



LEVELS OF RESISTANCE			1008.00	
<div><div></div><div>DEPARTMENT ARMORY</div><div></div></div>				
ISSUED: 09-06-2016	EFFECTIVE: 09-16-2016	REVISED: 10-24-2023	REVIEWED: 09-07-2023	PAGES: 3

**CONTENTS:** This procedure consists of the following numbered sections:

- |   |                |
|---|----------------|
| I. AUTHORIZED ACCESS                                | III. INVENTORY |
| II. WEAPONS, AMMUNITION AND<br>SIMULATED AMMUNITION |                |

## PURPOSE

The purpose of this standard operating procedure is to establish guidelines governing access to the department armory as well as establish guidelines on the storage, issuance and inventory of department-owned weapons and ammunition.

## SCOPE

This procedure shall apply to all Punta Gorda Police Department personnel.

## PROCEDURE

I. **AUTHORIZED ACCESS:** Access to the department's armory located within the Public Safety Building is limited to the Chief of Police, Support Services Division Commander, Operations Division Commander, Professional Standards Section Supervisor, and Employee Development Coordinator. Access to alternate areas established for the storage of less-lethal weapons and munitions and/or training weapons will be granted by a member of the Command Staff on a case-by-case basis.

## II. WEAPONS, AMMUNITION AND SIMULATED AMMUNITION

- A. Armory: The department armory shall be utilized to store department firearms, lethal ammunition, TASERS, and TASER cartridges. Other weapons, ammunition, and equipment including, but not limited to, other less-lethal weapons, other less-lethal munitions, training weapons, and training equipment shall not be stored in the department armory without written authorization from the Chief of Police.

- B. Less-Lethal Weapons Storage Safe: The larger, wall-mounted less-lethal weapons storage safe located in the department squad room shall be utilized to store only less-lethal Specialty Impact Munitions Systems as outlined in [Standard Operating Procedure 1004.00 – Specialty Impact Munitions Systems](#). Other weapons, ammunition, and equipment including, but not limited to, lethal weapons, lethal ammunition, other less-lethal weapons, other less-lethal munition, and training equipment shall not be stored in the less-lethal weapons storage safe without written authorization from the Chief of Police.
- C. TASER Storage Safe: The smaller, wall-mounted TASER storage safe located in the department squad room shall be utilized to store only TASERS and TASER cartridges. Other weapons, ammunition, and equipment including, but not limited to, lethal weapons, lethal ammunition, other less-lethal weapons, and other less-lethal munitions shall not be stored in the TASER storage safe without written authorization from the Chief of Police.
- D. Less-Lethal Storage Closet: The less-lethal storage closet, located at the City of Punta Gorda Public Works Campus, shall be utilized for the storage of less-lethal weapons (excluding TASERS), less-lethal munitions (excluding TASER cartridges), Simunition® training weapons, Simunition® training ammunition, and training equipment. Other weapons, ammunition, and equipment including, but not limited to lethal weapons, lethal ammunition, TASERS, and TASER cartridges shall not be stored in the less-lethal storage closet without written authorization from the Chief of Police.
- E. Interactive Training Simulator Storage Locker: The interactive training simulator storage locker, located in the department locker room, shall be utilized for the storage of interactive training simulator weapons and equipment. Other weapons, ammunition, and equipment, including, but not limited to lethal weapons, lethal ammunition, TASERS, TASER cartridges, less-lethal weapons, less-lethal munitions, other training weapons, and other training ammunition shall not be stored in the interactive training simulator storage locker without written authorization from the Chief of Police.

### III. INVENTORY

- A. A documented inventory shall be conducted by the Professional Standards Section Supervisor or a department member designated by the Chief of Police annually, or as ordered by the Chief of Police, for the purpose of determining the following:
  - 1. That the armory is clean and orderly;
  - 2. That this policy is being followed and adhered to on an on-going and consistent basis; and
  - 3. That the assignments of firearms and TASERS are consistent with the inventory in the OSSI Quartermaster module.

APPROVED

A handwritten signature in black ink, reading "Pamela R. Smith". The signature is written in a cursive style with a large initial 'P' and 'S'.

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PAMELA R. SMITH, CHIEF OF POLICE

**STAFF REVIEW DATES:** 09-03-2016, 09-19-2018, 06-09-2020, 09-07-2023

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