
 <input checked="" type="checkbox"/> General Order <input type="checkbox"/> Division Order <input type="checkbox"/> Bureau Order <input type="checkbox"/> Special Order  Order No.: <b>18-76</b> ----- <input checked="" type="checkbox"/> Procedure <input type="checkbox"/> Plan <input checked="" type="checkbox"/> Rule	<b>Iowa Department of Public Safety</b>	
	<b>TITLE/SUBJECT: Weapons and Ammunition</b>	<b>IDENTIFIER: 01-03.03</b>
	<b>TO: All DPS Sworn</b>	<b>CC:</b>
	<b>RELATED DIRECTIVES/FORMS: DOM Subchapter 01-03, Use of Force</b>	
	<b>APPLICABLE CALEA STANDARD(S): 1.3.9</b>	
	<b>EFFECTIVE DATE: 6-21-18</b>	<b>REVISION #: 5</b>
	<b>INSTRUCTIONS: Changes in Section III.H regarding weapon mounted lights. Replaces GO 18-65.</b>	
	<b>APPROVED BY:</b>  <b>Randy Olmstead, Executive Officer to the Commissioner</b>	<b>DATE:</b> <b>June 7<sup>th</sup>, 2018</b>

## I. Purpose

The purpose of this directive is to identify lethal and less lethal weapons and ammunition authorized for on-duty and off-duty use by department members, as well as establishing weapons maintenance, security and safety requirements.

## II. Definitions

- A. *Alternate Service Handgun* – A firearm other than the primary service handgun, authorized and issued by the Department, that may be carried by officers while on or off duty.
- B. *Armorer* - Sworn member who has received specialized training to provide firearms manufacturer's authorized maintenance and repair for authorized firearms. The armorer must be assigned and approved by their Division Director or designee.
- C. *Authorized Firearm* - Any make, model, or caliber of firearm that meets this agency's designated requirements and specifications, and has been formally approved by the Commissioner/designee for general or individual use by Departmental officers. This includes primary service handguns, alternate service handguns, auxiliary handguns, shotguns, and rifles used for law enforcement purposes.
- D. *Auxiliary Weapon* – A firearm not issued by the Department which is authorized to be carried on or off duty by an officer as a supplement to (back-up weapon), or in lieu of, their Departmentally-assigned firearm.
- E. *Back-Up/Secondary Handgun* - Any Department-issued or authorized personally-owned handgun, which is carried as a supplement to the primary service handgun, and carried according to Departmental policy.
- F. *Baton Instructor* - Sworn officer who has received specialized training in the instruction of department issued impact weapons.

- G. *Central Firearms Inventory Database* - A database of all Department-owned and Department-approved personally-owned firearms authorized for use by individual sworn officers.
- H. *Certified Firearms Instructor* – Same as *Range Instructor* (see below)
- I. *Defensive Tactics Instructor* - Sworn officer who has received specialized training in the instruction of defensive tactics.
- J. *Department-issued impact weapons* - The department issued impact weapons will consist of the collapsible straight baton or the 36" straight baton. Any deviation shall be approved by the Division Director or designee.
- K. *Department-issued shotgun* - Shotgun provided by the department.
- L. *Less Lethal Munitions Instructor* - Sworn officer who has received specialized training in the instruction of department issued less lethal munitions.
- M. *Personally-owned weapons* - Any weapons not purchased or owned by the department.
- N. *Service Handgun* - The primary firearm authorized and issued by the Department to be carried by officers while on duty.
- O. *Range Instructor* - A sworn member who has received specialized training in the instruction of firearms training and activities (firearms instructor school), assigned and approved by the Division Director or designee. Range Instructors assist in the development and coordination of firearms training, courses of fire, targets, range safety issues and all supplies needed for the operation of the firing range and duty use.
- P. *Weapon* - Any firearm, striking instrument or chemical agent authorized for use as a weapon by the Department.

### III. Policy

It is the policy of the Department of Public Safety that:

- A. The Department will equip its officers with weapons and ammunition which are deemed appropriate, safe and reliable.
- B. Officers shall use only authorized lethal and less lethal weapons and ammunition in the performance of their law enforcement responsibilities.
  - 1. Only weapons and ammunition authorized by the Department shall be used and carried both on and off duty by Department personnel in the performance of law enforcement responsibilities.
  - 2. Only Department issued service ammunition will be used in firearms issued by the Department.
  - 3. Department issued ammunition shall not be used for an officer's personal use, nor shall it be used in back-up/secondary or off-duty firearms unless approved by the Division Director or designee.
  - 4. The types and specifications of all Department-issued lethal and less lethal weapons and ammunition are listed in [01-03.03 Attachment, Authorized Weapons and Ammunition](#).
  - 5. Approved back-up/secondary and auxiliary weapons shall be documented in the Central Firearms Inventory Database. (For procedures, see [DOM 01-03.08](#), Section IV.E.12)

- C. Officers are responsible for keeping their issued weapons, and other approved weapons in a clean and serviceable condition.
- D. Members shall use or handle weapons in a safe and prudent manner. All weapons must be used in accordance with law and established Departmental rule and/or Divisional procedures.
- E. No Departmental firearm will be modified without the approval and permission of the Division Director or designee.
  - 1. Unauthorized modification of a Departmental firearm will subject the officer to disciplinary action.
- F. The Department shall maintain a Central Firearms Inventory Database.
  - 1. The Department shall maintain a Central Firearms Inventory Database of all Department-owned firearms, including current records of Department-issued and personally-owned firearms approved for use by individual sworn officers. The Plans, Research and Training Bureau shall be the assigned database administrator and the Technical Services Bureau shall provide programming and technical support as needed. This record shall also contain safety inspection and maintenance documentation for Department issued and approved firearms in use.
  - 2. Procedure

Information on all issued and non-issued Department-owned, as well as authorized personally-owned weapons shall be entered into the Central Firearms Inventory Database by each division's designated firearms instructors or other designees. These individuals shall be responsible for entering and maintaining information on each weapon authorized for use by an officer as well as any related equipment. This information will be tracked not only for issued weapons, but for any spare division weapons that are not on an officer's inventory.
- G. Officers are responsible for the security and safe storage of all state-issued and other approved firearms.
  - 1. If an officer has Department-issued or approved firearms in their residence, they must not store or leave a firearm in any place within reach or easy access of a minor. Under penalty of law, in accordance with *Iowa Code 724.22, Persons under twenty-one – sale, loan, gift, making available – possession*, if a person knows or has reason to believe that a minor under the age of fourteen years is likely to gain access to the firearm without the lawful permission of the parent, guardian or person having charge of the minor, firearms must be secured in one of the following manners:
    - a. Secured by a trigger lock mechanism; or
    - b. Placed in a securely locked box or container; or
    - c. Placed in some other location that a reasonable person would believe to be secure from a minor under the age of 14 years.
  - 2. Officers shall not leave weapons where they might fall into the hands of unauthorized persons. Firearms should never be left inside of a vehicle in plain view where they can easily be seen by the general public, unless secured in Department issued rifle rack. ([01-03.08 Carrying Weapons On/Off Duty](#)).
  - 3. Authorized shotguns and rifles must be stored in a safe place or carried in state vehicles.

4. When a state vehicle is out of service for repairs or maintenance, all weapons shall be removed from the vehicle and stored in a secure place unless the officer remains with the vehicle. This can include but is not limited to an officer's residence, another state vehicle, or any Department of Public Safety facility.
  5. If an assignment requires an officer to spend the night at a facility that prohibits firearms, the weapons shall be secured in the officer's vehicle.
- H. Officers issued a weapon mounted light (WML) by the Department shall adhere to the following guidelines:
1. Officers shall only carry the Streamlight TLR-1-HL which is issued by the Department. The WML shall only be mounted and utilized on your Department issued weapon and in a Department approved holster.
  2. Initial installation of the WML will be performed by a Departmental certified firearms instructor or armorer.
  3. Officers shall not mount or remove a WML while the firearm is loaded.
  4. Officers utilizing a WML shall leave it attached to the pistol at all times while on duty (officers are exempt if working in a plain clothes status such as EPU, Vehicle Theft, etc. where a traditional gun belt and holster are not utilized).
  5. Officers shall not modify the WML in any way (lighting color, pressure switches).
  6. The WML shall be used for target identification and acquisition and shall not be used as a flashlight.

#### **IV. Procedures**

##### **A. Inspection Process**

1. An inspection of all Department-issued weapons shall be completed and documented by a certified Department armorer prior to initial issuance and thereafter at least once every three years. The armorer is responsible for ensuring these inspections are documented in the Central Firearms Inventory Database.
  - a. During these inspections, any Department-issued weapon found to be deficient in any manner shall be repaired by the armorer.
  - b. In the event that the armorer cannot repair the weapon, the weapon shall be deemed unsafe and removed from service by the armorer and a replacement weapon shall be issued.
2. A function check of all Department approved personally-owned weapons authorized for use shall be completed and documented by a Department certified firearms instructor or armorer prior to authorization for use, and thereafter at least once every three years.
  - a. Deficient and unsafe personally-owned authorized firearms shall be removed from service and authorization to carry that weapon suspended pending repair. It is the responsibility of the officer to have personally-owned authorized firearms repaired at their expense. Only after subsequent review and approval by a Department certified firearms instructor or armorer shall the suspension be lifted and the personally-owned weapon authorized for use.

- b. Personally-owned weapon function checks, unsafe weapon removal from service and subsequent review and approval shall be documented in the Central Firearms Inventory Database by the reviewing instructor or armorer.