
WEAPONS and USE OF FORCE

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1100.1 Firearms, General

Officers must remember the firearm is not a flag, a toy or status symbol. It is a tool - a deadly tool - and should be used as defined in Sections 1100.2 and 1100.3 of this manual. Modern law enforcement techniques are utilized in their greatest extent in the control of situations and the weapon is employed only as a last resort.

1100.2 Use of Firearms, General

The Department reserves all rights to control and restrict access to firearms to any on-duty personnel.

1100.2.1 Generally, warning shots are considered to be inappropriate and should be avoided. An officer who fires a warning shot must exercise due care and will be expected to justify the action. Officers should avoid shooting at or from a moving vehicle, without clear justification.

1100.2.2 A police officer will not remove a firearm from its holster except in the following circumstances.

- (a) Situations described in 1100.3 of these regulations.
- (b) When ordered to do so by a supervisor.
- (c) When ordered to do so by the Rangemaster, Firearms Instructor or Armorer.
- (d) When removal is necessary for normal maintenance, transport, storage or training.

1100.2.3 In the event a firearm is discharged by an officer in the performance of his/her duties, other than at a Department sanctioned firearms training session/qualification, that officer will immediately notify the on-duty supervisor. As soon circumstances allow, the police officer will make a public safety statement. As soon as it is practical to do so, the police officer will make a full, written report concerning all actions taken, explaining the manner and reason(s) for the round(s) having been fired. The supervisor will immediately ensure that the Chief is notified of the incident.

1100.2.4 All police officers are required to maintain control over their weapons at all times, both on and off duty.

1100.3 Use of Firearms, Special

- To protect the officer's life in the performance of official duties (actual and preventative).
- To protect the life of another in the performance of the officer's duty.

This directive is for Departmental use only and does not apply in any criminal or civil proceedings. The Department policy should not be construed as creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violation of this directive will only form the basis for Departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.

1100.4 Adherence to Regulations

Due to the lethal nature of police weapons, particularly firearms, adherence to all regulations contained within this Article are considered a condition of employment. Any violation of, deviation from, or abuse of these regulations may result in severe disciplinary and/or legal action against the officer.

1100.5 Authorized Personnel

These regulations apply to all police officers. No other employees, or police officers who are not in good standing, are permitted to carry or have on their person any firearm of any type on University property, or to represent the Department in any manner when off the campus and in possession of any weapon.

1100.6 Proper Identification

No police officer shall carry a Department weapon at any time without a current, valid identification card on his or her person.

- 1100.6.1** Issuance of ID cards to allow retired police officers of this Department to carry a weapon shall conform to existing law and CSU policy.

1100.7 Immunity from Prosecution

Police officers possessing university, city, county, and/or state identification cards are offered no special immunity from legal complications arising from any situation in which repercussions might occur as a result of the illegal use of a weapon.

1100.8 Authorized Firearms

The Smith-Wesson .45 Cal. single action 1911

1. Members of this department may elect to carry an alternative firearm in lieu of the departmentally-issued Smith-Wesson 1911. The alternate firearm must be in 9 mm, .40 or .45 caliber for assignments while on-duty. The alternate firearm must be on the department approved list. Election to carry an alternate handgun may only be exercised by members who have successfully completed their probationary period.
2. Officers who elect to carry an alternative firearm other than the departmentally-issued Smith-Wesson 1911 must return their issued SW-1911 to the Range Master if he/she is not planning to use it on-duty, so it may be returned to inventory for subsequent reissue.
3. Any officer who carries a personally-owned handgun for on-duty purposes as permitted by this policy, as a condition of carrying the weapon expressly agrees to surrender the weapon to any supervisor for the purposes of conducting an investigation or inspection.
4. Any officer who elects to carry his/her no-departmentally-issued alternate approved handgun as his/her duty weapon, shall complete a Weapon's Authorization form through the Personnel and Training Unit.
5. The weapon must be registered to a member of this department through the Department of Justice.

6. The Range Master will provide a list of acceptable gun manufacturers and ammunition. The Range Master may modify this list as needed without changing the policy to ensure that officers are carrying dependable weapons.
7. Investigations and administrative officers are authorized to carry a smaller caliber weapon, if desired. The caliber will be no smaller than a .380 for administrative and no **smaller** than .45 caliber *sub-compact for Investigations that will assist in facilitating concealment*.
8. Officers choosing to use their private weapon will be responsible for the purchase and all maintenance of the weapon. Officers will be responsible for all equipment to properly carry the weapon system for patrol operation.
9. Officers shall have a minimum level II holster **for any primary handgun**, authorized by the Range Master, and a minimum of 3 duty magazines **when on duty and in uniform**.
10. Officers using their private weapon shall be required to pass a comprehensive evaluation process by the Range Master to insure their ability to safely and effectively operate their weapon system.
- 11. Any modification from a standard weapon (dedicated light/laser or night sights) must be approved by the Range Master, Officers will be responsible for any costs and maintenance of any approved modifications. A *minimum of 4 hours transitional course is required for tactical light, and laser. Officers must show proficiency using a tactical light mounted system prior to carrying on duty.***
12. All ammunitions selected for use in department issued or approved firearms shall be prescribed by the Chief of Police. The Range Master will maintain a list of ammunition authorized to be carried.

Carrying Firearms On-Duty

1. Personnel assigned to uniform patrol will carry a full-size or mid-size weapon that must be approved by the Range Master.
2. On duty uniformed officers shall carry the department issued or authorized firearm and shall maintain a minimum of 3 to 5 fully loaded magazine on their person at all times, unless temporary specific exception is made by the shift supervisor.
3. Additional external devices to carry ammunition shall not be worn but may be stored in the officer's duty case. Any variance to the uniform duty configuration shall be subject to the approval of the Chief of Police.
4. On-duty investigators, or officers assigned to plain-clothes detail, who carry concealed weapons, shall demonstrate a clear proficiency to draw both the concealed weapon and the

additional ammunition during range qualifications. Non-uniformed officers shall demonstrate a proficiency to draw their weapons both from a plain-clothes carry and from a uniform duty-carry.

The following weapons are approved for use by officers of this department: The authorized Departmental issued Patrol handgun, Smith-Wesson 1911 .45 caliber semi-automatic with "Trijicon" night sights. The following **.45 caliber** handguns are also approved for on duty Patrol use in accordance with 1100.8:

Alternate Handgun Approved List:

1. Smith-Wesson, Heckler and Koch USP, Browning, Ruger, Glock, FNH, Wilson Combat, CZ, Colt, Kimber, Para **Ordinance**, Springfield Armory or any high quality **1911 .45 ACP. Handgun inspected by and approved of by range staff.**

1100.8.1 This regulation does not preclude the use of personally owned firearms for sports or sporting purposes.

1100.9 Authorized Intermediate and Secondary Weapons

No police officer shall be authorized or permitted to carry any intermediate or secondary weapon not issued or approved by the Department. A pocket knife with a blade of 4" or less in length and metal flashlights shall not be considered a part of this regulation.

1. Additional firearms may be carried as a backup weapon while on duty providing these weapons meet the approval of the Chief of Police, they have been inspected by the Range Master and the officer has qualified with the secondary firearm. Officers wishing to carry additional firearms must submit a weapon authorization form to the Range Master. The weapon must be on the approved list and pass inspection. Officers must qualify annually, with their secondary firearm. The request for will be maintained on file and shall include the following information:
 - a. Make, model, caliber and serial number of weapon.
 - b. Make, model, caliber and specifications of ammunition to be carried.
 - c. Signature of Range Master noting safety inspection and qualification, and the date approved and qualified.
2. For secondary weapon, manufacturers shall be limited to Smith-Wesson, Colt, Springfield Armory, Glock, Sig Sauer, Walther, Kahr, or similar high quality manufacturers.
3. All secondary firearms shall be double action or safe action, regardless of whether they are revolver or self-loading and all shall have a capacity of at least (5) five rounds and not more than (16) sixteen rounds.
 - (a) Secondary concealed handguns:
 - (b) An on-duty officer may carry one concealed second handgun. This gun shall be the officer's personal property and shall be solely his/her responsibility.

- (c) Second concealed handguns, carried in conjunction with the regulation-duty weapon, shall be concealed on the person of the officer in such a manner that its presence will not be noticeable through casual observation. This weapon must be carried in such a manner that it will not become susceptible to loss during physical altercation.
- (d) This weapon is a secondary weapon and should not replace the regular duty weapon.
- (e) Officers may carry the following concealed, second handguns:

Type of Firearm:	Revolver
Caliber:	.38 special, .357 magnum (with .38 ammunition)
Barrel Length:	2 inch minimum, 4 inch maximum
Manufacture:	Colt, Smith & Wesson or Ruger
Type of Firearm:	Pistol (double-action or safe action)
Caliber:	.380 automatic, 9mm, .40 caliber, .45 auto
Barrel Length:	2 inch minimum, 3.5 inch maximum
Manufacture:	Colt, FNH, Glock, Heckler & Koch, Kahr, Para Ordinance, Ruge Sig Sauer, Springfield Armory, Smith&Wesson, Walthe PPK/PPK-S.

- (f) All ammunition shall be purchased at the officer’s own expense. Ammunition carried shall meet the criteria established by the Chief of Police as stated in 1100.12.
- (g) The officer must show proficiency initially, and then bi-annually, with the second concealed handgun. The proficiency course shall be determined by the range master.
- (h) Any officer who carries a personally-owned, concealed second handgun as permitted by this policy, as a condition of carrying the weapon, expressly agrees to surrender the weapon to the Chief of Police or his/her designee for the purposes of conducting an investigation or inspection.

1100.10 Off-Duty Weapons

The carrying of firearms by sworn officer while off-duty is permitted by the Chief of Police, but may be rescinded should circumstances dictate (e.g. administrative leave). It is the Department policy that carrying of off-duty weapons shall be optional; however, officers are expected to exercise good judgment.

1100.11 Responsibilities of Off-Duty Officers

Police officers outside their statutorily defined jurisdiction must use extreme caution in emergent situations, and in most cases should act in the manner of a good witness.

1100.11.1 Off-duty police officers encountering a situation requiring law enforcement action shall cause the agency of jurisdiction to take the appropriate action when feasible.

1100.11.2 Police officers who take law enforcement action while off-duty will report such action to their supervisor. Such actions may be reviewed in light of Departmental policies and standards.

1100.11.3 Under no circumstances will an officer carry a firearm while in a state of chemical impairment or intoxication or when consuming any intoxicating beverages.

1100.11.4 Off-duty officers shall not be subject to disciplinary action if an occasion should arise in which the officer could have taken action if armed but did not.

1100.11.5 Officers shall demonstrate proficiency with their off-duty weapon at least annually.

1100.11.6 Officers should carry their off-duty firearms in the department approved holsters, and in such a manner as to prevent accidental cocking, discharge, or loss of physical control. Officers should show good judgment in concealing off-duty firearms on their person to prevent unnecessary attention.

1100.11.7 When armed, whether on-duty or off-duty, officers shall carry their badge or department identification.

1100.11.8 A Weapon Authorization form shall be completed for all off-duty weapons.

1100.11.9 The officer expressly agrees to surrender the weapon to the Chief of Police or his/her designee for the purposes of conducting an investigation or inspection.

1100.11.10 Approved holster for off-duty, level 1 or higher.

1100.12 Ammunition

No police officer will be permitted to carry ammunition in any firearm, other than ammunition issued or approved by the Chief of Police or his/her designee.

1100.12.1 All personnel are required to carry supplemental ammunition in the following forms:

- (a) Uniform personnel shall carry a minimum of two (2) additional loaded magazines for their duty sidearm.
- (b) Plainclothes personnel shall carry at least one (1) additional loaded magazine for their duty sidearm.
- (c) Duty & Secondary Ammunition:

Winchester Ranger T-Series, model RA45T .45 auto, 230 grain
Winchester Ranger 12 Gauge Buckshot, model RA1200
Winchester Ranger Power-Point, model RA223R2, .223 REM 64 grain.
Winchester Ranger T-Series: .380, 9mm, .40 and .45 calibers.
Winchester Ranger 12 Gauge Buckshot, model RA1200

- (d) Training Ammunition:

Winchester Ranger, T-Series, model RA45T, .45 cal. 230 grain.
Winchester Ranger 12 Gauge Buckshot, model RA1200
Winchester Full Metal Jacket, 5.56mm, 55 grain. Magnum, armor piercing, reloads, or fragmentation ammunition of any
Caliber is prohibited for on/off-duty.

1100.12.2 The Department Training Manager shall be responsible for maintaining records that track the purchases, issuance, and stock on hand of all department ammunition.

tion. The Rangemaster and/or range staff personnel will be responsible for notifying the Training Manger of the issuance and/or use of ammunition.

1100.12.3 The Administration Services Division Commander will be responsible for auditing all department ammunition stock and records on a bi-annual basis.

1100.13 Holsters

Only holsters approved by the Chief of Police or his/her designee, shall be worn. This order applies equally to uniformed and plainclothes assignments.

1100.13.1 The following types of holsters are approved for use for carrying Department approved firearms:

- (a) Black basket weave, nylon, or kydex/plastic composite for uniform wear on a Sam Browne service belt. Drop down leg shroud: Officers are allowed to carry a drop down leg shroud with the following holsters: Safariland holster with or without a TAC Light, G Code holster and leg shroud or similar design.
- (b) Black or brown leather, nylon or kydex/plastic composite style for undercover wear.
- (c) Shoulder holsters of black or brown leather, nylon or kydex/plastic composite for personnel assigned to the Investigations Bureau or for other plainclothes duty as approved by the Chief or his/her designee.
- (d) Off-duty holster must be a level 1 or higher.

1100.13.2 Handguns will not be carried on or off-duty without one of the approved holsters as defined in 1100.13.1 or within a secure weapon case.

1100.13.3 TACTICAL LIGHT & LASER SIGHTS

Tactical lights may only be installed on a firearm carried on- or off-duty after they have been examined and approved by the Range master. Once the approved tactical lights have been properly installed on any firearm, the member shall qualify with the firearm to ensure proper functionality and sighting of the firearm prior to carrying it. The use of weapon mounted light/laser has proven to be advantageous to law enforcement officers who must frequently work in the dark or in situations where there is little light. The use of a tactical light/laser assists the officer in safely identifying a potential threat. With a weapon mounted light, officers are able to use a two-handed grip on their weapon for better control and accuracy if confronted with a deadly force situation. With a weapon mounted laser officers are able to get rapid target acquisition once a potential deadly threat has been identified. (a) Since the tactical light/laser are mounted on a handgun, the use of the tactical light/ laser is governed by the policies and procedures related to the legal and safe use of a handgun by an officer. The officer must therefore be able to identify and articulate the proper situation, which warrants the potential use of deadly force, and once identified, safely use the tactical light/laser mounted to the handgun. Once the threat has diminished, the officer must immediately return to the use of his/her normally used flashlight. (b) Officer shall carry a normal duty flashlight for use in non-threatening situations. A tactical light/laser shall not be deployed in situations where the officer can safely utilize his/her normal used flashlight and officers shall not substitute a tactical light/laser for their duty flashlight.

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- (b) Officer shall carry a normal duty flashlight for use in non-threatening situations. A tactical light/laser shall not be deployed in situations where the officer can safely utilize his/her normal used flashlight and officers shall not substitute a tactical light/laser for their duty flashlight.
- (c) Only tactical lights/lasers approved by the department range master shall be carried in the performance of duty. Each tactical light/laser must be inspected by the range master before being deployed. Thereafter, it shall be the officer's responsibility to insure the tactical light/laser is functional.
- (d) Officers shall be responsible for the purchase and maintenance costs of the tactical light/laser.

1100.14 Inspection of Department Firearms

The Inspection program will cover Departmental handguns, shotguns, and rifles and will be coordinated by the Range Staff.

1100.14.1 Watch Commanders are encouraged to conduct regular field inspections of Department weapons to ensure safe and proper operation. The routine field inspection by a Watch Commander is not a break down of the weapon but a visual inspection for cleanliness or damage.

1100.14.2 An annual inspection of firearms will be conducted by a Department Armorer performing the proper number of checks on the handguns, shotguns, and rifles to see that they meet manufacturer's standards. These checks will relate directly to safety and proper functioning.

1100.14.3 The Armorer will notify the appropriate person of the inspection date one week in advance. It will be that individual's responsibility to have the firearm available on the specified date.

1100.14.4 In the event the firearm requires extensive repairs or is unsuitable for duty use, the officer will be issued a replacement firearm.

1100.15 Position Assignments

The Chief shall approve police officers to the following positions. An officer may be appointed to one or more positions.

1100.15.1 Range master

- (a) The Range master shall have total responsibility for all activity on the range and for any employees on and around the range where such activity bears on the safety or operation of the range.

- (b) The Range master shall have the authority to remove from the firearms range any employee, regardless of rank, who fails to comply with any instructions from the Range master.
- (c) The Range master shall totally control access to the range.
- (d) The Range master may inspect any firearm for safety and shall exclude any unsafe firearm from the range.
- (e) The Range master or designee shall score all targets for qualification and record the results.

1100.15.2 Firearms Instructor

- (a) The firearms instructor will be responsible for gathering material and organizing the firearms qualification and familiarization programs, in addition to new police officer training at the range.
- (b) The firearms instructor will be responsible for scheduling of the range and those employees required to attend range sessions.
- (c) The firearms instructor will be responsible for providing additional training for police officers experiencing specific problems.
- (d) The firearms instructor will determine which course of fire will be used for any given qualification or familiarization session.

1100.15.3 Armorer

- (a) To ensure that all Departmental firearms meet the manufacturer's current recommendations for safety and reliability, the Armorer will inspect all Department firearms on an annual basis.
- (b) The Armorer will repair, adjust, or replace parts on all Departmental firearms that do not meet the manufacturer's current recommendations for safety and reliability.
- (c) Except for the cleaning of a weapon to remove lead build-up, the Armorer is the only person allowed to remove the side plate, make any modifications or adjustments to any Departmentally owned firearm except:
- (d) The Armorer will inspect and approve any new Department firearm, prior to it being used.
- (e) The Armorer shall inspect any firearm pulled from the firearms range for safety.
- (f) Prior to installing grips, the armor shall approve all grips, with relation to functionalism, compatibility and safety.

1100.16 Handgun Qualification

Departmental qualification for each police officer below the rank of lieutenant will be four (4) times annually, which can include qualification at other law enforcement academies or agencies, provided the courses of fire meet or exceed Department standards. Police officers with the rank of lieutenant and above will qualify two (2) times annually. Officers must qualify annually with their second and off-duty firearm.

- 1100.16.1** All officers are obligated to demonstrate firearms proficiency the required number of times each year, arranged on a routine, quarterly basis. A qualification may be postponed from the scheduled time, but the obligation for officers in pay

status can not be canceled; except for temporary medical reasons. When an obligation is canceled, the affected officer will be disarmed and must qualify as soon as the temporary medical condition is no longer valid and before being armed again.

- 1100.16.2** Postponement or cancellation will be the decision of the Chief or a Division Commander generally with recommendations by the Range master.
- 1100.16.3** Whenever possible, the Range master or range staff will jointly score and record all qualification results. Requalification will utilize two Range masters whenever possible.
- 1100.16.4** Minimum qualification scores will be determined by the Chief upon recommendations of the firearms Range master.
- 1100.16.5** All requalification sessions must be documented and a permanent record will be kept of all officers who fail to qualify.

1100.17 Police Officer Qualification Requirements

Announcement of the established qualification score will be made prior to each quarterly session for the course being fired.

- 1100.17.1** All police officers will be allowed three attempts to meet the minimum score on the initial qualification session.
- 1100.17.2** All police officers not qualifying on the initial session described in 11-17-1 will be provided three additional requalification sessions, to be scheduled as soon as possible but not more than 14 days apart. During requalification sessions, police officers will be allowed two attempts per session to qualify.
- 1100.17.3** The firearms training instructor will furnish a maximum of eight hours personal instruction per police officer between requalification sessions. Personal instruction is required for those attempting to requalify.
- 1100.17.4** No police officer is allowed to carry any other type of weapon, at any time on duty, other than that for which the officer has been qualified.
- 1100.17.5** Police officers may be issued other firearms in addition to their basic duty weapon. Police officers must qualify with any additional weapon issued.
- 1100.17.6** Should a police officer not be able to qualify after personal instruction sessions and the three qualification sessions, the Department will intercede and attempt to permanently reassign the officer to non-police duties. If this is not possible, or in the best interest of operations, the Department will attempt to assist the police officer toward transferring to another area in the state service and, as a last resort, may recommend dismissal.

1100.18 Long Arm Weapons

1100.18.1 Weapons designed for long range and broad dispersal are considered “Long Arm Weapons”. The weapons include:

- (a) Shotgun – including the Remington model 870 or similar design;
- (b) Patrol Rifle- Law Enforcement Carbine. The Department deploys Colt AR-15 model A3, M4, SBR COMMANDO 5.56mm (or similar design and caliber). Only those officers who have successfully completed the Department’s AR-15 training curriculum will be authorized to carry and/deploy the Law Enforcement Carbine.

1100.18.2 Each new police officer will complete a course of fire during the initial training period.

1100.18.3 Each police officer will complete a course of fire at least two (2) times per year for each type of Department issued long arm weapon.

1100.18.4 The ability to shoot any firearm properly is determined by the Range master or Firearms Instructor, based on the employee’s demonstrated abilities.

1100.18.5 The firepower potential of the police shotgun is vastly greater than the handgun. As such, this policy does establish recognition of this fact and governs the use of the police shotgun by police officers of this Department.

1100.18.6 Occasionally, a police officer needs a weapon which exceeds the potential of the handgun. The police shotgun, as an offensive weapon, addresses this need. Police officers must remember that the police shotgun, nor any single weapon, is the "perfect" weapon for any and all situations. In addition to the psychological advantages which the police shotgun has in inhibiting the would-be assailant, the shotgun is one of the most potent close range weapons in the world. Beyond (25) yards, however, the shotgun's effectiveness rapidly begins to diminish. These three conditions make the shotgun a weapon which is ideal for police use. It is psychologically effective, provides sufficient firepower, and its short range potential reduces the chances of innocent persons being injured or killed.

From increased distances and under exigent circumstances, the AR-15 provides long range neutralization and rescue operations support capability

1100.18.7 Each on-duty Department patrol vehicle shall be deployed with one (1) shotgun and one (1) AR-15, except in those instances when they are unavailable due to training or maintenance.

1100.18.8 In cases of special operations details, it shall be the responsibility of the detail supervisor to assure that at least one (1) complete uniformed officer and unit member with this weaponry is included in the operations plan and final deployment.

1100.18.9 As with any weapon, the shotgun and AR-15 have their own limitations. All officers should be familiar with those limitations, so the weapon can be utilized to its full efficiency while minimizing danger to the officer and bystanders.

- (a) The shotgun is a short-range weapon, therefore shots over (25) yards should be avoided. An officer should maneuver into proper range rather than fire indiscriminately at a target out of effective range.
- (b) The shot pattern increases with distance. At (25) yards, with Department approved ammunition, the weapon pattern is approximately (30) inches in diameter. As the pattern increases the possibility of hitting unintended persons substantially increases. However, officers must bear in mind that a load fired from the police shotgun can cause injury or death at distances substantially farther than (25) yards.
- (c) Care must be exercised when firing the weapon in and around buildings as the projectiles will penetrate walls, doors and other building materials. At close ranges the projectiles are still capable of causing serious injury after exiting from walls, etc.
- (d) The AR-15 is a long range weapon with an effective firing distance of 300 yards. However, the Department recommended firing range is 100 yards or less.
- (e) All personnel must note the conditions of the area, including third parties, buildings, vehicles and other factors when determining the appropriateness of deploying the AR-15.

1100.18.10 It is necessary to establish safety procedures in the handling of this weapon.

- a. Storage: When a long arm weapon is removed from a vehicle's storage rack, it shall be placed in the Department Armory, the officer's secured department locker or other Department approved location (based on supervisor approval).
- b. Field Inspection: At the beginning of each watch, the shotgun and AR-15 shall be inspected for any damage. If any damage is apparent, the particular long arm weapon shall be taken out of service with a written report detailing the apparent damage or defect.

DO NOT ATTEMPT TO REPAIR ANY LONG ARM WEAPON.

- c. Unloading: After a situation in which the weapon had a round loaded into the chamber, extreme care must be taken when it is unloaded. As soon as possible under existing conditions, the weapon should be unloaded and returned to a "ready" state. If it is not possible to unload the weapon at the scene due to crowds, media, etc., place the safety on and return the weapon to its rack in the vehicle until such time as the weapon can be unloaded safely in a more secure area.

1100.18.11 All rules, regulations, and policies governing the use of deadly force apply equally to the police shotgun, AR-15 and other firearms.

In addition to the above, the following policies will govern the use and handling of the long arm weapons:

- (a) The department Shotgun is to be stored in the Department Armory located in the station when not being used by the current or oncoming watch. It shall be the responsibility of the officer going off duty to properly secure these weapons prior to the end of watch.
- (b) The Officer's assigned AR-15 is to be stored in the Department Armory located in the station or in the officers secured department locker when not being deployed on duty.
- (c) The long arm weapons will be removed from the vehicle for servicing of the weapon or vehicle.
- (d) Whenever a patrol vehicle is removed from control of the Police Department, the long arm weapons shall be removed and stored by the employee relinquishing control of the vehicle.
- (e) Whenever and for whatever reason that a long arm weapon is being carried by a police officer, that officer shall take all reasonable precautions to avoid instilling fear or apprehension on the part of bystanders.
- (f) A long arm weapon may be carried on any call that the officer has information that firearms are present or there is a distinct probability that deadly force may be used or suspects encountered would be armed with a firearm. Proper tactical considerations shall be utilized when deploying a long arm weapon.
- (g) Following any deployment of a long arm weapon the officer deploying the weapon shall notify their supervisor of the circumstances regarding the deployment and the rationale for deploying the weapon.
- (h) Whenever a long arm weapon is used as an instrument of force its use shall be documented as outlined in Section 700.9 of this manual.
- (i) Officers deploying long arm weapons to the range/training should conceal the weapon in a weapon case prior to leaving the station. Officers may load the weapon directly into a police vehicle while in the rear compound without using a weapon case.

1100.18.12 Procedures for daily check-out and check in of long arms.

- (a) At the beginning of each watch, the officer shall be assigned a shotgun for patrol duty. Assignment of the weapon will be consistent with the weapon(s) assigned to the individual vehicles as outlined in the Memorandum of Understanding regarding vehicle assignments.
- (b) At the beginning of each watch, the officer if qualified will inspect and deploy their assigned AR-15 rifle in their assigned patrol vehicle.
- (c) Prior to placing the shotgun or AR-15 into the vehicle's weapon rack, officers shall conduct a safety check in accordance with their prescribed training for each weapon. When the safety check is completed, the weapon magazines may be loaded/inserted. The chamber shall remain empty and the weapons on safe when transported in the vehicle.

(d) Officers are to advise the dispatcher of the identification numbers of the shotgun and AR-15 as part of their log on information. Communications is to log that information in the Station Log.

(e) At the conclusion of the watch, the shotgun shall be removed from the vehicle, unloaded, and stored in the Department Armory unless the vehicle is to be used immediately by the on-coming watch. The officers AR-15 shall be removed from the vehicle, unloaded and either stored in the Department Armory or in their secured department locker.

(f) The Armory shall remain closed and locked at all times.

(g) Damaged weapons and ammunition shall be reported to the on-duty Watch Commander. The Watch Commander is responsible for reporting the problem to the Range master and/or Armorer prior to the end of watch.

(1) Weapons damaged in a manner that may affect their operational ability should be taken out of service, tagged as out of service, and secured in the armory.

(2) Ammunition that is damaged in a manner that may affect its operational ability is to be taken out of service, sealed in an envelope, marked as damaged, and secured in the armory.

1100.18.12 Checking out and removing the AR-15 during off-duty periods

(a) Officers shall not remove a department AR-15 from the department during off-duty periods without the permission of a Division Commander.

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ficer's AR-15 will
department members.

(1) Officers are to request permission in writing or electronic form and receive approval prior to removing an AR-15 from the station during off-duty time. The request will include the reasons for checking out the weapon and where it will be used and secured. The Officer's name will not be shared with others or for the use of non-department members.

(2) Officer's will make a CAD entry through dispatch when they take the department issued AR-15 during off duty times and a log note through dispatch when they return that weapon.

(b) When transporting their assigned rifle during off-duty periods, officers shall transport the rifle in an inconspicuous manner, contained within a rifle bag or case such that it will not draw attention to the rifle. Rifles should be unloaded during transport and carried in accordance with applicable laws and department policies.

1100.18.13 Modification and Accessories

- (a) Any modifications to the assigned patrol rifle must allow the rifle to be secured in the rifle rack in each patrol vehicle.
- (b) All modifications to an assigned patrol rifle must be approved by the Chief of Police, his designee, or the department Range master.
- (c) No alterations or modifications to the rifle's internal workings or trigger group will be authorized.
- (d) All officers requesting modifications to the rifle will have those modifications documented in a Letter of Authorization issued by the range master. Letter of Authorization will be provided to each officer's supervisor and shall be referred to during any weapons inspections.

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1100.19 Courses of Fire

Recommendations for courses of fire may be made by any person and will be made in writing to the firearms instructor.

1100.19.1 The following personnel will review and must approve all recommendations prior to implementation:

- (a) Firearms instructor for applicability to police work.
- (b) Range master for safety on the range.
- (c) Armorer for possible damage to weapons.
- (d) Chief for budgetary impact, legal implications and consistency of policy.

1100.19.2 Several courses of fire may exist at once and be used interchangeably throughout the year.

1100.20 Transportation (Out-of State)

Police officers will not carry or transport a Departmental firearm outside the borders of the State of California, except when performing assigned duties.

1100.21 Transportation of Long Arm Weapons

The magazine shall be loaded to a capacity consistent with industry standards at all times. At all times, the chamber shall be emptied ("ready" state) when the long arm is transported except when circumstances dictate different re: 1100.18.9 (3).

1100.21.1 The chamber shall remain empty and the weapons on safe when transported in the vehicle.

1100.21.2 No Department long arm weapon is to be used by any employee, or any non-employee, for personal or private use.

1100.22 Less-Lethal Force Options

The University Police Department recognizes that its use of force options, and the full scope of consideration of its use of force policies, must include less-lethal defense instruments.

The University Police Department shall consider the use of a less-lethal defense instrument to compel an individual to cease his or her actions when such an instrument represents a reasonable option for resolving the situation at hand. Officers are not required to use less-lethal defense instruments in lieu of other reasonable tactics if the officer(s) determine that deployment of the KEP or POC cannot be done safely. The safety of hostages, innocent third party persons, and officers takes priority over the safety of subjects engaged in criminal or suicidal behavior.

The University Police shall always maintain the goal of establishing control of the situation and the individuals involved while employing the most appropriate level(s) of force necessary to successfully neutralize a physical threat.

1100.22.1 Approved Tier I Less-Lethal Defense Instruments for Police Officers

- (a) Personal canisters of Oleoresin Capsicum spray (OC Spray)
- (b) Defense Batons, including
 - (1) Standard wood composition baton (24 to 29 inches in length).
 - (2) Standard wood composition 36" Crowd Control Baton
 - (3) Collapsible metal composition Baton
 - (4) Standard PR-24 Baton of plastic or metal composition

1100.22.2 Approved Tier II Less-Lethal Defense Instruments for Police Officers

- (a) Remington 870, 12 gauge Less Lethal Shotgun
 - (1) CTS Model 2581 "Super Sock"
 - (2) Physical Specifications: 40 gm, Plastic Cartridge, Fiber Reinforced flexible sock, 2.40" Height, 56gm., 280fps at 10 yards
 - (3) Optimal Range is between 5 to 20 yards
- (b) Taser X-26© Conducted Electrical Weapon (ECD) or equivalent
 - (1) Officers shall only use Conducted Electrical Weapon and cartridges that have been issued by the department.
- (c) Only Department approved, and supplied, projectiles shall be used in Department authorized Less-Lethal Launchers
- (d) The University Police Department also authorizes the use of any other instrument not listed within these Regulations or General Orders that are considered Lethal or Less-Lethal Force options (Tier I or Tier II) when the following conditions exist:
 - (1) When an instrument or object not specifically prescribed is used because an approximate equivalent among prescribed and authorized Department force options has been exhausted, rendered inoperative, or are unavailable, and;
 - (2) The officer using the instrument or object considered the actions of another person represented a threat that was:
 - a. Imminent
 - b. Capable of causing great bodily injury or death to, the Officer, fellow officers, and/or any other person(s).
 - c. The instrument represented only that force necessary to neutralize the threat and facilitate the apprehension of the violent offender.

1100.22.3 Parking Enforcement Officers are authorized to equip themselves and to use Oleoresin Capsicum (OC) spray when:

- (a) An immediate and likely threat to the Parking Enforcement Officer exists, and;
- (b) Assistance from other officers is not at the scene and/or immediately available to intercede or subdue the individual(s) representing the threat.
- (c) Parking Enforcement Officers, upon deploying OC spray to neutralize a subject threatening to harm the officer, shall immediately notify the on-duty Watch Commander (Police).

1100.22.4 Police Officers utilizing Less-Lethal Launchers should consider the following prior to use:

- (a) Situation Factors.
 - (1) Before discharging less-lethal projectiles, the officer should consider the following factors:
 - a. Severity of crime or incident,
 - b. Subject's capability to pose an immediate threat to the safety of officers or others,
 - c. If the subject is actively resisting arrest or attempting to evade arrest by flight,
 - d. The credibility of the subject's threat as evaluated by the officers present, & physical capacity/capability,
 - e. The proximity of weapons available to the subject,
 - f. The officer's versus the subject's physical factors (i.e., age, size, relative strength, skill level, injury/exhaustion, the number of officer(s) versus subject(s),
 - g. The availability of other force options and their possible effectiveness,
 - h. Distance and angle to target,
 - i. Type and thickness of subject's clothing,
 - j. The subject's actions dictate the need for an immediate response and the use of less-lethal instruments, specifically the KEP, is appropriate.
 - (b) The manufacturer's recommendations regarding deployment when using less-lethal instruments, but are not solely restricted to use according to these manufacturer recommendations. Each tactical situation must be evaluated on the totality of circumstances at the time of deployment.
 - (c) Officers should avoid holding both a drawn firearm and a drawn CEW at the same time unless lethal force is justified.
 - (d) In cases where the use of deadly force is justified or immediate incapacitation must be accomplished to prevent death or serious injury, officers are authorized to consider close range or extended range shots involving distances of less than 5ft and greater than 35 yards.

- (e) Any officer who encounters a scenario in which a Less Lethal Force option can be considered shall have the authority to utilize any Less Lethal instrument authorized by the Department.
- (f) Whenever possible, the use or the impending use of a Less Lethal instrument shall be done when there is a second or more officer(s) at the scene.
 - (1) To assure that a secondary use of force option, including lethal force, can be immediately employed if the Less Lethal option fails or is ineffective, or the scenario changes and the use of Lethal Force becomes the more appropriate option;
 - (2) To assure that other personnel are available to restrain and secure an individual who has been neutralized by a Less Lethal Force instrument;
 - (3) To facilitate immediate first aid needs for the subject;
 - (4) To assure an immediate assessment of all persons in the area so that unintended third parties were not secondary recipients of the Less Lethal Force option(s).
- (g) To prevent “sympathetic” or “contagious” fire. The Less Lethal operator should tell assisting officers that “Less Lethal” is being deployed.
- (h) An Officer deploying a Less Lethal Option shall whenever possible notify dispatch of the deployment. Dispatch shall repeat this information to responding units; indicate an emergency is in progress and limit the radio communications from other officers when appropriate.
- (i) Examples of circumstances appropriate for deployment of the KEP include but are not limited to, the following:
 - (1) The subject is armed with a weapon and the tactical circumstances allow for the safe application of less lethal instruments;
 - (2) The subject has made credible threats to harm himself or others;
 - (3) The subject is engaged in riotous behavior or is throwing rocks, bottles or other dangerous projectiles at other persons and/or officers.

1100.22.5 Police Officers should consider the following with regards to shot placement when utilizing Less-Lethal Launchers:

- (a) The need to immediately incapacitate the subject must be weighed against the risk of causing serious injury or death.
- (b) The most effective shot placement with the POC is generally in the torso. Shots fired to the extremities, lower abdomen, and buttocks carry a lower risk of serious injury (with a lower potential for immediate incapacitation).
- (c) Firing of the KEP shall be consistent with the officers training and based on the totality of the circumstances.

1100.22.6 The on-duty watch commander shall review each use of Less Lethal devices by personnel within his/her command, and complete a summary report to be delivered to the Field Services Division Commander prior to the

completion of the watch commanders' current shift. This report shall include:

- (a) A summary of the initial call or condition
- (b) A summary of any observed or reported injuries and the course of medical care provided
- (c) Other uses of less-lethal or lethal force
- (d) Status and condition of the officers involved in the event

1100.22.7 Training

- (a) Police personnel who have successfully completed an approved course of training by department training staff shall be authorized to use Less-Lethal Launcher units.
- (b) Parking Enforcement Officers shall complete training module(s) in the use of the Oleoresin Capsicum (OC) spray as prescribed.

1100.22.8 Storage and transport

- (a) Shotguns shall be carried with four rounds in the magazine in the tube, no round in the chamber, slide closed, and safety "ON." This condition is known as "Patrol Ready."
- (b) At the conclusion of the watch, control of the less-lethal instruments shall be given to the on duty watch commander. Less-lethal instruments should be stored in the Armory when not being used by the current shift.
- (c) Officers shall inspect Less Lethal Launchers assigned to them at the beginning of each shift to ensure that it is properly functioning and in good working order.
- (d) Officers shall ensure that the Less-lethal instruments are equipped with department-authorized projectiles.
- (e) The CEW may be carried either as a part of a uniformed officer's equipment in an approved holster or secured in the driver's compartment of the officer's vehicle so that it is readily accessible at all times.
 - (1) If the Conducted Electrical Weapon is carried as a part of a uniformed officer's equipment, the CEW shall not be carried on the same side as the officer's duty weapon.
 - (2) All Conducted Electrical Weapon shall be clearly and distinctly marked to differentiate them from the officer's duty weapon and any other device.
 - (3) It is highly recommended that officers have one or more extra cartridge readily available while carrying a CEW.

1100.23 Electronic Control Device (Taser)

As with any law enforcement equipment, the Conducted Electrical Weapon has limitations and restrictions requiring consideration before its use. The Conducted Electrical Weapon should only be used when its operator can safely approach the subject within the operational range of the Conducted Electrical Weapon. Although the Electronic Control Device rarely fails and is generally effective in subduing most individuals, officers should be aware of this potential and be prepared with other options in the unlikely event of such a failure.

1100.23.1 Authorized and trained police personnel may use an Conducted Electrical Weapon when circumstances known to the individual officer at the time indicate that the application of the Conducted Electrical Weapon is reasonable to subdue or control:

- (a) A violent or physically resisting subject, or
- (b) A potentially violent or physically resisting subject if, the subject has verbally or physically demonstrated an intention to resist; and
- (c) The officer has given the subject a verbal warning of the intended use of the Conducted Electrical Weapon followed by a reasonable opportunity to voluntarily comply; and
- (d) Other available options reasonably appear ineffective or would present a greater danger to the officer or subject.

1100.23.2 Although not absolutely prohibited, officers should give additional consideration to the unique circumstances involved prior to applying the Conducted Electrical Weapon to any of the following individuals:

- (a) Pregnant females;
- (b) Elderly individuals or obvious juveniles;
- (c) Individuals who are handcuffed or otherwise restrained;
- (d) Individuals who have been recently sprayed with alcohol based Pepper Spray or who are otherwise in close proximity to any combustible material;
- (e) Passively resisting subjects;
- (f) Individuals whose position or activity may result in collateral injury (e.g. falls from height, operating vehicles, etc.)

1100.23.3 Conducted Electrical Weapon shall not be used to torture, psychologically torment or inflict undue pain on any individual.

1100.23.4 Verbal and Visual Warnings

Unless it would otherwise endanger officer safety or is impractical due to circumstances, a verbal announcement of the intended use of the Conducted Electrical Weapon shall precede the application in order to:

- (a) Provide the individual with a reasonable opportunity to voluntarily comply.
- (b) Provide other officers and individuals with warning that an Electronic Control Device may be deployed.

If, after a verbal warning, an individual continues to express an unwillingness to voluntarily comply with an officer's lawful orders and it appears both reasonable and practical under the circumstances, an officer may, but is not required to display the electrical arc (provided there is not a cartridge loaded into the Conducted Electrical Weapon) or laser in a further attempt to gain compliance prior to the application of the CEW. The aiming laser should never be

intentionally directed into the eyes of another as it may permanently impair their vision.

The fact that a verbal and/or other warning was given or reasons it was not given shall be documented in any related reports.

1100.23.5 Report of Use

All Conducted Electrical Weapon discharges shall be documented in the related arrest/crime report and reported to supervisor. The report documenting the discharge of an Conducted Electrical Weapon cartridge will include the cartridge's serial number and an explanation of the circumstances surrounding the discharge.

Accidental discharges of an Conducted Electrical Weapon cartridge the employee shall advise their supervisor of the Accidental Discharge.

The on-board Conducted Electrical Weapon memory will be downloaded through the dataport and saved by at the direction of the Administrative Services Division Commander with the related arrest/crime report.

1100.23.6 Medical Treatment

Any person who has been subjected to the electric discharge of an Conducted Electrical Weapon and/or struck by Conducted Electrical Weapon darts shall be provided an appropriate medical review and released prior to any form of custodial booking. Individuals who have been subjected to the electric discharge of an Conducted Electrical Weapon and/or struck by Conducted Electrical Weapon darts and who are also suspected of being under the influence of controlled substances and/or alcohol should also be examined by paramedics or other qualified medical personnel as soon as reasonably practical.

Any person struck with Conducted Electrical Weapon darts or injured by a probe shall be provided First Aid or other appropriate medical attention as soon as practical after the. Used Electronic Control Device darts shall be considered a sharp biohazard, similar to a used hypodermic needle, and disposed of accordingly.

Officers may remove the darts from the suspect's body only in accord with prescribed training. Officers are to wear latex gloves when removing darts.

1100.23.7 Training

In addition to the initial department approved training required to carry and use an Conducted Electrical Weapon, any personnel who have not carried an Conducted Electrical Weapon as a part of their assignment for a period of six months or more shall be recertified by a department approved Conducted Electrical Weapon instructor prior to again carrying or using the device.

A reassessment of an officer's knowledge and/or practical skill may be required at any time if deemed appropriate by the department's Training Manager.

1100.23.8 It is necessary to establish safety procedures in the handling of this weapon.

(a) Storage: The Conducted Electrical Weapon shall be placed in the Department Armory, the officer's secured department locker or other Department approved location.

1100.23.9 Checking out and removing the Conducted Electrical Weapon during off-duty periods.

(a) Officers shall not remove a Conducted Electrical Weapon from the department during off-duty times without the permission of a Division Commander, unless on assignment working at another CSU Police Department.

1. Officers are to request permission in writing or electronic form and receive approval prior to removing a Conducted Electrical Weapon from the station during off-duty time. The request will include the reasons for checking out the weapon and where it will be used and secured. The Officer's Conducted Electrical Weapon will not be shared with others or for off duty purposes.

(b) 2. Officer's will make a CAD entry through dispatch when they take the department issued Conducted Electrical Weapon during off duty times and a log note through dispatch when they return that weapon When transporting the Conducted Electrical Weapon during off-duty periods, officers shall transport the Conducted Electrical Weapon in an inconspicuous manner, contained within a bag or case such that it will not draw attention. The Conducted Electrical Weapon should be unloaded during transport and carried in accordance with applicable laws and departmental policies.

1100.24 Review of Use of Force

All reported uses of force will be reviewed by the Field Services Commander to determine if:

- (a) Department rules, policy or procedures were violated;
- (b) The relevant policy was clearly understandable and effective to cover the situation;
- (c) Department training is currently adequate.
- (d) A Department of Justice Use of Force notification must be made per Government Code 12525.2.

1100.24.1 All findings of policy violations or training inadequacies will be reported to the Chief for resolution and/or disciplinary action via a written investigative report. The report shall be completed and submitted by the Field Services Division Commander within ten (10) business days of the incident, unless an extension is approved. The Field Services Division Commander should conduct a written, documented analysis of all use of force reports to determine patterns or

trends that could indicate training needs, equipment upgrades and/or policy modifications.

1100.25 Records

All firearms training, Less-Lethal Launcher training, and qualification records will be maintained by the Rangemaster and Department Training Manager.

1100.25.1 All firearms repair, inspection, and malfunction records will be maintained by the Armorer. Copies of these records shall be forwarded to the Rangemaster and Department Training Manager.

1100.26 Miscellaneous

Any changes or deviations from interpretations of the Department manual or "who must qualify with what," is the sole decision of the Chief. Proposed changes will be submitted in writing.

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