



POLICY AND PROCEDURE

NO.405.1

Firearm and Personal Protective equipment Inspections

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Commanding Officers will be responsible for all firearms, ammunition, and Personal Protective Equipment issued to personnel assigned to their units being inspected once a month.

The inspection shall include:

1. The Mechanical condition of the firearm, according to the following:
 - ✓ Appendix A: Wesson MP .45 caliber full size and compact handguns;
 - ✓ Appendix B: Safety procedures.
2. That the ammunition is department issue and in good condition, and the correct number of rounds issued to all officers are being carried:
 - ✓ Smith and Wesson MP .45 caliber full size and compact handguns: full size 28, compact 25;
 - ✓ EOP/SWAT officers 31 rounds.
3. That Gas Masks and Personal Protective Garments be inspected for condition, service ability and fit.

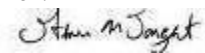
Appendix C: Personal Protective Equipment (PPE) Inspection Procedures

The results of each inspection shall be entered on the "**MONTHLY WEAPONS AND PERSONAL PROTECTIVE EQUIPMENT INSPECTION FORM**" WPD FORM 311 (03-28-05). These forms are not to be amended. Units having more personnel than the space available are to use additional sheets. Any defect in any firearm or ammunition shall be corrected or replaced by the Department Armorer. Any improper ammunition shall be corrected during inspection and a report forwarded through channels.

Dirty weapons shall be cleaned prior to returning to duty.

These forms, when completed, shall be sent through channels and forwarded to the **Training Division** no later than five days after the end of each month.

Per:


 Steven M. Sargent
 Chief of Police

*Policy #405.1 Firearm Inspections March 15, 2002 was revised March 28, 2005.

*Revised October 2016 updated issued weapon and rounds (Wesson MP .45 caliber)

APPENDIX A

INSPECTION PROCEDURE FOR SEMI-AUTOMATIC PISTOLS:

1. Clear weapon following approved department procedures.
2. Inspect weapon for visual signs of debris or dirt including trigger guard and magazine well.
3. Inspect sights; check for looseness or missing inserts (green dots) and ensure they are clean and visible.
4. Visually inspect ejection port showing close attention to breech face, firing pin opening and extractor. No foreign matter should be visible and if necessary wipe clean with an applicator (Q-tip).
5. Check feeding ramp on barrel for lead build up or foreign matter' if present remove with applicator.
6. Check barrel for bulges, deformities or fouling and check muzzle (crown) for chips or damage.
7. Release slide using slide release lever and when doing so check lever for function and looseness. Rack the action several times to check recoil spring tension and if friction present check for proper lubrication.
8. With weapon muzzle in bullet trap and slide forward pull the trigger feeling for release of firing pin and check for tension. Keeping finger on the trigger manually pull back the slide feeling for trigger reset (function test).
9. Lock slide back and hand weapon to officer allowing them to reload and re-holster weapon per department procedures.
10. When weapon is safely holstered inspect magazines for deformed edges, loose base plates and push on rounds in magazine with thumb checking for slight movement indicating magazine has not been overloaded. Check indicator holes to see if primers line up with round number indicators. If officer has difficulty loading the final round in magazine suggest fourteen be loaded until magazine is broken in. Before replacing magazine "slap" the magazine in palm of hand to seat rounds for proper function.
11. Using WPD inspection forms make notations and inform unit armorer if any weapon needs repair or replacement.
12. The inspecting officer should also inform officer if weapon passes inspection or fails recommending remedial training or action if needed.

APPENDIX B

SAFETY PROCEDURES:

1. The use of **bullet traps** is mandatory when clearing weapons and a safe clearing area should be designated by one of the inspecting officers. It is also recommended that two (2) officers/officials conduct the inspection if possible.
2. One officer at a time shall be instructed to clear their weapon upon command by inspecting officer and instructions should be issued clearly on how the procedure is to be done.
3. The clearing procedure taught during weapon transition is recommended and is done in this order;
 - a) Officer steps into the clearing area with inspecting officer slightly behind them on their weapon side.

- b) Officer removed magazine from the weapon.
- c) Officer places magazine in there left front pocket.
- d) Upon command officer removes weapon from holster following the **FOT** rule and places muzzle into the aperture of the bullet trap.
- e) The weapon's slide is then pulled back extracting round from chamber (repeat three (3) times).
- f) The slide is locked back and the officer physically and visually inspects the weapon's chamber **before** handing the weapon to be inspected.
- g) While the weapon is being inspected the officer can retrieve the extracted round.
- h) When inspection is finished the weapon is handed to the officer slide open and it is **immediately** placed muzzle first into the bullet trap.
- i) The officer then takes the magazine from his/her pocket inserts it in the weapon, and releases the slide chambering the round.
- j) The weapon is then placed back into the holster and magazine is then removed allowing the officer to place last round into it completing the procedure.
- k) It is recommended that each officer rotates a magazine from his carrier and reloads the postal with a new magazine at each inspection.

APPENDIX C

PERSONAL PROTECTIVE EQUIPMENT (PPE) INSPECTION PROCEDURES:

Personal Protective Equipment shall be inspected for the following:

1. Gas Masks

- A. Remove the filtration element from the 40MM adapter by turning counter-clockwise until unthreaded.
- B. Remove the 40MM adapter by sliding the locking clip out of the face piece retainer notch and rotating the adapter clockwise until the locking clip is at the 12 o'clock position.
- C. Examine the elastomeric portion of the face piece for rips tears, holes, deformation, cracks, stiffening or signs of age.
- D. Examine head straps and harness for breaks, cuts, frays, tears, loss of elasticity and missing or damaged hardware.
- E. Examine lens for cracks, excessive scratches or other possible damage.
- F. On the 40MM adapter examine the inhalation and exhalation valves and valve seats for cracks

or foreign substances, which may not allow the valves to close completely. Verify that the valves are not distorted or missing.

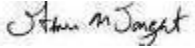
- G. Examine threaded filter inlet to verify proper condition of threads and gasket.
- H. Examine filtration element for physical condition. Be sure the expiration date printed on the filtration element label has not passed. Ensure each officer has a new sealed filter stored with his or her mask in addition to any unsealed attached to mask.
- I. Return the mask to the officer for assembly and negative pressure leak check.
- J. The inspector will ensure the officer properly dons the mask and performs a negative pressure leak check:
 - a. Close off the inlet side of the filtration unit by placing palm of hand or other airtight object over inlet located on the bottom side of filtration element and inhale slowly, holding breath momentarily.
 - b. Leakage should not be present and the mask should be drawn slightly to the face.

- c. Should any leakage be noted, the officer shall correct immediately by readjusting the head harness and retightening neck temple and forehead straps.
- d. The inspector ensures that personal grooming choices of the officer i.e. beard, side burns or hair is not the problem.
- e. Correct any deficiencies immediately of tag the respirator in need of repair and remove from service.

2. Personal Protective Garments should be inspected to ensure there are no cracks, tears wearing, etc.

A. It is noted that not all officers have been issued Personal Protective Garments.

Per:



Steven M. Sargent
Chief of Police