
ADMINISTRATIVE DIRECTIVE – 106.012
APPROVED WEAPONS AND AMMUNITION

EFFECTIVE DATE: February 6, 2001
AFFECTS: Sworn Personnel

REVISION DATE: November 26, 2024

I. PURPOSE

This administrative directive specifies the procedures used to document approval of all types of lethal and less lethal weapons authorized for Plano Police Department officer's use in official duties both on duty and off duty. This directive also identifies the members and responsibilities of the Firearms Committee.

II. POLICY

Only weapons and ammunition meeting Plano Police Department authorized specifications may be used by department personnel for law enforcement responsibilities on duty or off duty. The Firearms Committee will make recommendations to the Chief of Police relating to issues surrounding changes in weapons, qualifications, ammunition, training issues, and the use of the gun range. Only personnel authorized by the department to carry weapons may do so on duty and in department facilities.

III. DEFINITIONS

- A. Alternate Duty Handgun – An approved firearm owned by the officer and used as the primary duty weapon. The caliber must be a .38 special, 9 mm, 357 revolver, 40 caliber, or 45 caliber.
- B. Alternate Handgun for Plainclothes Assignments – A firearm, either issued or alternate, that can be carried by a plainclothes officer as a primary duty weapon. The caliber must be a .38 special, 9 mm, 357 revolver, 40 caliber, or 45 caliber.
- C. Back-up Handgun – An optional secondary firearm to be carried only in conjunction with a primary duty firearm, issued handgun, secondary duty firearm, or alternate handgun while on duty. It may be carried on duty as an additional handgun, or off duty. The caliber must be a .22LR, .25 ACP, .32 ACP, .380 caliber, .38 special, 9 mm, 357 revolver, 40 caliber, or 45 caliber.
- D. Co-Witness – Having the ability to align and utilize iron sights or back up iron sights through the optical window should the optic become inoperable and no reticle is visible.
- E. Issued Handgun – A firearm owned by the department and issued to an officer. The caliber must be a .38 special or 9 mm, 357 revolver, 40 caliber, or 45 caliber.
- F. Laser Sight – A device that projects a laser onto a target to indicate the point of impact.
- G. Modify or Modification – The act of altering or customizing any specific firearm part or component after it has been commercially manufactured. Includes the cutting, filing, or trimming of any commercially manufactured part or component. This definition does not include the act of removing a part or component and replacing it with another identical, or similar manufacturer's approved, part by a department approved armorer or certified gunsmith.
- H. Patrol Rifle – A magazine-fed semi-automatic rifle with iron/open sights that is carried by the individual officer in an official capacity. Rifle officers who complete the department's LPVO training course have the option of carrying an approved frame mounted optic with magnification of 5 power or less.
- I. Precision Rifle – Any rifle with a frame mounted optical sighting device greater than 5 power that is carried by approved SWAT Team members.
- J. Primary Duty Firearm – The department issued or approved firearm that an on-duty officer carries as his/her standard and most readily accessible firearm (i.e. the handgun carried by a uniformed

ADMINISTRATIVE DIRECTIVE – 106.012
APPROVED WEAPONS AND AMMUNITION

EFFECTIVE DATE: February 6, 2001
AFFECTS: Sworn Personnel

REVISION DATE: November 26, 2024

officer on his/her duty belt, carried by plain clothes personnel on a belt or shoulder harness, SWAT rifle, etc.).

- K. Secondary Duty Firearm – A handgun that is authorized to be used in addition to the primary duty firearm. A secondary duty firearm may only be authorized for specialized duties and assignments. The caliber must be a .38 special, 9 mm, 357 revolver, 40 caliber, or 45 caliber.
- L. Pistol Mounted Optics (PMO)-A non-magnified sight attached to the pistol that has a light emitting diode projecting through collimating optics to give the shooter a red dot point of aim. This enables the shooter to use target focused shooting.

IV. PROCEDURES

A. General Procedures

1. All department issued weapons will be issued through and returned to the Quartermaster Unit. The Quartermaster Unit is responsible for maintaining records of all issued weapons.
2. Sworn officers may choose between the Glock 17 and the Glock 22 as their primary firearm. The department may issue a Glock 17 when recommended by a firearms instructor and approved by the Training Unit. If issued a Glock 17, the Glock 22 will be returned to the Quartermaster Unit.
3. Officers, Public Safety Officers, Detention Officers, Crime Scene Unit, and Digital Media Forensic Unit employees may only carry or use department issued OC Spray. The canisters will be inspected during line inspections to ensure they were manufactured within the past five years. Employees who have expired, malfunctioning, or empty canisters due to use will be instructed to contact the Quartermaster Unit for a replacement and destruction of the those canisters.
4. Sworn officers may only carry or use a department issued 21" or 26" ASP Baton. The batons will be inspected during line inspections to ensure functionality. Officers who have malfunctioning batons will be instructed to contact the Quartermaster Unit for a replacement.
5. Sworn officers may only carry or use a department issued Taser. Only officers who have successfully completed the department approved Taser 10 training courses are authorized to carry and use the Taser 10. The tasers are inspected by certified instructors prior to annual qualifications and any found to be unsafe will be removed from service.
6. Sworn officers may only carry or use a department issued Less Lethal Launcher. Only officers who have successfully completed a department approved training course on the proper use and deployment shall be authorized to use the Less Lethal Launcher during police operations. The Less Lethal Launchers are inspected by certified instructors prior to annual qualifications and any found to be unsafe will be removed from service.
7. Alternate or additional weapons may be approved for purchase by the individual employee, but this purchase will be coordinated through the Training Coordinator.
8. Officers assigned to the Narcotics Unit, Surveillance Unit, SWAT, or Honor Guard may be issued a Glock 23, 26, or 27, at the discretion of the Chief of Police. Upon reassignment to a uniformed patrol position, these officers are to return the Glock 23, 26, or 27 to the Quartermaster Unit and will be reissued a Glock 22.
9. An officer may carry an issued or personally owned shotgun after successfully qualifying with it.

ADMINISTRATIVE DIRECTIVE – 106.012
APPROVED WEAPONS AND AMMUNITION

EFFECTIVE DATE: February 6, 2001
AFFECTS: Sworn Personnel

REVISION DATE: November 26, 2024

10. An officer may carry an issued or personally owned AR-15 style patrol rifle on duty after the officer has participated in and successfully completed a department approved weapons course for the particular weapon. All AR-15 style patrol rifles must be approved by departmental armors prior to training, qualification, and the carrying of the rifle on-duty. Any modification or addition to the rifle (optics, fore-ends, grips, sights, etc.), must be approved by the Training Unit Lieutenant or their designee prior to carrying it on duty or in a law enforcement capacity.
11. Training and Qualification
 - a. Officers wishing to carry patrol rifles must attend a basic training school provided by the department before they are authorized to carry or utilize a rifle for other than training purpose.
 - b. The length and nature of the basic training course shall be announced by the Training Coordinator.
 - c. A passing score for the qualification portion of the basic course and for annual qualifications will be established and posted by the Training Coordinator. Posted qualifying scores must be met at the time of each initial qualifying course.
 - d. In the event an officer fails to pass the annual qualification, rifle instructors shall review and determine the appropriateness of remedial training. Remedial training, if permitted, will be designed to address specific shooter deficiencies. Officers shall not be permitted to carry the rifle on duty until they achieve a qualifying score and have completed remedial training to the instructor's satisfaction.
12. All weapons carried for law enforcement purposes shall be subject to inspection at any time.
13. The Training Lieutenant maintains the discretion to deny the use of any modification or equipment as inappropriate or of insufficient quality and reliability for duty use.
14. Regardless of their duty status, officers are responsible for safely and securely storing all departmental issued lethal and non-lethal weapons and ammunition in accordance with Administrative Directive 106.007 – Lost or Damaged City Issued Equipment. This statement applies to the security of weapons and ammunition in any police facility, vehicle, private residence, business, etc.
15. When obtaining ammunition from the department ammunition storage room or tactical ammunition storage room, the amount and caliber will be signed out on the provided ammunition sign out log. If ammunition remains unused after training and/or qualifications are complete, the remaining ammunition will either be placed back into the appropriate ammunition storage room or placed into the ammunition storage cart and a notation must be made on the ammunition sign in/out log. Ammunition taken from either storage room and placed on the cart will be signed out with the notation 'to cart'.
16. Officers may check out ammunition and store it at their residence overnight for off-site training in accordance with Administrative Directive 106.007 – Lost or Damaged City Issued Equipment. Circumstances which require the storing of ammunition at the officer's residence longer than overnight will require the approval of the Emergency Services Unit or Training Lieutenant.
17. All department-issued weapons will be cleaned by the officer prior to being returned to the Quartermaster Unit. The Quartermaster Unit shall have the weapon inspected by an approved armorer prior to reissue.

B. Approval of Weapons

1. Officers are prohibited from making any modifications to any department issued weapon.

ADMINISTRATIVE DIRECTIVE – 106.012
APPROVED WEAPONS AND AMMUNITION

EFFECTIVE DATE: February 6, 2001
AFFECTS: Sworn Personnel

REVISION DATE: November 26, 2024

2. Any modification or addition to any firearm used for law enforcement purposes must be approved by the Training Unit Lieutenant or their designee prior to the firearm being used on duty. All repairs, replacements, and modifications shall be completed by a department approved armorer or certified gunsmith.
3. Prior to any officer carrying a firearm for law enforcement use (on or off duty), it must be inspected by a department approved armorer or certified gunsmith. The armorer or certified gunsmith will ensure the following:
 - a. The firearm is of a department approved make, model, and caliber.
 - b. The firearm is safe and in good working order.
 - c. The firearm does not have modifications which are not approved in accordance with policy.
 - d. The firearm has been recorded in department firearms files by:
 - (1) Make,
 - (2) Model,
 - (3) Caliber,
 - (4) Serial Number,
 - (5) Officer who will carry the firearm,
 - (6) Armorer making the approval,
 - (7) Date of approval,
 - (8) Date firearm proficiency was demonstrated,
 - (9) Any observed modifications or additions,
 - (10) Proficiency scores demonstrated on the specific date, and
 - (11) The qualifying course used to demonstrate proficiency.
4. Any department certified armorer who determines that a particular weapon does not meet departmental specifications or is not safe, shall immediately inform the employee the weapon is not authorized for law enforcement use, and inform the Training Coordinator or Lieutenant.
5. Any officer experiencing continual malfunctions with any weapons system shall consult a firearms instructor or armorer to investigate the problem.

C. Alternate Firearms

1. Requests to carry an alternate duty handgun and/or shotgun on duty must be submitted through the officer's supervisor to the department's Training Coordinator. The officer's supervisor shall notify the Training Coordinator of any officer safety, decision-making, or use of force concerns. The officer shall not carry the alternate duty handgun or shotgun until all requirements have been met.
 - a. The officer must complete a Request to Carry Alternate Duty Weapon form (FM621.003) stating no modification will be made to the specific firearm after qualification unless specifically approved in accordance with policy. No firearm or modification will be permitted until proper evaluation indicates the firearm and/or modification meets approved standards of reliability.

ADMINISTRATIVE DIRECTIVE – 106.012
APPROVED WEAPONS AND AMMUNITION

EFFECTIVE DATE: February 6, 2001
AFFECTS: Sworn Personnel

REVISION DATE: November 26, 2024

- b. The officer must explain and demonstrate all functions of the firearm. The officer must field strip the firearm, properly return it to working order and function test the weapon. The officer must qualify with the alternate firearm (specifically by serial number); thereafter during each firearms qualification. If the officer chooses to return to the department issued Glock, the requirements above must be met for that transition as well.
 - c. Officers who are attempting to carry an alternate duty handgun that has an external thumb safety or de-cocking lever must attend a sixteen (16) hour training course coordinated by the Training Unit prior to being approved to carry the weapon. This training course will be offered twice a year. This requirement does not apply to those officers who completed the required handgun course during their Emergency Services Unit basic SWAT school.
 - 2. If an alternate duty handgun is approved, the issued handgun must be returned to the Quartermaster Unit, except in cases where the officer is authorized a secondary duty handgun. All department-issued firearms will be cleaned by the officer and returned to the Quartermaster Unit. The Quartermaster Unit shall have the firearm inspected by an approved armorer prior to reissue.
 - 3. Alternate duty handguns must be of a commercial brand available from and manufactured by a major supplier with proven performance standards and demonstrated reliability.
 - 4. To maintain standard uniform appearance, alternate duty handguns must be of a black, blued steel, stainless, or similar finish. No other colors, patterns, etc. will be allowed without prior approval by the Chief of Police or his designee.
 - 5. All grips for alternate handguns must be wood, simulated wood, or neoprene rubber, either smooth or checkered. No bone, metal, or engraved grips will be allowed. Grips must not present a gaudy or distracting appearance.
 - 6. A request to carry alternate duty handguns will not be considered until the officer making application has completed new employee probation.
 - 7. See Attachment "A" of this directive for specific information.
- D. Pistol Mounted Weapon Light (PMWL)
 - 1. The pistol mounted weapon light's only purpose is to provide illumination when the use or display of a pistol is justified under Plano Police Department policy. The use or display of a pistol is a Use or Show of Force, therefore using the pistol mounted weapon light as a general use flashlight is prohibited.
 - 2. Violation of this policy will result in a Use/Show of Force report being completed with the accompanying chain of command review.
 - 3. Pistol lights are not intended to replace handheld flashlights. Officers shall carry another flashlight as their primary means of illumination. Handheld flashlights are to be used in situations where a pistol is not authorized by policy to be deployed.
 - 4. Pistols equipped with a light must be carried in an approved duty holster designed for the specific firearm to be carried. The holster must be designed to carry and secure the firearm with the light mount attached to the firearm. Officers who are approved to carry a pistol mounted weapon light, shall, at their own expense, purchase an approved holster.
 - a. The Uniformed duty holster must be at least a Level II retention or higher. Plain clothes or off duty may be a level 1, but must be carried concealed.
 - b. The Uniformed duty holster must be black basket weave.
 - 5. Those officers who are approved to carry a pistol light and have successfully completed the department required PMWL training shall carry their duty pistol with the light attached at all

ADMINISTRATIVE DIRECTIVE – 106.012
APPROVED WEAPONS AND AMMUNITION

EFFECTIVE DATE: February 6, 2001
AFFECTS: Sworn Personnel

REVISION DATE: November 26, 2024

times in a uniformed capacity. Alternating between carrying their duty pistol with and without the light while in a uniformed capacity is not allowed.

6. The use of a pistol light which must be removed from the weapon prior to holstering, or mounted after un-holstering is not allowed.
7. Officers that want to carry a pistol mounted weapon light must do so at their own expense and are limited to the following manufacturers and series:

Uniformed Capacity or Plainclothes/Off-Duty

Surefire X300 LED Series

Streamlight TLR-1 LED Series

Plain Clothes/Off-Duty ONLY

Surefire X300 LED Series

Streamlight TLR-1 LED Series

Surefire XC1-B LED

8. DG (Devgru) grip switch assemblies are not authorized for personnel not permitted under subsection (D) (10) of this directive.
9. Officers assigned to SWAT, HDU, K9, Narcotics, Surveillance, and Intelligence Units will be issued pistol lights by the department.
10. Officers assigned to SWAT and K9 are the only personnel authorized to carry the following department approved pistol light and grip assembly while it is used in conjunction with a handgun having an external thumb safety:
 - a. Surefire X300 Series LED Weapon light
 - b. Surefire DG grip switch assembly for X-series Weapon lights
11. Officers who choose to purchase pistol lights must successfully complete an internal Department PMWL training course before being authorized to carry a light mounted to their pistol.
12. Officers who are authorized to carry a PMWL must qualify with the light attached to their pistols annually.
 - a. At least two strings of fire are to be completed utilizing the officer's handheld flashlight.

E. Pistol Mounted Optic (PMO)

1. Officers that want to carry a PMO must do so at their own expense and are limited to the following manufacturers and series:
 - a. Trijicon RMR
 - b. Trijicon RMR cc
 - c. Aimpoint Acro
 - d. Holosun 407 & 507
2. Firearms
 - a. Must be manufactured with the slide cutout and ready to accept a PMO
 - b. Only personally owned pistols may be milled from an approved vendor. The Training Unit will maintain an approved vendor list.

ADMINISTRATIVE DIRECTIVE – 106.012
APPROVED WEAPONS AND AMMUNITION

EFFECTIVE DATE: February 6, 2001
AFFECTS: Sworn Personnel

REVISION DATE: November 26, 2024

- c. Must have back up iron sights capable of aiming the firearm if PMO is broken or nonoperational.
- 3. Holsters
 - a. Duty holsters must be Level 2 or greater and manufactured for the specific firearm and PMO
 - b. Concealment holsters must be Level 1 or greater and designed for the specific firearm and PMO
- 4. Officers who choose to purchase a PMO must successfully complete an approved PMO training course before being authorized to carry a PMO on their pistol.
- 5. PMO will be inspected and installed by PMO Instructors prior attending training course.
- F. Laser Sights
 - 1. Laser sights are prohibited on any firearm used for on-duty law enforcement purposes.
Exception: The Emergency Services Unit Lieutenant may authorize the use of laser sights for SWAT personnel.
- G. Firearms Committee
 - 1. The Firearms Committee is not intended to include solely firearms experts and tactical members, but to represent a balance of sworn officers, supervisors, and managers from throughout the department to include some firearms experts. Members of the committee are approved by the Chief of Police. The committee will be chaired by the Training Lieutenant. Other members of the committee will include:
 - a. The Training Lieutenant (chairperson),
 - b. The Training Coordinator,
 - c. One officer from the Training Unit,
 - d. One SWAT Sergeant,
 - e. Two rifle instructors,
 - f. Three handgun instructors (not a SWAT member),
 - g. One SIMS Instructor (not a SWAT member),
 - h. One detective (not a firearms instructor or a SWAT member),
 - i. One officer from patrol (not a firearms instructor or a SWAT member),
 - j. One field training officer (not a firearms instructor or a SWAT member), and
 - k. Two temporary members (not a firearms instructor or a SWAT member).
 - 2. The Training Lieutenant may appoint a maximum of two temporary members, when necessary, if the committee needs input about certain topics or issues that affect a certain division or unit. Members of the Firearms Committee can meet in more than one area of the above listed categories. The Firearms Committee is a permanent committee. The Training Lieutenant will forward recommended replacements to the Chief of Police for approval when vacancies occur.
- 3. Duties

ADMINISTRATIVE DIRECTIVE – 106.012
APPROVED WEAPONS AND AMMUNITION

EFFECTIVE DATE: February 6, 2001
AFFECTS: Sworn Personnel

REVISION DATE: November 26, 2024

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- a. The Firearms Committee will convene as needed at the direction of the Training Lieutenant.
 - b. The Firearms Committee will convene prior to the annual ammunition contract renewal deadline.
 - c. The Firearms Committee (training coordinator) will maintain a master list of all active departmental firearms instructors.
 - d. All requests by officers to become a firearms instructor will be evaluated for need by the Firearms Committee. The Training Lieutenant will conduct a file review of any officer applying for the position of firearms instructor.
 - e. Only firearm instructors who have been approved by the training lieutenant will be allowed to instruct departmental firearm classes. This includes handgun, rifle, SIMS, and shotgun instructors. (SWAT is exempt – SWAT supervision will determine SWAT firearms instructors.
 - f. The Firearms Committee will coordinate issues with the gun range, to include open range days, qualification courses, compliance issues, and staffing during in-service qualification sessions. The Training Lieutenant will serve as the point of contact with the office of the chief of police regarding gun range issues.

ATTACHMENT "A"
APPROPRIATE ALTERNATE WEAPONS/AMMUNITION

DUTY FIREARM	Uniformed	Double-action revolvers in caliber .38 Special, or .357-are permitted. Barrel length must be from 3 1/2" to 4" in barrel length.
		Single or double-action 9mm, .40 S&W and .45 ACP semi-automatic handguns are permitted.
	Plainclothes Officers	Double-action revolvers in caliber .38 Special, or .357 are permitted. Barrel length must be from 2" to 4".
		Single or double action, 9mm, .40 S&W and .45 ACP semi-automatic handguns are permitted.

ADMINISTRATIVE DIRECTIVE – 106.012
APPROVED WEAPONS AND AMMUNITION

EFFECTIVE DATE: February 6, 2001
AFFECTS: Sworn Personnel

REVISION DATE: November 26, 2024

SHOTGUNS	All Sworn Personnel	<p>The department shall make available the Remington 870 Police Magnum as the approved shotgun for on duty use.</p> <p>An officer may carry a personally owned shotgun on duty.</p> <p>The shotgun must be the same brand and model as issued by the department, the Remington 870P Max or the Mossberg 500/590.</p> <p>Must have a fixed stock, but may have an optional integral handgun grip. The fixed stock may be a “speed feed” type.</p> <p>May have a side-saddle style fixed or removable shell carrier.</p> <p>May have a commercially manufactured light mount specifically for the Model 870 or Mossberg 500/590, but it must be integral with the slide.</p> <p>The firearm light must be activated by the support hand only on the fore grip of the firearm.</p> <p>May have a 1-point, 2-point, or 3 - point sling that must be black in color and cannot be of a bandolier style.</p> <p>If the officer’s police vehicle is equipped with a locking shotgun mount, the shotgun must be able to fit and be locked into the mount regardless of any of the above-mentioned modifications.</p> <p>May have a non-magnifying optical sight approved by the Training Lieutenant. Must still be able to use iron sights with attached sight system.</p> <p>Officers who choose to carry the Mossberg 500/590 must have it inspected by a certified Mossberg armorer prior to qualification. Officers must submit a certificate of inspection each year prior to annual firearms qualifications.</p>
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ADMINISTRATIVE DIRECTIVE – 106.012
APPROVED WEAPONS AND AMMUNITION

EFFECTIVE DATE: February 6, 2001
AFFECTS: Sworn Personnel

REVISION DATE: November 26, 2024

PATROL RIFLE	All Sworn Personnel	<p>The rifle must be a AR-15/M-16/M4 platform and a 5.56 in caliber. The rifle may be a gas operated or piston driven system. Also approved is the HK416 A5 piston driver AR-15 style rifle. All major component parts must be produced and fully assembled by a BATFE licensed firearms manufacturer proving performance standards and demonstrated reliability. To ensure brand compliance, contact the Training Unit.</p> <p>Minimum barrel length: 14.5" if pin and welded</p> <p>Maximum barrel length: 20"</p> <p>5.56 NATO chamber</p> <p>Rifling twist rate of 1:9, 1:8, or 1:7</p> <p>A black, stainless, or similar finish. No other colors, patterns, etc. will be allowed without prior approval by the Chief of Police or his designee.</p> <p>Commercially manufactured stocks specifically for the AR-15 style rifle may be used.</p> <p>Must be equipped with a commercially manufactured light mount and firearm light. The firearm light must be activated by the support hand only on the fore grip of the firearm.</p> <p>Must be equipped with front and rear iron sights regardless of any optical sight installed on the weapon. These sights may be "flip-up" or folding.</p> <p>Shall have a sling attached to the rifle that is black in color. The sling must allow safe operation of the rifle, ensure firearm retention, and provide for a safe transition to a handgun.</p> <p>The rifle may be equipped with a non-magnified red dot sight.</p> <p>The rifle may be equipped with low powered variable optics (LPVO). LVPO must not be greater than 5X and must be adjustable down to 1X. All windage and elevation knobs must be capped except during approved zeroing process.</p> <p>A flip-up magnifier may be used in conjunction with a red-dot sight, in lieu of an LVPO. May not be greater than 5X.</p> <p>Any officer with a patrol rifle equipped with an LPVO or flip-up magnifier must participate and successfully complete a department approved firearms course prior to carrying that firearm on duty or using it in any official capacity.</p>
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ADMINISTRATIVE DIRECTIVE – 106.012
APPROVED WEAPONS AND AMMUNITION

EFFECTIVE DATE: February 6, 2001
AFFECTS: Sworn Personnel

REVISION DATE: November 26, 2024

		<p>Storage on Duty:</p> <p>Officers driving police vehicles equipped with a locking mount system shall lock the rifle in the mounting system while on duty. The rifle will have a magazine inserted, the bolt will be closed on an empty chamber, and the safety will be on.</p> <p>Officers driving police vehicles which are not equipped with the locking mount system shall ensure the chamber is empty, the rifle does not have the magazine inserted, and the safety is on. The rifle will then be stored in a case provided by the department. The rifle and case must be secured to the vehicle using a cable lock provided for this purpose. The rifle shall not be carried in an open/visible area of the patrol vehicle which is not equipped with the department approved locking mount system.</p> <p>Storage off duty – It is the officer's responsibility to ensure the rifle is stored in a safe and secure manner, in accordance with Administrative Directive 106.007 - Lost or Damaged City Issued Equipment.</p>
AMMUNITION <i>In all instances only use ammunition approved by the manufacturer for a specific weapon.</i>	All Sworn Personnel	Only department issued ammunition is permitted. For .22L.R., .25ACP, and .32ACP officers must purchase ammunition approved by the department firearms proficiency officer.
AMMUNITION (Continued)	.22 L.R.	Any solid or hollow point commercial loading (To be supplied by officer)
	.25 ACP	Federal, Winchester, or Remington 50 gr. FMJ (To be supplied by officer)
	.32 ACP	Winchester 60 gr. Silvertip JHP (To be supplied by officer) Federal, Winchester, or Remington 71 gr. FMJ (To be supplied by officer)
	12 gauge shotgun	Only department issue buckshot and slugs
OC SPRAY		Members may only carry department issue
BATON	Only ASP Brand	Members may carry department-approved ASP 21" or ASP 26" baton.
TASER		Members may only carry department issued Tasers
TASER HOLSTERS		Members may carry the department issued Safariland holster or the alternate BlackHawk Serpa Taser Holster

**ADMINISTRATIVE DIRECTIVE – 106.012
APPROVED WEAPONS AND AMMUNITION**

EFFECTIVE DATE: February 6, 2001
AFFECTS: Sworn Personnel

REVISION DATE: November 26, 2024

**AMMUNITION AND FIREARMS
APPROVED FOR USE BY SPECIAL OPERATIONS**

Firearms:

H&K MP5 submachine gun
Daniel Defense 5.56 Rifle
Remington 700 .308 Police Sniper System Rifle/ Savage .308 Sniper Rifle
Handgun – S&W M&P 4.25” C.O.R.E M2.0 9mm
Beneilli Shotgun

Ammunition:

Department approved and issued ammunition.