

GENERAL ORDER

G.O. 1-015

SUBJECT: FIREARMS, WEAPONS, AND AMMUNITION



DATE EFFECTIVE: January 1, 2002
DATE WRITTEN: 02/24/99 DAB AMMENDED: 12/3/18, 2/4/19, 3/13/19
AMENDS: Police Manual Section 24, Paragraph 9. Directive Dated 9/09/96.
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ADMIN: Signature On Issue
SIGNATURE:
INDEX: WEAPONS, GUNS, SERVICE WEAPONS, AMMUNITION, WEAPON MOUNTED FLASHLIGHTS

I. PURPOSE AND RESPONSIBILITY:

- A. Purpose: To set the policy and make the rules and regulations concerning firearms, less-than-lethal weapons, weapon mounted flashlights, and ammunition of the Monroe Police Department.
- B. Responsibility:
 - 1. It will be the responsibility of all full-time regular officers at this Police Department to keep secure, not alter, and carry on duty only Department issued firearms, less-than-lethal weapons, weapon mounted flashlights, and ammunition. Part-time special police officers will adhere to these same responsibilities with their Department issued firearm.
 - 2. It will be the responsibility of all officers at this Police Department to register and complete a certification course for firearms and ammunition that are carried off duty that are not Department-issued.

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3. It will be the responsibility of the Support Services Division (SSD), Training Unit to keep a list and conduct an annual certification course for Department authorized firearms, weapons, and ammunition that are carried by officers on and off duty.
4. It will be the responsibility of all officers to keep secure their Department-issued firearm by use of the Department-issued gun lock.
5. It will be the responsibility of all officers to care for and cause the necessary repairs of all Department-issued firearms, less-than-lethal weapons, and weapon mounted flashlights.
6. It will be the responsibility of the supervisory staff at this Department to conduct inspections to ensure compliance with the rules and regulations of this directive.

II. DISCUSSION:

- A. This general order deals with the carrying of firearms, on and off duty, the carrying of less-than-lethal weapons, the distribution and use of weapon mounted flashlights, the security of Department-issued firearms, guns in the courtroom, and the maintenance of service weapons. This directive establishes strict Department control over all Department-authorized firearms, weapons, weapon mounted flashlights and ammunition officers carry and use in the performance of their official duties, both on and off duty. Statistics show most officer involved shootings occur in low-light conditions. This department recognizes the need to equip officers with the tools that will enhance safety and enable them to perform their duties in the most effective means possible. Firearm mounted flashlights enhance an officer's ability to identify threats in low-light conditions and enhance the officer's ability to respond in these conditions. The legal authority vested in the Chief of Police and Connecticut State Statutes 29-35 and 53-205 provide the legal authority for sworn personnel to carry and use Department issued lethal and non-lethal weapons.

III. DEFINITIONS:

- A. **AMMUNITION:** The projectiles, along with their fuses and primers, that can be fired from a firearm.

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- B. FIREARM: A weapon capable of firing a missile; a pistol or rifle using an explosive charge as a propellant.
- C. LESS-THAN-LETHAL WEAPON: Those weapons issued by this Department to be used in an escalation of force.
- D. MOUNTED FIREARM FLASHLIGHT: A device that is mounted to a firearm for purposes of illumination.

IV. POLICY:

- A. It will be the policy of the Monroe Police Department that all officers will follow the rules and regulations of this directive.
- B. It will be the policy of the Monroe Police Department that all supervisory and command personnel will strictly enforce the rules and regulations of this directive.
- C. It will be the policy of the Monroe Police Department to authorize firearm mounted flashlights for rifles and handguns.
- D. It will be the policy of the Monroe Police Department that firearm mounted flashlights will be used by uniformed officers or any special assignment position that could expose the officer to low-light situations.
- E. It will be the policy of the Monroe Police Department that firearm mounted flashlights are not intended to replace an officer's hand-held flashlight.
- F. It will be the policy of the Monroe Police Department that the use of the firearm mounted flashlight is limited to high risk situations where an officer is justified in drawing and displaying his/her firearm.

V. RULES AND REGULATIONS:

- A. FIREARMS, WEAPONS, AND AMMUNITION: The Support Services Division (SSD) will conduct and maintain an annual inventory and list of all issued firearms and weapons. The inventory and list will include the serial number or owner assigned number and the officer the firearm or weapon was issued to. The following are rules and regulations governing the control of firearms, weapons, and ammunition at this

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Police Department:

1. ON-DUTY WEAPONS: Officers of this Department will carry on-duty only the firearms, firearm mounted flashlight, less-than-lethal weapons, and ammunition issued by this Department. No officer will alter any firearm, weapon, or ammunition. Refer to General Order 5-415, Uniforms; paragraph V, subparagraph M. Authorized handguns for all full-time officers of this Department shall be:
 - a. Glock 9mm semi-automatic handgun, models 17 and 19;
 - b. Authorized ammunition for all semi-automatics used by officers on duty shall be SPEER 124 Gr + P GOLD DOT HP.
2. ADDITIONAL ON-DUTY WEAPONS: In addition to section 1 above, authorized handguns for administrative personnel only of this Department shall be:
 - a. Walther .380 caliber semi-automatic handgun model PPK;
 - b. Authorized ammunition for Walther PPK shall be Winchester 380 auto 95 grain.
3. OFF-DUTY WEAPONS: Under normal circumstances a police officer of this Department is encouraged to carry off-duty, whenever in a public place, a firearm, badge of authority, and official Department-issued identification. Officers may not carry or use firearms while under the influence of alcohol or drugs. The following are procedures for the carrying of off-duty weapons:
 - a. DEPARTMENT ISSUED FIREARM: This Department requires that the firearm and ammunition that an officer elects to carry off-duty be the Department-issued service weapon and ammunition; or
 - b. NON DEPARTMENT ISSUED FIREARM: This Department requires that if the firearm and ammunition that an officer elects to carry off-duty is not Department-issued, then:

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1. The firearm and ammunition must be approved by and registered with the SSD, Training Unit ; and
 2. The officer must satisfactorily demonstrate a familiarization and the ability to safely handle the firearm to an SSD Training Unit firearms instructor. This demonstration, which will be conducted on a voluntary basis, is mandatory to officers who elect to carry anything other than the Department-issued service weapon and ammunition.
4. SECURITY OF WEAPONS:
- a. UNAUTHORIZED HANDLING: All officers of this Department will at all times, whether on-duty or off-duty, secure their Department-issued firearm(s) from any unauthorized handling by persons not known to be sworn police officers;
 - b. GUN-LOCK: This Department issues a gun-lock with every firearm issued by this Department. This gun-lock should be used by all sworn personnel to secure their Department issued firearm when not carrying the weapon, especially when being stored at home. If the weapon is stored in a Department locker, the gun-lock may be used, but the locker must be kept locked.
5. SAFETY OF FIREARMS: As most accidental firearms discharges occur during the loading and unloading process all employees will utilize the gun clearing traps that are located in the men's and women's locker rooms whenever loading or unloading any firearm. The following procedures shall be adhered to:
- A. DUTY OR OFF DUTY CARRY FIREARM:
1. UNLOADING:
 - a. While firearm is still secured in the holster, press the magazine release button and remove magazine;
 - b. With your finger outside the trigger guard and the safety

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(if any) engaged, remove the firearm from the holster and place the muzzle of the firearm into the gun clearing trap;

- c. With the muzzle inside of the trap, pull the slide to the rear to eject the chambered round and lock the slide back (do not attempt to catch the ejected round);
- d. Visually and physically inspect the firearm to ensure it is empty prior to removing from the gun clearing trap.

2. LOADING:

- a. With your finger outside of the trigger guard and the safety (if any) engaged, remove the firearm from the holster and place the muzzle of the firearm into the gun clearing trap;
- b. With the muzzle inside the trap, pull the slide to the rear and lock the slide back;
- c. With the muzzle still inside the trap, insert a loaded magazine into the firearm and ensure it is properly seated;
- d. Release the slide and chamber a round;
- e. With the finger outside of the trigger guard, remove the firearm from the gun trap and holster.

- B. RECEIVED OR SEIZED FIREARMS: For any and all firearms seized as evidence, surrendered, turned in for safekeeping or to be destroyed, or any other reason, all efforts will be made to clear them where they are received and not be brought into the Police Department building. For those cases where an officer is unable to render a firearm safe and it is brought into the Police Department building the gun clearing traps will be utilized to render them safe. In the event a firearm is unusual or officers do not feel they can render it safe, the officer will place it into

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the firearms locker and a work order will be completed and submitted to the respective Division Commander. The respective Division Commander will have a qualified individual clear the firearm and once it is cleared the investigating officer will be responsible with the processing of the firearm. The following procedures will be adhered to:

1. HANDGUNS:
 - a. If it is a holstered firearm follow the same procedures as duty or off duty carry firearm;
 - b. If it is not in a holster, with your finger outside of the trigger guard and the safety (if any) engaged, place the muzzle of the firearm into the gun clearing trap, press the magazine release button and remove the magazine;
 - c. With the muzzle inside the trap, pull the slide to the rear to eject the chambered round and lock the slide back (do not attempt to catch the ejected round);
 - d. Visually and physically inspect the firearm to ensure it is empty prior to removing from the gun clearing trap.
2. LONG GUNS:
 - a. With the safety engaged and your finger outside of the trigger guard, place the muzzle into the gun clearing trap;
 - b. Remove the magazine if it has one. Pull the slide to the rear to eject any chambered round;
 - c. Visually and physically inspect the firearm to ensure it is empty prior to removing the muzzle from the gun clearing trap.
3. SHOTGUNS:
 - a. With the safety engaged and your finger outside of the

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- trigger guard, place the muzzle into the gun clearing trap;
 - b. Press the slide release button and pull the slide rearward far enough to eject a chambered round;
 - c. Push the feed ramp up toward the chambered area;
 - d. Remove any additional rounds in the magazine;
 - e. Visually and physically inspect the firearm to ensure it is empty prior to removing from the gun clearing trap.
- C. FIREARMS DISCHARGE: In the event a firearm is discharged, regardless of whether the gun clearing trap was utilized, the respective Division Commander shall be notified immediately. All firearms discharges will be subject to an administrative review.
- 6. GUNS IN THE COURTROOM: If called to testify in uniform in a court of law and an objection is made to the officer's exposed firearm, officers will not surrender their weapon to any bailiff, court personnel, or on the instructions of any judge. Officers will secure their weapon in a "gun lock box" located in the State's Attorney's office, located in the court house building. Officers shall maintain control of the key to the "gun lock box".
- 7. MAINTENANCE OF SERVICE WEAPONS: The ultimate responsibility for the overall care and daily external cleaning of a service weapon will be the responsibility of the officer assigned that weapon. The following are procedures to be followed for the care, cleaning, and repair of the Department service weapon:
 - a. CARE: Overall care shall include:
 - 1. Avoiding simple negligence such as allowing the weapon to be unnecessarily exposed to the elements;
 - 2. Storing the weapon in such a manner as to avoid marring or unnecessary wear;

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3. Assuring that the internal workings are not tampered with and generally seeing to it that the weapon is not abused in any way.
- b. **CLEANING:** Service weapons require stripping, or at least partial disassembly in order to clean and oil them properly. Cleaning shall be limited to the following:
 1. Scrubbing of the bore and slide with an approved solvent normally found in gun cleaning kits;
 2. A wire brush, dipped in solvent, may be used to remove all deposits from around the breach of the barrel, extractor, and other adjacent areas;
 3. A maximum of four drops of oil, three or four times a year, into the slide rails and outer surface of barrel.
- c. **REPAIRS:** All malfunctions, suspected malfunctions, or general poor performance of a service weapon will be brought to the attention of the Support Services Division (SSD) Commander by written report immediately:
 1. The SSD Commander, upon receipt of this information, will have the weapon inspected by a Department armorer as soon as possible;
 2. The Department armorer will make a determination as to the necessary repairs and either:
 - a. Make the necessary repairs; or
 - b. Arrange to have the weapon repaired externally.
 3. Under no circumstances will any internal parts be altered, added to, or subtracted from, except:
 - a. By the Department armorer; or

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- b. By person(s) designated by the Chief of Police.
 4. Under no circumstances are lubricants to be used unless authorized by this directive or with the expressed written approval of the Chief of Police.
- B. **WEAPONS PROFICIENCY:** Only officers demonstrating proficiency bi-annually in the use of Department authorized weapons will be approved to carry such weapons. The intent of this directive is to cover the carrying and use, both on and off duty, of all weapons such as handguns, or less-than-lethal weapons. Demonstrated proficiency includes achieving minimum qualifying scores on a prescribed course; attaining and demonstrating a knowledge of the laws concerning the use of authorized weapons and knowledge of Department policy on the use of force and deadly force and being familiar with recognized safe-handling procedures for the use of Department authorized weapons.
- C. **WEAPONS AND POLICY IN-SERVICE TRAINING:** Bi-Annually all sworn personnel will receive in-service training on the Department's use-of-force policies and demonstrate proficiency with any authorized weapon:
 1. **PROFICIENCY TRAINING:** The SSD Training Unit certified weapons instructors will instruct all sworn personnel, bi-annually, and will have all sworn personnel demonstrate proficiency in the use of Department authorized firearms and weapons. No officer will be allowed to carry any Department firearm or weapon without a demonstration of proficiency. The SSD Training Unit will prepare a list indicating which firearms, weapons, and ammunition officers are authorized to carry and use on or off duty.
 2. **DOCUMENTATION:** The SSD Training Unit will document all in-service training and the proficiency of all Department sworn personnel.
- D. **FIREARMS, FAILURE TO QUALIFY:**
 1. If an officer does not meet department standards during the bi annual firearms qualification training, the firearms instructor will:
 - a. Inspect the firearm for defects or malfunctions.

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1. If defects are found, the firearm will be repaired or replaced.
- b. After inspection, if the officer who has failed to meet department standards is unable to demonstrate proficiency with the department firearm after two qualifications, the instructor will:
 1. Stop the qualifications and begin proficiency review;
 2. Document the proficiency drills and training;
 3. After completing the drills, the instructor will have the officer complete a third and final qualification round.
2. REMEDIAL FIREARMS TRAINING:
 - a. Officers failing to demonstrate required proficiency with department issued firearms will:
 1. Be prohibited from carrying the particular firearm if the failure concerns a firearm other than the duty firearm;
 2. Be placed on "administrative assignment" if the failure concern is with their service firearm. The officer's service firearm will only be carried during the remedial training until proficiency is demonstrated.
 - b. Officers who are subject to section (2a2) above will continue to train and focus on the problem area until:
 1. Qualification and proficiency are achieved or if after remedial training the officer fails to obtain a passing score, the officer will be assigned to an independent P.O.S.T.C. certified firearms instructor for evaluation.
 2. Officers who fail to demonstrate P.O.S.T.C. standard of proficiency after remedial training will be subject to certification revocation and will be subject to separation from employment proceedings.

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- E. WEAPONS INSPECTIONS: All department weapons, both lethal and less-than lethal weapons, will be inspected for functionality and field reliability prior to being issued to any officer and then on an annual basis thereafter. These inspections are to be conducted by the department armorer or weapons training officer, who will complete the Weapons Inspection Form and attest to the weapons worthiness.
- F. SHOTGUN/PATROL RIFLE: In addition to the policies that pertain to all weapons, there are specific policies for the carrying of, storage of and deployment of shotguns (if issued) and rifles as described below:
 - 1. SHOTGUN:
 - a. Shotguns will be stored in the patrol cars' trunk mounted electric lock carrier in the "cruiser carry" condition with the magazine fully loaded, empty chamber with the safety in the on position;
 - b. Shotguns will remain in the locked shotgun rack at all times unless circumstances lead an officer to perceive an imminent need to have the weapon removed:
 - c. Shotguns will only be carried in patrol cars that have properly functioning trunk mounted electric lock carrier;
 - d. Shotguns will remain in the patrol car at all times, however, in the event a shotgun is brought inside Police Headquarters for any reason, it will be unloaded prior to entering the building. It will be immediately reloaded upon returning it to patrol cars' trunk mounted lock carrier. Loading and unloading procedures shall be consistent with established weapons safety guidelines and training;
 - e. The shift supervisor will maintain a log that indicates which shotguns are assigned to each patrol car. In the event that the patrol car is out of service, the shift supervisor will remove the shotgun until which time the patrol car is put back into service;
 - f. Officers will be responsible for inspection, care and protection of the shotgun and shotgun storage system;

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- g. Problems or deficiencies with the shotgun or shotgun storage system will be reported to the shift supervisor by completing a written work order;
 - h. Whenever a patrol car equipped with a shotgun is left unattended the keys must be removed and the vehicle will be locked;
 - i. When an officer employs the shotgun, a round will be loaded into the chamber consistent with department training with the safety in the on position. The shotgun will be restored to a “cruiser carry” condition as soon as the officer determines it to be practical;
 - j. A shotgun may be deployed under the following conditions:
 - 1. Under an order from a supervisor;
 - 2. For a perimeter/containment situation involving a hostage and/or barricaded subject;
 - 3. An armed subject call;
 - 4. A felony or high risk traffic stop;
 - 5. A “hold up” or armed robbery call;
 - 6. Where an officer has a reasonable expectation that there is the potential for an armed subject encounter;
 - 7. When the facts and circumstances taken in combination with the training and experience of the officer indicate that a shotgun is the weapon of choice.
2. RIFLE:
- a. Patrol rifles will be kept in the patrol car at all times. Each officer will be issued their own magazine. The magazines will be removed from the rifle by the officer at the end of each shift.

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- b. In the event that the patrol car is out of service, the shift supervisor will remove the rifle until such time the patrol car is put back into service;
- c. Rifles will only be carried in patrol cars, which are equipped with properly functioning electric lock carriers in the “cruiser carry” condition with the magazine inserted into the magazine well, the safety in the on position and the bolt closed in the locked position;
- d. Loading and unloading of rifles will be done outside the Police Headquarters building in a manner consistent with established weapons safety guidelines and training. No loaded rifles are allowed inside the Police Headquarters building except under exigent circumstances;
- e. Officers will be responsible for care and protection of the rifle and rifle storage system;
- f. On a monthly basis a firearms instructor will inspect all rifles and on a quarterly basis all rifle magazines;
- g. Problems or deficiencies with the rifle or rifle storage system will be reported to the shift supervisor by completing a written work order;
- h. Whenever a patrol car equipped with a rifle is left unattended the keys will be removed and the vehicle will be locked;
- i. When an officer employs the rifle, a round will be loaded into the chamber consistent with department training with the safety in the on position. The rifle will be restored to a “cruiser carry” condition as soon as the officer determines it to be practical;
- j. A rifle may be deployed under the following conditions:
 - 1. Under an order from a supervisor;
 - 2. For a perimeter/containment situation involving a hostage and/or barricaded subject;

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3. An armed subject call;
4. A felony or high risk traffic stop;
5. A “hold up” or armed robbery call;
6. When an officer has a reasonable expectation that there is the potential for an armed subject encounter;
7. When the facts and circumstances taken in combination with the training and experience of the officer indicate that a rifle is the weapon of choice;
8. When a subject is wearing protective gear and/or is armed with a weapon or firearm;
9. Conducting a search for an armed suspect;
10. A “shots fired” incident”;
11. Serving high risk search or arrest warrants.

G. WEAPON MOUNTED FLASHLIGHTS:

1. TRAINING:
 - a. Officers must successfully complete a department approved course before they are authorized to utilize a firearm mounted flashlight.
 - b. Officers must qualify annually using their firearm mounted flashlight on an approved regular light qualification course.
 - c. Officers with a firearm mounted flashlight attached to their handgun will have to successfully complete a low light qualification course.
2. DEPLOYMENT:
 - a. The firearm mounted flashlight will be attached to the weapon at all

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times when on duty.

- b. Officers will not add or remove the flashlight from the weapon while on duty, except in the event of a mechanical failure of the firearm mounted flashlight due to bulb or battery issues. The officer is responsible to return the firearm mounted flashlight to working order as soon as reasonably possible.
 - c. The only firearm mounted flashlight authorized for use is the "white light". Lighting systems that utilize laser dots or other colored lights are not authorized.
 - d. Weapon mounted flashlights are not intended to replace the officer's handheld flashlight. A weapon mounted flashlight is a tool to be used as an aid during situations where the use of a firearm is warranted as referred in General Order 1-013, Use Of Deadly Force.
3. HANDGUNS:
- a. Firearm mounted flights will only be attached to department issued handguns.
 - b. Handguns with firearm mounted flashlights must be carried in a hard frame holster for the specific weapon system carried. Holsters made solely of nylon are prohibited.
 - c. The authorized and issued firearm mounted flashlight for departmental handguns is the Streamlight TLR-1.
 - d. Firearm mounted flashlights for the department issued handgun are considered optional equipment.
 - e. Once an officer has been issued the firearm mounted flashlight and holster for their issued handgun, it will be mandatory that it will be installed on the weapon while on duty.
4. RIFLES:

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- a. Flashlights mounted to rifles will be installed in a manner that does not obstruct the sights on the rifle or an optic accessory.
- b. Flashlights will be mounted utilizing a side-by-side picatinny rail mount.
- c. Patrol rifles will have an attached weapon mounted flashlight. Officers must inspect and maintain a record of the condition of the weapon mounted flashlight on their daily patrol report.

HISTORICAL CHANGES TO POLICY

Dec 3, 2018 - All wording regarding Firearm Mounted Flashlights was added.

Feb 4, 2019 - Section V-A5 regarding Safety Of Firearms, use of gun clearing trap is new.

Mar 13, 2019 - Section V-D regarding remedial firearms training is new.