



STORAGE, CONTROL & INVENTORY OF OFFICE WEAPONS & AMMUNITION		
✓ new: rescinds: amends:		cross-reference: accreditation standards: NYSLEAP Standard(s): 6.2
effective date: June, 2020	update date: April, 2024	

I. PURPOSE

The purpose of this Order is to outline the procedures used for the safeguarding of agency weapons and ammunition maintained in an armory or other secure setting.

II. POLICY

A. Storage of Office Weapons:

1. Issued Handguns

- a. Officers are responsible for the proper, safe, and secure carrying, use, loading, unloading, and storage of all firearms at all times both on-duty and off-duty. The security of the office-issued weapons taken home off-duty shall be under the care and responsibility of the officer.
- b. If a handgun is not currently issued to an officer, that weapon will be stored in a secure safe, labeled “Armory”, located within the Sergeant’s office(s). This safe is secured with a 6-digit keypad lock at all times.

2. Office Rifles and Less-Lethal Shotguns

- a. Shall be stored in an unloaded condition, in a secure safe, labeled “Primary and/or Secondary”, located within the Sergeant’s office(s). This safe is secured with a 6-digit keypad lock at all times and designated specifically to store weapons when not being utilized on patrol.
- b. While on patrol, all rifles will be mounted using secure car mounts that are provided by the office, if available. If a mount is unavailable, a designated office weapon case must be utilized and placed in the trunk while on patrol.
- c. Each officer will follow the procedures covered during training to place a rifle or less-lethal shotgun in and out of service for patrol.

3. Office Shotguns and Training Rifles

- a. Shall be stored in an unloaded condition, in a secure safe within the armory.
- b. Shotguns are not an authorized weapon for patrol purposes. Office shotguns and training rifles may only be utilized for academy and/or training purposes.

B. Control of Office Weapons and Ammunition

1. It is the responsibility of each officer never to leave any weapon unattended and/or unsecured at any time.
2. The issued handgun for the uniformed officer assigned to patrol duties is the Glock 9mm model 17 (former or current SRT members may be authorized to carry the Glock 45 model). Each officer is issued 52 rounds of duty ammunition to fill their three magazines and duty weapon to capacity. Sworn officers not assigned to patrol duties may be issued a Glock 9mm, model 19 or 26 for duty use. Officers issued a Glock 19 will be issued 46 rounds of duty ammunition to fill their three magazines and duty weapon to capacity. Officers issued a Glock 26 will be issued 31 rounds of duty ammunition to fill their three magazines and duty weapon to capacity. Each officer is responsible for these issued rounds.
3. Extra handgun and rifle ammunition is stored in each patrol vehicle, in a designated plate carrier (*Tactical Vest*), and is to be utilized in need of response to a critical incident. All ammunition, except for less-lethal shotgun rounds will be loaded in their respective magazines, as determined by the Firearm's Instructor Team.
4. When a patrol vehicle is taken out of service for any reason, the officer using the vehicle, shall remove the rifle and less-lethal shotgun and store them in the designated secure safe in the Sergeant's office.
5. When a patrol vehicle is taken out of service for any reason, the officer using the vehicle shall remove the plate carrier and store it in the designated locker outside of the briefing room.
6. All ammunition not currently in service shall be stored in the armory, a secured area with key access only to authorized persons; or in the secured safe (6-digit keypad) within the Sergeant's office(s).

C. Inventory of Office Weapons and Ammunition

1. All office weapons will be inventoried and accounted for on a bi-annual basis by two sworn members of which one shall be a firearms instructor.
2. All office ammunition will be inventoried and accounted for on a bi-annual basis by two sworn members of which one shall be a firearms instructor.
3. The firearms instructors shall maintain a written inventory for all office weapons, including their storage location, and be made available for viewing by the Sheriff.

4. The firearms instructors shall maintain a written inventory of all office weapons, including serial numbers, their storage location, and be made available for viewing by the Sheriff.

By Order Of

A handwritten signature in black ink, appearing to read "Derek Osborne".

Derek Osborne
Sheriff