


| DPS STANDARD OPERATING PROCEDURE  |  |   |                      |
|---|--|---|----------------------|
|                                      | <b>SUBJECT:</b>                        | <b>DIVISION:</b>  | <b>DISTRIBUTION:</b> |
|   | <b>FIREARMS</b><br><br>DPS SOP 2008-18 | ALL   | ALL PERSONNEL        |
| <b>ISSUING AUTHORITY:</b>   |  | <b>EFFECTIVE DATE:</b>  | <b>SUPERSEDES:</b>   |
| CRAIG A. STONE<br>ASSOC. V.P AND CHIEF, CAMPUS SAFETY AND<br>EMERGENCY MANAGEMENT SERVICES<br>(ELECTRONICALLY SIGNED) |  | NOVEMBER 4, 2008<br><br><b>REVISED DATE:</b><br><br>July 10, 2023 |                      |

## Firearms

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## REFERENCES:

- SOP 2011-02 Use of Force
- SOP 2011-47 Assault with Firearm or Deadly Weapon/Active Shooter
- Weapon Use Report: (In Forms folder on G Drive)
- Use of Force Report: (In Forms folder on G Drive)
- Key and Equipment Log Sheet Form
- Types & Specifications of Authorized Firearms/Shotguns/**Rifles**/Ammunition (in Forms folder on G Drive)
- Summary SOP 2008-18 Firearms

**ATTACHMENTS:** None

**I. APPLICABILITY:** This Standard Operating Procedure is applicable to all Syracuse University Department of Public Safety (DPS) Campus Peace Officers who are trained and authorized to carry and possess a DPS firearm and other employees who may have access to the gun storage room.

**II. PURPOSE:** The purpose of this policy is to provide DPS Campus Peace Officers with guidelines related to the use, maintenance, safety, storage and qualification requirements related to the firearms authorized by DPS. It also details the creation and maintenance of departmental records for inspection, issue, approval, assignment and qualification of DPS Campus Peace Officers prior to the authorization to carry a lethal weapon.

This SOP also creates a process for handling and remediating both personnel and/or weapons that do not meet standards for carry and use, including the approval of types of ammunition to be carried. This SOP sets a process for the safe storage of both on duty and personal off duty weapons at the DPS facility.

**III. POLICY:** It is the policy of DPS that on duty DPS Campus Peace Officers will carry only agency authorized firearms for which they are qualified. They are expected to carry those weapons while on duty and as directed, except when they are allowed to be unarmed, under circumstances defined by this SOP. DPS Campus Peace Officers are not required to carry authorized firearms while off duty. **(7.2.2) (4.3.2)**

Campus peace officers must possess a valid NYS Pistol Permit for both on and off duty handguns and will only display and use the duty weapon as permitted by Article 35 of the NYS Penal Law and by this SOP. No Warning Shots will be fired.

Officers must adhere to the DPS safe handling and storage procedures for their issued handgun, or shotgun if one is assigned. Campus peace officers on duty will carry only issue firearms and issue ammunition as set forth in this SOP.

Officers will complete an appropriate Use of Force Report and/or a Weapon Use Form for each time a firearm is un-holstered/deployed for use, or discharged as required by the circumstances.

#### IV. DEFINITIONS:

- A. Authorized Firearm: Any make, model, or caliber of firearm that meets DPS' designated requirements and specifications and has been formally inspected and approved by the department's armorer and the DPS Chief or his/her designee for general or individual use by sworn Campus Peace Officers. This includes the primary service handguns and alternative service firearms authorized for use for law enforcement purposes. Refer to the Types & Specifications of Authorized Firearms/Shotguns/Ammunition document located in the Forms folder on the G Drive. **(7.2.2 c) (4.3.1 a)**
- B. Primary Service Handgun: The firearm authorized by DPS to be carried as part of the service uniform and in accordance with uniform requirements, or the authorized firearm to be carried by sworn plainclothes personnel.
- C. Personal – Off Duty Firearm: Any firearm personally owned by a peace officer. If the firearm is a handgun, it must appear on the peace officer's pistol permit.
- D. Firearms Qualifications: Periodic testing directed by DPS by an authorized firearms instructor is required of Campus Peace Officers to determine their competency to carry authorized firearms and the proper condition and operation of the weapon.
- E. Handgun: Any pistol or revolver.
- F. Loaded Firearm: Any firearm loaded with ammunition or any firearm which is possessed by one who, at the same time, possesses a quantity of ammunition that may be used to discharge such firearm.
- G. Shotgun: Department owned long gun to be carried only in vehicles with safe storage rack systems and for use only in incidents defined in SOP 2011-47 Assault with Firearm or Deadly Weapon/Active Shooter.
- H. Patrol Rifle: Department owned long gun carried only in vehicles with safe storage rack systems and for use only in incidents defined in SOP 2011-47 Assault with Firearm or Deadly Weapon/Active Shooter. **(07/10/23)**
- I. Air Rifle: A DPS Weapon that uses compressed air to propel a projectile. This departmental "special use" weapon is intended to safely take down small rabid and aggressive animals, weighing approximately 25 pounds or less (about the size of a raccoon or possum) that pose a public safety threat when there are no other viable alternatives. This is not a firearm as defined by the NYS Penal Law. Procedures relating to its intended use are covered in Part V Section J of this SOP.

## **V. PROCEDURES: Firearms General Provisions and Firearms Policy Details:**

### **A. It is the Policy of DPS that all sworn Campus Peace Officers: (7.2.2 a)**

1. Possess NYS Pistol License: Must have a valid New York State Pistol License.
2. Carry Official Documentation: Shall carry his/her badge, his/her DPS Law Enforcement ID Card, and New York State Pistol License when armed and on duty.
3. Armed on Duty: Must be in possession of their department issued firearm while on duty when assigned to a patrol post or special event, unless otherwise directed by a competent DPS authority.
  - a. Unless otherwise directed, when performing administrative duties sworn staff have the option of not wearing their assigned firearm.
4. Issue Firearm and Ammunition: Must possess only department issued firearms and ammunition while on duty.
5. No Warning Shots: Shall not fire 'Warning Shots'. (7.1.3)
6. Trained and Qualified: Must be trained and qualified in the usage of on-duty firearms and the departmental use of force policy annually. (7.1.9)
7. Due Care: Are to use care in the safe handling and securing of all firearms.
8. USE EXTREME CAUTION: Are to proceed with caution that is appropriate for the circumstances whenever a member is required to un-holster (draw) his/her firearm, or remove or handle the firearm, especially including drawing a firearm when intending to discharge the firearm in the line of duty.

Any careless or indiscriminate use or display of a firearm will constitute grounds for discipline.
9. Unauthorized Possession/Use of Firearm: Shall not permit anyone other than authorized personnel (i.e. range officer, Department Armorer, or supervisor) to handle, inspect, or in any way use any assigned firearm.
10. Forbidden to 'Carry' while Under Influence of Alcohol and Other Drugs: Are prohibited from carrying department issued firearms while under the influence of alcohol, other drugs, or medication that could potentially impair their judgment or decision-making abilities in any way.
11. Weapon Use Report: Are required to prepare and submit a Weapon Use Report whenever a member is required to un-holster (draw) his/her handgun, or remove, handle any firearm in the line of duty regardless of the circumstances. (This includes to the precautionary drawing/display of a weapon such as when conducting a burglary related building sweep or during a high risk traffic stop).
12. Use of Force Reports: Are required to prepare and submit a use of force report whenever a member is required to un-holster (draw) his/her handgun, or other firearm related to a specific person, or discharge any firearm in the line of duty other than for training.

13. Discipline: Any deviation from the DPS Firearms Policy, use and storage standards and procedures, increases potential for serious injury to the officer and others along with the risk of associated liability and may therefore subject the officer to discipline up to and including termination.

**B. Restrictions on Exhibiting or /Drawing a Firearm:**

1. A DPS campus peace officer should not un-holster or display any firearm except under any of the following circumstances as authorized by the Department Use of Force Policy, as stated in SOP 2011-02 Use of Force and as stated in this SOP.
2. Un-holster – Display of Firearm: A DPS campus peace officer may only un-holster or display a firearm:
  - a. Maintenance / Inspection: For maintenance and inspection of the firearm.
  - b. Secure or Store: To remove the weapon from holster or rack system to secure and/or store the firearm.
  - c. Training: During training exercises, practice or qualification with the firearm.
  - d. High Risk Circumstances: When circumstances create a reasonable belief that it may be necessary for the officer to use the firearm i.e., searching a building pursuant to a report of a burglary, high risk traffic stop. A *Weapon Use Report* is required.
  - e. Officer Safety: When circumstances create a reasonable belief that display of a firearm as an element of constructive authority helps establish or maintain control in a potentially dangerous situation, in an effort to discourage resistance and ensure officer safety. A *Weapon Use Report* is required.
  - f. Life Threatening Danger: When faced with an immediate life-threatening danger (when the firearm is directed at a specific person, whether the weapon is fired or not, a departmental *Weapon Use Report* and a *Use of Force Report* is required).
3. Shotguns: Department owned shotguns may be used as a primary weapon only when responding to incidents as defined in SOP 2011-47 Assault with Firearm or Deadly Weapon/Active Shooter.
  - a. With the exception of removing for secure storage in the DPS weapons room or for training purposes at range locations, shotguns shall not be removed from secure vehicle rack or box storage unless being deployed in deadly situations as paragraph #3 above.
  - b. Shotguns being transported for any reason, including training, shall not be placed unsecured in any vehicle or portion of a vehicle, such as a pickup truck bed, that cannot be securely locked.
  - c. Each Department Shotgun shall be marked “Law Enforcement, SU DPS”.

4. Patrol Rifles: Department owned rifles may be used as a primary weapon only when responding to incidents as defined in SOP 2011-47 Assault with Firearm or Deadly Weapon/Active Shooter. **(07/10/23)**
  - a. With the exception of removing for secure storage in the DPS weapons room or for training purposes at range locations, rifles shall not be removed from secure vehicle rack or box storage unless being deployed in deadly situations as paragraph #3 above.
  - b. Rifles being transported for any reason, including training, shall not be placed unsecured in any vehicle or portion of a vehicle, such as a pickup truck bed, that cannot be securely locked.
  - c. Patrol rifles may only be utilized by those DPS Officers who have met the required DPS training requirements as required by the DPS Training Unit.
  - c. Each Department Rifle shall be marked "Law Enforcement, SU DPS".

**C. Daily Issue of Handguns and Firearms, Security and Storage: (7.2.3 a, c) (4.3.1 f)**

1. Officers to Draw Duty Handgun when Reporting for Duty: All Peace Officers qualified with department handguns and issued a handgun are authorized users and have been granted access to the gunroom with their key fob) and may sign firearms and keys out using the Weapon Tracer System.
2. Officers to Return Duty Firearms at End of Tour of Duty: The firearms and/ or ammunition issued to officers daily must be checked back in everyday and documented by personnel using the Weapon Tracer System by the end of each sworn officer's shift or at the completion of a particular assignment before he/she goes off duty.
  - a. The DPS Chief may authorize command officers (Commander and above) who are on-call to sign out their issued departmental firearms as necessary to ensure a speedy response to emergencies and investigations on campus.
  - b. The affected DPS commander will assume responsibility for the safe handling and storage of said weapon(s) and will ensure that weapons are stored safely and securely and always under the direct control of the command officer or locked in an appropriate container.
3. Officers Working Follow-up Assignments: Any Campus Peace Officer who is issued a weapon for a shift or detail, who will be working another assignment on the same day at a later time, is not required to sign the weapon back in between those assignments providing that the officer is remaining within DPS jurisdiction between those respective assignments.

4. Gun Storage Room: DPS duty firearms and ammunition shall be safely stored and secured at DPS Headquarters in the approved gun storage room.
5. Safely Load and Unload and Carry Weapons: Each officer assigned a firearm and ammunition shall safely load, unload, carry, and otherwise handle that weapon in the manner taught and prescribed by the required firearms training for DPS.
6. Handguns: Weapon in Safe/Stored Condition: Handguns shall be Stored, Secured, Issued, or Returned with:
  - a. Round in Weapon – Officers will not extract the round of ammunition inside the chamber.
  - b. Magazine Extracted: Officers will only extract the ammunition magazine from the magazine well. *(No weapons loaded or in an otherwise unsafe condition will be placed in storage)*
7. Shotguns: Weapon in Safe/Stored Condition:
  - a. Safety 'On'
  - b. Chamber Empty
  - c. Magazine Full
  - d. Remove from the Soft Shell Gun Case and place the gun case on the left side of the cabinet.
  - e. Stored in Shotgun Cabinet: Shotgun stored in safe storage condition (removed from the Soft Storage Case) and secured in shotgun cabinet.
8. Patrol Rifles: Weapon in Safe/Stored Condition: (07/10/23)
  - a. Safety 'On'
  - b. Chamber empty
  - c. Magazine Full
9. Securing Assigned Patrol Rifle in Patrol Rifle Cabinet: (07/10/23)
  - a. Remove assigned Patrol Rifle from soft shell case.
  - b. Secure assigned Patrol Rifle in the safe storage condition and secure into the Patrol Rifle cabinet.
  - c. Secure the empty soft shell case in the assigned patrol officers locker.
10. Storage of Patrol Rifle in Patrol Vehicle: (07/10/23)
  - a. Patrol Rifle may be left inside the soft-shell case and secured in the patrol vehicle cabinet and locked, or
  - b. Patrol Rifle may be removed from the soft-shell case and placed into the patrol vehicle cabinet and locked.

- c. Patrol Rifles will be in "cruiser ready" condition while stored in the patrol vehicle (safety on, no round in the chamber, fully loaded magazine inserted into lower receiver.)

#### D. Assignment, Transport and Storage of Shotguns:

1. Shotguns Assigned to Patrols and Supervisors Every Shift: Two (2) department owned shotguns will be assigned to each of the three patrol shifts by the Patrol Sergeant at the Roll Call for that shift.
2. Assignment of Shotguns: Assign the shotguns and Officers only to vehicles equipped with shotgun racks installed in the trunk or a locked gun box in a DPS SUV.
  - a. Assign 1 Shotgun to a South Campus Patrol
  - b. Assign 1 Shotgun to a North Camus Patrol
  - c. Patrol Sergeant has option to Carry Shotgun: The Patrol Sergeant may carry 1 Shotgun in the trunk of the Patrol Sergeant's vehicle when a shotgun is available.
  - d. Note if a Patrol Sergeant working the "C" Watch takes a shotgun for use, they will return their shotgun to the gun room for reissue to an "A" Watch patrol if other shotguns are not available.
3. Retrieving Weapon after Roll Call: Every Officer assigned to carry a shotgun will retrieve the weapon and verify its safe loaded condition in the gun room after Roll Call.
4. The officer will open the Gun Cabinet and remove the Shotgun.
5. Verify the shotgun safety is on (No Red Showing).
6. Maintain the weapon pointed in a safe direction and insert the muzzle into the loading barrel.
7. Verify the Safe Loaded Condition of the shotgun:
  - a. Depress the action bar release and pull back on the forearm of the shotgun to open the chamber of the weapon 1/2"

**Caution:** (Do not completely open the chamber/action, it will allow a round to fall out of the magazine tube and onto the shell carrier. **If forearm is moved back forward you will load a live round**)

  - b. Verify the chamber and feeding area of the barrel is empty after you open it 1/2".
  - c. Once satisfied, close the chamber pushing the forearm forward in the locked position.
  - d. Insert your thumb into the loading port and in to the magazine tube. Press on the back of the last shell casing to verify the shotgun is loaded to capacity. (There should be less than 2 inches of space available.)



8. Once you have verified the chamber/action is empty and the magazine tube is loaded to capacity, place the shotgun back into the appropriate (numbered) soft shell case for the matching shotgun and close it.
9. Transport in Soft Case: The Shotgun will be placed in a soft shotgun case while in the Gun Room (Armory), and carefully (and discretely) transported from the armory in the 'Low Ready' position to the trunk or mounted gun box of the assigned patrol vehicle parked adjacent to the BRL Loading Dock on the south side of Sims Hall, or other adjacent location and returned after their shift in the same manner.
10. Do Not Carry other Items When Carrying Shotgun: Officers will not carry any other items in their hands or arms when transporting the Shotgun between the Gun Storage Room and the assigned patrol vehicle at either the start or end of a tour of duty.
11. Secured in Vehicle Gun Rack or in a mounted Gun Box in an SUV: The shotgun will be taken from the Soft Shell Case and either secured in the Gun Rack installed in the trunk, or a mounted gun box in an SUV or a DPS patrol vehicle.
12. Completion of Tour of Duty: Shotguns must be checked to verify that the weapon safety is 'On' before being removed from the patrol vehicles in the BRL Loading Dock Area.
13. Placed in a Soft Storage/Transport Bag: Shotguns will carefully be placed in a soft shell case while still inside the trunk or adjacent to the mounted lock box and returned to the armory carried in a "Low Ready" position and carrying no other items.
14. Store the Shotgun Removed from the Soft Shell Case in the Gun Cabinet. (Weapon Safety "on", Magazine full and Chamber Empty).
15. Place the Soft Case on the left side of the Shotgun Cabinet.
16. Limit Public Display of Shotgun Deployment: Removal of a shotgun for transportation between patrol vehicles and storage in the DPS weapon room must be completed through the BRL loading dock entrance of DPS, out of public view to the extent possible.

**E. Assignment, Transport and Storage of Patrol Rifles: (07/10/23)**

1. Patrol Rifles Assigned to Patrols and Supervisors Every Shift: Qualified and authorized DPS officers and supervisors will retrieve and secure their assigned Patrol Rifle in a DPS patrol vehicle during every shift.
2. Assignment of Patrol Rifles: Patrol Rifles are assigned to qualified DPS patrol officers and supervisors. At no time will a Patrol Rifle be utilized by any patrol officer or supervisor unless they meet the training requirements as specified by the DPS Training Unit.
3. Retrieving Patrol Rifles after Roll Call: Every Officer assigned to carry a Patrol Rifle will retrieve the weapon and verify its safe loaded condition in the gun room after Roll Call.

4. The officer will open the Gun Cabinet and remove their assigned Patrol Rifle.
5. Verify the patrol rifle safety is on.
6. Maintain the weapon pointed in a safe direction and insert the muzzle into the loading barrel.
7. Verify the Safe Loaded Condition of the patrol rifle:
8. Once you have verified the chamber/action is empty, place the patrol rifle back into the appropriate (numbered) soft shell case for the matching patrol rifle and close it.
9. Transport in Soft Case: The patrol rifle will be placed in a soft patrol rifle case while in the Gun Room (Armory), and carefully (and discretely) transported from the armory in the 'Low Ready' position to the mounted gun box of the assigned patrol vehicle parked adjacent to the BRL Loading Dock on the south side of Sims Hall, or other adjacent location and returned after their shift in the same manner.
10. Do Not Carry other Items When Carrying Patrol Rifle: Officers will not carry any other items in their hands or arms when transporting the Patrol Rifle between the Gun Storage Room and the assigned patrol vehicle at either the start or end of a tour of duty.
11. Secured in Vehicle Gun Rack or in a mounted Gun Box in an SUV: The Patrol Rifle will be taken from the Soft Shell Case and either secured in the Gun Rack installed in the trunk, or a mounted gun box in an SUV or a DPS patrol vehicle.
12. Completion of Tour of Duty: Patrol Rifles must be checked to verify that the weapon safety is 'On' before being removed from the patrol vehicles.
13. Placed in a Soft Storage/Transport Bag: Patrol Rifles will carefully be placed in a soft shell case while still inside the trunk or adjacent to the mounted lock box and returned to the armory carried in a "Low Ready" position and carrying no other items.
14. Store the Patrol Rifle removed from the Soft Shell Case in the Gun Cabinet. (Weapon Safety "on", Magazine full and Chamber Empty).
15. Place the Soft Case on the left side of the Shotgun Cabinet.
16. Limit Public Display of Patrol Rifle Deployment: Removal of a Patrol Rifle for transportation between patrol vehicles and storage in the DPS weapon room must be completed out of public view to the extent possible.

**F. Gunroom Security: Access Procedures (Tracer System) (7.2.3 c)**

Approved sworn personnel shall issue and document the distribution of duty firearms during each shift by use of the electronic computer based Weapon Tracer System.

1. Gun Room Authorizations Daily Issue of Firearms: Each Peace Officer approved to assist with firearms issuance and returns shall be assigned

appropriate access code(s) and item(s), such as keys and/or cards, in order to unlock and secure the armory and firearms storage.

- i. Exempt personnel are authorized to use the web access Weapon Tracer System to distribute firearms during circumstances where personnel do not have possession of their approved access keys.
  - ii. Assignment of access authorities cannot be forwarded to anyone or anywhere else without express prior approval from the DPS Chief or his/her designee.
2. Inspection of Firearms: Authorized firearms shall be maintained in a clean and safe operating condition and shall be visually inspected periodically when the firearms are being issued or returned to the gun storage room by the Peace Officer performing that function.
3. Authorized Employee Access: All Peace Officers are authorized users and have been granted access to the gunroom with their key fob and may sign firearms and keys out using the Weapon Tracer System.
4. Access to the gun room for the pick-up and return of vehicle keys for non-sworn employees is provided as needed by a sworn member of the headquarters staff.
5. Gun Room Security Loss of Key Fob: Loss of any item or information related to allowing gun room access shall be immediately reported to the Patrol Sergeant, DPS Duty Officer, the Technical Services Manager, the Quartermaster, and the Chief.
  - i. Proper documentation/report of the lost key fob or other security matter must be completed and submitted by the person noting the loss or problem before their supervisor goes off duty.
  - ii. The Technical Services Manager will immediately, upon notification, deactivate any lost key fob.
6. Power Failure: In the event of a power failure the access to the gunroom is uninterrupted as the system has a battery backup that will bridge the gap between the loss of commercial power and the operation of the department's emergency power generator.
7. Tracer System Failure: In the event of a failure of the Tracer System access may be obtained by retrieving the Gunroom Access Key from the Emergency Communication Center which will provide access.
  - i. Email Notice of System Failure: An Email will immediately be generated to the Technical Services Manager, Attn and CC to the Commander of Administrative and Operational Support, the Coordinator/Quartermaster and the Training Sergeant notifying them of the system being out of service.

- ii. Hand Written Log Maintained: During the period of Tracer System Failure a supervisor, or other person assigned will maintain a hand written log noting the issue and return of weapons and keys to the gun room. Use referenced Key and Equipment Log Sheet.
- iii. Hand Written Log The handwritten Key and Equipment Log Sheet activity shall be maintained in a binder (with the copy of the Firearms SOP) in the gunroom as a reference for current status of weapons and keys during the time service was interrupted and to update the Tracer System as required.
- iv. Email Notice when System Back in Service: After the tracer system has returned to service, or the tour of duty for the assigned person has ended and the matter remains unresolved, the person assigned to the gunroom shall generate an email to the Technical Services Manager, Attn. and CC to the Commander of Administrative and Operational Support, the Coordinator/Quartermaster and the Training Sergeant.

**G. DPS Exempt Staff & DCJS Certified Firearms Instructor Access Authorities:**

- 1. Firearms Instructors: DPS personnel who are DCJS certified firearms instructors and who are assigned to firearms training are authorized to sign out any departmental firearms as required pursuant to a Training Order and remove said weapon(s) from University property pursuant to that training.
  - a. That instructor will assume responsibility for the safe handling and storage of said weapon(s) and will ensure that weapons are stored and transported in a safe and secure manner.
  - b. Shotguns will never be left unsecured and unattended in any vehicle or location other than the DPS Firearms Locker.
- 2. Supervisors, Property/Evidence Custodian, Training Coordinators: Supervisors, property/evidence custodian, and training coordinators will be allowed to remove and return their duty weapon from the weapon's vault absent any witness, but will, in all other respects, adhere to the documentation procedures.
  - a. In the event that the recording surveillance system is malfunctioning a second sworn supervisor or peace officer must be present.
- 3. Oversight of Proper Gun Room Condition: During the course of checking in and out firearms, supervisors, property/evidence custodian, training coordinator, or designated officers in charge of such activity shall also check for any firearms and ammunition that may be missing and/or appear abnormal.

- a. Should any abnormalities or damaged equipment be noted, it will be properly documented.
  - b. Any documentation pertaining to the inquiry and related matters must be properly completed and submitted before the supervisor goes off duty to the lead department armorer and Deputy Chief of the Law Enforcement and Community Policing Division.
  - c. In the event a firearm(s) is missing, the supervisor must follow those practices outlined in Section (K) entitled Firearms Control and Accountability.
- 4. Firearms Training, Maintenance and Inspection Properly Conducted: Supervisors, Property/Evidence Custodian, Training Coordinator, or designated officers in charge of firearm issuance and return will follow firearms safe handling protocols and will ensure that others working under their supervision handle their firearms in a safe and professional manner.
  - a. They will ensure that sworn personnel accepting and turning in firearms handle them appropriately and in accordance with training.
  - b. As part of this practice, they will ensure that the firearms storage room does not become overcrowded and is limited to a total of two (2) people.
  - c. The dumping barrel will be used in accordance with industry standards and training.
- 5. Correct and Document Discrepancies: In case of any unusual circumstances, swift and appropriate supervisory actions and notifications shall be taken and properly documented before the supervisor goes off duty.
- 6. Report Discrepancies: Any discrepancies in quality for the firearm or ammunition itself or in their handling by anyone must be reported immediately by any member, sworn or otherwise, aware of the actual or suspected discrepancy to the DPS Patrol Sergeant, the duty officer, and the Chief or his/her designee.

#### **H. Firearm and Handgun Training and Qualifications: (7.2.4 a)**

- 1. Prior to carrying a DPS authorized firearm and ammunition, a Campus Peace Officer shall:
  - a. Possess Pistol Permit: Have obtained a New York State Pistol License from the county he/she resides in and have the make, model, caliber, and serial number of the DPS authorized firearm, and a departmental replacement weapon should their duty weapon be unavailable for use that are registered on their pistol permit on his/her license (The Campus Peace Officer can obtain a carry/concealed or employment type of pistol license).
  - b. Use of Force Policy: Be issued and acknowledge receipt and understanding of the DPS use of force policy. Refer to SOP 2011-02 Use of Force

- c. Use of Force Training: Shall receive, and shall be required to demonstrate their understanding of the law and the department's policies and procedures relating to the Use of Force and Use of Deadly Physical Force at least on an annual basis. (All Campus Peace Officers authorized to carry firearms) Reference is made to SOP 2011-02 Use of Force (7.1.9) (4.3.3 a)
- d. Firearms Qualification: Successfully complete an approved firearms training (at least once per year), using an issued and/or authorized handgun under the supervision of an approved firearms instructor. (7.2.4 a, b) (1.3.11 a)

Only officers who have successfully passed firearms qualifications and the use of force training course prescribed by DPS and Syracuse Police Department (SPD) are authorized to carry firearms.

- 2. Ammunition: May only use department issued and authorized ammunition and is to be issued fresh duty ammunition in the specified type and quantity for all authorized firearms during the officer's first scheduled firearms qualifications each year. Refer to the Types & Specifications of Authorized Firearms/Shotguns/Ammunition document located in the Forms folder on the G Drive. (7.2.2 c) (1.3.9 b)
  - a. Training ammunition and training materials shall be stored at a secure location by approval of the DPS Chief or his/her designee.
  - b. Replacement Ammunition for Rounds Used: In accordance with established policy, the armorer shall dispense replacement ammunition for officer's defective or depleted ammunition.
- 3. Pass/Fail Qualifications: Shall be graded on a pass/fail basis for purposes of firearms qualifications and those results shall be recorded and made part of the officer's records. (7.2.4 a, b) (4.3.3 b)
  - a. Requalification Attempts: Shall be allowed no more than two concurrent attempts to qualify using each authorized firearm.
  - b. Campus Peace Officers who fail to qualify with any authorized firearm during these two attempts shall be subject to the following requirements: (7.2.4 d) (4.3.3 c)
    - i. The officer's Patrol Sergeant shall be notified and shall promptly arrange with the Training Sergeant a period of formal remedial firearms training not to exceed one week in duration.
    - ii. The officer shall be given additional attempts to re-qualify within a reasonable period of time.
- 4. Failure to Qualify: (7.2.4 d) The Training Sergeant shall forward a written report to the DPS Chief regarding any officer who fails to re-qualify within a reasonable period of time and training recommendations for corrective action.
  - a. Primary Service Handgun – Failure to Qualify: Any Campus Peace Officer who fails to qualify with the primary service handgun within a reasonable time and following remedial training

or other corrective action(s) shall be relieved of duty pending the outcome of an administrative finding and/or a fitness for duty evaluation as determined by the DPS Chief or his/her designee.

- b. Shotgun – Failure to Qualify: Any Campus Peace Officer who fails to qualify with the shotgun within a reasonable time and following remedial training or other corrective action(s) shall be restricted from use of a shotgun and any vehicle with an assigned shotgun.

#### **I. Firearms Range: (07/10/23) (4.3.5 a-g)**

1. Purpose Range Utilized: The Syracuse University Department of Public Safety utilizes various firearms range locations. The purpose of utilizing the firearms range is to provide firearms training to sworn Public Safety officers of the Department of Public Safety. The firearms range will be used for approved law enforcement training and qualifications. The firearms range will first be approved by a firearms instructor to determine any range restrictions before the start of any training. Law enforcement personnel or authorized participants of the training are the only individuals allowed on the range during any of these events. **(4.3.5 a)**
2. Safety Procedures and Range Rules: Range rules may vary depending on the managing entity. However, documented safety procedures and range rules will be reviewed with all participants prior to any training event. The department's Firearms Instructors oversee range discipline. Officers failing to comply with the rules of the range could be requested by the department Firearms Instructor(s) to leave the range and be subject to disciplinary action. Standard safety procedures utilized by departmental firearms instructors include: **(4.3.5 b)**
  - a. Eye and ear protection are mandatory and will be worn at all times when on the range
  - b. Body armor will be worn at the discretion of the Range Master/Firearms Instructor while the firearms range is in use.
  - c. Handle all firearms as if they were loaded.
  - d. Keep your firearm pointed downrange.
  - e. Weapons will not be loaded until the command to load is given by the Range Master or Firearms Instructor.
  - f. No person shall advance forward of the firing line until the line has been declared clear and safe by a range officer
  - g. The firing line will be considered safe by the range officer when all weapons are unloaded or holstered.
  - h. Carelessness and horseplay are prohibited
  - i. Keep your finger out of the trigger guard until you are ready to fire
  - j. Shooters will only shoot from designated areas.
  - k. Shooters will only use ammunition and targets authorized by policy and the training section

- l. All injuries will be reported to the firearms instructor or supervisor on duty.
  - m. Cease fire should be called by ANYONE who observes an unsafe condition
- 3. Range Supervisor: The range will be under the exclusive control of the Firearms Instructor(s). All members attending will follow the directions of the Firearms Instructor(s). The Instructor(s) will maintain a roster of all members attending the range and will submit the roster to the Training Coordinator after each range date. The Firearms Instructor(s) have the responsibility of making periodic inspections, at least once a year, of all duty weapons carried by officers of this department to verify proper operation. The Firearms Instructor(s)/Armorer has the authority to deem any department issued firearm unfit for service. It will not be returned to service until inspected and approved by the Armorer. The Firearms Instructor(s) has the responsibility for ensuring each member meets the minimum requirements during firearms training, and on at least biannual basis, can demonstrate proficiency in the care, cleaning, and safety of all firearms the member is authorized to carry.

The Firearms Instructor(s) shall complete and submit to the Training and Recruitment Sergeant documentation of the training courses provided. Documentation shall include a lesson plan of the training provided and a list of each member who completes the training. The Firearms Instructor(s) should keep accurate records of all training, qualifications, repairs, maintenance, or other records as directed by the Training and Recruitment Sergeant. **(4.3.5 c)**
- 4. Authorized Weapons, Ammunition, Targets and Equipment: Only Syracuse University Department of Public Safety approved weapons, targets, ammunition, and equipment will be used during any firearms qualifications and training. **(4.3.5 d)**
- 5. Required Safety Equipment: All personnel on the range shall wear hearing protection. All shooters on the line shall wear hearing and eye protection, as well as a ballistic vest. A first aid kit, fire extinguisher, portable radio, and cell phone will remain readily accessible at all times while there is training at the range. Any injuries sustained during training at the range shall be immediately reported to the Firearms Instructor(s) or range staff. Written notification will then be provided to supervisory personnel. **(4.3.5 e)**
- 6. Training and Certification Requirements for Range Instructors: All personnel working in the capacity of a Firearms Instructor shall complete the appropriate training to be a certified Firearms Instructor. Firearms Instructors shall receive emergency medical response training and/or first aid training. **(4.3.5 f)**
- 7. Storage of Ammunition and Weapons: While at the firearms range it is the responsibility of each officer to secure their assigned firearm and ammunition. All firearms instructors assigned to the range will be responsible for the safety and security of all department owned firearms and ammunition. **(4.3.5 g)**



**I. Firearm Modifications, Inspection and Repairs, Replacement Weapons:**  
**(7.2.3 d) (4.3.1 d)**

1. Modifications to any DPS authorized firearm require the written approval of the department's designated armorer. This includes, but is not limited to modifications involving grips, spring kits, sights or finishes.
2. Defective or unsafe firearms/weapons shall be reported to the armorer, and they will either be removed from service for repair or certified and returned to service.
  - a. Replacement Weapon Issue: In cases where the weapon is removed from service for service or repair, the officer may only use a departmental replacement weapon that is registered on their pistol permit.
  - b. Weapon Held as Evidence: Likewise, if an officer's weapon is placed into evidence, the officer may only use a departmental replacement weapon that is registered on their pistol permit.
3. Only authorized Glock armorer(s) or authorized weapon repair contractors may make repairs or alterations to the departments authorized firearms.

**J. Personal Owned Off Duty Handguns:**

1. Pistol Permit Required for Off-Duty Personal Handgun: Unless a DPS Peace Officer is also a police officer in another jurisdiction, any handguns possessed by officers must be properly registered on the officer's pistol permit.
2. Registration and Qualification Requirements: The DPS does not require officers to qualify with personally owned handguns or personally owned long guns as this equipment is not authorized for use while working, nor do DPS officers retain any lawful police powers when off duty.
3. Safe Storage of Personal Handgun While on Duty:
  - a. Officers are discouraged from carrying a personally owned firearm to and from work at DPS, however, if an officer does, they are required to store such firearm in their approved firearms gun locker.
  - b. This also applies to firearms issued by other law enforcement agencies for officers who are dually employed as a police officer in another jurisdiction.
  - c. In either event, the off-duty weapon will be stored in the Peace Officers approved firearms gun locker assigned to them.

- d. At no time will an officer secure a personally owned firearm in a personal vehicle on SU property.
- 4. Recovery of Off Duty Handgun after tour of duty:

Any officer who secures a personally owned firearm (or other agency issued firearm) in their personal DPS weapon locker will retrieve the weapon after turning in their issued DPS weapon.

**K. Destruction of Animals: Use of Departmental Air Rifle: (7.1.13)**

- 1. Destruction of Animals: If it appears necessary to destroy an animal due to it suffering from illness, injury or if it is presenting dangerous and aggressive behavior, DPS will contact and defer those duties to the appropriate animal control officer with jurisdiction, or a D.E.C Officer. Until the arrival of one of those services the DPS Officer will attempt to isolate the animal to protect the safety of themselves and others.
  - a. Use of DPS Air Rifle: In a circumstance where an officer is confronted with a situation relating to the need to destroy a possibly rabid and aggressive small animal (less than 25 lbs. and no larger than a skunk or a possum) and no other department or agency is available to eliminate the animal, the department has acquired a high powered air rifle for that purpose.
  - b. Notify the ECC and Patrol Sergeant to Request the Air Rifle: Contact the ECC and the Patrol Sergeant with the request that the DPS Air Rifle be brought to the scene with or by a person trained and authorized to use this non-firearm weapon.
  - c. Reporting: As with a firearms weapon deployment or use, a "Weapon Use Report" is required to be prepared and submitted as attachments to the investigative report for use of an Air Rifle, as they are for firearms by SOP 2010-01 Use of Force.
- 2. Departmental Air Rifle: The Departmental Air Rifle is stored in the firearms locker for use by qualified personnel to safely destroy small and dangerous animals posing a threat to public safety.
  - a. A list of DPS members trained and authorized to use the Air Rifle is maintained with the weapon and is available as a reference to the patrol sergeant and if necessary, to the E.C.C.

**L. Departmental Record of Weapons Issued to Officers: (7.2.3 b) (4.3.1 c, e)**

- 1. Maintained by Training Section: The Training Section shall maintain and file a complete record of each weapon issued and authorized/approved for official use, listing the serial number, and other identifying features of the weapon and the name of the officer assigned.

- a. A qualified weapons instructor or armorer will review, inspect, and approve all weapons intended for use by each employee in the performance of duty prior to carrying.
  - i. A certified armorer will complete a weapons inspection of each firearm before issuance to an authorized officer. This includes a standard function and safety check of the firearm.
  - ii. Each firearm will then be test fired by a certified firearms instructor or armorer to ensure proper function.
  - iii. Prior to issuance the officer will need to qualify with the firearm to show proficiency and safe operation with the weapon. Firearms that are not assigned to officers are listed as “unassigned” in inventory.
2. Annual Inspection: **(7.2.3 e)** The department armorer, or his/her designee shall annually inspect and document the inspection of issue weapons for proper condition, approved ammunition and compare the weapon serial number to that on the approved weapon list. **(TS)**

#### **M. Firearms Safety:**

1. Firearms Security while being used for Training or being transported to or from training: DPS Firearms will be secured at all times and locked in a secure location or vehicle trunk when not in the actual possession of a firearms instructor or other person authorized to possess the firearm.
2. Intoxication / Prescription Drug Use: Campus Peace Officers shall not carry a firearm on duty while under the influence of alcohol, or other drugs or medication that could potentially impair their judgment or decision-making abilities in any way.
  - b. Officers shall report to their Patrol Sergeant any use of prescription drugs or other medication that they reasonably believe would impair their ability or judgment to use a firearm.
3. Safe Secure Storage: **(7.2.3 c)** Campus Peace Officers shall not store or leave a personal or issue firearm in any place within reach or easy access of an unauthorized person, with special emphasis on minor children or persons being interviewed at the DPS Offices.
4. Authorized Weapon Use/Deployment: Removal of firearms from their holsters or other carrying devices for other than authorized purposes, such as tactical use, training and qualification, inspection, or cleaning and maintenance is prohibited.

**N. Reporting: Firearms Control and Accountability:**

1. Tracer System Daily Weapons and Key Transaction Report: The Technical Services Manager is to provide a copy of the daily Weapons and Vehicle Key transaction record via email to all department supervisors and to certain exempt administrative positions as directed as a supervisory resource and for audit purposes.
2. Weekly Weapon Inventory: A complete weapon inventory will be conducted by the DPS armorer or sworn designee every Wednesday and a report of findings will be filed with the Deputy Chief of Law Enforcement and Community Policing.
3. Duty Officer Notified of Discrepancy: In the event of a discrepancy, the Duty Officer will immediately be notified and will report to the DPS Office to begin an investigation to determine the location/status of the weapon and make immediate efforts to secure the weapon.
  - a. In the event that the weapon cannot be located the Chief and Deputy Chief of Law Enforcement and Community Policing will be immediately notified.
  - b. An internal investigation report will be filed with the Deputy Chief of Law Enforcement and Community Policing within twenty-four hours of the incident.
  - c. Copy of Firearms SOP in Gunroom: In addition to accepted SOP practices, this Firearms SOP will be maintained within the Weapons Room in order to facilitate and expedite easy reference.

## **POLICY REVISION HISTORY**

| <b>NO</b> | <b>SECTION REVISED</b>   | <b>DATE ISSUED</b> |
|-----------|--|--------------------|
| 1         | Warning Shots (pg. 3) Replacement when Weapon repair or held as Evidence (pg.5), Personal Off Duty F/A, Records (pg.7) Designated Peace Officer may Issue/Receive F/A in Emer (pg.6).  | 05/25/12           |
| 2         | Format & Titles reviewed/revise, Reference added: SOP 2011-47 Assault w/ F/A /Active Shooter, Policy Statement Sec. IV.B. Primary Service Handgun def. revised, Sec. IV.G. Shotgun def. added, Sec. V.A.3, 7, 8, 12, 13, 14 policies for Campus Peace Officers revised, Sec. V.B.1. Restrictions on exhibiting revised, Sec. V.B.3.a added to address restricted use of shotgun as primary weapon, Sec. V.C.6 & 7 added to address handgun & shotgun security & storage, Sec. V.D added addresses assignment, transport & storage of shotguns, Sec. V.E. Tracer System revisions, Sec. V.F.1.a. Instructor authorities revised, Sec. V.F.4. Training, maintenance & inspections revised, Sec. V.G.1.a.possess pistol permit revised, Sec. V.G.1.g failure to qualify w/ shotgun added, Sec. V.K.2. safe secure storage revised | 11/21/13           |
| 3         | Storage of Shotgun Not in Soft case Pgs. 6,7,8 & Summary   | 01/17/14           |
| 4         | Reviewed/Revised   | 01/24/15           |
| 5         | Revised re IACLEA, shotguns & Air Rifle re destruction of animals  | 11/20/15           |
| 6         | Revised and updated for CALEA 6 <sup>th</sup> Edition  | 08/22/18           |
| 7         | Revised Procedures – Firearms for CALEA  | 07/01/20           |
| 8         | Revised re CALEA ADV & Patrol Rifle added  | 07/10/23           |