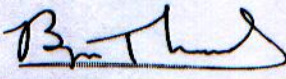




RICHMOND POLICE DEPARTMENT GENERAL ORDER

NOTE: This directive is for internal use only, and does not enlarge an employee's civil liability in any way. It should not be construed as the creation of a higher standard of safety or case in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this Department, and then only in a non-judicial administrative setting.

Chapter 1	Number 7	Effective Date 05/29/09	Review Date 2012
Subject POLICE WEAPONS		<input type="checkbox"/> New Order <input checked="" type="checkbox"/> Replaces G.O. 1-7, (04/02/07) <i>E.O. 07-07 (06/07/07)</i>	
References CALEA 1.3.9a, 1.3.9b, 1.3.9d, 1.3.9e, 1.3.9f, 1.3.11c VLEPSC ADM.05.01b, ADM.05.02a, ADM.05.02b, ADM.06.01a, ADM.06.01b, ADM.06.01c, ADM.06.01d, ADM.06.02a, ADM.06.02b General Orders 1-5, 1-8 and 4-4 <i>Virginia Records and Disposition Schedule, General Schedule 17</i>			
 <hr/> Chief of Police or Designee		05/29/09 <hr/> Date	

I. PURPOSE

The purpose of this directive is to establish the policy and procedure for the issuance, care and maintenance of issued and non-issued police weapons and to establish guidelines for wearing weapons during the City of Richmond's Personnel Board Hearings and other related situations. All authorized personnel will be issued copies and instructed in this directive prior to carrying any issued or non-issued police weapons.

II. POLICY

It is the policy of the Richmond Police Department to ensure that members use only Department-*issued*/authorized weapons. It is also the policy of the Department to provide the proper guidelines to its members for the wearing of weapons to the City of Richmond's Personnel Board Hearings and the Department's Internal Review Boards meetings. Richmond Police Officers must receive training and demonstrate proficiency in the use of all *issued*/authorized weapons before carrying them.

NOTE: For *Secondary/Off-Duty* weapons, Officers shall receive training on the safe use of the weapon and qualify with the weapon.

III. ACCOUNTABILITY STATEMENT

All employees are expected to fully comply with the guidelines and timelines set forth in this General Order. Failure to comply will result in appropriate corrective action. Responsibility rests with the Division Commander to ensure that any violations of policy are investigated and appropriate training, counseling *and/or* disciplinary action is initiated.

IV. DEFINITIONS

- A. PRIMARY SERVICE WEAPON – The Department-issued SigArms weapon that is carried and employed as the primary weapon when on-duty or when working off-duty in a police related capacity.
- B. SECONDARY WEAPON/OFF-DUTY – A personally owned handgun that an officer carries on-duty as a back-up weapon and/or off-duty for personal protection.

V. PROCEDURE

A. Handguns:

1. The Richmond Police Department has selected the Sig Sauer SP2340/SP2022 and/or P239 .357 caliber as the Department's service weapons.
2. ***The authorized on-duty handgun ammunition is Speer Gold Dot .357 Sig Hollow Point 125 grain.***
3. The Department member to whom the weapon is issued is responsible for its care, cleaning and operational readiness at all times. Officers are NOT authorized to disassemble the issued weapon beyond field stripping for cleaning and may not alter the weapon in ANY way. ***In addition, officers shall be instructed in the safe usage of all Departmental-issued weapons' locking devices and shall be responsible for securing their weapon(s) at all times.***
4. Only two changes may be made to the issued weapon. A Department armorer ***is the only person who can make these*** changes. The changes are as follows:
 - a. The installation of a "short trigger" for officers that have a smaller hand; and,
 - b. Exchanging the grips.

B. Repair of *Issued Weapons*:

In the event that a Department issued weapon is in need of repair, the weapon shall be referred to the Department ***Range Master***. The Department ***Range Master*** shall maintain a permanent record of all weapons needing repairs, the nature of the repair(s), ***weapons' serial numbers*** and the name of the officer to whom the weapon is assigned. This record is kept in ***the Department's firearms database*** in the office of the Department ***Range Master***, where it may be inspected. ***The Department Range Master shall be responsible for the safe storage of all weapons needing repair and ensure all non-issued weapons are stored in the vault at the Training Academy.***

C. Policy for Primary Weapon:

1. All on-duty sworn personnel working in a police related capacity must carry on their person the Department-***issued*** primary service weapon. The only exceptions are circumstances where carrying of a weapon would jeopardize the officer's safety, such as an undercover drug buy. Any unarmed police enforcement

assignments must have prior approval *through the chain of command*. If it is determined that an officer needs to have a non-traditional weapon for undercover work, etc., his/her immediate supervisor will write a letter through channels to the Chief of Police explaining the details of the assignment and what weapon is required. If the non-traditional weapon is approved by the Chief of Police, the weapon must be brought to the Range Master to verify that the weapon is safe and in good working condition. The employee will have to qualify and meet all normal Department standards to carry the weapon.

2. Department members shall qualify at least twice annually with the primary service weapon as specified by the Police Training Division. If any officer fails to meet the minimum qualifying standards during the firing of the State's mandated **qualification Day** or Night Course **for any authorized weapon**, that officer's police powers will be withdrawn. The officer will be provided with individual instruction and/or practice in order to identify and correct the deficient behavior. Additional attempts to qualify may be suspended upon the discretion of the Range **Master**, Range Supervisor or **Officer-In-Charge** (OIC) of the Training Academy, when physical limitations or other factors make additional attempts unsafe or impractical. The officer will not return to official duties until he/she has qualified. The Range **Master**, Range Supervisor or OIC of the Training Academy will make immediate notification to the officer's unit supervisor or Commander of the failure to qualify and the prohibition of returning to sworn duty until the qualification is achieved. The Range **Master**, Range Supervisor or OIC of the Training Academy will make arrangements for the affected officer to return to the firing range as soon as possible to assist the officer in meeting the State mandated requirements.
3. When issued a new Department firearm, officers will have to re-qualify. **Arrangements will be made with the Training Academy to qualify on the day of issue, if feasible, or on the first business day following issue.**

D. Policy for Secondary Weapons/Off-Duty:

1. If an officer wishes to carry a secondary weapon, *or a weapon other than the primary service weapon for off-duty use*, he/she must take *the weapon and holster* to the Training Division to be inspected and for qualification by the Range Master. The requesting officer, after passing inspection and qualification for the weapon, shall complete a Registration of Personal Weapon form (PD-48). **The original will be placed on file at the Training Academy. The requesting officer will be given two copies. One copy will be for his/her records and the second copy will be for his/her Captain/Commander/Civilian Equivalent. The range master will place an updated Secondary/Off-Duty Weapon Qualification Report on the Department's X-drive twice annually. An updated report may be requested at any time during the year if needed. This report will include the officer's name, date of qualification and weapon serial number.** The officer is responsible for ensuring that re-qualification and re-inspection of the secondary/off-duty weapon is conducted at least *once every six months*. **If the officer fails to renew his or her certification when it expires, he or she will not be authorized to carry the secondary/ off-duty weapon until he/she has qualified. The officer will be provided with individual instruction and/or practice in order to identify and correct the deficient behavior using the same procedures as outlined for the use**

of the primary service weapon, if he or she fails to qualify on the certification course.

2. The following may be approved as secondary/*off-duty* weapons:
 - a. *Semi-automatic pistols with a de-cocking mechanism or limited to double action firing capabilities only. The approved calibers for the semi-auto weapon are .380, .357sig, 9mm and 40 calibers.*
 - b. *Revolvers with 5 or 6 round capacity. The approved calibers for the revolvers are .38 and .357 magnum.*
3. Only *Speer Gold Dot* ammunition is authorized for use:
 - a. *.380 caliber 90 grain;*
 - b. *38 special + P Hollow Point 135 grain;*
 - c. *9mm Hollow Point 124 grain;*
 - d. *.357 Sig or .357 Magnum Hollow Point 125 grain; or,*
 - e. *.40 S&W Hollow Point 155 grain.*
4. Use of Secondary Weapons On-Duty:
 - a. The purpose of this section is to allow access to a back-up weapon when officers cannot use their primary *service weapon* and the use of deadly force is justified. Department members who choose to carry a secondary weapon while on-duty will ensure that the weapon is hidden from common observation.
 - b. An officer may not carry more than one (1) secondary weapon while in an on-duty status or working off-duty in a police related capacity.
 - c. The use of a secondary weapon is considered a last resort. Any actions taken against a suspect must first be taken with the primary service weapon unless (i) control of the primary weapon has been lost by the officer, (ii) the use of the primary weapon would be unfeasible or impractical due to the nature of the situation, (iii) the primary weapon has been rendered ineffective due to an unanticipated malfunction that cannot be tactically cleared or (iv) all issued rounds from the primary weapon have been expended.
 - d. The officer must qualify wearing his/her normal on-duty attire and carrying the weapon in the same manner as he/she does while working. Holsters for the secondary weapon must be pre-approved by the Range *Master*, Range supervisor or OIC of the Training Academy. The holster must carry the weapon securely, be concealed from public view and be fitted with a durable retention device.
5. All weapons will always be carried fully loaded. Semi-automatic weapons will have a full magazine and will be topped off with a round in the chamber.

E. Holsters, Grips and Related Equipment:

1. Any non-issued holsters, magazine pouches, rubberized slip-on grips, ammunition carriers and other weapon parts or accessories or non-traditional weapon carrying devices (fanny packs, etc.) may only be used if approved by the Training Division.
2. Officers are issued two (2) spare magazines and while in uniform shall carry them at all times. All spare magazines will always be fully loaded. Under no circumstances will officers use any magazines other than SigArms magazines. Magazines shall be carried in their pouches with the butt plate facing upward or sideways. At all times magazine pouches shall be worn up front on the opposite side from the service weapon.
3. Unless the assignment requires the carrying of a firearm in a non-traditional manner, all firearms must be carried in an approved holster. The carrying of a firearm in a non-traditional manner requires prior supervisory approval.
4. Non-issued holsters must be of durable quality and should be constructed to be securely attached to the body and have a safety snap or other acceptable provision, whereby the weapon is held securely in the holster.
5. Approved shoulder holsters will be limited to the type where the handgun carriage causes the barrel of the gun to point down or back and the trigger guard is covered so that the finger is prevented from resting on the trigger while the weapon is being drawn or bolstered. Plainclothes officers who carry their primary service weapon on-duty in a shoulder holster must utilize the shoulder holster when qualifying with their primary service *weapon*.

F. Use of Ballistic Cleaning Cabinet:

Each Precinct and the Training Academy contain a ballistic cleaning cabinet for use by Department members where weapons are to be unloaded for the purpose of inspection and/or cleaning. Instructions for using the ballistic cleaning cabinet:

1. Face the cabinet and lock the shelf in place.
2. With the weapon holstered, depress the magazine release and remove the magazine. Place the magazine on the shelf.
3. Draw the weapon and extend the muzzle into the protected box of the cabinet, keeping fingers off the trigger.
4. Pull the slide back and lock it in place. The chambered round should eject. Visually inspect it to make sure the weapon is clear of ammunition.
5. Place the weapon, side down, on the shelf with the muzzle directed into the box. Retrieve the ejected round and place it on the shelf next to the magazine.
6. The weapon can now be safely inspected and cleaned.

- G. All sworn personnel will have their service weapon and ammunition inspected by their supervisor two (2) times a month. Supervisors will document the inspection on the

Richmond Police Department *Uniform, Equipment, Service Weapon & Ammunition Condition Inspection Report* (PD-144B). The original form will be maintained by the Unit Commander. A copy of the Inspection Report will be forwarded bi-weekly to the Training *Division's* Range Master.

H. Reloading:

1. Pick up the weapon and direct the muzzle into protected opening of the box while keeping fingers off the trigger.
2. Insert the magazine and ensure it is locked in place.
3. Release the slide forward and de-cock the weapon.
4. Re-holster the weapon and snap it in.
5. Release the magazine and place the initial ejected round into the magazine.
6. Re-insert the magazine into the weapon and ensure it is locked in place.

I. Shotguns:

1. *The Richmond Police Department has selected the Remington 870 shotgun as the Department's authorized shotgun.* Police officers are authorized to only carry Department-issued shotguns while on-duty. Personal shotguns are not authorized.
2. Department members who choose to qualify with the shotgun shall qualify at least *once within every calendar year.* If an officer fails to meet the minimum qualifying standards during the firing of the State-mandated qualification course, the officer will not be able to check out, carry or use the issued shotgun. The officer will be given additional training as soon as possible in order to assist *him/her* in meeting State-mandated requirements.
3. The Training *Division* will maintain a record of those officers who are qualified to use the shotgun. Additionally, every officer who qualifies with the shotgun will be given documentation to be maintained at that officer's assigned Precinct or Division.
4. Supervisors shall issue shotguns for special assignments, as need dictates, only to those officers who have met the Department's shotgun qualifications.
5. Each Precinct Commander and Division *OIC* shall appoint a Weapons Maintenance Officer. This officer's duties will include the cleaning and visual inspection of all shotguns assigned to the Precinct/Division on a monthly basis. All shotguns will be taken to the Department's Range Master on an annual basis for inspection and/or any maintenance that may be needed. When a shotgun requires any maintenance other than routine cleaning, it shall be taken out of service and turned over to the Range Master as soon as possible.
6. All sworn personnel assigned a shotgun will have the shotgun and ammunition inspected by their supervisor once a month. Supervisors will document the

inspection on the Richmond Police Department *Uniform, Equipment, Service Weapon & Ammunition Condition Inspection Report* (PD-144B). The original form will be maintained by the Unit Commander. A copy of the Inspection Report will be forwarded monthly to the Training *Division's* Range Master.

7. While a vehicle is being used, any shotgun shall be secured in its carrying case and kept in the vehicle's trunk. If kept in the vehicle's interior during use, the operator will be responsible for its storage and safety. When in its carrying case, the shotgun will not have a round chambered. Rounds may be loaded in the magazine.
8. When not in active use, all shotguns shall be maintained in a secure area of the Precinct or Division. A vault or weapon's safe is preferable; however, a locked room with limited access is acceptable. All shotguns will be safely unloaded prior to being stored.
9. The official *shotgun* ammunition *issued* by the Department for use by officers is *Federal 2 3/4 1 oz. rifled slug and the Federal 2 3/4 inch double 00 buckshot.*

J. Other Police Weapons:

1. In special emergency situations (e.g., riots, unruly mobs, et cetera) officers trained in the use of the Department 24" or 36" baton, tear gas dispersion equipment and other special non-lethal weapons may employ those weapons as directed by supervision.
2. The following less than lethal weapons are authorized for use by officers certified in their use:
 - a. 16" or 21" ASP Expandable Baton;
 - b. OC Spray;
 - c. 24" or 36" Riot Baton;
 - d. CS Tear Gas;
 - e. TASER;
 - f. Pepper Ball System; or,
 - g. Authorized SWAT weapons.
3. ASP Expandable Baton:
 - a. Only police issued ASP Expandable Batons shall be carried;
 - b. All officers shall carry the 21" expandable baton on their gun belt in their issued holder with the following exceptions, who may carry the 16" expandable baton in a concealed manner or issued holder:
 1. Plainclothes officers; and,

2. Command Staff.
 - c. Officers will undergo refresher training and qualification, if applicable, at least biennially (every two *calendar* years).
4. TASER:
- a. ***The Department has selected the M26 and X26 models of the TASER as the Department's authorized TASER.***
 - b. The TASER shall be assigned to and maintained by the SWAT Team.
 - c. Use of the TASER is limited to only those personnel who have been trained in its operation and assigned to the SWAT Unit. Personnel must attend their re-certification training every two *calendar* years to maintain their authorization to use the TASER.
 - d. The TASER shall be used pursuant to all applicable departmental policies and procedures regarding use of force. ***Re-certification shall be documented and monitored by a tactical instructor.***
 - e. ***The TASER shall not be worn on the same side of the duty belt as the primary service weapon.***
 - f. The use of the TASER is limited only to those instances where attempts to subdue the subject by verbal communication or other less lethal force has been or will likely be ineffective.
 - g. The TASER may not be used when the following circumstances exist:
 1. When it is unsafe for officers to approach within contact range of the suspect.
 2. When any chemical agent containing alcohol base is being used or has been used on the suspect.
 3. When officers have knowledge that a female suspect is pregnant.
 4. When officers have knowledge that the suspect has a pacemaker.
 - h. Mere verbal threats of violence alone do not justify the use of the TASER.
 - i. No officer shall attempt to remove barbs that have penetrated the subject's body.
 - j. All persons to whom the TASER has been applied shall be taken to an appropriate medical facility for examination and, if applicable, for removal of barbs and treatment of wounds.
 - k. The officer utilizing the TASER shall complete a Use of Force Report (PD-35) prior to the end of his/her tour of duty. ***The officer's immediate supervisor shall be responsible for downloading the audio and video record of the incident and forwarding the record along with the original***

PD-35 through channels. The spent cartridge shall be recovered and placed into Property & Evidence with the probes inserted into the portals and secured with tape. The evidence bag shall be marked with a bio-hazard sticker.

1. ***For the M26 model, a log shall be maintained by the OIC of the SWAT Team for all uses of the TASER, whether in training or during an actual situation. Internal Affairs will audit this log along with the internal readings of each TASER annually. The X26 model TASER contains audio and video recording capabilities in which a log of all discharges is kept. Discharge logs shall be downloaded monthly for each unit. Copies of this internal log shall be forwarded to Internal Affairs annually.***
 - m. ***TASER spark tests are to be conducted at the beginning of each shift by the person to whom it is assigned.***
 - n. ***TASER spark tests shall be retained for one year after the log has been forwarded to Internal Affairs. Records of actual TASER deployment shall be retained and disposed of in accordance with General Schedule 17 of the Records Retention Schedule.***
5. Oleoresin Capsicum (O.C. Spray) – refer to General Order 1-8.

K. Unauthorized/Prohibited Weapons and Equipment:

1. Under no circumstances shall an officer carry or use nunchakus, kempo sticks, brass knuckles, weighted gloves, blackjacks or slapjacks.
2. All equipment not specifically approved is not authorized.

L. Use of Non-issued Equipment:

1. Any equipment Department members wish to utilize, in addition to equipment issued by the Police Department, must be approved by the Police Training ***Division***, prior to its use by an officer, and must be used in refresher training at least biennially (every two ***calendar*** years); ***however, officers must re-qualify with secondary weapons at least once every six months.***
2. Supplemental equipment chosen by Department members should be equal to the quality of equipment issued by the Department.

M. Law Enforcement Officers Safety Act of 2004:

The Law Enforcement Officers Safety Act of 2004 permits a “qualified law enforcement officer” to carry a concealed weapon in other states if he/she is carrying the photo identification issued by his/her agency.

N. Personnel Board Hearings:

1. Department Member Appearing as a Grievant: Department members appearing before the City’s Personnel Board as a grievant will appear in plainclothes in accordance with the provisions stated in General Order 4-4, Grooming and

Personal Appearance. If in possession of his/her police powers, the officer may carry his/her weapon to the hearing but must secure the weapon in the Board's lock box prior to the hearing.

2. Department Member Appearing as a Witness: As a witness on a Department related matter, police officers must wear uniform or appropriate attire. Police officers will maintain possession of their firearms.

O. Department Review Board Hearings:

Sworn members shall appear in uniform or the appropriate plainclothes. Civilian members shall appear in appropriate business attire.

VI. ROLES AND ACCOUNTABILITY

A. Police Officers *shall*:

1. Only carry their Department-issued primary weapon, unless an assignment is job related and approved by their immediate supervisor;
2. Carry their weapons fully loaded with a full magazine and topped with a round in the chamber;
3. Qualify at least twice annually with the issued handgun and will have to re-qualify if issued a new Department firearm;
4. **Be** responsible for care, cleaning and operational readiness of their firearm;
5. NOT **be** authorized to disassemble the issued weapon beyond field stripping for cleaning and may not alter the weapon in ANY way;
6. **Receive prior permission to carry a non-traditional weapon for specialized assignments;**
7. **Complete a Use of Force Report (PD-35) for any TASER deployment (other than spark tests) prior to the end of his/her tour of duty; and,**
8. If choosing to carry a second weapon, **or a weapons other than the primary service weapon for off-duty use, he/she shall:**
 - a. **Take the weapon and holster to the Training Division to be inspected and for qualification by the Range Master;**
 - b. Ensure that the weapon is hidden from common observation and has been approved as a secondary/off-duty weapon by the Training Division;
 - c. Complete a PD-48, **after passing inspection and qualification for the weapon;**
 - d. **Deliver a copy of the PD-48 to his/her Captain/Commander/Civilian Equivalent;**
 - e. **Maintain a copy of the PD-48 for his/her records; and,**

f. Qualify with the secondary/*off-duty* weapon at least *once every six months*.

B. Supervisors shall:

1. Ensure that officers carry their Department-issued firearm and other related equipment while on-duty;
2. *Write a letter through channels to the Chief of Police explaining the details of the assignment and what weapon is required, if it is determined that an officer needs to have a non-traditional weapon for a specialized assignment;*
3. Ensure that officers undergo firearm refresher training and qualify at least twice annually;
4. *Maintain copies of Secondary/Off-Duty weapon qualification report;*
5. *Have the authority to* issue qualified officers shotguns for special assignments;
6. *Inspect the shotguns and ammunition assigned to all officers under their command once a month and document inspection on PD-144B;*
7. *Be responsible for downloading the audio and video record of TASER deployment incidents and forward record of use along with the original PD-35s through channels; and,*
8. Inspect service weapons and ammunition twice a month and document inspection *on PD-144B.*

C. Range Master *shall*:

1. Assist in ensuring that officers meet minimum training standards in accordance with state mandated courses and, if applicable, recommend that an officer's police powers be withdrawn;
2. Make repairs and selected changes to the Department's firearms;
3. Maintain permanent records of all Department weapons needing repair, the nature of the repair(s), *weapons' serial numbers* and the name of the assigned officer;
4. *Be responsible for the safe storage of all weapons needing repair and ensure all non-issued weapons are stored in the vault at the Training Academy;*
5. Inspect and *approve* all secondary/*off-duty* weapons *and holsters*. *NOTE: For Secondary/Off-Duty weapons, Officers shall receive training on the safe use of the weapon and a qualification course; and,*
6. *Update Secondary/Off-Duty Weapons Qualification Report twice annually and place on the Department's X: Drive.*

D. Training Division shall:

1. Provide firearms training to all Police Recruits and any other officers needing remedial training for firearm re-qualification;

2. Maintain records of all officers who qualify *to use* a shotgun;
3. Approve *applicable* non-issued equipment;
4. *Maintain original completed PD-48 forms; and,*
5. Authorize the type of police weapons and ammunition that will be used and issued.

E. Precinct Commander/Division OIC *shall:*

1. Appoint a Weapons Maintenance Officer to oversee the cleaning and inspection of the shotguns;
2. Ensure that only properly trained officers are assigned a shotgun; *and,*
3. Ensure that the assigned shotguns are stored safely and securely, when not in use.

F. *Weapons Maintenance Officer shall:*

Clean and visually inspect all shotguns assigned to his/her Precinct/Division on a monthly basis.

G. *SWAT Team Commander or designee shall:*

1. *For the M26 model TASER, maintain usage logs, whether in training or during an actual situation;*
2. *Download discharge logs on a monthly basis for each TASER unit;*
3. *For M26 and X26 models, forward TASER usage logs to Internal Affairs annually; and,*
4. *Retain and dispose records of actual TASER deployment in accordance with General Schedule 17 of the Records Retention Schedule.*

H. Internal Affairs Division shall:

Annually audit the log maintained by the SWAT Team Commander when the TASER is utilized.

VII. FORMS

- A. PD-35, Use of Force Form
- B. *Secondary/Off-Duty weapon Qualification Report*
- C. PD-48, Registration of Personal Weapons Form
- D. PD-144B, RPD *Uniform, Equipment, Service Weapon & Ammunition Condition Inspection Report*