresher Course – A four-hour rifle course administered by a certified Range instructor that is intended for those who have successfully completed the Basic Rifle User course but have not maintained their qualifications as described in this General Order.
- U. Signal Sidearm – An Axon sensor, which attaches to a duty firearm holster, that activates Axon cameras within a defined radius when a law enforcement officer draws their pistol.
- V. Weapon Display Form – An electronic form that documents details about incidents when sworn agency personnel display weapons during the course of their duties.

4. **Procedures**

- A. Approved Firearms
 - 1. Prior to being authorized to carry a firearm or being placed in a position where deadly force may be used, all agency personnel shall receive training in the following:
 - a. GO [8.1.0](#) (Response to Resistance)
 - b. GO [8.1.1](#) (Firearms)
 - c. Rendering aid after a response to resistance incident
 - 2. All firearms carried by agency personnel must meet the following specifications, unless otherwise exempted by this policy.
 - a. Approved Back-Up Handgun
 - 1. Revolver or semi-automatic pistol
 - 2. Double, double/single, single, or safe action
 - 3. .22, .380, 9mm, 40 S&W, or 45 ACP cartridge size
 - 4. Minimum barrel length of two inches
 - b. Approved Off-Duty Handgun
 - 1. Revolver or semi-automatic pistol
 - 2. Double, double/single, single, or safe action
 - 3. .22, .380, 9mm, 40 S&W, or 45 ACP cartridge size
 - 4. Minimum barrel length of two inches
 - c. Approved Secondary Handgun

1. Semi-automatic pistol
 2. Double, double/single, single, or safe action
 3. 9mm, 40 S&W, or 45 ACP cartridge size
 4. Minimum barrel length of two inches
 - d. Approved Suppressors
 1. Must be either a direct thread or quick-detach (QD) system with an appropriate muzzle device.
 2. May be a flow-through or traditional blowback suppressor system.
 - e. Approved Undercover Handgun
 1. Revolver or semi-automatic pistol
 2. Double, double/single, single, or safe action
 3. .22, .380, 9mm, 40 S&W, or 45 ACP cartridge size
 4. Minimum barrel length of two inches.
 - f. Approved Rifles
 1. M4 with a barrel length of at least 10.3 inches
 2. AR-15 platform
 3. Semi-automatic
 4. 5.56mm or .223
 5. Must be equipped with optics, back-up sights, weapon-mounted flashlight, and a sling that are issued by the agency or approved by the Training Section Commander.
3. Converted Firearms
- a. Inspection and Testing
 1. Periodically, an armorer assigned to the Range will report to Evidence to select firearms to be converted. The firearms must meet the specifications detailed in this policy, unless approved by the Training Section Commander. The possession of spare parts, armorer tools, and certifications will also be taken into consideration when selecting specific brands and models of firearms.
 2. The selected firearms will be taken to the Range where they will be inspected and test fired.
 3. Firearms that pass the Range inspection and testing will be transferred to Supply to be made available as a converted firearm. Those that do not pass the inspection will be returned to Evidence.
 - b. Process for Requesting a Converted Firearm
 1. Plain-clothes personnel or those in an undercover assignment desiring to carry a converted firearm must schedule a time to report to Supply to review the available firearms. Once the deputy has selected the weapon, it will be tagged with their name.
 2. The deputy must submit a memorandum via chain of command to their Bureau Commander for final approval.
 3. Once approved, the deputy shall contact a Range Supervisor to schedule qualification. Unless excused for an extended period (e.g. FMLA, military leave, or light duty), the employee

will have 30 days to make this appointment. Failure to make the appointment within this timeframe will result in the firearm being returned to Supply inventory. Supply may hold firearms more than 30 days, at their discretion.

4. Designated Training Section personnel will transport the firearm from Supply to the Range.
 5. Prior to being permitted to qualify with the converted firearm, the requesting employee must provide the Range Supervisor or designee with a copy of the approval memorandum signed by their Bureau Commander.
 6. The requesting employee is required to provide a level two retention holster and extra magazines (if not included with the converted firearm) prior to qualifying and being issued the secondary weapon.
 7. Once the requesting employee has passed the qualification course, they shall report to Supply as soon as possible to have the firearm placed on their individual inventory.
 8. Upon transfer out of a plain-clothes or undercover assignment to a uniform assignment, the assigned employee shall return the firearm to Supply for removal from their individual inventory. Employees with the rank of Lieutenant or above who have been approved to carry a converted firearm may retain their converted firearm when transferring assignments.
 9. Personnel who are assigned a converted firearm must maintain the firearm in the same condition as agency owned firearms.
- c. Less Lethal Weapons
1. Agency personnel shall only carry approved less lethal weapons.
 2. Designated users shall successfully complete the agency user course or have completed similar or equivalent training. Successful completion of the user course will include passing a written examination and qualifying with the approved less lethal impact munitions.
 3. Less lethal impact munitions have been authorized for use by trained personnel.

4. If, at any time, the Training Section Commander or designee deems a personally owned firearm or modification to an approved firearm is unsuitable for on-duty use, the assigned deputy will immediately cease carrying the firearm.
5. Any desired deviation in the specifications contained in this section shall be submitted to the Training Section Commander via Interoffice Memorandum.

B. Carrying and Storage

1. General Provisions

- a. A deputy should use every tactical tool to avoid surrendering a firearm. Surrendering a firearm may mean giving away the only

chance for survival. The danger to a deputy is not necessarily reduced by giving up their firearm upon demand.

- b. Sworn employees served with a permanent Domestic Violence Injunction shall not carry an agency issued or approved firearm off-duty.
- c. Deputies shall be responsible for securing firearms in a safe place and taking reasonable precautions against theft or availability to unauthorized persons. Deputies shall not lend an issued firearm to any person.
- d. In accordance with applicable law, it is unlawful for any adult to store or leave a firearm in the reach or easy access of a minor. This includes sworn agency members.

2. On-Duty Handguns

- a. Sworn agency personnel, when in uniform, shall carry their assigned, approved primary duty pistol. Carrying any other handgun in lieu of the primary duty pistol, while in uniform, is prohibited. Carrying an approved back up handgun, in unison with an approved primary duty pistol, is permissible.
- b. All sworn personnel, including reserve deputies, shall carry an approved firearm on or about their person while on duty.

3. Off-Duty Handguns

- a. All sworn personnel shall carry on or about their person a concealed, approved firearm while off-duty, unless it would be impractical to do so by the nature of their activities (e.g. sporting event, etc.).
- b. All agency issued firearms are authorized for use both on and off duty.

4. Non-Uniform Personnel Handguns

- a. Personnel assigned to plain clothes or undercover assignments are authorized to carry personally owned or converted firearms in lieu of their primary duty pistols.
- b. Any firearm carried by plain clothes personnel in lieu of the primary duty firearm must meet the criteria of an “approved secondary handgun” as defined in this policy.
- c. Undercover handguns may only be carried by personnel who are engaged in an active, undercover role.
- d. While engaged in undercover operations, personnel may carry an undercover firearm as authorized in this section as their primary firearm due to a cover team monitoring the situation and waiting to respond.

5. Back-Up, Off-Duty, Secondary, and Undercover Handguns

- a. Agency personnel who wish to carry an agency-issued or personally owned back-up, off-duty, secondary, or undercover handgun, shall adhere to the following before being permitted to carry the handgun on duty:

1. The handgun must be inspected by an armorer assigned to the Range. The weapon will be documented on an agency Armorer's Record Sheet. All known modifications shall be disclosed to a Range armorer. The Range armorer shall ensure the modification is listed on the Armorer's Record Sheet.
 2. The employee shall successfully complete the designated qualification course, as specified in this policy.
 - b. All undercover and back-up handguns will be carried in a manner that conceals them from public view.
6. Approved Rifles
- a. Agency personnel shall only carry approved rifles while on duty.
 - b. All rifles must be carried "cruiser ready."
 - c. Before being permitted to carry an approved rifle, agency personnel must successfully complete the Basic Rifle User course or have completed equivalent training. Equivalent training exceptions must be submitted to the Training Section Commander via interoffice memorandum for consideration.
7. Approved Shotguns
- a. Agency personnel shall only carry an approved shotgun.
 - b. All shotguns must be carried "cruiser ready."
8. Approved Submachine Guns
- a. Agency personnel shall only carry an approved submachine gun.
 - b. All submachine guns must be carried "cruiser ready."
 - c. Before being permitted to carry an approved rifle, agency personnel must successfully complete the Basic Rifle User course or have completed equivalent training. Equivalent training exceptions must be submitted to the Training Section Commander via interoffice memorandum for consideration.
9. Holsters
- a. When in uniform, agency personnel shall have their primary duty holster affixed to their duty belts.
 - b. Agency personnel are prohibited from attaching a firearm to a tactical or ballistic vest carrier unless approved, in writing, by a Bureau Commander. Upon approval, the agency personnel shall complete agency-approved training.
 - c. When carrying a secondary handgun externally, in lieu of a primary duty pistol, agency personnel shall use an approved, level two retention holster.
 - d. Unless otherwise exempted in this policy, agency personnel wearing plain clothes shall carry an approved firearm in an approved holster.
 - e. Undercover personnel, when engaged in an undercover operation, may carry an approved undercover firearm without a holster. At all other times, the firearm shall be carried in an approved holster.

- f. Agency personnel are prohibited from making modifications (including the addition of quick disconnect systems) to agency-issued firearm holsters, unless approved by the Training Section Commander.
 - g. When qualifying with an approved firearm, agency personnel shall use an approved holster.
- 10. Patrol Carry Bag (PCB)
 - a. Personnel who are authorized to use a patrol carry bag (PCB) to carry an approved firearm shall:
 - b. Complete the agency-approved training prior to using
 - c. Only use an agency-issued PCB unless approved by the Training Section Commander
 - d. Ensure all approved retention devices are engaged while carrying an approved firearm in the PCB
 - e. Only carry the approved firearm and magazines in the PCB. No other firearms are permitted to be carried in the PCB.
 - f. When the PCB is not being carried on patrol, the rifle will be stored in compliance with the procedures outlined in GO [9.1.1](#).
- 11. Firearms in Vehicles
 - a. Storage of firearms must be done in accordance with GO [9.1.1](#).
 - b. Some agency vehicles have gaps between the floorboard and prisoner partition, which may enable a detainee to access weapons. Therefore, agency personnel should avoid storing weapons in this section of the vehicle.
- 12. Firearms in Crisis Units and Correctional Facilities
 - a. When transporting an arrestee or subject of a Baker Act, Marchman Act, or ex parte order, agency personnel shall secure their firearms in their vehicles, in accordance with GO [9.1.1](#) (Agency Vehicles).
 - b. Personnel responding to an emergency call for service are not required to disarm themselves.
- 13. Firearms on Aircrafts
 - a. Agency personnel are prohibited from carrying a firearm aboard a commercial aircraft in flight unless they have successfully completed applicable agency-approved training and received authorization from their Division Commander to fly armed. When flying armed, personnel shall:
 - 1. Carry their agency badge and photographic identification
 - 2. Present an NLETS confirmation message and accompanying unique alphanumeric identifier to a TSA agent
 - b. Agency personnel shall obey all federal laws and Federal Aviation Administration regulations.
- 14. Firearms in Orange County Courthouses
 - a. The following persons are authorized to carry firearms in the Orange County Courthouse:

1. Judges of the Ninth Judicial Circuit
2. All federal, state, and local law enforcement officers who have jurisdiction within the State of Florida.
3. Plain clothes law enforcement officers of the Ninth Judicial Circuit, providing they check in with the Court Security Section, who will issue them a numbered badge that must be worn on their person while they are conducting business in the courthouse.
4. Plain clothes deputies who are assigned to the Courthouse (i.e. Fugitive Unit/Judicial Process). These personnel shall prominently wear their agency identification in accordance with GO [9.1.2](#).
5. On-duty Orange County Department of Corrections transportation officers, who are required to carry a firearm in performance of their duties, but only in the sallyport and underground correctional facility.
6. Undercover law enforcement personnel, if they check in with the Court Security Section and provide identification.
 - a. Court Security Section personnel will escort undercover personnel past the security system.
 - b. Undercover personnel shall also discreetly inform a deputy assigned to the destination courtroom of their presence.
- b. Law enforcement officers are prohibited from carrying firearms to any court proceeding in any Orange County court facility for matters of a personal nature.

C. Discharging of Firearms

1. All personnel approved to carry an approved firearm may only discharge it under the following circumstances:
 - a. When conducting authorized ballistics tests.
 - b. When engaged in sporting activities or shooting exhibitions as an approved representative of the agency.
 - c. For practice or training purposes at a target firearm range in accordance with Florida Law.
 - d. To kill a seriously wounded or dangerous animal when necessary.
 - e. All personnel approved to carry an approved agency authorized firearm or firearm may utilize or discharge it to defend themselves or other persons against unlawful force when they reasonably believe that such conduct is necessary to prevent imminent death or great bodily harm to themselves or others.
 - f. Personnel are authorized to discharge their firearms to apprehend a fleeing felony suspect (which includes escapees) only when such force is necessary and probable cause exists to believe the suspect poses an immediate threat of death or serious physical injury to either the deputy or another person. Deputies shall give a verbal warning prior to utilizing deadly force, if possible. Other authorized firearm utilization will be in accordance with GO [8.1.0](#).

2. In the event of an unintentional discharge of a firearm that did not result in an injury and was not related to a suspect-deputy confrontation:
 - a. The involved deputy shall:
 1. Re-holster the weapon
 2. Immediately notify a supervisor
 3. Secure the scene and summon sufficient backup personnel, if needed
 - b. An on-duty supervisor shall:
 1. Respond to the scene without undue delay
 2. Immediately notify the on-duty Watch Commander or designee
 3. Request Forensics respond, if deemed necessary
 4. Ensure the firearm is secured and unaltered until Forensics arrives (if requested). A semi-automatic pistol may be de-cocked for safety.
 5. Verify that the unintentional discharge did not occur during a suspect-deputy confrontation.
 - c. The involved deputy's supervisor shall:
 1. Complete a Firearm Discharge form in BlueTeam that must include:
 - a. Identity of the involved deputy, who will be listed in the "involved employee" section
 - b. A narrative that reads: "Unintentional discharge. Administrative investigation pending."
 2. Initiate a Request for Administrative Investigation in BlueTeam and complete an administrative investigation in accordance with GO [5.1.2](#).
 - d. An on-duty watch commander shall:
 1. Respond to the scene
 2. Notify the involved deputy's division commander or designee as soon as possible
 3. Confirm supervisors complete all responsibilities as required by this policy.
3. In the event of an intentional discharge (except when killing an animal) or any discharge resulting in injury to a person:
 - a. The involved employee shall:
 1. Re-holster the weapon when safe to do so.
 2. Immediately notify the appropriate emergency services and render aid, if necessary.
 3. Immediately notify their respective supervisor.
 4. Secure the scene and summon sufficient backup personnel.
 5. Obtain the names and addresses of all civilian witnesses, if any, and the names of other agency members present or involved, their rank, division, and duty assignment.
 - b. An on-duty supervisor shall:
 1. Respond to the scene immediately.
 2. Immediately notify the on-duty Watch Commander.

3. Ensure involved personnel are not left alone. A fellow deputy, who was not involved in the incident, must remain with the involved personnel to provide support until directed otherwise by a supervisor. If an involved employee's attorney wishes to have a confidential discussion with the employee prior to the firearm exchange, it may take place within an area designated by the Violent Crimes lieutenant or designee, at a location where the involved employee can be observed at all times by the assigned deputy.
 4. Notify the on-call Homicide detective.
 5. Notify on-call Forensics. A Forensics supervisor shall take custody of the firearm(s) used by the involved deputy. When a primary duty pistol is involved, a Forensics supervisor will issue a replacement to the involved deputy.
 6. Notify on-call the Professional Standards Section investigator.
 7. Facilitate the transport of involved employees to a designated agency facility, as directed by the Watch Commander.
 - c. An on-duty Watch Commander shall:
 1. Notify the involved deputy's Division Commander or designee.
 2. Identify an agency facility where all involved personnel will be transported and relay to the appropriate supervisor.
 3. Confirm supervisors complete all responsibilities as required by this policy.
 4. Notify on-call Strategic Communications.
 - d. Division Commanders shall:
 1. Select appropriate administrative assignments for the involved personnel.
 2. Confirm the involved personnel are evaluated by an agency contracted psychologist prior to releasing them to full duty.
4. Killing of a Seriously Wounded or Dangerous Animal –
- a. A deputy may discharge a firearm to kill a seriously wounded or dangerous animal when all other dispositions are impractical. If possible, the deputy shall follow the below listed procedures:
 1. Exhaust all efforts to notify the owner (if any) to obtain owner's permission to destroy animal.
 2. If the animal is an endangered or threatened animal species, follow the procedures outlined in GO [6.2.15](#).
 - b. A Firearm Discharge form will be completed in BlueTeam detailing the circumstances.
 - c. A supervisor shall notify the Watch Commander.
 - d. Disposal of the carcass will be handled in accordance with agency policies concerning Animal Control Services.
5. Less Lethal Deployment
- a. The use of less lethal impact munitions may be authorized by the Sheriff, Undersheriff, Bureau Commanders, Division Commanders, Watch Commander, High Risk Incident Commander, SWAT

Commander, ERT Commander or authorized authority during HRIC incidents.

- b. Less lethal impact munitions may be utilized in exigent circumstances that could prevent injury to a deputy and/or other. The Watch Commander shall be notified as soon as practical following the use of the less lethal impact munitions.
- c. Use of impact munitions should only occur after all other options to control or apprehend a suspect have been considered unless the less lethal operator determines that exigent circumstances exist. Use of impact munitions would be used to neutralize a significant immediate threat that could otherwise result in the use of deadly force.
- d. The deployment and use of these devices are decisive actions that could assist in achieving the goal of protection of life and/or the restoration of order. They should be considered whenever their use could reduce the risk of injury to officers, innocent citizens and/or suspects. Circumstances justifying the use of these munitions include, but are not limited to:
 - e. Suspect to be arrested has the immediate ability to cause great bodily harm or death.
 - f. Situations wherein the authorizing person believes that deadly force would otherwise be justified in the absence of a less lethal option, i.e. in the face of imminent death or grievous bodily harm to self or others.
 - g. Restoration or maintenance of order during jail or civil disturbances, which could otherwise result in great bodily harm to the deputies and/or others.
 - h. Subduing vicious animals that could cause great bodily harm or endanger the lives of deputies involved.
 - i. A suspect makes overt, hostile, attacking movements with or without a weapon which may cause injury to the deputy or others.
 - j. A subject makes physically evasive movements to defeat a deputy's attempt at control, and the deputy reasonably believes under the circumstances that closing the distance with the subject could escalate the situation to a higher level (e.g., suicidal subject).
- k. Targeting priority of the 12ga. less lethal round will be consistent with current agency training procedures.
- l. There are three target area zones for less lethal deployment:
 - 1. Zone 1 consists of large muscle groups such as buttocks, thighs, and calves.
 - 2. Zone 2 consists of medium muscle groups such as the abdomen.
 - 3. Zone 3 consists of body parts that, if struck, may result in serious injury or death such as chest, spine, head, or neck. This zone should be avoided unless deadly force is authorized.

6. Test Firing

The Forensic Firearms Analyst or the FDLE Firearms Section shall complete all required testing of evidentiary firearms.

- a. The firearm will be submitted to the Evidence Section with "Firearm(s)" written in the "Laboratory Analysis" section of the property form. The Evidence Section shall route the firearm(s) to the appropriate section for test firing.
- b. If a firearm is located at a crime scene where it cannot be unloaded safely, the Forensic Unit or on-call Crime Scene Investigator shall be contacted. Arrangements will be made for transport or collection of the firearm. Under no circumstances will a firearm be submitted to the Evidence Section loaded. The firearm will not be taken to the Range for test firing or unloading.
- c. Under no circumstances will an evidentiary firearm be disassembled or "broken down," unless under the direction of a Forensic Firearm Analyst or the FDLE Firearms Section.
- d. The State Attorney's Office requires that in crimes involving a firearm, such as carrying a concealed firearm, armed robbery, or aggravated assault, the firearm must be either test fired, to show it is operable, or the Incident Report and Charging Affidavit must include the following paragraph:
- e. "Based upon my training and experience, it is my opinion that this weapon shall, is designed to, or may readily be converted to expel a projectile by the action of an explosive."
- f. **NOTE:** The State Attorney's Office has approved the above paragraph as being sufficient, in lieu of the test firing.

- D. A deputy involved in an incident that results in the use of any force shall, when necessary, request emergency services respond and render medical aid within the scope of his or her training.

All persons struck with the less lethal impact munitions shall be checked for injuries by a qualified medical personnel and photographs taken.

E. Reporting

1. A deputy who displays and points any firearm or less lethal weapon at or near a member of the public shall complete a Weapon Display Form. A case number is not needed for this report, unless one is generated for another reason (e.g. arrest, documenting a response to resistance, etc.).
2. When an employee of the agency uses a less lethal impact munition authorized by this section, a Response to Resistance Report will be prepared along with a copy of the Incident Report. Copies will be forwarded to the High Risk Incident Commander, the Training Section and Professional Standards.

F. Lost and Stolen Firearms and Accessories

1. In the event an agency employee discovers an agency-issued or any approved firearm (including personally owned) has been stolen or lost, the employee shall:
 - a. Notify their chain of command as soon as possible

- b. Notify the law enforcement agency that has jurisdiction and request a written report
 - c. Complete a Green Sheet in BlueTeam
 - d. Report the theft or loss to the Bureau of Alcohol, Tobacco, and Firearms (ATF), at (407) 384-2411, if the firearm or accessory is regulated under the National Firearms Act (NFA):
 - 1. A shotgun having a barrel or barrels of less than 18 inches in length
 - 2. A weapon made from a shotgun if such weapon as modified has an overall length of less than 26 inches or a barrel or barrels of less than 18 inches in length
 - 3. A rifle having a barrel or barrels of less than 16 inches in length
 - 4. A weapon made from a rifle if such weapon as modified has an overall length of less than 26 inches or a barrel or barrels of less than 16 inches in length
 - 5. Any other weapon, as defined in subsection (e)
 - 6. A machine gun
 - 7. Any silencer
 - 8. A destructive device.
- G. A supervisor who is informed of a stolen or lost firearm shall:
 - a. Relay all relevant information to the involved employee's Division Commander via chain of command as soon as possible
 - b. Verify a law enforcement incident report is completed
 - c. Verify a stolen firearm is entered in FCIC/NCIC as stolen. Lost firearms should not be entered.
 - d. Send a copy of the completed Green Sheet to Material Control/Supply.
- 2. In the event the firearm is recovered after the report has been filed with ATF, the Agency employee shall notify the ATF "Duty Agent" immediately and have the firearm removed from the NCIC system (407-648-6136).
- 3. If the firearm(s) is/are recovered, the employee shall confirm that proper agency Supplementary Reports are filed. The firearm will be inspected by the agency armorer prior to being authorized for use
- H. Qualifications
 - 1. Personnel must qualify annually with any firearm that they carry on-duty, off-duty, as a backup or undercover weapon. Qualifications will be recorded as pass/fail. These requirements pertain to all agency issued and personally owned firearms. Sworn employees shall qualify annually (each calendar year) with all on-duty and authorized off-duty firearms during the first half of the year. Failure to qualify may result in loss of weapon.
 - 2. Before being permitted to carry an issued or approved firearm agency, and each calendar year thereafter, agency personnel shall successfully complete the following qualification courses:

- a. FDLE firearms qualification course, as listed on CJSTC Form 86A, for all primary duty and secondary pistols.
 - b. Agency-approved qualification course with a passing score of 80% or higher for all off-duty handguns, shotguns, and less lethal weapons.
 - c. Agency-approved qualification course with a passing score of 85% or higher for all rifles and submachine guns.
 - d. A function and familiarization test for all rack-up and undercover handguns, using conditions relevant to the manner in which the firearm will be carried, that meets the satisfaction of a firearm instructor assigned to the Range.
 3. Failure to qualify with a previously approved firearm may result in loss of the firearm or prohibition of approved use.
 4. Any deputy who failed to qualify with an approved rifle the previous year shall be required to attend a rifle refresher course.
 5. Retiree Qualifications
 - a. Retiree qualifications will be done in accordance with the Law Enforcement Officers Safety Act (LEOSA).
 - b. Retiree qualifications will be offered two times per year, on the third Friday in February and October. Exceptions to these dates must be approved by the Training Section Commander or designee.
 - c. Only eligible agency retirees may participate in retiree qualifications.
 - d. Retirees must provide the agency identification prior to qualification.
 - e. Retirees are required to supply their own firearms and ammunition.
 6. In the event an agency employee fails to qualify, a Range supervisor shall:
 - a. Ensure corrective action is taken in accordance with GO [18.1.3](#).
 - b. Notify the employee's chain of command up to the Section Commander level and the Skills Development Unit lieutenant.
 7. Agency Personnel authorized to carry an approved agency Short Barrel Rifle (SBR) in a PCB shall be required to utilize and draw the SBR from the approved PCB during the rifle qualification course.
 8. For every annual qualification, each employee shall be required to use the firearm, holster, and other equipment he/she may use while on-duty or off-duty.
 9. Qualification with firearms equipped with approved Ruggedized Miniature Reflex (RMR) sights or Laser sights must be accomplished in an agency approved course of fire using the optic and iron sights.
 10. Specialty Unit firearms qualification will be completed in accordance with their individual Special Order.
- I. Ammunition

1. Only ammunition issued by the Range staff may be used for approved firearms on and off duty. Snake shot, for use by the Specialized Patrol Section, is exempt from this provision.
 2. Exploding and tracer ammunition is prohibited.
 3. The Sheriff or HRIC may approve the use of mission specific ammunition.
 4. The following less lethal impact ammunition is approved for use:
 - a. 12-gauge bean bag rounds
 - b. 40 mm direct impact rounds
 - c. Pepperball rounds
- J. Maintenance, Repairs, and Modifications
1. Personally owned
 - a. Repairs and maintenance of personally owned handguns is the responsibility of the owner.
 - b. If a personally owned handgun requires repair, it shall be taken out of service until the repair is completed. Once completed, the firearm must be inspected by an agency armorer assigned to the Range before the firearm resumes the status as an "approved" firearm.
 2. Care and cleaning of agency firearms is the responsibility of the person issued the firearm and cannot be delegated to any other individual. Guidelines for care and cleaning are found in TB [99-3](#), [99-4](#), and [99-5](#).
 3. Any modifications to agency issued or agency-approved firearms (including secondary, off-duty, backup, undercover, and personally-owned) must be requested by the assigned agency employee via memorandum to the Training Section Commander. Certified armorers assigned to the Firearms Range, or approved by the Training Section Commander, will perform all modifications and necessary repairs to agency-issued firearms.
 4. Any repairs or modifications on personally owned, approved firearms must be approved by the Training Section Commander prior to firearms being placed back into service in an "on-duty" or "off-duty" capacity.
 5. Repairs and modifications performed by agency armorers will be documented on an Armorer's Record Sheet, which will be maintained by the Range Staff.
 6. Extended magazines, for the purpose of increasing the total number of rounds a deputy carries with his/her issued handgun, may be purchased by the requesting deputy and carried on duty after approval. The deputy must be approved to carry the extended magazine by the Training Section Commander. A deputy shall not remove rounds from one of their issued magazines to top off the extended magazine. The deputy shall instead be issued extra duty rounds by the Range as ammunition inventory permits.

7. If an agency issued firearm malfunctions or is otherwise deemed unsafe, the assigned deputy shall:
 - a. Immediately remove the firearm from service
 - b. Notify their chain of command
 - c. Contact the Firearms Range as soon as practical to schedule an appointment with an armorer to have the firearm inspected and repaired
 - d. Deliver the firearm to the Range
- K. Purchase of Agency Firearms
 1. Prior to purchasing or implementing any firearm system, a written request must be submitted to the Training Section Commander via chain of command.
 2. The written request must include the specific need for the firearm system and budgetary considerations (such as ammunition, parts, and armorer training).
 3. The Training Section Commander shall respond in writing and include the Sheriff. The written response should include the opinion of the Training Section's review of the firearm system, including its performance and reliability. The final decision on whether the firearm will be purchased and implemented will be made by the Sheriff.