

# University of Chicago Police Department GENERAL ORDER

<b>Effective Date:</b> August 18, 2025		<b>Number:</b> <b>GO 312</b>
<b>Subject:</b> <b>Firearms Policy</b>		
<b>References:</b> CALEA: 4.3.1, 4.3.2, 4.3.3, Illinois Statutes 110 ILCS 1020/1, 50 ILCS 710/, 430 ILCS 65/.		
<b>Reevaluation Date:</b> Annually		<b>No. Pages:</b> 7
<b>Amends:</b> 21 MAY 2024 version (O.P.D.) 24 May 2010		<b>Rescinds:</b>
<b>Approved By:</b> Kyle L. Bowman, Chief of Police		<b>Signature:</b> Signed Original on file in Accreditation Office

### 312.1 PURPOSE

The purpose of this policy is to establish procedures governing required training, use and storage of firearms by sworn personnel. The Chief of Police or their designee shall approve all Department firearms before they are acquired, carried, and/or utilized.

### 312.2 DEFINITION

Officer- All ranks of sworn personnel.

### 312.3 POLICY

- A. Except in an emergency, or as directed by a supervisor, officers shall only carry firearms that they are currently qualified with and that are approved for use by a Department Firearms Instructor or Armorer. No firearms will be carried that have not been thoroughly inspected by a firearms instructor or armorer. All firearms shall be carried, maintained and stored in accordance with this policy and General Order 108, Use of Force. This shall not apply to hunting or recreational target shooting.
- B. An officer will not lend their Department firearm to any other person, nor will they possess or carry a Department firearm registered to another person, except as provided by Department directive. During an emergency, however, an officer may lend their firearm to another officer or person who has been summoned to assist them in the performance of their official duties.
- C. The Department will provide training on safe handling and use of firearms in accordance with local, State, and Federal Laws and Department policy.
- D. The Commanding Officer responsible for the Training Unit may serve as or appoint a Senior Firearms Instructor, Firearms Instructors and Armorers to administer this policy.

#### 312.3.1 DUTY PISTOLS

Firearms shall be procured and assigned in accordance with the Department's needs and the assigned duties of its personnel. The Commanding Officer responsible for the Training Unit shall maintain a list of all authorized pistols by assignment and current qualifications. Officers are authorized to carry one primary pistol that shall be Department issued.

The Department issued pistols are Glock Models 22, 23, and 27 (chambered in .40 S&W), and Models 45 and 43 (chambered in 9mm Parabellum). The Model 43 is authorized and may be issued only to sworn personnel ranked Commander or above.

Prior to issuance for carry, duty pistols will be reviewed, inspected and approved by a qualified firearms instructor or Department armorer.

### **312.3.2 OFF-DUTY HANDGUNS**

The carrying of handguns by officers while off-duty is permitted, but may be rescinded should circumstances dictate (e.g., administrative leave). Officers shall not carry firearms during non-duty hours when there is likelihood that they will be consuming alcoholic beverages or medications that may impair their physical and/or mental abilities. Officers are authorized to carry their Department issued pistol or a personally owned handgun. Officers who choose to carry a personally owned handgun while off duty, will be required to meet the following guidelines:

- A. The handgun shall be manufactured by one of the following manufacturers: Glock, Colt, Smith & Wesson, Browning/FN, Sig-Sauer (except P320 and similar variants), Heckler & Koch, CZ, Walther, Beretta, Para-Ordnance/Para/Remington, IMI/IWI, Kimber, Ruger, Dan Wesson, Ed Brown, Wilson Combat, Springfield Armory, Canik or Kahr.
- B. The handgun shall be chambered in one of the following: .380 ACP, 9mm Parabellum, .38 Special, .357 Magnum, .40 S&W, or .45 ACP.
- C. Ammunition shall be jacketed hollow point ammo manufactured by CCI, Federal, Hornady, Remington, or Winchester. Ammunition which is intentionally loaded beyond industry specifications, is not approved for use (9mm Parabellum ammo manufactured for use in submachine guns, etc.). Ammunition shall be at the expense of the officer.
- D. The handgun shall be carried out of sight at all times and in such a manner as to prevent accidental cocking, discharge, or loss of physical control.
- E. It will be the responsibility of the officer to submit the handgun to a Department Firearms Instructor or Armorer for inspection prior to being carried off-duty. The Firearms Instructor or Armorer shall ensure that the officer is proficient in the handling and operation of that handgun and that it will be carried in a safe manner. The handgun shall be subject to inspection whenever deemed necessary.
- F. The officer will successfully qualify with the handgun prior to it being carried and thereafter on an annual basis. The qualification dates will be specified by the Commanding Officer responsible for the Training Unit.

- G. A complete description of the handgun(s) shall be contained on the qualification record approved by the Department Firearms Instructor or Armorer.
- H. If any officer desires to utilize more than one handgun while off duty, they may do so, as long as the officer meets all the requirements set forth in this policy for each handgun they wish to carry.
- I. When armed, whether on or off duty, officers shall carry their badge and Department identification.
- J. When armed and off duty, officers who are Illinois residents are required to have a Firearm Owner's Identification Card (FOID) on their person pursuant to 430 ILCS 65/.

#### **312.3.4 DUTY AMMUNITION**

Officers shall carry only ammunition that has been issued or approved for use by the Department while on duty. Officers shall be issued fresh duty ammunition in the specified quantity for all Department issued firearms during qualification each year. Replacements for unserviceable or depleted ammunition issued by the Department, shall be dispensed by a Department Firearms Instructor when needed in accordance with policy.

#### **312.4 FIREARMS SAFETY RULES**

Officers shall always be cognizant of these four basic rules of firearms safety:

- A. All guns are always loaded;
- B. Never point a gun at anything you do not intend to shoot;
- C. Keep your finger off of the trigger until you are ready to fire; and
- D. Identify the target and remain conscious of the target's backstop and beyond at all times.

#### **312.4.1 FIREARMS SAFETY AND HANDLING**

- A. Officers shall not unnecessarily display or handle any firearm. This does not prohibit lawful recreational use or display of firearms for hunting, sport or collecting purposes.
- B. Officers shall be governed by all rules and regulations pertaining to the use of the range and shall obey all orders issued by the Firearms Instructor. Officers shall not dry fire or practice quick draws except under the Firearms Instructor's supervision.
- C. Any officer who discharges their firearm accidentally or intentionally, on or off-duty, except during training or recreational use, shall make a written report to the on-duty Shift Supervisor as soon as circumstances permit. If the occurrence was on-duty, the officer shall file a written report with their respective Shift Supervisor prior to the end of shift. If the occurrence was off-duty, the written report will be submitted to their respective Shift Supervisor upon returning to duty. Reports related to firearms discharges will be submitted in accordance with GO 110, Firearm Discharge Incidents.

- D. Officers shall not clean, repair, load or unload a firearm anywhere in Department or University buildings, except where clearing barrels or containers are present.

### **312.4.2 FIREARMS STORAGE**

No firearm shall be left unsecured, when not in use. All firearms shall remain secured in the Department Armory, a locked case, a locker, a locked trunk, a safe or an approved locking mount when not in use. Officers shall ensure that firearms and ammunition are locked and secured while in their homes, vehicles or any other area under their control, in a manner that will keep them inaccessible to children and irresponsible adults. Officers shall be aware that negligent storage of a firearm could result in criminal prosecution under 720 ILCS 5/24-9(a) and/or disciplinary action by the Department.

### **312.5 FIREARMS TRAINING AND QUALIFICATION**

Only officers demonstrating proficiency in the use of Department authorized firearms are approved to carry those firearms. All firearms training will be administered by certified firearms instructors. Officers are required to comply with the Peace Officer Firearm Training Act (50 ILCS 710, et seq.) which states that at a minimum, every officer is required to qualify annually with every authorized firearm that they are required to carry while on-duty. The annual qualification for officers shall consist of a course of fire approved by the Illinois Law Enforcement Training Standards Board. **Personnel will wear the approved ballistic vest, for all qualifications and live-fire training on the range.**

#### **312.5.1 NON-QUALIFICATION**

If any officer is unable to qualify for any reason, including injury, illness, duty status, or scheduling conflict, that officer shall submit a memorandum to their immediate supervisor prior to the end of the required shooting period. Officers who repeatedly fail to qualify will be relieved from field assignment and appropriate disciplinary action may follow. Officers who fail to qualify on their first shooting attempt shall complete remedial training until proficiency is demonstrated and will be subject to the following requirements:

- A. Additional range assignments and/or training may be required until consistent firearm proficiency is demonstrated.
- B. Officers shall be given credit for a qualification after Department remedial training and a qualifying score is obtained.

### **312.6 FIREARMS INSTRUCTOR/ARMORER DUTIES**

During training, the firearms range will be under the exclusive control of a Department Firearms Instructor. That individual will maintain a roster of all officers attending the range and will submit the roster to the Commanding Officer responsible for the Training Unit after each range date. Failure of any officer to sign in and out with the Department Firearms Instructor may result in non-qualification.

Department Armorers have the responsibility of making periodic inspection, at least once a year, of all duty firearms carried by officers of this Department to verify proper operation. A Department Firearms Instructor or Armorer has the authority to deem any privately owned handgun, used for off-duty carry, unfit for service. The officer will be responsible for all repairs to their personal handgun and it will not be returned to service until inspected by a Department

Armorer. In addition to those records maintained by the training coordinator, Firearms Instructors/Armorers shall maintain, at a minimum:

- A. A complete roster of all firearms issued and/or approved for official use, listed by type, description, make, model and serial number. This record must also identify who approved the firearm for official use and to whom it is assigned or owned by;
- B. A record of all armorer inspections, repairs, and modifications performed for each firearm;
- C. The location of all Department issued firearms, whether assigned or in storage; and
- D. A record of all annual qualification scores used to verify each officer's proficiency with their assigned firearms.

### **312.7 MAINTENANCE AND INSPECTION**

Firearms carried on duty shall be maintained in a clean, serviceable condition. Officers are responsible for cleaning and maintaining all assigned firearms. However, officers are not authorized to perform beyond operator-level maintenance. Further repairs and/or modifications must be approved by the Training Commander, and performed by a Department Armorer or other certified armorer. Since the use of personally owned handguns for off-duty carry is at the option of the individual officer, that officer will be responsible for the maintenance and repair of such handgun. Any modifications to the officer's personally owned handgun used for off-duty purposes shall be done at their own expense and must be approved by a Department Armorer.

All firearms are subject to inspection for cleanliness and functionality at any time by supervisory personnel. Inspections of individually assigned firearms will be performed by supervisors and recorded on line inspection forms. Department Armorers shall inspect all firearms that are assigned, but are not individually issued. These inspections will be recorded on an armorer's inspection sheet.

Department issued firearms found to be unsafe shall be taken out of service immediately. A Firearms Instructor or Armorer shall issue a replacement firearm from inventory until the unsafe firearm is repaired. Whenever possible, the replacement firearm should be of the same make and model that the officer is accustomed to. Officers receiving a different model firearm than what they are currently qualified with shall be re-qualified with the new firearm as soon as possible.

#### **312.7.1 LOSS, THEFT, OR DAMAGE OF A FIREARM**

An employee whose Department issued firearm has been lost, stolen, or damaged shall immediately notify the on-duty Shift Supervisor. In the case of a firearm being lost or stolen, the officer will also immediately file a police report in the jurisdiction where it was discovered that the firearm was missing. In the instance where a firearm has been damaged, the officer will submit a written report to their supervisor documenting the serial number of the firearm, nature of damage, the date, time, and description of incident that led to the damage of the firearm.

### **312.8 PATROL RIFLES AND AMMUNITION**

- A. Only Department owned and authorized rifles and ammunition shall be used in the performance of duty.
- B. Sworn field personnel shall attend a training program determined by the Range Master and qualify with the rifle.
  - 1. Initial training will consist of 24 hours of classroom and range practice.
  - 2. Annual qualification involves a shooting course and review of techniques.
- C. Department authorized Patrol Rifles are Armalite/Colt AR-15 design rifles manufactured by Rock River Arms, Smith & Wesson or DPMS (Panther Arms), chambered in 5.56mm x 45mm.
- D. Ammunition  
Sworn personnel will be provided with ammunition for training and duty. No other ammunition will be substituted.
- E. Storage and Carriage
  - 1. Employees will maintain the rifle with an empty chamber at all times unless preparing for a tactical engagement.
  - 2. The rifle will be stored and secured in the rifle storage locker located in the rear cargo area of equipped Department vehicles.
  - 3. The bolt will be forward on a chamber blocking device.
  - 4. No magazine will be stored in the rifle.
  - 5. Employees will be responsible for the removal of the rifle at the end of their shift, whereupon the rifle will be secured in the equipment issue room.
- F. Deployment  
Deployment should be determined by the best judgment of the trained and qualified sworn employee and include but are not limited to the following situations:
  - 1. Suspect(s) is wearing protective armor.
  - 2. Suspect(s) is armed with or has access to high-powered weapons.
  - 3. Suspect(s) is situated in a fortified location or tactically superior position.
  - 4. Perimeter containment is an immediate objective.
  - 5. The situation involves an active shooter/active threat.
  - 6. The situation requires a superior weapons system.

If the situation does not present an imminent lethal threat, officers will seek supervisory approval to deploy the patrol rifle, when practical.

### **312.9 LESS-LETHAL DEDICATED SHOTGUN AND IMPACT MUNITIONS**

- A. Only Department owned and authorized Less-Lethal dedicated shotguns and Department approved impact munitions (Combined Tactical Systems 12 gauge Super-Sock Bean Bag) shall be used in the performance of duty.
- B. Sworn personnel who are selected to deploy the less-lethal dedicated shotgun and impact munitions shall attend a training program determined by the Range Master and qualify with the weapon.
- C. The criteria for use of the Less-Lethal dedicated shotguns will remain constant. Looser criteria for civil disturbances, protests, demonstrations, rioting, etc., will not be authorized. See GO 108.4.C for use of impact munitions/Less-Lethal shotgun.

### **312.10 CARRYING FIREARMS OUT OF STATE**

Qualified active full-time officers of this Department are authorized to carry a concealed handgun in all other states subject to the following conditions (18 United States Code 926B):

- A. The officer shall carry their Department identification card whenever carrying such handgun.
- B. The officer is not the subject of any current disciplinary action.
- C. The officer may not be under the influence of alcohol or any other intoxicating or hallucinatory drug.
- D. The officer will remain subject to this and all other Department policies (including qualifying and training).

Officers are cautioned that individual states may enact local regulations that allow private persons or entities to prohibit or restrict the possession of firearms on their property, or that prohibit or restrict the possession of firearms on any state or local government property, installation, building, base or park. Federal authority may not shield an officer from arrest and prosecution in such locally restricted areas.