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## 1.9 Firearms

All sworn employees shall receive and demonstrate understanding of their agency's use of force policy prior to being authorized to carry any firearm or non-deadly weapon and annually thereafter.

### 1.9.1 On-Duty and Off-Duty Carry


- A. Only sworn employees are permitted to carry firearms while on duty, on Town property, or in Town vehicles, except when handling firearms as a part of their assigned duties.
- B. Officers will not loan their Town-issued firearm to another officer without authorization.
- C. Off-duty professional staff employees may carry firearms in compliance with State and federal law. Sworn personnel may carry firearms off-duty in compliance with State and federal law and subject to the following limitations:
  1. Only Department authorized firearms will be carried concealed by officers while off duty. Officers may carry non-approved firearms for sporting or leisure activities, however those firearms shall not be carried concealed.
  2. Officers who are off duty and not acting in a police capacity who desire to engage in firearms practice/training with a Town-owned firearm at other than a police range will:
    - a. use only new or commercially produced factory reload ammunition.
    - b. immediately notify an on-duty supervisor in the event of an accidental or unintentional discharge involving injury or property damage.
    - c. be governed by, and subject to, all provisions of this policy relating to the use and handling of firearms.
- D. All firearms carried on or off duty in a police capacity, Department or privately owned, will be unmodified from their original factory condition, except as approved by a Department armorer. Any modification or accessory that interferes with the operation of a weapon may be prohibited. Officers shall submit new accessories and/or modifications for approval prior to use. If the Department authorizes weapon mounted lights:

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1. Officers carrying a firearm with a light attached to the firearm are required to carry another unattached flashlight.
2. Officers will not point a firearm at a person or other target that they are not authorized to use deadly force upon for the sole purpose of illuminating that target with the firearm attached light.

### **1.9.2 Firearms Safety and Security**

- A. All firearms, whether Department or personally owned, shall be handled and stored safely and securely, both on and off duty.
- B. Required safety and security practices include, but are not limited to, the following:
  1. When not being carried, firearms are to be kept out of view and secured in a safe location at all times.
  2. Firearms are to be kept out of the reach of children and others.
  3. Officers will not clean, repair, or load firearms in police buildings, except at police ranges, when using a bullet trap, or when ordered to do so by a supervisor.
  4. Firearms will be unloaded and loaded using a bullet trap located at facilities so equipped. When bullet traps are not available or utilized, officers will use extreme caution when loading and unloading firearms.
  5. Stunbag/beanbag shotguns may be loaded and unloaded at the trunk of police vehicles.
  6. Firearms will never be unnecessarily handled or displayed.
  7. Officers will immediately inspect and unload all firearms coming into their possession unless prohibited by specific circumstances.
  8. Only employees trained in firearms use and safety requirements will handle firearms.
  9. All Department firearms will be unloaded and cleaned prior to being placed in storage.

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10. If an officer is unsure about a proper unloading procedure, a firearms instructor or the armorer will be contacted.
11. Any firearm that is turned into Supply or Evidence for any reason will be rendered safe before being turned in. Officers needing assistance to render a firearm safe will contact the armorer for assistance.


Basic safety rules: All personnel of the Paradise Valley Police Department, who handle firearms, will adhere to the following basic firearms safety rules and the “condition check rule” while handling any firearm at all times.

1. Treat all firearms as though they are loaded.
2. Only point the muzzle in a “safe direction” or when legally justified, at something you have decided to use deadly force against. “Safe direction” is defined as an area where, if an accidental or unintentional discharge occurs, only minor property damage and no human injury will result.
3. Keep your finger straight along the frame until your sights are on your intended target and you have made the decision to shoot.
4. Be sure of your target and what is around and behind it.
5. “Condition check rule”: Whenever you pick up a firearm that has been out of your direct control (even for an instant), open the action and check to make sure the firearm is in the condition you need it to be in.

\*\* Firearms instructors will brief all officers on the firearms safety rules and “condition check rule” prior to all qualification/training fire.

### 1.9.3 Firearms Qualification

- A. Per Arizona Peace Officer Standards and Training (AZ POST) Rule, to maintain state certification as a peace officer all officers, including reserve officers, must qualify annually using all firearms carried in the course of duty by completing an AZPOST-prescribed:
  1. Firearms qualification course, and

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2. Target identification and judgment course.

Officers shall also qualify annually with any specialized firearms they are authorized to carry or have available for use. Qualification shall meet AZPOST and Paradise Valley PD prescribed courses, if applicable, and shall be conducted by AZPOST certified firearms instructors.


- B. Officers will be provided with two opportunities to qualify. Following a second failed attempt, the officer will schedule a time to return to the range to receive remedial training. The officer will then be provided with two additional opportunities to qualify. Officers who fail to qualify following remedial training and a second attempt will not be authorized to carry a firearm in a police capacity, including for secondary work, until they do qualify. Officers who are excused from annual qualification due to injury or approved leave must qualify prior to returning to peace officer duties.
- C. A record shall be maintained of each qualification shoot, the course fired, and all scores attained by the officer.
- D. Officers will practice sufficiently to maintain their ability to pass annual qualification with all weapons carried in the course of duty.
- D. All firearms qualifications shall be conducted by an AZPOST certified firearms instructor.

**1.9.4 Handgun Specifications**

- A. Only the following handgun(s) may be carried on duty:

On duty Uniformed Officers will carry a Department issued 9 mm Sig Sauer P320 Carry Model as described by this order as their primary duty weapon.

- 1. The department issued pistol will be the 9 mm Sig Sauer P320 Carry Model. Pistols will be issued by a Department firearms instructor only after officers demonstrate knowledge of the safe handling and function of the firearm and have qualified on the AZ POST day course.
- B. The following handguns are approved by the Department for on-duty secondary use or off-duty carry use only:

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1. Beretta, Colt, FN, Glock, Heckler & Koch, Kel-Tec, Kahr, Kimber, Ruger, Smith & Wesson, Sig Sauer, Taurus, and Walther


\*\* As new manufacturers or models are introduced to the market, they may be approved at the discretion of Department armorers after approval by the Command Staff.

- C. All care and routine maintenance of authorized secondary and other off-duty firearms will be the responsibility of the individual officer and not Department armorers.

1. No firearm will be carried by officers when under the influence of any substance that may impair judgment or physical shooting skills.
2. Firearms to be carried for department coordinated off-duty assignments will be the department issued primary handgun (Sig P320) and/or the department purchased secondaries (Sig P365 or P320S). Other options may be authorized dependent on the specifics of the off-duty assignment.
3. Officers must qualify yearly with any secondary or off-duty firearms with a minimum score of 210 or better on the approved AZ POST qualification course. At any of the regularly scheduled departmental qualification shoots, officers may qualify with their off-duty and secondary firearms. Officers may also use the times the range is open for practice to qualify with the off-duty or personal secondary firearm.
4. All secondary and personal off-duty pistols will be qualified with annually. Ammunition for qualifications of these firearms will be provided for the officer if the firearm is chambered for 9mm. Any calibers, other than 9mm, will be the responsibility of the individual officer and that officer must supply their own ammunition for annual firearms qualification with that pistol.

- D. When in uniform, officers shall wear the primary duty handgun in a standard issue belt holster. No modifications are to be made to the standard-issued holsters.

1. The department issued duty holster is Safariland model 6360 or 7390 ALS/SLS Level III duty holster in Safariland STX Basketweave finish (model #6360-750-481/Right-hand Sig P320C without light, #6360-750-482/Left-hand Sig P320C without light, #6360-7502-481/Right-hand with light, #6360-7502-482/Left-hand with light, #6360RDS-7502-481/Right-hand with optic and light, #6360RDS-7502-482/Left-hand with optic and light). This holster will be worn on a Safariland basketweave Model #B2 Sam Browne belt with gold (brass) buckle for sergeants and corporals and silver


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(chrome) buckle for officers. Safariland Model #94P buckleless duty belt and lighter weight Bianchi Model #7965 or #7225 Ergotek synthetic duty in basketweave finish are optional.

2. Those officers with good cause, to include medical exemptions with a doctor's note explaining the necessity and recommendation for changing, can request in writing to wear options other than the standard issued duty gear referenced above. This may include an optional thigh holster for leg, hip, or back injuries. This thigh holster system will consist of the current issued duty holster mounted to a Safariland model # 6005-10 (single strap) or Safariland model #6005-06 (double strap) thigh holster mounting component, purchased by the officer with their uniform allowance.
- E. On-duty officers in plainclothes shall carry their primary handgun or approved secondary handgun on their person. All secondary handguns shall be concealed.
  - F. No officer may carry a firearm on duty unless the officer has qualified with that specific firearm within the calendar year.

### **1.9.5 Handgun Ammunition**

- A. Firearms will be carried fully loaded at all times with Department issued, factory manufactured ammunition.
  1. Explosive, incendiary, magnum, armor piercing or hand loaded ammunition is prohibited.
  2. Issued ammunition will not be altered.
- B. Ammunition will be replaced annually. Each officer will be issued one box of 50 cartridges from which he will replace rounds that have become lost, damaged or expended during the year. Uniformed officers will carry at least two additional, fully loaded magazines in a magazine pouch on the utility belt. Plain-clothes officers will have one additional, fully loaded magazine reasonably available to them while on duty.
- C. Only Department issued ammunition may be carried in any firearm used for police-related purposes.

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### 1.9.6 Specialized Firearms

Shotguns (however configured) and rifles are considered specialized firearms and are subject to the following restrictions:

- A. No officer may carry a specialized firearm without successfully completing the applicable training and qualification course, conducted by an AZ POST certified firearms instructor who is qualified on the specialized weapon.
- B. Certification on specialized firearms shall be completed annually. A complete record of the certification shall be kept.
- C. No specialized firearm will be carried on duty unless provided by the Department or inspected and approved by the armorer.
- D. No ammunition, modifications or accessories may be used, added to or carried with a specialized firearm without the approval of the armorer.

#### 1.9.6.1 **SHOTGUNS:** The Department will supply each marked patrol vehicle with a Remington Model 870 12-gauge shotgun.

- A. Each shotgun will be carried "cruiser ready": safety on, mag tube full and action closed on an empty chamber.
  - 1. Shotguns installed in marked patrol cars are to be equipped with Sure-Fire tactical flashlight fore-ends and a tactical sling.
  - 2. Officers on all shifts will check the operation of the tactical light as a part of the routine vehicle inspection at the beginning of each shift to ensure that the equipment is operational.
  - 3. Should a flashlight be found to be inoperative, an e-mail should be directed to the Armorer that the light is inoperative and needs to have the battery or bulb replaced.
- B. The shotguns will be loaded with 4 rounds of double O buckshot in the magazine tube, with 6 rounds of 12 Gauge slug ammunition loaded in the side saddle of the firearm.
- C. Each officer will qualify with the shotgun at least once per year. If an officer fails to qualify after a first attempt, they will receive remedial training with a Department firearms

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instructor and then attempt to qualify. If the officer fails to qualify on the second attempt, they will receive additional remedial training and then be assisted during a practice qualification course before attempting to qualify a third time. If the officer fails to qualify a third time, they will be reported by the Range-master to the Chief who will revoke the authorization to use a departmental shotgun.

**1.9.6.2 12 GAUGE KINETIC ENERGY SHOTGUNS (STUN BAG):**


Usage: The use of the 12-gauge kinetic energy shotgun, referred to in this policy as a “stun bag”, is an escalated use of force and proper justification must be provided for its deployment and use. The stun bag is generally used when officers are facing active aggression or aggravated active aggression.

Shotguns that are modified to use alternative ammunition (stunbags/beanbags/etc.) will only be for use with those projectiles; lethal ammunition will not be carried on, in, or with these shotguns. The only modification to the shotgun that will alert the user to its assigned use is the replacement of the black stock with an orange stock.

The stun bag is meant to be non-deadly, it is important for officers to understand that this ammunition can be deadly.

- A. Training: Only employees who have successfully completed the firearms training for the stun bag will be authorized to deploy and utilize it.
- B. All Supervisors will carry a stun bag in their patrol vehicle during normal assigned duty hours.
- C. Ammunition: Only the “Super Sock” 2581 Kinetic bean bag round is authorized for use. At no time will lethal ammunition (00 buck or slug) be carried on or loaded in the weapon. Operators will visually inspect rounds during loading and unloading of the weapon.
- D. All stun bag shotguns will be the Remington 870 Police 12 gauge and will be Paradise Valley Police Department issued. Both stock and fore-end will be orange in color for ease of identification.
- E. Storage: Stun bag shotguns will be stored UNLOADED. The officer who has been authorized to deploy it will complete a visual inspection of each individual round during loading and unloading to ensure that only stun bag rounds are being utilized.




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- F. In situations where the stun bag is handed to another authorized officer for deployment, the new handler will unload the weapon (if already loaded), re-inspect the rounds, then reload prior to deployment.
- G. Stun bags will be unloaded after use and prior to storage in armory or vehicle.
- H. Stun bag rounds will NOT be fired through barriers such as glass or chain link fence due to bag tearing and releasing lead shot held inside.
- I. Notifications: Any time a stun bag is deployed and utilized against a subject, the on-duty supervisor and appropriate command staff will be made aware and a Use of Force report will be completed.

Basic tactics for Stun Bag deployment:

- A. A stun bag officer will always have another officer present ready to use lethal force, if necessary.
- B. When an officer deploys the stun bag shotgun at the scene of an incident, they will immediately advise on-scene units by radio or direct verbal notice so all participants are aware of its availability and deployment on scene.
- C. Prior to any firing of the stun bag shotgun, all participants will be advised, primarily by radio, that the stun bag is being deployed.
  - i. This is done to avoid contagious live fire by others on scene.
  - ii. It should be done out of the audible range of suspect, if possible.
- D. Whenever possible, deploy this weapon from a position of cover.
- E. Communicate all movements and tactics involving the stun bag with all officers present. This includes designated arrest team officers who will be holstered when going hands-on with the suspect.
- F. Multiple stun bag operators can be deployed if the situation dictates the need for simultaneous impacts on the target.

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G. Stun bag operators should anticipate follow up shots if the prior shot misses or was not effective and should have designated arrest team prepared if situation and resources allow.

Handling suspects after Stun bag impact(s):

- A. Suspects will not be approached until it can be done safely in accordance with any other high-risk arrest.
- B. Officers will not make contact with suspects while a stun bag shotgun is in their hands.
- C. All suspects will be immediately handcuffed (unless circumstances dictate otherwise).
- D. Emergency medical personnel will be called to examine all subjects impacted by stun bag projectiles.
- E. The subject shall be transported to a medical facility for examination and a medical release shall be obtained unless exigent circumstances exist. Any suspect impacted by a stun bag projectile will be booked into jail or other appropriate facility after receiving medical clearance.


**1.9.6.3 URBAN PATROL RIFLE (UPR):** The use of any department-issued rifle shall be in accordance with department policies and procedures. All rifle equipment will be issued and/or approved by the department firearms team.

The following Department owned rifles are available for patrol use.

- A. Colt AR-15/M-16 5.56/.223
- B. Colt M4 Carbine 5.56/.223

UPR operators shall use only department-issued weapons and authorized ammunition.

- A. Urban patrol rifle operators:
  - 1. Must have attended and successfully passed the AZPOST 40-hour UPR new user course hosted by any valley agency or

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2. Be a Lateral Officer with prior military or previous agency training equivalent to the AZPOST 40-hour UPR new user course AND pass the Paradise Valley Lateral re-cert course.

**B. UPR Training**

1. UPR operators will pass an annual qualification course at least once a year administered by Paradise Valley Police Department firearms team personnel. Those who fail to qualify shall be prohibited from carrying and deploying the UPR until they have qualified.
2. Those officers and supervisors who have successfully completed the UPR operator's course will be required to carry the UPR on patrol during normal duty hours.

**C. Justifications for UPR Deployment**

1. UPRs will be deployed at the direction of a supervisor, or;
2. When an officer can clearly justify the need for the capabilities of the UPR. Some examples include, but are not limited to:
  - a. The suspect is situated in a tactically advantageous position (due to distance or a fortified location)
  - b. A subject who is armed with a semi-automatic / automatic weapon
  - c. A subject who is armed and/or wearing ballistic protective apparel
  - d. A subject armed with any type of rifle or shotgun
  - e. Critical or high-risk incidents requiring capabilities beyond those of the issued handgun or shotgun
  - f. High-risk vehicle stops
  - g. Armed robbery in progress
  - h. Active searches for felony suspects

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i. Active shooting incidents

3. Deployment considerations and justifications should include the type of incident, background, distances, and barriers.
4. UPR operators shall not be used in lieu of tactical team response when this type of incident is identified.
5. UPR operators will not be used for handcuffing and prisoner searches incident to arrest until the weapon is safely secured.


D. Rifle Readiness

1. Patrol Vehicle: UPRs shall be carried in the assigned protective case or within the rifle rack of a patrol vehicle in "cruiser ready" condition with a magazine in the magazine well, bolt forward on an empty chamber and on safe.
2. Station/Armory: When not in use, UPRs will be securely stored at all times. When storing the UPRs, magazines will be removed, chambers cleared, on safe with the bolt forward to avoid undue wear on buffer spring.
  - a. Magazine readiness: UPR magazines will be maintained in a ready (loaded) condition at all times, not to exceed a round capacity of 28 on 30 round magazine of department authorized/issued ammunition. All UPR operators will be issued a total of three 30 round magazines.
  - b. Ammunition specified for use with the UPR will be issued by the department (no unauthorized ammo at any time will be utilized)
  - c. Accessories: All UPRs will be equipped with an adjustable sling at all times. Weapon mounted lighting systems and foregrips are authorized additions to UPR (uniform allowance authorized expenditure) after notification and review by department firearms team members. Only the issued optics are authorized for use.

E. Care and Maintenance

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1. Care and maintenance of the UPR are essential to ensure proper operation of the weapon system.
2. All UPR operators will inspect the UPR, magazines, and ammunition at the beginning of their shift to ensure it is serviceable and deployable.
3. The UPR will be inspected annually by armory personnel to ensure serviceability standards.
4. The chamber will be visually and manually checked to confirm empty chamber prior to all service and maintenance.
5. UPR operators will report any damage or malfunctions encountered immediately to a department range personnel and the weapon will be put out of service.
6. UPR operators will ensure that the weapon safety is engaged in the "safe" position at all times when moving or loading the weapon.
7. All armory/firearms team personnel will be familiar with the UPR deployment, cleaning, and safe condition practices.
8. All maintenance requirements will be conducted only by personnel certified as UPR armorers.
9. Officers that have a UPR assigned to them will carry it while on duty.
10. UPR operators will clean the weapon once a month or as needed.
11. All Paradise Valley Police Department issued and owned UPRs shall be stored securely, whether at the department or at home (in a gun safe), when not deployed on duty.
  - a. An Officer's secured locker will be utilized by operators who choose not to take the UPR home or do not have the ability to securely store them in a gun safe.
  - b. UPRs will not be left unattended to include in an officer's POVs after leaving Police Department facility.

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\*\* Periodic audits and inspections will be conducted by Firearms Team personnel to ensure their proper storage, accountability, condition, and usage.

Additional Weapon systems in inventory:

FN SCAR 17 .308  
 Remington 700 .308  
 40mm Munitions Launcher  
 37mm Munitions Launcher

Officers will not deploy these weapon systems in any capacity without first having sufficient training showing certification and proficiency.

All other weapons will be kept in the Armory and can be issued at the discretion of the Chief.


**1.9.6.4 Firearm Check-In Procedure**

PURPOSE:

To provide a secure location where members of the public may place personal firearms prior to entering any public building located at the Town's Municipal Complex.

A. Firearms check-in:

1. Pursuant to A.R.S. § 13-3102.A.10 and Town Code 10-6-2.A individuals are prohibited from entering a public building while in possession of a firearm.
2. Prior to entering any building on the Municipal Campus individuals may check-in their firearm at the Police Department. Signs are posted on the exterior of all Municipal Buildings giving notice of such.
3. Citizens are instructed to contact the police dispatch center by pressing the talk button on the intercom system located outside the main entrance to the Police Department.
4. Upon being advised of the request to check-in a firearm the dispatcher will advise the citizen to remain outside the building and call an officer to assist with the check-in.

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5. The officer assigned to assist will obtain a key to an outside locker (keys are maintained in dispatch), and complete the check-in envelope with the citizen's name, locker number, date and officer's name. The officer will then observe the citizen place the firearm inside the locker, close the locker and secure it by removing the key. The locker key will be placed inside the check-in envelope, sealed and held in dispatch until the firearm is retrieved by the owner.

**B. Firearm check-out:**

1. Upon the request for the return of a secured citizen's firearm, the dispatcher will assign an officer to assist, preferably the officer who assisted with the check-in. The officer assisting with the check-out will verify owner identification prior to the return of the firearm.
2. Upon verification and return of the firearm, the assisting officer will return the locker key to the dispatch center and destroy the check-in envelope. No permanent record of firearm ownership will be maintained by the Department in this procedure.

**1.9.7 Firearms Inspections**

- A. All officers shall annually present all primary and secondary weapons with which the officer intends to qualify to the armorer for annual inspection. Inspection of Department firearms will be completed according to the manufacturer's standards. The Armorer shall either perform the inspection (if certified in the weapon), or have the weapon inspected by a qualified outside vendor. Issued firearms in need of repair will be repaired by the Department. Personally-owned firearms in need of repair will be repaired by the officer and shall not be carried until repaired and re-inspected.
- B. All firearms carried on or off duty in a police capacity, Department or privately owned, will be unmodified from their original factory condition, except as approved by a Department armorer. Any modification or accessory that interferes with the operation of a weapon may be prohibited. Officers shall submit new accessories and/or modifications for approval prior to use.
- C. Officers shall immediately report to a supervisor any issued firearm that becomes in any manner unsafe or inoperable. The firearm shall be repaired prior to being returned to an officer for use. Any officer who must surrender a Department issued firearm for repair

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will be provided with another issued firearm for use. If the officer has not qualified with the issued firearm, it shall not be carried until qualification is made.

### 1.9.8 Weapons and ammunition tracking

- A. No weapon, deadly or non-deadly, shall be assigned for use or used prior to inspection by a Department firearms instructor.
- B. All weapons, deadly or non-deadly, and all ammunition shall be tracked and accounted for by a Department firearms instructor.
- C. Each weapon shall be tracked from receipt by the Department until its use is no longer authorized due to damage, malfunction or wear. Tracking shall include the officer to whom the weapon is assigned, the type, description, identifying model, serial number, each annual inspection and all repairs or adjustments made to the weapon.

